

AGENDA

21st March 2022

Dear Councillor

You are summoned to the:

Meeting of Warminster Town Council
on Monday 28th March 2022 at 7pm
to be held at
Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Allensby (West)	Cllr Keeble (West)
Cllr Brett (East) Vice Chairman of the Council and Deputy Mayor	Cllr Macdonald (East)
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) Chairman of the Council and Mayor	

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

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 17th January 2022 and the Extraordinary meeting held on Thursday 17th February 2022 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 17th January 2022 and the Extraordinary meeting held on Thursday 17th February 2022.

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. **Proceedings of Committee**

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

9.1 Finance and Audit Committee meeting held on 4th January 2022 questions to Cllr Brett, chairman of the committee.

9.2 Planning Advisory Committee meeting held on 24th January 2022 and 24th February 2022 questions to Cllr Syme, chairman of the committee.

9.3 HR Committee meeting held on 4th October 2021 and Extra Ordinary Meeting on 29th November 2021 questions to Cllr Jeffries, chairman of the committee.

9.4 Town Development Committee meeting held on 25th October 2021 questions to Cllr Davis, chairman of the committee.

10. Mayor and Deputy Mayor Elect 2022/2023

Members are requested to propose and second their nominations for the position of Mayor and Deputy Mayor Elect for the municipal year 2022/2023.

11. Meetings calendar for municipal year 2022 – 2023

Members are requested to approve the meetings calendar for municipal year 2022 – 2023. (See attached).

12. Tennis Courts

All members were invited to a briefing on options for refurbishing the Tennis Courts on 17th February 2022. This was subsequently discussed at the Parks and Estates Committee on 14th March 2022.

The Parks and Estates Committee resolved to ask Full Council to resolve that:

- i) Officers continue to liaise with the Lawn Tennis Association and Sport England about securing matched funding for refurbishing the Tennis Courts
- ii) Officers are authorised to seek tenders for a refurbishment of the Tennis Courts and MUGA
- iii) The inhouse model is the preferred option for running the refurbished Tennis Courts.

Members are asked to resolve to support the recommendation from the Parks and Estates Committee.

13. The Council's Bank Accounts

Members previously resolved to the Council switched from HSBC to Unity Trust Bank plc. However, the service from Unity Bank has been so poor that the transfer hasn't been completed. Meanwhile, there have been no problems with the existing provider. **Members are asked to resolve that the Council's Bank Accounts should remain with HSBC.**

14. Parliamentary Boundary Review

The parliamentary boundaries are currently being reviewed. The constituency containing Warminster is now proposed as being 'Trowbridge and Warminster'. This is available to see on-line: <https://www.bcereviews.org.uk>

Trowbridge Town Council have proposed that the constituency should be called 'Trowbridge'. A member of the public has asked the Town Council to support the suggestion that the constituency should be called 'Warminster and Trowbridge' as Warminster is the central town and Trowbridge is out on the edge with some of its area (Hilperton and part of Paxcroft) outside of the proposed constituency. The closing dates for comments is 4th of April 2022.

Members to resolve whether to make any comment to the parliamentary boundary review

15. Covid Policy

Government Guidance on Covid has significantly changed. In light of the recent changes towards living with Covid and changes in the law and government guidance Officers have written this policy to make clear how the town council will be protecting its staff and users of council services and the procedures in place to prevent the spread of Covid and how staff will need to comply with this.

In particular it addresses the issue of how staff who have tested positive for covid or who are displaying symptoms of covid should behave.

Due to time will be sent to them for constrains this draft policy hasn't been reviewed by the HR Committee but will be sent to them for consideration at their next meeting.

Members are asked to resolve to adopt the Covid Policy.

16. Toad Patrol

Councillor Macdonald has submitted the following motion:

“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.

This council notes that Richmond Council four years ago closed a road during the month of March to help their local toad patrol group.

Warminster Town Council invites Wiltshire Council to meet with us at the earliest opportunity to discuss this, explore additional actions, and agree to help with the costs to ensure all the support that the Toad Patrol Group needs.'

Members to resolve whether they wish to support the motion.

17. 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.

Mayor's Engagements for Full Council**Councillor Steve Jeffries 11th January 2022 – 22nd March 2022**

Friday 4 th February	Meet the Mayor
Friday 11 th March	SPECTRA pass out display (Mayor, Cllr. Steve Jeffries)
Friday 18 th March	Meet the Mayor
Sunday 20 th March	Mayor's Civic Service

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
10.01.22	GWR	Temporary timetable - update	Email
12.01.22	Neighbourhood Alert	January 2022 Our News - The Monthly Newsletter For All Neighbourhood Watch Supporters	Email
12.01.22	Neighbourhood Alert	PCC Wants Your Views on Proposed Increase To Police Tax	Email
17.01.22	Wiltshire Council	Wiltshire Council: Wiltshire Council updates on latest COVID business grants	Email
17.01.22	Neighbourhood Alert	Shoplifter Arrested and Charged With Theft 15/01/2022	Email
18.01.22	Neighbourhood Alert	Local Impactive Crimes 10th To 16th January 2022 - Warminster 18/01/2022	Email
19.02.22	Wiltshire Council	New bus provider Warminster to Salisbury from 31st January	Email
19.01.22	Wiltshire Council	Hospitality grants	Email
25.01.22	Wiltshire Police	Wiltshire Police Could Face Making Significant Savings If PCC Decides Not To Increase The Precept 25/01/2022	Email
25.01.22	Wiltshire Police	Local Impactive Crimes 17th To 23rd January 2022 - Warminster 25/01/2022	Email
26.01.22	Wiltshire Council	Wiltshire Council: Cabinet to consider next steps for tackling climate change in Wiltshire	Email
27.01.22	Neighbourhood Alert	Residents Urged To Report Crime Concerns As Stats Show Drop In Recorded Crime 27/01/2022	Email
28.01.22	GWR	Temporary timetable - update	Email
31.01.22	Neighbourhood Alert	Local Impactive Crimes 24th To 30th January 2022 - Warminster 31/01/2022	Email
02.02.2022	Wiltshire Council	Wiltshire Council: Cabinet approves Climate Strategy and Natural Environment Plan	Email

