

AGENDA

18th September 2023

Dear Councillor

You are summoned to the:

Meeting of Warminster Town Council
on Monday 25th September 2023 at 7pm
to be held at

Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Allensby (West) Vice Chairman of the Council and Deputy Mayor	Cllr Jones (East)
Cllr Brett (East)	Cllr Keeble (West) Chairman of the Council and Mayor
Cllr Cooper (Broadway)	Cllr Macfarlane (West)
Cllr Davis (East)	Cllr Parks (North)
Cllr Fraser (West)	Cllr Robbins (East)
Cllr Fryer (Broadway)	Cllr Syme (Broadway)
Cllr Jeffries (North)	

Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

Yours sincerely



Tom Dommett CiLCA
Town Clerk and Responsible Financial Officer

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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 as a correct record, the minutes of the Full Council meeting held on Monday 24th July 2023 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 Full Council meeting held on Monday 24th July 2023

4. **Chairman's Announcements**

4.1 Announcements.

4.2 Mayor's engagements (**see attached**)

Members to note.

5. **Correspondence Circulated**

Members to note the list of all correspondence circulated since the last meeting. (**see attached**).

6. **Questions**

To receive questions from members of the council submitted in advance to the Clerk.

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

7. **Public Participation**

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

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

8. **Reports from Unitary Authority Members and the Police**

To note any reports provided which are relevant to the Full Council.

9. **External Audit**

Council is asked to note the External Auditor's Report (see attached) and approve the Notice of Conclusion of Audit Dates to be published. The notice will be published on 26th September 2023 and also be published on the website.

10. **Proceedings of Committee**

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

10.1 Town Development Committee meetings held on 5th June 2023 questions to Cllr Robbins, chairman of the committee.

10.2 Finance and Audit Committee meetings held on 26th June 2023 questions to Cllr Cooper, chairman of the committee.

10.3 Planning Advisory Committee meetings held on 17th July and 21st August 2023 questions to Cllr Jeffries, chairman of the committee.

11. Possibility of overnight road closure of Smallbrook Road during the toad migration season.

At a previous Council meeting members resolved to arrange a meeting with Wiltshire Council, inviting members of the Toad Patrol to discuss the possibility of overnight road closure of Smallbrook Road during the migration season. Minute FC/21/130 refers. Discussions have been held and a report produced. **(see attached)**

Members are asked to resolve not to pursue a road closure at this point in time.

12. Squash Courts at the Sports Centre

Councillor Tony Jackson (Wiltshire Council, Warminster Broadway) asked the Town Council to lobby Wiltshire Council for the reopening of a second squash court at the leisure centre. **(see attached)**

Members to resolve whether to ask Wiltshire Council to reopen a second squash court at the leisure centre.

13. Councillor Laptops

Council provided laptops for councillors were introduced in response to the Covid19 pandemic so members could attend virtual meetings online. Since then, the Government has ruled that meetings must be in person and therefore it is timely to consider whether the provision of laptops should continue. **(see attached)**

Members are asked to resolve one of the options below:

1) Council provided laptops are phased out by the end of December 2023. Councillors would access and store their council emails and documents by logging into a cloud-based system on their own personal devices. Individual Councillors switch over when they are ready. It is expected most councillors would switch over in October. The council would retain one laptop for use by Councillors in the Civic Centre.

2) Council provided laptops are phased out by the end of December 2023 as on option 1 above, but any councillor who does not possess their own suitable device would be given a once only choice of whether they would like a council provided laptop to access the cloud-based system. The laptop would be for use solely for council related duties.

3) The Council continues to provide laptops for all councillors. This is the fully supported service as at the moment with a laptop provided for each councillor for use solely for council related duties.

14. Warminster Neighbourhood Plan Update

The Warminster Neighbourhood Plan Steering Group are in the process of drafting a new Neighbourhood Plan and wish to update members about their progress to date. **(see attached)**

Members are asked to note the update.

15. **Wiltshire Local Plan Consultation**
Members are asked to approve the response to the consultation (see attached)
16. **Warminster Rugby Club Floodlights**
Members are asked to note the update (see attached)
17. **Warminster Town Council Civic Awards 2023**
Members are asked to note that nominations for the 2023 Civic Awards are open; the nomination form is available on the Town Council's website. The Awards will be presented at the Full Council meeting on 27th November.

The Climate Change Working Group have suggested that the Green Civic Award be amended and that a further category be created as follows:

- The Green Civic Award for environmental issues – for setting an example or changing behaviour of others - which can be awarded to an individual or group
- The Environmental Award for businesses to recognise their contribution towards tackling climate change and working towards net zero.

Members to resolve whether to adopt the changes.

18. **Warminster Community Centre**
Warminster Community Centre are investigating the possibility of installing a defibrillator at their premises in Warminster Town Park and have asked if Warminster Town Council would consider making a contribution towards the project.

Members to resolve how they wish to proceed.

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

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

Mayors Engagements 16th July – 17th September 2023

22 nd July	Warminster Philharmonic Orchestra's Concert
5 th September	Ribbon cutting at Crescent Place Show Suite
10 th September	Opening of the Warminster Carnival Fun Day
10 th September	Judging of Dog Show at Warminster Carnival Fun Day (Deputy Mayor Attended)
16 th September	Twinning Visit from Warminster, Pennsylvania (Deputy Mayor also Attended)
17 th September	Opening of the Autumn Market
17 th September	Harvest Concert

