

MINUTES
of the Town Development Committee
held on Monday 9th September 2024 at 7.00pm
at
Warminster Civic Centre, Sambourne Road,
Warminster BA12 8LB

Membership:

Cllr Davis (East)	*	Cllr Robbins (East)	*
Cllr Jones (East) Chairman	A	Mr James Sullivan-Tailyour (Advisor)	AB
Cllr Keeble (West) Vice Chairman	*	Mr Matt Towl (Advisor)	AB
Cllr Kirkwood (Broadway)	*	Mr Len Turner (Advisor)	*
Cllr Macfarlane (West)	*	Vacancy (Broadway)	

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommett, Town Clerk and RFO, Judith Halls, Deputy Town Clerk, Patsy Clover, Committee Clerk

Attendees:

Unitary Councillors: None

Members of the press: One

Members of the public: Four

TD/24/021 Apologies for Absence
Apologies were received and accepted from Cllr Jones.

TD/24/022 Declarations of Interest
Non-pecuniary interests in agenda item 12 were declared by Cllr Davis as a member of the Royal British Legion and by Cllr Kirkwood as a potential participant in the event.

Signed.....Date.....

TD/24/023 Minutes
TD/24/023.1 The minutes of the Town Development Committee meeting held on Monday 3rd June 2024 were approved as a true record and signed by the vice chairman.
TD/24/023.2 There were no matters arising from the minutes of the Town Development Committee meeting held on Monday 3rd June 2024.

TD/24/024 Chairman's Announcements
There were no chairman's announcements.

TD/24/025 Questions
There were no questions submitted by members before the meeting.

Standing orders were suspended at 7:01pm to allow for public participation.

TD/24/026 Public Participation
Denis Brett spoke to agenda item 13, as patron of Sustainable Warminster, voicing his support for their application for a grant towards the costs of running a series of Energy Café events.

Harriet James spoke to agenda item 13 providing explaining that Sustainable Warminster has been awarded a grant of £10,000 by the Centre for Sustainable Energy (CSE) and providing further information about costs, attendees and the format of the proposed events.

Standing orders were reinstated at 7:05pm following public participation.

TD/24/027 Reports from Unitary Authority Members
There were no reports from unitary authority members.

TD/24/028 Sustainable Warminster Energy Advice Tea Parties
Members supported the proposed events in principle but raised concerns about certain elements of the updated report, attached.

Members resolved to award a grant of £3,000 to support the first events planned by Sustainable Warminster – funding to come from Earmarked Reserves – Climate Change. They requested that a representative from Sustainable Warminster attend a future meeting of the Town Development committee to report back before any further grants were awarded.

TD/24/029 Tynings Allotments
Members noted the minutes from the meetings held on 15th May and 12th June 2024.

TD/24/030 Working Groups and Warminster Business Network
TD/24/030.1 A verbal update was received from Cllr Robbins in Matt Towl's absence providing positive feedback following the Autumn market and about the opening of new businesses in Warminster.

Signed.....Date.....

TD/24/030.2 Members resolved to incorporate the £4,000 budget set aside for the Warminster Parking Partnership – 107/4710 Enterprise Warminster - into the budget for town centre regeneration.

TD/24/031 Operational Flood Working Group South

Members received the notes of the Operational Flood Working Group South meeting held on 21st February 2024 and noted that no notes had been provided for the meetings held in April and June 2024.

TD/24/032 Rights of Way Volunteers

Members noted the update from the Rights of Way Volunteers and asked for a letter of thanks to be sent to the volunteers.

TD/24/033 Warminster Royal British Legion – Commemorations for the 80th Anniversary of World War II

Members approved the RBL community event at the Town Park on 26th July 2025, and agreed in principle that the Town Council would contribute towards the cost of providing security and for officers to work with the RBL to bring detailed proposals to a future meeting.

TD/24/034 CCTV

Members noted the minutes of the CCTV Sub Committee meeting held on 12th March 2024.

TD/24/035 Coaches

Members noted that Wiltshire Council had acknowledged receipt of the Town Council's letter asking for the provision of coach parking bays in Warminster's Central Car Park and/or other suitable locations with appropriate signage from the A36 and that Warminster Town Council's request would be kept on file to be used as part of Wiltshire Council's review of their parking strategy in conjunction with the upcoming Local Transport Plan 4.

TD/24/036 Communications

Members agreed a press release to be issued with the following spokesperson:

- Sustainable Warminster Energy Advice Tea Parties – Cllr Robbins.