CORRESPONDENCE LIST

04.02.22	Neighbourhood Alert	Staying safe online - online alerts	Email
07.02.22	Neighbourhood Alert	Crime Prevention Advice After Van Break-Ins In Westbury 05/02/2022	Email
07.02.22	Wiltshire Council	Wiltshire Council responds to Government announcement on council tax rebate in response to rising energy costs	Email
07.02.22	Wiltshire Council	Wiltshire Council: Applications now open for discretionary business grants	Email
08.02.22	Neighbourhood Alert	February Our News Newsletter For Neighbourhood Watch Supporters Out Now	Email
08.02.22	Neighbourhood Alert	Local Impactive Crimes Area 31st January To 6th February 2022 - Warminster	Email
15.02.22	Neighbourhood Alert	Local Impactive Crimes Area 7 th February To 13th February 2022 Warminster	Email
15.02.22	Neighbourhood Alert	Residents In Warminster Warned After Report of A Rogue Trader In The Area	Email
16.02.22	Neighbourhood Alert	Women Encouraged To Sign Up For Firefighter Have A Go Event	Email
16.02.22	Neighbourhood Alert	Dog Walkers	Email
17.02.22	Neighbourhood Alert	Safety Warning Ahead of Storms	Email
21.02.22	Neighbourhood Alert	Scam Alert Linked To Power Cuts	Email
21.02.22	Neighbourhood Alert	Section 35 Dispersal Order 21/02/2022	Email
21.02.22	Neighbourhood Alert	Local Impactive Crimes 14th To 20th February 2022 - Warminster 21/02/2022	Email
24.02.22	Democratic Services <democratic.services@d wfire.org.uk>	Wiltshire Local Performance & Scrutiny Committee	Email
01.03.22	Neighbourhood Alert	Local Impactive Crimes 21st To 27th 2022 - Warminster	Email
01.03.22	Neighbourhood Alert	Dog Watch Newsletter	Email

CORRESPONDENCE LIST

01.03.22	James Sullivan-Tailyour jstailyour@yahoo.com	Opening of The Old Bell amended date and time	Email
01.03.22	Wiltshire council	Minutes for Western Area Planning Committee, Wednesday 16 February 2022, 3.00 pm	Email
02.03.22	Neighbourhood Alert	Think Widen Burglary Prevention Campaign Launched 01/03/2022	Email
03.03.22	Wiltshire Council	Briefing note on waste collection industrial action.	Email
08.03.22	Neighbourhood Alert	Local Impactive Crimes 28th February To 6th March 2022 - Warminster 07/03/2022	Email
08.03.22	Neighbourhood Alert	March Our News Neighbourhood Watch Newsletter 07/03/2022	Email
15.03.22	Wiltshire Council	Waste industrial action update	Email
15.03.22	Wiltshire Council	Proposed Traffic Regulation Order For Consultation	Email
15.03.22	Wiltshire Council	Briefing Note No. 22-03 Community Local Nature Recovery Strategy Pilot Workshops	Email
15.03.22	Wiltshire Council	FW: Wiltshire Council: South West Energy Hub secures £5 million for home energy improvements	Email
16.03.22	Neighbourhood Alert	Local Impactive Crimes 7th To 13th March 2022 - Warminster 15/03/2022	Email
16.03.22	Wiltshire Council	FW: Briefing Note 22-05 - Update on industrial action causing disruption to waste services	Email
18.03.22	Neighbourhood Alert	Wiltshire and Swindon PCC Philip Wilkinson Has Launched Making Wiltshire Safer - His New Police and Crime Plan Which Sets The Strategic Direction For Policing In The County	Email
18.03.22	Neighbourhood Alert	We Are Listening - We Launch Our Largest Consultation on Safety of Women and Girls	Email
21.03.22	Neighbourhood Alert	Community Speedwatch	Email

CORRESPONDENCE LIST

21.03.22	Neighbourhood Alert	Local Impactive Crimes 14th to 20th March 2022 WARMINSTER	Email
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Warminster Town Council Meetings, 2022/2023