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
14.07.23	Neighbourhood Alert	Improving rape and serious sexual offences investigations [#131278863]	Email
14.07.23	Wiltshire Council	Road Closure Notice: TTRN B3092 Maiden Bradley * Warminster Area Board **	Email
17.07.23	South West Railway	South Western Railway confirms reduced services during July's industrial and strike action	Email
17.07.23	Wiltshire Council	Temporary Closure of: C41 (Part), Longbridge Deverill (14.09.2023)	Email
18.07.23	Wiltshire Council	Area Board minutes	Email
19.07.23	Neighbourhood Alert	Tackling violence against women and girls - our next step	Email
19.07.23	Community Messaging	Safer Streets Fund - Feedback Form	Email
20.07.23	Wiltshire Council	SEALED TRAFFIC REGULATION ORDER – Off Street Parking Places Orders (Amendment No.1) Changes to Parking for Blue Badge Holders	Email
21.07.23	Wiltshire Council	Latest news: Help us to recycle more, fly-tipper caught, major investment to build 250 homes and more	Email
21.07.23	Wiltshire Council	Briefing Note 23-20 - Air Quality Action Plan and Air Quality Supplementary Planning Document (SPD) consultations	Email
24.07.23	Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner -21 July 2023	Email
24.07.23	Community Messaging	Keeping your children and grandchildren safe online this summer	Email
24.07.23	Community Messaging neighbourhoodalert.co.uk	Wanted appeal: Amos Eaglestone [#133782558]	Email

CORRESPONDENCE LIST

26.07.23	Community Messaging	Warminster Community Area – Warminster 17 to 21 July 2023	Email
27.07.23	WALC	Executive Meeting Minutes 12 th July 2023	Email
28.07.23	Wiltshire Council	Latest news: Last chance to have your say on the Wiltshire Design Guide and local cycling and walking plans	Email
28.07.23	Grovelands Countryside and Wildlife Group	Update	Email
28.07.23	Neighbourhood Alert	Members Survey	Email
28.07.23	GWR	Rail Strike Tomorrow, and Action Short of a Strike for the next two weeks	Email
31.07.23	Community Messaging	General online safety advice [#137105189]	Email
31.07.23	Wiltshire & Swindon Community Messaging	185-mile cycle ride to remember the fallen [#137656840]	Email
01.08.23	Wiltshire Council	Temporary Closure of: Masefield Road, Warminster (between 04.10.2023 – 31.10.2023)	Email
01.08.23	Wiltshire Council	Blanket TTRO confirmed dates - Warminster Journal area - Surface Dressing	Email
07.08.23	Community Messaging	Watch out for this WhatsApp scam	Email
07.08.23	Neighbourhood Alert	Chief Constable fortnightly update to the Police and Crime Commissioner - 4 August	Email
09.08.23	GWR	Network Rail improvement works between Bristol and Weston-super-Mare next month	Email
10.08.23	WALC	Training courses	Email
11.08.23	Wiltshire Council	Briefing Note 23-23: Waste Sorting at Wiltshire's Household Recycling Centres	Email
11.08.23	Wiltshire Council	Latest news: NHS industrial action, last chance to comment on Wiltshire Design Guide and to apply for Solar Together and more	Email

CORRESPONDENCE LIST

11.08.23	Neighbourhood Alert	Get to know Your Area	Email
11.08.23	Wiltshire Council	Road Closure - C360 (part), Warminster 14/08/23 Warminster Area Board	Email
15.08.23	Grovelands Countryside and Wildlife Group	Next working party date – 20 th August	Email
16.08.23	Wiltshire Council	Sort it before you bring it to a recycling centre	Email
16.08.23	Wiltshire Council	Blanket TTRO confirmed dates - Warminster Journal area - Surface Dressing	Email
16.08.23	GWR	New rail strike dates announced	Email
17.08.23	Wiltshire Council	Multiply Newsletter August 2023	Email
17.08.23	Wiltshire Council	Meeting cancelled - 30/08/2023, 15:00, Western Area Planning Committee	Email
18.08.23	Wiltshire Council	Latest news: New website homepage coming soon, resident fined for fly tipping, pest control services available	Email
18.08.23	Wiltshire Council	Community Governance Review 2022/23 Final Recommendations	Email
21.08.23	Wiltshire & Swindon Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner	Email
21.08.23	Wiltshire Neighbourhood Watch	Wiltshire Neighbourhood Watch AGM	Email
21.08.23	Wiltshire Police	Fatal 5 Campaign	Email
22.08.23	Wiltshire Council	Local Plan consultation begins next month with in-person and online events	Email
22.08.23	Wiltshire Council	Road Carriageway Works - B3414 Bath Road, Warminster (Change of Dates)	Email
23.08.23	GWR	Reminder - rail strike this Saturday and new date announced Fri 1 Sept	Email
24.08.23	Wiltshire & Swindon Community Messaging	Beware fraudsters targeting tenants online	Email
24.08.23	Wiltshire & Swindon Community Messaging	Share your thoughts on new security products	Email

CORRESPONDENCE LIST

24.08.23	Wiltshire Council	Pre-consultation letter – Warm 10 conversion of footpath to shared use path	Email
24.08.23	Wiltshire Council	Temporary Closure of: Upper Marsh Road (Part), Warminster (31.10.2023)	Email
25.08.23	Wiltshire Council	Latest news: Local Plan events, no change to waste collection on bank holiday, businesses fined for waste related offences	Email
25.08.23	Wiltshire Bobby Van Trust	Stay safe online scheme	Email
25.08.23	Wiltshire Council	Latest news and advice for businesses	Email
25.08.23	SW Railway	South Western Railway confirms strike day services on Friday 1 and Saturday 2 September	Email
01.09.23	WALC	Executive Meeting Wed 6 th Sept	Email
01.09.23	Wiltshire Council	Local Plan events, latest roadworks in Wiltshire, school admission information and more	Email
01.09.23	Wiltshire Council	Diversion of Footpaths Warminster 9 and 10	Email
04.03.23	Wiltshire & Swindon Community	Fortnightly update to the Police and Crime Commissioner - 1 September 2023 [#148986126]	Email
05.09.23	WALC	Appendices for Meeting Wednesday 6th September	Email
05.09.23	Neighbourhood Alert	The September edition of OUR NEWS is here [#149466211]	Email
05.09.23	Police & Crime Commission for Wiltshire and Swindon	Support for Victims of All Crime	Email
06.09.23	Southwest Railway	South Western Railway invests £1.5 million in projects by local communities	Email
06.09.23	Wiltshire Council	Blanket TTRO confirmed dates - Warminster Journal area - Kiely Lock	Email
06.09.23	Neighbourhood Alert	Your Area Crime Reports for Warminster	Email

