

30th May 2023

AGENDA

Dear Councillor

You are summoned to a meeting of the:

Town Development Committee
to be held on
Monday 5th June 2023 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Davis (East)	Cllr Keeble
Cllr Fraser (West)	Cllr Robbins
Cllr Fryer (Broadway)	Cllr Syme (Broadway)
Cllr Jones (East)	Mr Len Turner (Advisor)

Copied to all other members for information.

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

If you wish to contribute during public participation, please contact admin@warminster-tc.gov.uk prior to the meeting to enable this to be facilitated. If you do not wish to attend in person, the chairman may read out your contribution. The meeting may be 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 in the meetings diary.

Yours sincerely



Tom Dommett CILCA
Town Clerk and Responsible Financial Officer

1. **Election of Committee Chairman 2023-2024**
Members to elect a committee chairman for the municipal year 2023-2024
2. **Election of Committee Vice Chairman 2023-2024**
Members to elect a committee vice chairman for the municipal year 2023-2024
3. **Apologies for Absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
4. **To appoint up to three Advisors to the Committee**
Members to resolve to appoint up to three non-voting advisors.
5. **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.
6. **Minutes**
6.1 To approve and sign as a correct record, the minutes of the Town Development Committee meeting held on Monday 24th April 2023; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.
6.2 To note any matters arising from the minutes of the Town Development Committee meeting held on Monday 24th April 2023.
7. **Chairman's Announcements**
To note any announcements made by the Chair.
8. **Questions**
To receive questions from members of the committee submitted in advance.

Standing Orders will be suspended to allow for public participation.

9. **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.

10. **Reports from Unitary Authority Members**
To note any reports provided which are relevant to this committee.
11. **Events**
Members to nominate three members to work with officers and partner organisations on preparations for:
Ice cream and Bubbles – Sat 5th August 2023
Remembrance Sunday - 12th November 2023
Christmas Lights Switch On – Sat 25th November 2023
Spring in the Park 2022 – Sun 5th May 2024
and any other similar events

12. Tynings Allotments

No new minutes have been received from the Tynings Allotment Committee since the last Town Development meeting.

Members to note.

13. Flood Wardens

The current wardens are Jon Ellis, Roi Head, Len Turner and Trevor Woodyatt. They have all indicated that they would like to be reappointed. There is still space for two or more additional wardens.

Members to appoint Flood Wardens for 2023 – 2024.

14. Town Community Speed Watch

The Community Speed Watch Champion will liaise with the police and encourage volunteers to set up and run a community speed watch scheme. The Town Council has not yet succeeded in attracting enough volunteers to make Community Speed Watch viable despite trying for several years.

Members to decide if they wish to continue to appoint a Community Speed Watch Champion and if so, appoint a Warminster Community Speed Watch Champion 2023 – 2024.

15. Town Litter Champion

The Town Litter Champion organises community litter picks and spreads an anti-littering message throughout Warminster.

Members to nominate and appoint a Warminster Town Litter Champion 2023 – 2024.

16. Working Groups

16.1 To appoint up to 3 members to the Closed-Circuit Television (CCTV) Sub-Committee and to agree that these should be closed meetings due to the confidential nature of the business discussed.

The next meeting is due to be held on Tuesday 13th June 2023 at 10 am.

Represented bodies	Membership 2023 – 2024 Nominees Received to Date
Wiltshire Council (Warminster)	Cllr Andrew Davis
Wiltshire Council (Westbury)	TBC
Wiltshire Police	PC Fairley
Local businesses	Mr Dave Deacon
Warminster Garrison	Sgt Tauyavu Bativagone
Warminster Town Council (Officers)	Town Clerk, CCTV Supervisor, Parks and Estate Manger

Westbury Town Council (Officer)	Deborah Urch, Westbury Town Clerk.
Westbury Town Council	Cllr Sheila Kimmins
West Wilts Trading Estate	Peter Sammons
Warminster Town Council (up to 3)	Cllr Allensby Cllr Fraser

16.2 Flood and Emergency Working Group: To appoint members to the flood and emergency working group. The working group is tasked with updating the Warminster Town Council flood plan and the Warminster Town Council emergency plan.