	2022												2023													
	May		June		July		August		September		October		November		December		January		February		March		April		May	
Mon						1																			1	
Tues						2							1												2	
Wed			1			3							2						1		1				3	
Thurs			2			4		1					3	1					2		2				4	
Fri			3		1	5		2					4	2					3		3				5	
Sat			4		2	6		3		1			5	3					4		4		1		6	
Sun	1		5		3	7		4		2			6	4			1		5		5		2		7	
Mon	2		6	Town Dev	4	F&A	8	5	F&A	3	HR	7	F&A	5	Town Dev	2		6	HR	6	F&A	3	Town Meet	8		
Tues	3	PAC & F&A*	7		5	9		6		4		8		6		3	F&A	7		7		4		9	F&A*	
Wed	4		8		6	CATG (WC)	10		7		5	CATG (WC)	9		7		4		8		8		5		10	
Thurs	5		9		7		11		8		6		10		8		5		9		9		6		11	
Fri	6		10		8		12		9		7		11		9		6		10		10		7		12	
Sat	7		11		9		13		10		8		12		10		7		11		11		8		13	
Sun	8		12		10		14		11		9		13		11		8		12		12		9	Easter	14	
Mon	9	PAC	13	Full Council	11	P&E	15		12	Town Dev	10		14		12	PAC	9	P&E	13		13	P&E	10		15	PAC
Tues	10		14	CCTV	12	HR*	16		13	CCTV	11		15		13	CCTV	10		14		14	CCTV	11		16	
Wed	11		15		13		17		14		12		16		14		11		15		15		12		17	
Thurs	12		16		14		18		15		13		17		15		12		16		16		13		18	
Fri	13		17		15		19		16		14		18		16		13		17		17		14		19	
Sat	14		18		16		20		17		15		19		17		14		18		18		15		20	
Sun	15		19		17		21		18		16		20		18		15		19		19		16		21	
Mon	16	Ann Mtg	20	PAC	18	PAC	22	PAC	19	PAC	17	PAC	21	PAC	19		16	Full Council	20	PAC	20	PAC	17	PAC	22	Ann Mtg
Tues	17	HR*	21		19		23		20		18		22		20		17		21		21		18		23	
Wed	18		22		20		24		21		19		23		21		18	CATG (WC)	22		22		19		24	
Thurs	19		23		21		25		22		20		24		22		19		23		23		20		25	
Fri	20		24		22		26		23		21		25		23		20		24		24		21		26	
Sat	21		25		23		27		24		22		26		24		21		25		25		22		27	
Sun	22		26		24		28		25		23		27		25	Christmas	22		26		26		23		28	
Mon	23	P&E	27		25	Full Council	29		26	Full Council	24	P&E	28	Full Council	26		23	PAC	27	Town Dev	27	Full Council	24	Town Dev	29	P&E
Tues	24		28		26		30		27		25		29		27		24		28		28		25		30	
Wed	25		29		27		31		28		26		30		28		25				29		26		31	
Thurs	26		30		28				29		27				29		26				30		27			
Fri	27				29				30		28				30		27				31		28			
Sat	28				30						29				31		28						29			
Sun	29				31						30						29						30			
Mon	30										31						30									
Tues	31																31									

The Annual Town Meeting is not a meeting of the council but of the electors of Warminster Parish called by the Mayor

Delivering a brighter, greener future for all

1. Purpose and Scope

1.1 Statement

In light of the recent changes towards living with Covid and changes in the law and government guidance Warminster Town Council has written this policy to make clear to all employees, councillors and volunteers how the town council will be protecting its staff and users of council services and the procedures in place to prevent the spread of Covid and how staff will need to comply with this.

Our statement of general policy is:

- To promote physical distancing between staff members
- To promote physical distancing between customers and staff members
- To promote physical distancing between groups of customers
- To make arrangements to provide physical distancing in welfare areas
- To make arrangements to provide facilities for hand hygiene
- To promote responsible respiratory etiquette
- To make arrangements for the hygienic cleaning of contact surfaces
- To make arrangements and provide facilities for segregating anyone who shows symptoms of Covid-19 while on the premises
- To make arrangements for the hygienic cleaning and disinfection of surface if anyone shows symptoms of Covid-19 while on the premises.

1.2 The legal position

Councils have a duty of care towards all their staff and liability under common law arising out of the Health and Safety at Work Act 1974.

2. Process for Dealing with a member of staff who presents with Covid symptoms

2.1 At the workplace

If a member of staff begins to exhibit symptoms of Covid they will be asked to remove themselves from any areas where they may infect other staff members. They will be provided with a lateral flow test to test for covid. Should the test be positive the member of staff will be asked to self-isolate at home in line with government advice. Their work area will then be thoroughly disinfected.

The staff member will continue to be paid as if they were attending work and this period will not be recorded as a sickness absence.

2.2 Positive covid test outside the workplace

If a member of staff tests positive for covid outside of working hours they must inform their line manager at the first opportunity. They must not attend the workplace and will be asked to self-isolate at home in line with government advice. The staff member will continue to be paid as if they were attending work and this period will not be recorded as a sickness absence

3. Useful Contacts

ACAS www.acas.org.uk tel: 0845 7 47 47 47

Local Government Ombudsman for England www.lgo.org.uk tel: 0300 061 0614

Equality and Human Rights Commission www.equalityhumanrights.com

SLCC www.slcc.co.uk

DirectGov website: www.GOV.uk

DRAFT

MINUTES
of the
Finance and Audit Committee
held on Tuesday 4th January 2022, 7pm
at Warminster Civic Centre, Sambourne Road,
Warminster BA12 8LB

Membership:

Cllr Brett (East) Chairman	*	Cllr Parks (North)	*
Cllr Cooper (Broadway) Vice Chairman	*	Cllr Robbins (East)	*
Cllr Jeffries (North)	*	Cllr Syme (Broadway)	*
Cllr Keeble (West)	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommett (Deputy Town Clerk), Stuart Legg (Parks and Estate Manager),

0 members of the public.

FA/21/041 Apologies for absence
None

FA/21/042 Declarations of Interest
There were no declarations of interest received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

FA/21/043 Minutes
FA/21/043.1 The minutes of the Finance and Audit Committee meeting, held on Monday 8th November 2021, were approved as a true record and signed by the chairman.

FA/21/043.2 Members noted that there were no matters arising from the minutes of the Finance and Audit Committee meeting, held on Monday

Signed: Date:

8th November 2021.

FA/21/044 Chairman's Announcements

There were no chairman's announcements

FA/21/045 Questions

There were no questions from members.

FA/21/046 Public Participation

There was no public participation.

FA/21/047 Reports from Unitary Authority Members

There were no reports from Unitary Authority members.

FA/21/048 Financial Information

FA/21/048.1 Members noted the reconciliations for October 2021 and November 2021; the Chairman signed and verified against the bank statements seen.

FA/21/048.2 Members noted the accounts to 30th November 2021.

FA/21/048.3 Members received and noted the variance report to November 30th 2021.

FA/21/048.4 Members approved the list of payments made in October 2021 and November 2021.