CORRESPONDENCE LIST

08.09.2023	Wiltshire Council	Latest News: Scrap metal prosecution, heritage app, dog walker scheme	Email
08.09.2023	Wiltshire Council	Latest news and advice for businesses	Email
13.09.2023	Wiltshire Council	Updated rights of way map	Email
15.09.2023	Wiltshire Council	Latest News: Funding for highways, Local Plan consultation, recycling	Email
17.09.2023	Deborah Bourne - WALC	NALC Committee Elections 2023 - Reminder	Email
18.09.2023	GWR	Network Rail improvement works between Bristol & Weston start on Sunday	Email
18.09.2023	Wiltshire and Swindon Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner - 15 September	Email
18.09.2023	Colin French (WAG)	Warminster Community Workshop – update	Email
18.09.2023	Wiltshire and Swindon Community Messaging	Tackling rural crime is everyone's concern [#153366445]	Email

Meeting of Full Council – 25th September 2023.

Warminster Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Warminster Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Warminster Town Council on application to:</p> <p>(a) Tom Dommett, Town Clerk, Warminster Town Council, Civic Offices Sambourne Road, Warminster, Wiltshire BA12 8LB</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(b) Monday to Friday, 9 am - 4.30 pm</p> <p>_____</p> <p>_____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £0.50(c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) Tom Dommett, Town Clerk.</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) 26th September 2023</p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Warminster Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

12/06/2023

and recorded as minute reference:

FC/23/040

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

 REQUIRED
 REQUIRED

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Section 2 – Accounting Statements 2022/23 for

Warminster Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	982,292	1,325,694	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,275,599	1,319,292	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	513,024	450,187	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	487,561	647,099	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	39,601	39,602	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	918,059	783,543	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,325,694	1,624,929	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,391,136	1,642,329	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,846,945	3,069,309	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	285,069	259,206	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date

06/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

12/06/2023

as recorded in minute reference:

FC/23/ 041 MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

 SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Warminster Town Council – WI0242

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

30/08/2023



Mr Tom Dommett
Warminster Town Council
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
01 September 2023

Our Ref:
WI0242

SAAA Ref:
SB08993

Warminster Town Council Completion of the limited assurance review for the year ended 31 March 2023

Dear Mr Dommett

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Warminster Town Council for the year ended 31 March 2023. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

 **PKF Littlejohn LLP**
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference WI0242 or Warminster Town Council as a reference when paying by BACS.

Timetable for 2023/24

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 1 July 2024. It is anticipated that the instructions will be sent out during March 2024, subject to arrangements for the 2023/24 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2024, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Monday 3 June and Friday 12 July 2024; and
 - at the latest, between Monday 1 July and Friday 9 August 2024.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states '*Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.*' In order to answer yes to Assertion 3 in the 2023/24 Annual Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.

Feedback on 2022/23

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LV

PKF Littlejohn LLP

Overnight road closure of Smallbrook Road during the toad migration season.

Report for decision by Full Council – 25/09/2023 by Tom Dommett, Town Clerk and RFO

At a previous Council meeting, a motion was submitted that “Warminster Town Council supports and appreciates the work of the 'Toad Patrol' volunteers that try to provide a safe passage to these amphibians as they take their annual migration route that they use to reach their breeding grounds.”

Minute [FC/21/130](#) refers.

Members resolved to arrange a meeting with Wiltshire Council, inviting members of the Toad Patrol to discuss the possibility of overnight road closure of Smallbrook Road during the migration season.

Background

Like frogs, toads breed in ponds during the spring and spending much of the rest of the year feeding in woodland, gardens, hedgerows, and tussocky grassland. They are famous for their mass migrations back to their breeding ponds on the first warm, damp evenings of the year, often around St. Valentine's Day. Common toads tend to breed in larger, deeper ponds than common frogs, but still frequent gardens. They hibernate over winter, often under log piles, stones or even in old flowerpots.

Toads are creatures of habit and will use the same migration routes back to their breeding ponds every year, covering up to two kilometres. However, over time, these migration routes have been obstructed and roads are by far the biggest obstacle facing toads. It's estimated that twenty tonnes of toads are run over each year.

Road deaths, along with the loss of breeding ponds, are thought to be having a significant impact on toad populations, which have declined by 68% in the last 30 years.

To help combat this, Sustainable Warminster organise a 'Toad Patrol' to assist toads in crossing Smallbrook Road and other roads. These are manned by volunteers at night, every year, in late February and early March. The volunteers use buckets to collect any frogs, toads, or newts which attempt to cross roads, and safely transport them to the destination side of the road.

The Toad Patrol covers: Upper Marsh Road, Lower Marsh Road, Henfords Marsh, Smallbrook Road and The Hollow.

Smallbrook Road is registered as a toad crossing route with the Government's Department for Transport. This allows toad warning signs to be used along Smallbrook Road.

Patrollers also wear hi viz jackets and put out reflective 'Caution Toads Crossing' signs for motorists during patrols. Sadly, some of the patrollers' fixed triangular toad warning signs have been stolen or vandalised, but these have been replaced or repaired.

In 2022, Toad Patrol made 153 volunteer trips totaling 76 hours out on the road at night. 149 female toads, 1655 male toads, 53 frogs and 253 newts were recorded between February and October. Of these, 18% had been killed by cars.