Membership 2023 – 2024
Nominations received to date
Cllr Sue Fraser
Len Turner
Trevor Woodyatt

16.3 Cycle Route Improvements: To appoint members to the cycle route improvements working group. The working group is tasked with bringing forwarded suggested improvements to the local cycle routes.

Membership 2023 – 2024
Nominations received to date
Nigel Linge
Colin French
Cllr Chris Robbins

16.4 Regeneration Working Group: To appoint members to the WTC Regeneration Working Group. The working group is tasked with bringing forwarded suggestions for the regeneration of Warminster.

Membership 2023 – 2024
Nominations received to date
Len Turner
Cllr Bill Parks
Cllr Sue Fraser

16.5 Wiltshire Area Localism and Planning Group (WALPA) - To appoint a representative to WALPA

Wiltshire Area Localism and Planning Group (WALPA) are a collection of Wiltshire Town and Parish Councils concerned about the lack of a five-year housing supply was having on the effectiveness of Neighbourhood Plans.

No nominations received to date

16.6 Scout Hut Working Group: To appoint members to the WTC Scout Hut Working Group.

To consider initial design ideas for replacing the Scout Hut

- To look for external funding opportunities
- To look at costings, and

- Bring their research back to the committee for further discussion.

Membership 2023 – 2024 Nominations received to date
Cllr Allensby
Cllr Phil Keeble
Cllr Sue Fraser
Cllr Bill Parks

17. Wiltshire Towns Programme

Wiltshire Council is running a Wiltshire Towns Programme aimed at helping market towns in Wiltshire. The town council has previously submitted a Town Centre Acton Plan to Wiltshire Council. Wiltshire Council has agreed to fund the following deliverables/Interventions.

- Improve and expand existing events (e.g. Spring in the Park, Christmas Light Switch on, Window competitions) and hold new events (e.g. Book Festival, Ice cream and Bubbles Festival, Bandstand events, indoor market). £10,000

- Develop greater pedestrian circulation around the town centre and create longer dwell time via signage, information boards, visitor guide, town trails, maps, improved online presence and publicity. £10,000

Wiltshire Council have confirmed that Warminster Town Council has been allocated £25,000 funding through the 2023/24 Wiltshire Towns Programme. (attached)

Members to resolve that the Town Clerk liaise with the Regeneration Working Group to ensure the money is obtained and spent in line with the already agreed 2022/23 funding and the Town Centre Action Plan.

18. Flood and Emergency Working Group

Work continues on updating the Emergency Plan (including Flood Plan).

Members to note

19. South West Operational Flood Working Group

To note any updates from members of the South West Operational Flood Working Group

20. Scout Hut Working Group

An initial meeting has been held with representatives of the scouts. Further meetings are planned with the aim of bringing an initial report to Committee in September 2023.

Members to note.

21. Communications

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

Minutes from this meeting will be available to all members of the public either from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.

Date of next meeting: Monday 11th September 2023

April 2024

Dear Warminster Town Council,

Wiltshire Towns Programme Activity Generation Grant Programme 2023-24

I am pleased to write to inform you that, following the successful grant programme delivered in 2022-23, the Wiltshire Towns Programme will continue providing grants and support to you to generate activity on your High Street.

Following feedback received during the 2022-23 programme, this year the larger councils in the programme will be able to access funding to enable strategic development and delivery.

The grant sums allocated, as detailed below, are available to be passported to your council, under a similar process to that for the 2022-23 grants programme.

Location	Activity Generation Intervention Funding	Strategic Development & Delivery Funding	Total Activity Generation Grant Allocation
Warminster	£15,000	£10,000	£25,000

Further details on the 2023-24 activity generation grant programme, how to access the funds, and details regarding eligible expenditure found in the information document accompanying this letter. You can also contact the Wiltshire Towns Programme Team via the email address below with any queries or for assistance progressing your High Street activity generation work.

Yours Sincerely



Richard Clewer
Leader of Wiltshire Council