FA/21/048.5 Members approved the petty cash schedule to 3rd December 2021

FA/21/048.6 Members noted that no internal transfers were made between the Instant Access Account and the Current Account since the last report

FA/21/049 Communications

None

Date of next scheduled meeting: Monday 7th March 2022

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.

Meeting ended at 7:08pm

Signed: Date:



MINUTES
of the Planning Advisory Committee
held on Monday 24th January 2022 at 7.00pm
at
Warminster Civic Centre, Sambourne Road,
Warminster BA12 8LB

Membership:

Cllr Allensby (West)	*	Cllr Macdonald (East)	*
Cllr Fraser (West)	*	Cllr Robbins (East)	*
Cllr Jeffries (North)	*	Cllr Syme (Broadway)	*
Cllr Keeble (West)	*		
Vice Chairman			

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommatt (Town Clerk and RFO), Judith Halls (Deputy Town Clerk), Stuart Atherton (Committees and Administration Clerk)

Unitary Councillors: Cllr Ridout

Members of the public in attendance: 7

PC/21/074 Apologies for Absence

There were no apologies for absence.

PC/21/075 Declarations of Interest

Declarations of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011 from Cllr Jeffries in relation to application PL/2021/11913;
Cllr Allensby in relation to PL/2021/11051;
Cllr Keeble declared a non-pecuniary interest on application PL/2021/11404 and PL/2021/03889.

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



PC/21/076 Minutes

PC/21/076.1 The minutes of the meeting held on Monday 13th December 2021 were approved as a true record and signed by the chairman.

PC/21/076.2 There were no matters arising.

PC/21/077 Chairman's Announcements

The chairman informed the committee that Wiltshire Council had granted an extension to the consultation period for applications PL/2021/10321 and PL/2021/11403 and therefore the chairman asked for agreement to defer these two items to the next PAC meeting, which was agreed by members.

After clarification from the Town Clerk, the Chairman acknowledged that tree applications were for noting and will therefore, in future meetings be acknowledged by noting on block.

PC/21/078 Questions

None.

Standing Orders were suspended at 7:03 to allow for public participation

PC/21/079 Public Participation

Cllr Ridout spoke relating to applications PL/2021/11404 & PL/2021/03889 Which she believed were inextricably linked. Cllr Ridout questioned the Management Plan by the developers with regards to their organisation of traffic in and out of the site and the change in plan of the roads, changing from one entrance that branched two ways to now being a road that creates a circuit. This road is seen to be too narrow for the intended traffic. Cllr Ridout also questioned what evidence there was for the need to increase the original amount of proposed bedrooms, in addition to moving all utilities for the care home into the roof space.

Mr Turner spoke in relation to applications PL/2021/11404 & PL/2021/03889. He stated that the development was unacceptable on the counts that the flood risk is still high. The environment Agency has not withdrawn their comments on the original application. The infrastructure application has been submitted by Wainhomes in relation to the further development of the site.

Mr Linge spoke on application PL/2022/00017. He explained the need for works applied for on the bridleway for it to be used for multiple users; taking the width from an overgrown 1 metre to the original 3 metre width, so people could use the path safely.

Standing Orders were reinstated at 7:14pm

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

PC/21/080 Reports from Unitary Authority Members

Cllr Ridout updated members on development applications received that fall outside of the Neighbourhood or Town Plans. They have all be turned down by Wiltshire Council but are all going to appeal and 3 have so far been lost on appeal because Wiltshire does not have a 5-year land supply, it has 4.4 years supply.

PC/21/081 Planning Application

PL/2021/11404 Reserved Matters application pursuant to 19/07198/VAR relating to access, appearance, layout and scale- Phase 1: Ground raising works (engineering works to bring the site into Flood Zone 1- raising of ground levels by 500mm) and installation of part of access road.

Phase 1 (a. b and d), Land North of Grovelands Way, Warminster, Wilts
Cllr Keeble proposed that the applicant be advised to withdraw his Reserved Matters or seek deferral for determination until they demonstrate intend to proceed with the development of the CCRC on the grounds:

- The planned development for a CCRC is no longer deliverable.
- Wiltshire Council no longer requires the 39 affordable extra-care Apartment. This requirement has been more than adequately met by the opening of the Order of St. John Ashwood Care Centre that provides 82 beds for specialist dementia care.
- The roads proposed are not wide enough and have been changed to be significantly different from the original application.
- The Environment Agency report, that is robust in objection, states that it is inappropriate to the flood zone to which the site is located.
- The two related Housing Applications, it would appear that Wainhomes is claiming to be the owner of the land and it is Wainhomes that is making this Reserved Matters application. It is evident that Wainhomes has no intention of progressing the CCRC and is only interested in open market housing.

Seconded Cllr Allensby.

**The committee voting unanimously to object to the application.
Motion carried.**

PL/2021/10321 Application for full planning permission for the development of 73 residential dwellings, SuDS, landscaping and associated infrastructure works. Zones A, B E, land north of Grovelands Way, Warminster, Wiltshire. Zones A, B E, Land north of Grovelands Way, Warminster, Wiltshire

Application deferred to PAC meeting 21.02.22

PL/2021/11403 Application for full planning permission for the development of 58 residential dwellings, SuDS, landscaping and associated infrastructure works. Zone D, Land North of Grovelands Way, Warminster, Wilts

Application deferred to PAC meeting 21.02.22

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

PL/2021/03889

Erection of a two storey 62 bed care home (Class C2) together with access and parking provisions Land North of Grovelands Way, Warminster.