Discussions with Wiltshire Council

Discussions have been held between the Town Clerk, Wiltshire Council Officers, and Sustainable Warminster.

Sustainable Warminster have highlighted that some Councils (for example BANES and Richmond) have used Section 14 of the Road Traffic Regulation Act 1984 to effect road closures to allow toads to cross roads safely during their mating season.

If a road needs to be closed for road works or development works, a temporary traffic order must be processed under Section 14 (1) of the Road Traffic Regulation Act 1984. If emergency works are being carried out using a road closure, a temporary traffic order must be processed under Section 14 (2) of the same act.

However, Wiltshire Council's legal advice is that it would not be appropriate to use this legislation as there is nothing in allowing toads to cross which would constitute 'works'.

An alternative approach put forward by Sustainable Warminster is that the road might be closed by a Traffic Regulation Order (TRO) by arguing that it would accord with the Council's biodiversity duty (deriving from the Environment Act 2021) and Wiltshire Council's own Infrastructure Strategy.

But Wiltshire Council also advise that the biodiversity duty is not limitless, and Wiltshire Council would need to be satisfied that any Traffic Regulation Order (TRO) would be proportionate in terms of possible benefit/disruption/cost.

If Wiltshire Council decides it should make a TRO, Section 22, Road Traffic Regulation Act 1984 would be the legislation to use, as it provides for 'the purpose of conserving or enhancing the natural beauty of the area ...'.

Under Section 2(1) of the Act, a TRO may make "any provision prohibiting, restricting or regulating the use of a road, or of any part of the width of a road, by vehicular traffic, or by vehicular traffic of any class specified in the order; either generally or subject to such exceptions as may be specified in the order or determined in a manner provided for by it, and subject to such exceptions as may be so specified or determined, either at all times or at times, on days or during periods so specified".

Wiltshire Council's Ecology Officer was asked if it would "support" any closure application (should one be made) from a County's Biodiversity Duty viewpoint. They replied that:

"While the council does indeed have a duty towards biodiversity, while carrying out its statutory undertakings, the ultimate decision for road closure is still with our Highways department and must consider safety of road users first.

If an application is made for a road closure, the Ecology Team is likely to be consulted and our response will outline the council's duty towards biodiversity under the NERC Act 2006. The application will also involve public consultation. Our response will then be weighed with all other responses and a decision made as to whether the road closure is the right decision."

So, whether or not the Ecology Team support a road closure does not determine whether it will go ahead but will be just one factor under consideration.

Highways are the only people who can agree a closure or any other TRO on the highway network, apart from the police in an emergency.

The Wiltshire Council Highways Team only deal with temporary obstructions for works and events. Section 22 of the Road Traffic Regulation Act (RTRA) does not apply to temporary orders (TTROs), Section 22 covers permanent orders only (TROs).

Community TROs

To apply for a Community TRO, you should ensure that you first have the support of the wider community. This helps Wiltshire Council assess whether local people will object to the proposal when it comes to the legal stages. Objections can mean that proposals don't progress, so those with initial support from the community stand the best chance of succeeding.

Typically, this would involve taking the following actions before progressing an application:

A resolution that the Town Council supports the application.

Discussions to obtain the support of local Wiltshire Councillors.

Contacting local residents/businesses in the area affected by your proposal and asking them whether they support it. Contacting local police and emergency services asking them whether they support it.

Providing evidence that you have considered its wider implications, including how it might affect anyone with a protected characteristic under the Equality Act 2010.

Any permanent order must firstly go through the above local procedure and then if it passes that, a formal request by the town council should be made to Wiltshire Council for the application to be considered.

Typically, there are four types of permanent TROs that can be requested:

Community TRO - These seek to address local issues on the highway and are relatively non-complex and non-contentious, for example, use of double yellow lines for junction protection or speed limits.

Developer TRO - New developments often require TROs to manage the use of new or existing roads, to safely accommodate the new development and comply with planning restrictions, for example, creation of a new access.

Community Highway Schemes - These are schemes, with associated TROs, that may be more complex and need to be delivered through the County Council's Highways Improvement Programme, for example, traffic calming schemes.

Controlled Parking Zones - These are comprehensive TROs that manage on-street parking across a wide area and are delivered through the County Council's On-street Parking Management Programme.

It is difficult to see how the request for Smallbrook Road fits in with these examples unless it was altered to permanently close the road.

Wiltshire Council are legally advised that the requirements under Section 22 are not limitless and need to be proportionate, and Wiltshire Council should not underestimate the inconvenience to the highways users that any order to restrict traffic flows may cause.

The decision of whether to proceed with the road closure would rest with Wiltshire Council. They would balance the case made for the road closure, any opposition or suggested amendments and any other considerations before making a decision. Most road closures, being for essential works, are not subject to objections but it is to be expected that such a long road closure of a popular route would be subject to objections.

Financial implications

If the town council were to apply for a temporary road closure for Smallbrook Meadows it would be liable for the costs. These would include any advertising and legal costs. This is estimated at £2,000.

The town council would also be liable for the cost of any additional community consultation e.g. writing to affected residents.

If the road closure was granted the town council would be responsible for putting up and maintaining the road closure signs and diversion signs. The town council has a stock of signs it uses, so would probably not have to purchase more signs. The estimated cost of the signage is £3,000.

However, given that Wiltshire Council have already indicated that they would not have grounds to support a temporary road closure, any money spent would be wasted.

In Summary

Neither a Temporary Traffic Regulation Order (TTRO) or a permanent Traffic Regulation Order (TRO) seem feasible.