Meeting closed at 7.45pm.

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 2nd December 2024.

Signed.....Date.....



Energy Advice Tea Party

**Expert Energy
Saving Advice**

- Need help with rising energy cost?
- Interested in grants to upgrade your heating?
- Need help with your energy bills?
- Talk to expert advisors - no obligation

Free entry

26 October 2024

2pm - 4pm

Tea, coffee, squash and cakes

Stalls and children's craft activities

**Warminster Civic Centre, Sambourne Road
BA12 8LB**



Energy Advice Tea Parties

5 x parties, 2-4 pm, Warminster Civic Centre

Saturday 26th October

Saturday 23rd November

Saturday 25th January

Saturday 22nd February

Saturday 29th March

- Information and advice on saving energy, keeping warm and well, financial help with fuel bills, grants for insulation, boilers etc.
- Energy-related craft activities for children
- Stalls from local groups (e.g. Health and Wellbeing Forum)
- Stalls from Trust-marked renewable energy and retrofit/home improvement firms
- Free energy saving materials such as LED light bulbs
- Refreshments
- Competition/quiz

Sustainable Warminster has a grant and training from Futureproof Wiltshire LEAD (energy advice) project run by the Centre for Sustainable Energy (CSE).

CSE delivers energy advice for Wiltshire Council as part of the Warm and Safe Wiltshire free energy advice service that helps residents live in warmer, safer and healthier homes.

One of their advisors will attend the party on 26th October.

Two of our members have taken a qualification in Domestic Retrofit and are receiving further mentoring from CSE on the grants and financial help which are available to home owners and tenants to help with fuel bills and home improvements such as new boilers and better insulation.

A 'Help with Energy Bills' page of advice about Winter Fuel Allowance, Pension Credit, grants for heating, insulation and renewable energy and other support has been set up on the Sustainable Warminster website:

<https://sustainablewarminster.co.uk/help-with-energy-bills/>

October 26th planning to date:

CSE energy advisor will attend

Children's crafts – 'Switch off lights' door hangers and light switch covers + cardboard energy mural with Sarah Christie from Arty Pants. Has DBS certificate, insurance, and safeguarding policy. Warminster School lending children's tables and chairs

Stall holders booked so far:

- Wiltshire Energy – heat pump and solar panel demonstration
- Warminster Health and Wellbeing Forum
- Cranborne Chase outdoor lighting and energy saving/dark skies advice

Invitations to local groups, housing associations, energy companies etc. are ongoing.

First aid and safeguarding leads organised

Privacy and safeguarding policies have been reviewed and updated

SW Insurance company informed

SW Risk Assessment to be written

Expected attendance 200+ (half term).

Success to be measured by number of attendees, number and range of CSE advice leaflets used, number of enquiries to Warm & Safe advice line. Brief questionnaire for those leaving.

Publicity

Being advertised on SW website and Facebook page

<https://sustainablewarminster.co.uk/warm-homes-lower-energy-bills/>

Flier to be printed shortly

Has gone to Parish newsletters

Banners in town if permission granted

Newspaper, TV and radio press campaign to come

Energy Advice Parties x 5	Details	Cost per print run	Number of items/occasions	Total (£)	Running total (£)
	Print 2000 versions of B Information flyers from CSE website Plus large sized A1 posters Plus some guidance banners				
	Print 4 large information posters in A1 glossy	12.55	4	50.20	50.20
	10 x 100 A5 information flyers (fro Instaprint online printers) (£27.73 per 100 print run)	273.3	5	1366.50	1416.70
	Zone banners (A0 size - A0 poster size - 841mm x 1189mm)	15.25	4	61.00	1477.70
	MAKE A SELFIE FRAME RELATED TO ENERGY SAVING	30	1	30.00	1507.70
	PRINTING TOTALS			1507.70	
Art and Craft Materials	Scrap store /visiting artist materials	200	5	1000.00	2507.70
	miscellaneous	50	5	250.00	2757.70
	ART AND CRAFT TOTALS	30	5	150.00	2907.70
				1400.00	
Refreshments	Cakes	250	5	1250.00	4157.70
	Drinks	100	5	500.00	4657.70
	REFRESHMENTS TOTALS			1750.00	
Civic centre	Arn and Copheap room hire 1:pm to 5pm (£42/hr x 4 hours) = £168	£168	5	840.00	
	Kitchen (partial usage/session)	£37.50	5	187.50	
	HALL AND KITCHEN HIRE TOTALS			1027.50	5685.2
Energy reduction equipment	Purchase of draught excluders, LED light-bulbs, hot-water bottles etc.	£100	5	500	
Contingency			TOTAL ESTIMATE		6185.20
				10%	618.52
TOTAL					6803.72