Cllr Keeble proposed objection to the application, on the grounds:

- The significant increase in size of the care home to 62 beds from 48 beds at Outline Planning stage.
- Wiltshire Council no longer requires the 39 affordable extra-care Apartment. This requirement has been more than adequately met by the opening of the Order of St. John Ashwood Care Centre that provides 82 beds for specialist dementia care.
- A stand-alone Care Home on this exception site cannot be justified as an exception, as it can no longer form part of a comprehensive Continuing Care Retirement Community.
- A flood risk sequential test & exception test submitted in December 2021 for this application was produced in 2017 and were for the entire CCRC, not a single stand-alone element - 62 bed care home.
- There is no confidence that the flood mitigation measures identified for this site are fit for purpose. They will inevitably increase the run-off of surface water both in terms of quantity and speed. The elevation of the land to raise it above the floodplain flies in the face of Environment Agency advice that this is a totally unacceptable practice that should not be permitted.
- The Wiltshire Council Ecology report dated 21 Sept 21 objects to this proposal stating further information is required as the submitted Preliminary Ecological Appraisal; Ecological Impact Assessment and Biodiversity Net Gain Assessment are all dated April or May 2017 – with surveys undertaken 2012 to 2016 and as they are only valid for a maximum of 2 years need to be updated.

Seconded Cllr Allensby.

The committee voting unanimously against the application. Motion carried.

PL/2021/11470

Remove existing plastic slate effect roofing, glazed conservatory roof and side glazing, reconfigure roof with parapet wall and grey single ply membrane flat roof behind. 9 Boreham Road, Warminster, BA12 9JP

It was resolved that there was no objection to the application.

PL/2021/11051

54 residential dwellings along with the provision of public open space, vehicular and pedestrian access, landscaping, drainage and related infrastructure and engineering works. Land North of Folly Farm, Warminster

Cllr Syme proposed no objection to the application seconded Cllr Jeffries

Voting in favour 5, against Nil, Abstention 2. Motion carried.

Members would recommend that rendered swift nests be attached to the houses, provision for bat nesting and that bee bricks are included in the construction.

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



- PL/2021/10803 Listed building consent (Alt/Ext) Installation of multi-fuel wood burner and flew to existing fire place and chimney in sitting room; Installation of multi-fuel wood burner/stove and flew to existing fire place and chimney in kitchen; Open boarded-up fire place and reinstate fire place to install multi-fuel wood burner and flew to 2 bedrooms on 1st floor. 23 Vicarage Street, Warminster, BA12 8JG
It was resolved that there was no objection to the application. Members recommend that that more environmentally friendly alternatives be encouraged rather than those that use fossil fuels.
- PL/2021/10903 Consent to display an advertisement Proposed signage comprising totem sign, directory sign, development board sign, elevational logo sign, unit name plate, unit number to shutter door. Area A1, Warminster
It was resolved that there was no objection to the application.
- PL/2021/11710 Two storey side extension. 11 West Parade, Warminster, Wilts, BA12 8LY
It was resolved that there was no objection to the application.
- PL/2021/11764 Change of use and conversion of existing detached double garage into a Physiotherapy treatment room, with contained kitchenette and WC for use as a self-employed physiotherapy business. 123 Boreham Road, Warminster, BA12 9HA
It was resolved that there was no objection to the application.
- PL/2021/11616 Change of use from charity shop to day based veterinary practice, both classed as Class E: 'Commercial, service and business class'. Installation of air handling equipment and ventilation grilles to the rear elevations of ground floor retail premises. 14-16 Three Horseshoes Walk, Warminster, Wilts, BA12 9BT
It was resolved that there was no objection to the application.
- PL/2021/11913 Replacement dwelling. 1 Copheap Rise, Warminster, BA12 0AR
Cllr Syme proposed no objection to the application seconded Cllr Macdonald. Voting in favour 5, against Nil, abstention 2.
- PL/2021/07207 Application for the Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale) for Phase 1 comprising the Erection of 145 Dwellings, Public Open Space, Children's Play Area, Landscaping and Associated Infrastructure following Outline Planning Permission 15/01800/OUT. Land North of Victoria Road & to the West of Bath Road, Phase 1, Land North of Victoria Road, Warminster
It was resolved that there was no objection to the application.
- PL/2021/10636 Proposed Detached Dwelling 94 Victoria Road Warminster BA12 8HG
Members unanimously voted to object to the application on the grounds of overdevelopment and restricted access to and from the site.

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



PL/2022/00254 Proposed chimney, reconstruction of side wing with tiled roof over and conversion to reception room, erection of single storey flat roofed extension at rear of former garage, and sundry associated works. 34 Highbury Park, Warminster, BA12 9JF
It was resolved that there was no objection to the application.

PC/21/082 Tree applications

PL/2022/00006 Consent under Tree Preservation Orders T10 and T12- Ash trees, fell to ground level. Cannimore Close, Warminster, BA12 8DZ
Members noted the application

PL/2022/00017 Consent under Tree Preservation Orders Dismantle and felling of 40 trees including ash, sycamore and hawthorn to allow widening of bridle path to allow access for horse. 124 Elm Hill, Warminster, BA12 0AZ
Members noted the application

PL/2022/00060 Notification of proposed works to trees in a conservation area. T1 - dismantle and fell eucalyptus. 54 Vicarage Street, Warminster, BA12 8JF
Members noted the application

PL/2022/00132 Consent under Tree Preservation Orders. T1 Sycamore reduce by 2-3m. 19 Haygrove Close, Warminster, BA12 8SL
Members noted the application

PC/21/083 Communications

Members resolved to issue a media release expressing opposition to PL/2021/11404 & PL/2021/03889. Cllr Keeble was appointed spokesperson on this issue.