Alternatives

It is sometimes suggested that toad tunnels (tunnels which are constructed just below the surface of the road with an extensive fence erected to funnel the toads to the entrances) would be a solution but evidence suggests that toads can be reluctant to use tunnels under roads and even when very large tunnels are created only a relatively small proportion of the toads that approach use them. Without regular maintenance they also quickly become blocked. The tunnels are very expensive. A further reduction in the speed limit of Smallbrook Road from 30 to 20 mph has been mooted but whether this is possible will depend on the results of traffic survey which is booked, but has yet to be undertaken.

Conclusion

Wiltshire Council seem resolute that they will not support a Temporary Traffic Regulation Order (TTRO) to close the road for the toad breeding season as it does not meet the criteria. A permanent Traffic Regulation Order would be disproportionate and unlikely to be approved.

Recommendation

Members are advised not to pursue a road closure at this point in time.

Squash Courts at Warminster Sports Center

Councillor Tony Jackson (Wiltshire Council, Warminster Broadway) asked the Town Council to lobby Wiltshire Council for the reopening of a second squash court at the leisure centre. Councillor Jackson said:

Warminster Community Benefits of Thriving Squash Centre

The Squash Courts are already here. We are not requesting a new facility.

Why has Wiltshire Council closed the courts without explanation to Warminster Town Council? Why has this important leisure facility been denied to the townspeople? Why has only 1 court been repaired?

Reopening the Squash Centre with 2 courts has the following benefits to the town:

- Helps to make the Sports Centre viable
- Promotes community fitness and public health
- Attracts visitors and boosts Warminster hospitality industry

A thriving squash club:

- Promotes community development and cohesion.

Encourages youth development.

Investigations

Warminster Town Council Officers have contacted Warminster Sports Centre to ask why the second court is closed. They have replied.

- The second court was closed pre Covid because of its condition – the walls are falling apart
- One court was refurbished not too long ago
- There are no plans to refurbish the second court – not enough demand

Warminster School has one squash court which the public can book.

Leighton Recreation Centre in Westbury has one court. The second court has just been converted to a studio due to lack of demand.

The following link shows squash facilities and distance from Warminster:

[England Squash - Squash Finder Results](#)

REPORT

Full Council meeting 25th September 2023

Councillor Laptops

Recommendation

Council provided laptops are phased out by end of December 2023. Councillors would access and store their council emails and documents by logging into a cloud-based system on the own personal devices. Individual Councillors switch over when they are ready. It is expected most councillors would switch over in October. The council would retain one laptop for use by Councillors in the civic centre.

Purpose of the Report

To decide if the cost implications of councillor laptops are worthwhile and whether to continue to provide them.

Background

During the Covid pandemic councillor laptops became a necessity to enable Warminster Town Council to continue their council business. At the time these proved invaluable for councillors to be able to hold online council meeting so that the work of the council did not face too much disruption.

During Covid, the Government amended the law to allow councils to meet virtually, however, this was a short-term, time limited change. Despite lobbying by various local councils, the government declined to amend the law to allow virtual attendance at meetings, so therefore members have to be present at meetings to be allowed to vote.

Although some other meetings such as working groups are still held online or hybrid, these do not require the councillors to have a council provided laptop for them to attend online.

Therefore, the original reasons for providing councillors with laptops have largely disappeared.

Some councils have switched to use of laptops etc arguing that it is as a green alternative to providing paper copies of agendas, reports etc. However, it should be noted that some councillors still prefer paper copies and again they do not need a council provided laptop to read documents online.

At the start of 2022, 98% of UK households had internet access. 64% of the population had smart phones. In essence those without the internet had either positively chosen that situation or did not want or need the internet.

Findings

Each councillor laptop has support package that costs £216 a year per Councillor, making the annual cost to the council for 13 Councillors of £2,808.

This support does not include repairs or renewals.

Laptops have a limited live and would typically be replaced every four years. To replace the current laptops in 2024 would cost in the region of £14,000 in capital.

Providing just a gov.uk Councillor email address would cost just £546 a year in total.

Deciding not to continue with Councillor laptops would save the council £23,000 over the next four years.

$£14,000 + (4 \times £2,808) = £25,232 - (4 \times £546) = £23,048.$

Many Councillors have already suggested that they would prefer not to have a council provided laptop. For example, they cite:

- They have a Wiltshire Council laptop
- They prefer to access emails etc on their smart phone or tablet or their own laptops/computers
- It can be a faff to keep having to swap devices
- Laptop takes up space and are not needed post Covid.

It may be thought that some councillors either now or in the future could not afford a laptop/smart phone but actually these are now affordable to most people and laptops are not a requirement of being a councillor, and none were provided pre Covid. It is also considerably more expensive to provide council laptops than if councillors buy their own.

Councillors were asked if they wished to continue with a council provided laptop and the majority indicated that they would prefer to surrender their laptop and would use Microsoft 365 on the web to access all their council related emails and documents. Instruction and or training was requested if this moved forward.

Proposals

The council would continue to provide gov.uk email address for all councillors which councillors can access on their own devices.

This is important as council related emails may be subject to freedom of information requests and provides a clear line between council and private emails.

These email addresses are provided solely for use on council related matters.

Councillors would still be sent agendas, minutes, and other papers via email (to save on postage and printing costs) unless requested.

Councillors will still be able to attend meetings on Microsoft Teams or Zoom.

The existing laptops will be returned, wiped, and sold off.

Options

1) Council provided laptops are phased out by end of December 2023. Councillors would access and store their council emails and documents by logging into a cloud-based system on the own personal devices. Individual Councillors switch over when they are ready. It is expected most councillors would switch over in October. The council would retain one laptop for use by Councillors in the Civic Centre.

2) Council provided laptops are phased out by as on 1 above but, any councillor who does not possess their own suitable device would be given a once only choice of whether they would like a council provided laptop to access the cloud-based system. The laptop would be for use solely for council related duties.

3) The Council continues to provide laptops for all councillors. This is the fully supported service as at the moment with a laptop provided for each councillor for use solely for council related duties.