TREASURER'S REPORT
SUSTAINABLE WARMINSTER AGM 4TH SEPTEMBER 2024

Balances as at 1st September 2023

Current Account	£ 2,257.58
Petty Cash	£94.49
Total	£2,352.07

Balances as at 31st August 2024

Current Account	£2,246.73
Savings Account	£8,800.55
Petty Cash	£50.16
Total*	£11,097.44

* Designated Funds	Retrofit**	£7,255.00
	Toad Board Grant	£1,322.00
General Fund		£2,520.44
	Total	£11,097.44

Bank Account & Petty Cash Income & Expenditure 2023 -2024

	Total Income	Total Expenditure
Donations	£499.65	
Hall Hire		£300.50
Interest	£45.55	
Plan Bee	£582.65	£500.50
Retrofit	£10,000.00	£2,745.00
Sundries		£36.07
Talks	£98.51	£32.85
Toads	£409.83	£219.30
Web/Email		£102.00
Insurance		£276.60
Toad Board Grant	£1,322.00	
Grand Total	£12,958.19	£4,212.82

Warminster Business Network

Town Development Report

Update

Finances are currently stable.

Members - 50

4 pillars.

Grow – Open the door to new business opportunities and business growth.

The market and town events have attracted 4 new businesses to try and open a business in Warminster (1 opened, 2 currently renovating to open soon and 1 still trying to secure a property)

Support – Local business to achieve their goals.

Supported business plan development to potential start a business in Warminster.

Develop – Increase knowledge and skills to create a bigger, brighter and better future.

NFTR

Influence – Campaigns to widen Warminster's exposure and have voice in local decisions.

Currently conducting a town branding exercise.

Smarten up, Tidy Up campaign.

Town Exposure and Events

The third of 4 market events happened on 1st Sept (Food and Drink Theme). The event was once again successful with a similar attendance(footfall) size. It also attracted a food critic who was incredible complimentary about the event. They had also visited Melksham festival on the same day and started that ours was much better.

Xmas market planning in well under well and a large take up on the event.

Town Centre.

Discussion - Trial of temporary pedestrianisation of the town.

There have been several unofficial discussions between the WBN and different groups that have suggested how great the town feels when there is no traffic or less traffic due to road works as well as actual street closures. A potential proposal is to try and trial this.

This would see the town main streets shut for a day/ weekend with them set up to replicate how it may be if this was adopted. Central benches, large potted trees etc. The suggestion is an interesting one and may hold many benefits both from an environmental and business perspective.

If this could actually be done in reality is another question.

The Smarten up, Tidy Up campaign ran in conjunction with the TC has gone well. The £1000 granted from the town development fund generated circa of £6000 spent by businesses within the town. 10 businesses were each granted £100 to help with the costs of smartening up the street appeal of their business.

Out Of Town

The Smarten up, Tidy Up campaign – There is hope we can encourage the entrances to the trade parks to be properly sign posted with a totem signage and remove the numerous business signs making the town look untidy.

Parking

Noted a proposal is to be made soon.

This continues to be a topic of discussion, it is noted that the car park charges to go to support other elements of community support, such as public transport. This does not detract from the perceived value of the parking due to charges being disproportionate the longer you stay. The requirement to create dwell time is a long-established part of the overall strategy.

The Wiltshire parking strategy shows parking charges per band and per Short or long stay. Although still in the majority of cases it is still encouraging people to park for 1 hour, it does show some better structures. <https://cms.wiltshire.gov.uk/documents/s14737/>

Coach parking – Due to the location of Warminster it is very attractive to coach companies, currently the town does not have sufficient parking for the coach companies, but a proposal is being put together for potential options.

Empty properties

We are approaching landlords to try and encourage them to smarten up their vacant properties, currently there are more businesses trying to view or lease buildings than we have on the market, despite them being empty. There are also some with unrealistic demands to be met for them to lease.

Business Confidence

There is currently a lot good feeling around the town about the current efforts between the two organisations.

Although the current financial situation of the country remains a worry for many town businesses there is a reasonable air of confidence around the survival of many of our current businesses.