Meeting closed at 8:04pm

Date of next meeting 21st February 2022

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



MINUTES
of the Planning Advisory Committee
held on Monday 21st February 2022 at 7.00pm
at
Warminster Civic Centre, Sambourne Road,
Warminster BA12 8LB

Membership:

Cllr Allensby (West)	A	Cllr Macdonald (East)	*
Cllr Fraser (West)	*	Cllr Robbins (East)	*
Cllr Jeffries (North)	*	Cllr Syme (Broadway) Chairman	*
Cllr Keeble (West) Vice Chairman	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommett (Town Clerk and RFO), Judith Halls (Deputy Town Clerk), Stuart Atherton (Committees & Administration Clerk)

Unitary Councillors: Cllr Jackson, Cllr Ridout

Warminster Town Councillors: Cllr MacFarlane, Cllr Fryer

Members of the public in attendance: 14

PC/21/084 Apologies for Absence

Apologies were received and accepted from Cllr Allensby

PC/21/085 Declarations of Interest

Cllr Keeble declared a non-pecuniary interest on planning applications PL/2021/10321 & PL/2021/11403. Cllr Syme declared a non-pecuniary interest on planning application PL/2021/00668 under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

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



PC/21/086 Minutes

PC/21/086.1 The minutes of the meeting held on Monday 24th January 2022 were approved as a true record and signed by the chairman.

PC/21/086.2 There were no matters arising.

PC/21/087 Chairman's Announcements

The chairman requested that members agree to move application PL/2022/00501 to the beginning of the planning applications discussed. Members unanimously agreed.

The Chairman also shared with Members, an update on communication from Wainhomes in regards to applications PL/2021/10321 & PL/2021/11403. There had been a weak response in communication from them, to the Town Council. The Chairman expressed his irritation in the poor response from Wainhomes, given their promise to communicate with the council.

PC/21/088 Questions

None.

Standing Orders were suspended at 7:05 to allow for public participation

PC/21/089 Public Participation

Cllr Ridout informed members that the Planning Officer will be visiting the site of planning application PL/2021/00501. Cllr Ridout also stated that she had called in this planning application and the two Grovelands applications: PL/2021/10321 & PL/2021/11403.

Mr Haes, a neighbour of planning application PL/2021/00501, raised objection based on increased noise levels, loss of amenity and the proposal not being in keeping with the area.

Mr Bennett, a neighbour of planning application PL/2021/00501, raised objection based on loss of amenity and increased noise.

Cllr Syme read a statement on behalf of Mr & Mrs Roberts, a neighbour of planning application PL/2021/00501. Objections were raised based on loss of amenity and increasing noise levels.

Cllr MacFarlane addressed concerns regarding applications: PL/2021/10321 & PL/2021/11403. He stated that the 130 homes now applied for were never part of the original plan and that the delivery of this development would mean increased works vehicle - road mess whilst the build is in progress as there is no obvious plan for the works traffic during development. He also raised concern relating to the development creating significant increased traffic flow in an already tightly congested area within the town.

Mr Turner raised concerns relating to planning applications PL/2021/10321 & PL/2021/11403. He requested that the application be refused or withdrawn. The development is out of line with the land use of this area. It is a flood plain and does its job to stop excessive water flooding into the town via the river Were. He reminded members that the Environment Agency reports are damning of the development and are in contrary to the Wiltshire Flood Risk Plan. Additionally, Mr Turner suggested that the increased traffic in the specific area of the town will inevitably create significant traffic issues on the route into and through the town.

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

Standing Orders were reinstated at 7:30

PC/21/090 Reports from Unitary Authority Members

Cllr Jackson updated members on the draft plans for housing allocations; details will be released in the next couple of months. He updated members on the 5 year land supply. There is a deficit, meaning that developers are looking for unallocated sites within Wiltshire for development and are succeeding at appeal for the development to proceed. He advised that having the Neighbourhood Plan in place gives weight to any appeals.

Cllr Ridout endorsed the information given by Cllr Jackson.

The Town Clerk gave an update that the Neighbourhood Plan is out for consultation with the public. There have already been many responses. This would support planning issues by giving a 2 year protection on the 5 year housing supply.

PC/21/091 Planning Application

PL/2021/10321 Application for full planning permission for the development of 73 residential dwellings, SuDS, landscaping and associated infrastructure works. Zones A, B E, land north of Grovelands Way, Warminster, Wiltshire. Zones A, B E, Land north of Grovelands Way, Warminster, Wiltshire

Members raised objection on grounds of:

- They are outside of the Town Development limit
- They do not meet any of Wiltshire Councils Exception policies
- Considered together they constitute an unacceptable development in a flood plain.
- The increased traffic generated, both construction and permanent is not sustainable locally on Grovelands Way or on the East/West flow of the wider town
- The Ecological and archaeological assessments should be updated and comprehensive assessment and mitigation proposals provided to prevent Nitrate and Phosphate enrichment.

PL/2021/11403 Application for full planning permission for the development of 58 residential dwellings, SuDS, landscaping and associated infrastructure works Zone D, Land North of Grovelands Way, Warminster, Wilts

Members raised objection on grounds of:

- They are outside of the Town Development limit
- They do not meet any of Wiltshire Councils Exception policies
- Considered together they constitute an unacceptable development in a flood plain.
- The increased traffic generated, both construction and permanent is not sustainable locally on Grovelands Way or on the East/West flow of the wider town
- The Ecological and archaeological assessments should be updated and comprehensive assessment and mitigation proposals provided to prevent Nitrate and Phosphate enrichment.

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

PL/2021/11752 Side extension to existing property incorporating new rear extension between existing buildings. 23 Daniell Crest, Warminster, BA12 8NZ

It was resolved that there was no objection to the application.

PL/2021/05479 Demolition of dilapidated buildings and construction of 8 dwellings and associated parking/external works. 90, Market Place, Warminster, BA12 9AW

It was resolved that there was no objection to the application.

PL/2022/00501 Construction of First Floor Balcony. 88 Victoria Road, Warminster, BA12 8HG

Members voted unanimously in objection to the application based on the loss of amenity to surrounding neighbours and invasion of privacy.