Financial and Resource Implications

The ongoing upgrading of laptops will need to be budgeted and precepted for annually. The number of Councillors is set to increase to 14 in May 2025. Option 1 saves an estimated £23,000. Option 2 is estimated to save £16,000. Option 3 would cost an estimated £23,000.

Legal Implications and Legislative Powers

The council has the power to provide this service under the General Power of Competence.

Environmental Implications

Officers are not aware of any issues the council should consider except the cost of providing an additional laptop which may be unwanted/unnecessary.

Risk Assessment

A risk assessment will be carried out before any work is carried out.

Crime and Disorder

Officers are not aware of any issues the council should consider under the Crime and Disorder Act.

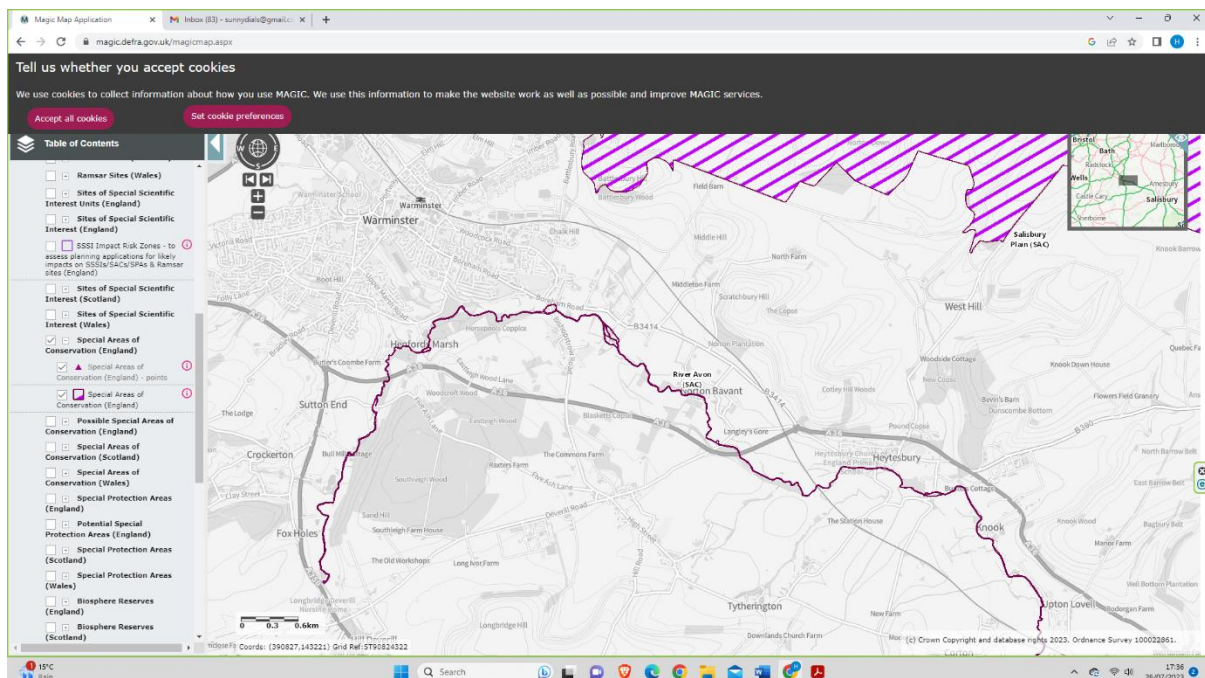
Comments on the Draft Wiltshire Local Plan (Reg 19) Autumn 2023

Submitted by Warminster Town Council and Warminster Neighbourhood Plan Steering Group

Comments on the document "Planning for Warminster"

Page 4 *'The town is situated towards the headwaters of the River Wylie, which feeds into the River Avon system Special Area of Conservation (SAC)' - the Wylie is misspelt. The Wylie itself is part of the River Avon Special Area of Conservation (see Defra Magic Map shot below), it doesn't 'feed into' it. It is also a SSSI. The river is correctly described on p.12.*

The map on page 3 does not identify the river Wylie as a SSSI or a Special Area of Conservation. The map shows only one of the scheduled monuments mentioned in the text.



Defra map showing the Wylie is part of the River Avon SAC and a SSSI.

'The Were (Swan River) connects to the River Wylie at the south of the town and continues northerly through the town centre, extending to the east and north.' The Were flows from the north-west of the town, through it to the south. It does not flow south to north!

Cannimore Brook is not mentioned (yet it seems it may be part of the mitigation strategy proposed in Policy 59). It flows through the SW part of the town into the Wylie.

Norridge Brook (Battlesbury tributary) flows from Harman Lines/Battlesbury to the Wylie via East Warminster. Both these water courses are subject to sewage impacts.

<https://therivertrust.org/sewage-map>

The impact zone from the Bath and Bradford on Avon Bat Special Area of Conservation (horseshoe roost at Dilton Marsh) extends into NW Warminster but this is not mentioned.

'The A350 road is located to the north of the town' The A350 is located both north and south of the town.

'Detached employment land is situated to the north-west of Warminster, and houses Warminster Garrison' The employment land to the NW of Warminster does not house the Garrison.

Page 6

Warminster Town Centre is described as “broadly linear” It should be noted that there is significant retail off Station Road, including Waitrose (one of only 6 in Wiltshire) Lidl and B&M. This should be included in list of roads in the town centre.

Page 8

PSP5 Flood Risk – it should be noted that surface water flooding is a serious concern in Warminster and has been exacerbated by some of the development that has taken place recently. Mitigation ought to be put in place to deal with the current problems before further development proceeds.

Page 10

It should be noted that since the 2016 WNP, circumstances have changed so that Central Car Park is no longer seen as a significant brownfield site.