PL/2022/00668 Single storey infill side extension 5 Hillwood Close, Warminster, BA12 9QE

It was resolved that there was no objection to the application.

PL/2022/00688 Creation of a new porch to the front of the building Replacement of existing flat roof to the outhouse with a pitched roof, extended to create a car port/covered play area with storage space in the roof void 21 Hillwood Lane Warminster BA12 9QG

It was resolved that there was no objection to the application.

PL/2022/00768 Remove existing conservatory and replace with a single storey extension to include a kitchen and en-suite bathroom. To also erect a front porch. 20 Damask Way, Warminster, BA12 9PX

It was resolved that there was no objection to the application.

PL/2022/00813 Removal of conservatory and timber built garage, alterations to existing roofline to create a larger loft living area and chalet style extension 62 Upper Marsh Road, Warminster, BA12 9PW

It was resolved that there was no objection to the application.

PL/2022/00929 Side extension to existing house 18 Lower Marsh Road, Warminster, BA12 9PB

It was resolved that there was no objection to the application.

PC/21/092 Tree applications

PL/2022/00714 Yew -TPO - Reduce by 0.5m - 1m and crown raise up to 3m clearing the epicormic growth. To maintain shape and amenity value. Emwell Street, Warminster, BA12 8JA

Members noted.

PL/2022/00757 T2 - Bay tree - reduce overhanging branches by 0.5m Emwell House, Emwell Street, Warminster, BA12 8JA

Members noted

PL/2022/00834 Remove 9 Leylandii & stump grind Bishopstrow House, Boreham, Warminster, BA12 9HH

Members noted

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

PC/21/093 Communications

Members agreed that Cllr Keeble would be the spokesperson for applications PL/2021/10321 & PL/2021/11403 and produce a press release.

Members agreed that Cllr Fraser would be the spokesperson for application PL/2022/00501 and produce a press release.

Meeting closed at 8:06pm

Next meeting Tuesday 22nd March 2022

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



MINUTES of the HR Committee held on Monday 4th October 2021 at 7.00pm at Warminster Civic Centre

Membership:

Cllr Brett (East)	*	Cllr Jeffries (North) Chairman	*
Cllr Davis (East)	*	Cllr Syme (Broadway)	*
Cllr Fraser (West)	*		

Key: * Present A Apologies AB Absent V Virtual

In attendance:

Officers: Tom Dommett (Assistant Town Clerk), Judith Halls (Office Manager)

HR/21/014 Apologies for absence

There were no apologies for absence

HR/21/015 Declarations of Interest

There were no declarations of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

HR/21/016 Minutes

HR/21/016.1 The minutes of the HR Committee meeting held on 20th July 2021 were approved as a true record and signed by the chairman.

HR/21/016.2 There were no matters arising from the minutes of the HR Committee meeting held on 20th July 2021.

HR/21/017 Chairman's Announcements

There were no Chairman's announcements.

HR/21/018 Questions

There were no questions from members of the committee that had been submitted to the town clerk in advance of the meeting.

HR/21/019 Public Participation

There were no members of the public in attendance. There were no petitions, deputations, or statements submitted.

HR/21/020 Deputy's Clerk's Report

The Deputy Clerk's report was noted.

HR/21/021 Induction Programme for Councillors

Members noted the induction programmes that all councillors had been offered.

HR/21/022 Health and Safety Report

The health and safety report for the period July 2021 – September 2021 inclusive had been sent to members for their attention.

Members noted the Health and Safety report. Cllr Jeffries wished for the Risk Assessment format to be bought back to the next HR for discussion.

HR/21/023 HR consultancy contract

Members noted the HR Consultancy contract.

HR/21/024 Communications

No communications requested for this meeting.

Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

HR/21/025 Renewal of council's HR consultancy contract

Members resolved and noted an update on the HR consultancy contract.

HR/21/026 Staffing Matters

Members received, noted and resolved on an update on internal HR matters.

HR/21/027 Recruitment of a Clerk and RFO

Members resolved and noted the ongoing recruitment of the Town Clerk and RFO.

Meeting closed 8.35pm

The next scheduled meeting for this committee is:

Monday 7th February 2022, 7pm

This meeting is available to all members of the public either live from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.

MINUTES

of the Extraordinary HR Committee held on Monday 29th November 2021 at 6.00pm at Warminster Civic Centre

Membership:

Cllr Brett (East)	*	Cllr Jeffries (North) Chairman	*
Cllr Davis (East)	*	Cllr Syme (Broadway)	*
Cllr Fraser (West)	*		

Key: * Present A Apologies AB Absent V Virtual

In attendance:

Officers: Tom Dommert (Deputy Town Clerk), Judith Halls (Office Manager)

HR/21/028 Apologies for absence

There were no apologies for absence.

HR/21/029 Declarations of Interest

There were no declarations of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

HR/21/030 Chairman's Announcements

There were no Chairman's announcements.

HR/21/031 Questions

There were no questions from members of the committee that had been submitted to the town clerk in advance of the meeting.

HR/21/032 Public Participation

There were no members of the public in attendance. There were no petitions, deputations, or statements submitted.

HR/21/033 Communications

Members requested a press release be about the appointment of the new Town Clerk, Tom Dommett.

Cllr Jeffries was appointed as the spokesperson if required.

Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

HR/21/034 Appointment to a Town Clerk and Responsible Financial Officer

Members received the recommendation from the interview panel and unanimously resolved on the appointment of the Town Clerk and Responsible Financial Officer as Tom Dommett.

HR/21/035 Staffing Matters

Member unanimously agreed to the commencement of the recruitment of a Deputy Town Clerk and set the salary scale for this post.