Since the consultation on Place Shaping priorities, the Old Police Houses have been renovated and turned into residential accommodation. It is expected a planning application will be made for residential units in the Old Police Service Yard. This alters the amount of brownfield land available in the Central Car Park area.

The combined effect of covid and a further shift to online shopping means there is unlikely to be demand for significant new retail for the foreseeable future. The funding for a 'campus' type building (including a new library) in Central Car Park was predicated on funding from retail development and Wiltshire Council, neither of which are currently plausible. As a consequence, the relocation of the library is not viable and it is not an aspiration in the draft 2024 Warminster Neighbourhood Plan.

Improvements to Central Car Park – particularly to the street scene and improved accessibility to vehicles and improved pedestrian circulation around the town centre would be welcomed.

Page 12

Warminster Town Council wishes to emphasis the strategic issue of phosphate pollution and its potential impact on the River Wylde and other local rivers.

Warminster Town Council welcomes the allocation of a parcel of land at Brook Street for the delivery of wetland to enable phosphate mitigation. However, it is unclear how this land can be used for offsetting nutrients when Cannimore Brook which flows through it in a culvert is not subject to sewage outfalls and only rises about a kilometre from Brook Street. Would

the land at Brook Street be turned into fenland to absorb water and carbon as an 'offsite' mitigation?

Page 13

Warminster Town Council would like to emphasise the problem of GP provision and the need for it to be remedied before any substantial further development. Warminster is unusual for a town of its population size in having only one GP surgery. Not only does the surgery have capacity issues but it has also (like many surgeries) experienced staffing issues. The town council would like Wiltshire Council as a neighbouring landowner to make space available in Central Car Park should the surgery wish to expand on that site.

When the last Local Plan was considered, it was not thought possible to expand the existing secondary school on its current site, therefore, provision for a satellite campus (For year 7 pupils) was made in the West Urban Extension. Shortly afterwards the secondary school commissioned a report that suggested it could expand on its existing site. The town council have opposed the planning application for the expansion of the exiting site as it will further contribute to traffic problems.

Page 13-14 – Sustainability Appraisal

The Town Council welcomes the sustainability appraisal that found most of the sites put forward for substantial development in Warminster were unsustainable. See also comments above about Central Car Park. It is agreed that this site is unlikely to be suited to a residential allocation. It is expected that many dwellings will be created by infilling, brownfield sites and other opportunity sites without the need for a further site allocation.

Page 15 - It should be noted the Draft Warminster Neighbourhood Plan does not allocate sites for housing. It does however have policies relating to what might be appropriate change of use in the town centre.

Page 16 – Supporting the Town Centre

See comments about page 10.

Page 18

The town council welcome that fact that there is no strategic scale of housing growth to be delivered at Warminster over the Local Plan period (apart from that already allocated). The town council also supports the Warminster neighbourhood area requirement (2020 to 2038) being 90 dwellings.

Page 19 – Education

At the time of the last Local Plan, the expansion of Kingdown on the current site was considered "unachievable". Just before April 2019, a feasibility study indicated that it might be possible to provide 300 school places and accommodate 43 additional parking spaces on the existing school site.

Recently, Kingdown School have submitted a planning application to expand their existing site. Depending on the outcome of the planning application, it may well be that Kingdown will be expanding rather than using the site identified on the West Urban Extension.

The town council has objected to the expansion of Kingdown on the existing site, not least on the grounds it would bring increasing traffic problems as pupils and parents are required to travel across the town.

Comments on the Document “Housing Delivery”

Page 10 – 5 year housing supply.

Warminster Town Council does not support the concept/policy of a five year housing supply, believing it to be flawed and a crude measure that goes against the principle of community led neighbourhood planning.

Never the less, the town council welcomes the prospect of a 5 year housing supply being delivered from 2023-2028. This should reduce speculative and inappropriate development. The predicted failure to meet a five year land supply after 2028 illustrates one of the flaws in the concept.

Page 17-18 - Affordable Housing

Warminster Town Council recognises the strong demand for social rented housing for households unable to afford market rent. The town council welcomes the fact that Wiltshire Council says “More up to date evidence now justifies a single target level of 40% [affordable housing] throughout the County.”

The town council endorse the findings of the stakeholder discussions that “different types of care needing to be recognised; more complex care homes, needs such as dementia care and other nursing specialisms. to require developers to demonstrate how their proposals respond to the needs of an ageing population and for proposals in Principal Settlements and Market Towns to consider including specialist accommodation for older people.”

General Comments

Warminster Town Council welcomes the emphasis on Climate Change and Net Zero in the Wiltshire Renewable Energy Assessment. The Cranborne Chase Area of Outstanding Natural Beauty is important to Warminster. Its International Dark Sky Reserve status is particularly valued. The town council endorses the benefits of open space as set out in the Wiltshire Open Space Assessment. “High quality, multifunctional open spaces also play an important role in helping to tackle the current climate and ecological emergencies and in supporting the health and wellbeing of Wiltshire’s residents, as part of the county’s wider green infrastructure network.”

<https://cms.wiltshire.gov.uk/documents/s216885/Appendix%201%20for%20Wiltshire%20Local%20Plan%20Review%20-%20Publication%20of%20draft%20Plan%20for%20consultation.pdf>

Page 95 5.413 and **Policy 89 p.196**. *The Council strongly encourages developers to seek opportunities to exceed the minimum 20% requirement to help increase levels of biodiversity and reverse the trend of biodiversity loss across the UK.*

The Town Council applauds and support this as well the other updated environmental policies.

Core Policy 69 which specifically protected the River Avon SAC (including the Wylfe) has been deleted and replaced with draft policy 88 (p.193) which makes no mention of chalk streams, the Hampshire Avon or other internationally important sites in Wiltshire.

These should be mentioned.