Meeting closed 6.07pm

The next scheduled meeting for this committee is:

Monday 7th February 2022, 7pm

This meeting is available to all members of the public either live from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.

MINUTES
of the Town Development Committee
held on Monday 25th October 2021 at 7pm
at
Warminster Civic Centre, Sambourne Road,
Warminster, BA12 8LB

Membership:

Cllr Cooper (Broadway)	A	Cllr Keeble (West)	*
Cllr Davis (East)	*	Cllr Macdonald (East)	A
Chairman			
Cllr Fraser (West)	*	Cllr Macfarlane(West) Vice Chairman	*
Cllr Fryer (Broadway)	*	Len Turner (external representative)	*

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommett, Deputy Town Clerk, Judith Halls, Office Manager,
Stuart Atherton, Committees and Administration Clerk.

Councillors: Allensby & Syme

Members of the public: 1

TD/21/022 Apologies for absence
Apologies were received and accepted from Cllrs Cooper & Macdonald.

TD/21/023 Declarations of Interest
There were no declarations of interests.

TD/21/024 Minutes
TD/21/024.1 The minutes of the Town Development Committee (TD) meeting held on Monday 28th June 2021 were approved as a correct record and signed by the chairman.
TD/21/024.2 Matter Arising - **None**

1

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

TD/21/025 Chairman's Announcements

There were no announcements made by the Chair.

TD/21/026 Questions

There were no questions from members.

Standing orders were suspended at 7:04pm to allow for public participation.

TD/21/027 Public Participation

Cllr Syme spoke in relation to agenda item **TD/21/031.10** King Street Residents of King Street have reported that the road was used as a cut through from Fore Street and South Street. The residents are calling for the support of Warminster Town Council to pass their requests to Wiltshire Council. They requested:

- Speed limit be dropped to 20mph
- A speed hump be placed at the narrowest part of the road
- Road signage needs updating. The 'SLOW' road markings have worn away.
- Consideration be given to the road made given access only.

Cllr Syme also spoke on **TD/21/031.4** Alcock Crest. He informed members that the parking issues to be discussed is caused from a local industrial unit parking their vehicles in the vicinity.

Standing Orders were reinstated at 7:08pm following public participation

TD/21/028 Reports from Unitary Authority Members

There were no reports from unitary members.

TD/21/029 Tynings Allotments

Members noted the minutes of the meetings held on 22nd June 2021, 3rd August 2021 and 31st August 2021

TD/21/030 Community Area Transport Group (CATG)

Members noted the Minutes of the Warminster CATG meetings from Wednesday 21st July 2021

TD/21/031 New Highway Issues

TD/21/031.1 West Street

Members resolved not to support the Highways Improvement Request Form for the consideration of yellow lines in West Street but recommended that the resident submitted the form to Wiltshire Council themselves.

TD/21/031.2 Haygrove Road

Members resolved not support the Highways Improvement Request Form for double yellow lines to prevent parking up to the junction of Haygrove Road but recommended that the resident submits the form to

Wiltshire council themselves.

TD/21/031.3 Luxfield Road onto Victoria Road

Members resolved not support the request for additional double yellow lines on Victoria Road.

TD/21/031.4 Alcock Crest

Members resolved not support the request for double yellow lines in Alcock Crest. It was understood that enforcement action had been taken by the police.

TD/21/031.5 Speeding Traffic Thornhill Road

Members resolved to inform the police of the concerns raised by a resident about the speeding issues in Thornhill Road.

TD/21/031.6 Speed Limit Imber Road

Members resolved not to support the request for additional speed limit signs between the mini roundabout at the end of Copheap and the Warminster Garrison Camp further along Imber Road. Members requested for officers to ask a Wiltshire Council Traffic Engineer to further investigate the speed limit signage and for the report to be brought to the next meeting.

TD/21/031.7 The Close

Concern had been raised following the serious accident recently when a driver went the wrong way up the Close. Members noted the detailed work that had been done by Wiltshire Council in refreshing and improving the road marking in The Close and thanked Cllr Parks for his involvement on this issue.

TD/21/031.8 Copheap Lane

Members resolved to refer to CATG consideration of whether to reduce the speed limit to 20mph along Copheap Lane.

TD/21/031.9 King Street

Members resolved to refer to CATG consideration of a request for measures to stop King Street from being used as a short cut between Fore Street and South Street.

TD/21/032 North Row

Members resolved that, given the response of local residents and the lack of consensus, no further action will be taken in support of double yellow lines to be placed in the 'circle' by the entrance to North Row and consideration of a 10-mph zone at North Row. All residents in North Row previously surveyed, will be written to inform them of the decision.

TD/21/033 Regal Court

Members resolved not to pursue a new crossing to be installed where the traffic island is by Regal Court. Members requested for officers to

investigate signage pertaining to elderly residents and pass on the issues of flooding that occurs on Weymouth Street to Wiltshire Council.

- TD/21/034 Flood and Emergency Plan Working Group
Members approved the new Flood Plan.
- TD/21/035 South West Operational Flood Working Group
Members noted updates from Cllr Fraser.
- TD/21/036 Closed-Circuit Television (CCTV) Sub-Committee
Members noted the minutes of the meetings held on Tuesday 13th July 2021
- TD/21/037 Town Litter Champion
Cllr Keeble reported on the litter picking by The Warminster School. The Committee expressed their thanks to the students and the school. Community litter picks aren't being organised in the winter due to the cold and wet weather but will resume in April 2022.
- TD/21/038 Town Community Speedwatch Champion
There were no updates received from Cllr Syme.
- TD/21/039 Regeneration Working Group
Members noted that Wiltshire Council would be announcing how to apply for their £4 million regeneration fund early next year.
- TD/21/040 Communications
Members resolved that no press release was needed.

Meeting closed at 8:40pm

Date of next meeting: Monday 28th February 2022