Renewable Energy Assessment

https://www.wiltshire.gov.uk/media/11715/Wiltshire-Renewable-Energy-Assessment/pdf/Wiltshire_Renewable-Energy-Assessment_reduced.pdf?m=638279629094470000

This document contains no definitions of net zero, carbon neutral, low carbon or renewable energy.

Page 49

'The MOD have specifically expressed interest in working closely with Wiltshire Council and particularly in relation to developing wind farms on MOD sites within Wiltshire. To note: the Council will be using this study as context when partnering with the MOD to consider potential renewable energy proposals on MOD land and adjoining land within Wiltshire.'

The MOD expresses an interest in developing wind farms and the maps in the study show a high potential for large scale windfarms on the edge of Salisbury Plain near Warminster. However, poor grid capacity and lack of government financial support will probably make development unlikely.

This is disappointing. Any scheme should also bring a financial benefit to the people of Warminster similar to the Solar Farm near Melksham.

Page 64 *'.. the largest areas Wiltshire Renewable Energy Assessment 64 Chapter 4 Renewable and Low Carbon Energy Opportunities of potential for wind generation, particularly large scale generation, are located around the Salisbury Plains.'* It ought to be made clear if 'Large scale' means using the biggest turbines.

Page 51 Figure 4.1 'Existing and consented renewable energy installations within Wiltshire' omits Malaby biogas.

Page 53 mentions 'Advanced Conversion Technologies' i.e. the Westbury Incinerator which has planning permission. Its potential electricity output and potential CO2 savings are listed as 'N/A' (not available) which is **incorrect** since the applicant submitted a Sustainable Energy Statement and an Environmental Statement with electricity generation and carbon emissions calculations from Fitchner Consulting Engineers. Wiltshire Council's climate change team disputed the applicant's calculations

and commissioned a separate report from Exeter University to determine the emissions impact of the incinerator. A note to this effect should be added.

Page 56 The incinerator is described as '28MW of consented advanced conversion technologies incorporating CHP.' The incinerator would be capable of CHP (Combined Heat and Power) but the applicant stated that they had no intention of using CHP so it is incorrect to include this or at least a note should be added.

EV charging and strategy

In Warminster there is one Wiltshire Council provided charger (for 18k residents) which has only just been repaired after 2 years out of commission. The Wiltshire Council strategy is to provide 90 private chargers to maintain the Wiltshire Council fleet of 90 Electric Vehicles. While this may help meet the aim of Wiltshire Council becoming carbon neutral it does not address the wider aim for Wiltshire as a whole to become carbon neutral. The Town Council would like to see an EV strategy does support an improvement in air quality and a reduction in overall carbon emissions.

Warminster Neighbourhood Plan Update – Full Council 25/09/2023

Progress continues to be made with the review of the Warminster Neighbourhood Plan (WNP).

In March 2023 an initial public consultation was undertaken by the Steering Group. The aim of this consultation was to give stakeholders and the wider community the opportunity to provide feedback on the evidence gathered by local volunteers assisting with the WNP and to contribute their thoughts on the draft plan including the potential visions, objectives and policies.

The consultation took the form of an online survey whereby members of the public were asked to complete an overview survey together with a number of topic specific surveys. These surveys focused upon topics such as community services, local green spaces and the town centre. The consultation took place over a 4-week period. More than 1.300 surveys were completed and the information collected from this consultation was taken into consideration when updating the draft plan.

In collaboration with neighbourhood plan consultants, Place Studio, the draft policies and supporting text are being developed in preparation for the next stage of the process, Regulation 14, which is the formal public consultation. The draft policies will need to be screened for environmental impacts before the Regulation 14 Consultation. Early indications would now suggest that Regulation 14 will commence early in the new year.

In conjunction with the review of the WNP, a number of supporting documents are being produced. The Housing Needs Assessment has been completed and it is expected that the Town Centre Master Plan and Design Code will be signed off by the end of September 2023. Consultants from AR Urbanism and Arc4 have supported the production of these additional documents and have been financed through central government funded grants.

Councillors should note that the work to date would not have been possible without the time and efforts of a core group of dedicated volunteers. Their enthusiasm, local knowledge and commitment to the project has ensured an excellent level of community engagement throughout and they should be thanked for their input.

Further details can be found on the designated WNP website: www.warminsterplan.com. This site has been publicised to the community throughout the WNP review process and includes the minutes from the steering group meetings.

Rugby Club Floodlights Update – Full Council 25th Sept 2023

The Town Council agreed to hold Section 106 money on behalf of Warminster Rugby Club. This in in an earmarked reserve £50,796.

The Rugby Clubs plans to install permanent floodlights at their Folly Lane ground have stalled, mainly because the cost has doubled. Grant funding is not available from the RFU or the Dorset & Wilts RFU. So even with a fair bit of self-funding, meeting the cost of the scheme has moved further away from them in the last 12 months.

The Rugby Club still wish to make use of the Section 106 money.

Use of the Section 106 money is flexible to a point but needs to be spent in the spirit of the definition that being namely pitches, floodlighting and/or clubhouse, or be renegotiated.

The Rugby Club is now considering using the section 106 money for:

1. Pitchside fencing, which would be a mandatory requirement to allow for the installation of the permanent floodlighting, given the approved plans for the installation because of the close proximity of the stanchions to the pitch.
2. As an alternative to the storage building they have planning permission for, multiple either modular build or be-spoke container based storage capability.
3. Other ground improvement tasks they could take on, like fence and gate renewal at the site entrance, solar panel fitting on the roof (They have a heating system capable of being powered by renewable energy).
4. Portable floodlights to enable better pitch management by being able to move/rotate training where the ground is best all across the site.

These considerations are subject to ongoing discussions.

The purpose of this update is to inform Council that the Rugby Club are unlikely to proceed with their original proposals for flood lighting.