

4<sup>th</sup> September 2023

## AGENDA

Dear Councillor

You are summoned to a meeting of the:

**Town Development Committee**  
**to be held on**  
**Monday 11<sup>th</sup> September 2023 at 7pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

<b>Cllr Davis (East)</b>	<b>Cllr Robbins (Chairman)</b>
<b>Cllr Fraser (West)</b>	<b>Cllr Syme (Broadway)</b>
<b>Cllr Fryer (Broadway) (Vice Chairman)</b>	<b>Mr Len Turner (Advisor)</b>
<b>Cllr Jones (East)</b>	<b>Mr Matt Towl (Advisor)</b>
<b>Cllr Keeble (West)</b>	

Copied to all other members for information.

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

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

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 and sign** as a correct record, the minutes of the Town Development Committee meeting held on Monday 5<sup>th</sup> June 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 Town Development Committee meeting held on Monday 5<sup>th</sup> June 2023.

4. **Chairman's Announcements**

**To Note** any announcements made by the Chair.

5. **Questions**

To receive questions from members of the committee submitted in advance.

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

6. **Public Participation**

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

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

7. **Reports from Unitary Authority Members**

**To Note** any reports provided which are relevant to this committee.

8. **Tynings Allotments**

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

**Members to Note.**

9. **Warminster Business Network**

**To receive a report from the Warminster Business Network. (attached).**

**Members to Note.**

**10. Right of Way Volunteers**

To receive a verbal report from the Salisbury Plan Right of Way Volunteers. The Rights of Way Volunteers are proposing that Warminster Town Council should be more proactive in sending advisory letters to other landowners in Warminster, explaining their legal obligations as landowners to cut back overhanging branches and maintain hedges etc.

**Members to agree what action to take.**

**11. Warminster Parking Partnership**

To receive a report about the Warminster Parking Partnership. **(attached)**

**Members to agree what action to take.**

**12. South West Operational Flood Working Group**

**To Note** any updates from members of the South West Operational Flood Working Group. **(attached)**

**13. Scout Hut Working Group**

The Working Group is not yet ready to bring a report to committee. The next meeting of the Working Group is scheduled for 26<sup>th</sup> September 2023.

**Members to Note.**

**14. Communications**

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

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

**Date of next meeting: Monday 4<sup>th</sup> December 2023**

## Warminster Business Network

Town Development Committee Report 11.09.2023

### Update

In the 6 months the Warminster Business Network (WBN), a revamp of a Chamber of Commerce has garnered 45 members, started to build working connections with the Town Council and been asked to represent business interests by Warminster businesses. There is still a very long way to go though. As a reminder and to demonstrate some of our activities I include, as Chair, my mission and vision statement.

**Vision** - To support business growth, champion key issues and drive a sustainable economic growth in the Warminster District

**Mission statement** – The Warminster & District Chamber of Trade and Commerce is dedicated to regional businesses and community prosperity through 4 pillars.

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

(Assisted 5 potential business, when looking to start/move their business to Warminster, discussed options with an American investor)

**Support** – Local business to achieve their goals.

(Hosted two and assisted in 1 fully subscribed event, represented businesses concerns to the TC)

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

(Introduced local businesses to the benefits of coaching and mentoring)

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

(Work in Progress)

### Town Exposure and Events

One of the quickest ways to increase exposure is through events, so the WBN supports the current drive by local high street businesses to utilise the area for a Christmas market.

Current public and town centre supported Xmas street market.

30 stalls with completed application forms, 10 further with partial completed and another 15 current requested applications. An extra 50 stall holders have asked to be kept up to date for any potential future events.

Some future ideas that have been raised.

A fringe event, Further Street Markets (potentially themed), a food and drink festival.

### Vision for the Town Centre

A large amount of analysis from wide ranging reports, such as the Portas report, Centre for Retail research, Future Highstreets, to name a few helps direct thoughts on what we consider our high street could look like. Thoughts along the lines of a mix of retail (the thought that retail is dead is a misconception, some parts are but not all) and leisure facilities, community-based activities (makers space, fixing factories, kids play spaces, Markets). Priority towards social purpose, retail with a conscious, encouraging independents, green urban areas and help incorporate digital aspects.

**Trade parks.**

No current highlighted concerns.

**Concerns**

What the council's thoughts/vision for the town centre and the appetite to drive or delivery change.

Iconic buildings being left to fall into totally disrepair.

How do we improve the working relationship between businesses and the Town Council?

## **Warminster Parking Partnership**



### **Overview**

The Warminster Parking Partnership was established in 2011 to encourage people into Warminster Town Centre and in particular our independent shops. The scheme works by refunding one to two hours of parking purchased from any of the six Wiltshire Council car parks in the centre of Warminster.

Refund amounts vary depending on the car park but range from 40-50p for 1 hour and from £1.10 – £1.50 for 2 hours of parking. Those parking on a Sunday can receive a 70p refund, the flat rate for Sunday parking.

Each ticket machine issues a refund voucher with every parking ticket printed. The voucher is separated from the ticket by the purchaser and retained before being presented to a participating retailer at the time of purchase in exchange for a refund.

### **History of the Warminster Parking Partnership**

The scheme was set up initially to create a partnership between the Town Council and local businesses that would enable those parking in the town centre car parks to be refunded for the first hour of parking, which at the time was 40p.

WTC believed this was a better use of public funds than providing 1 hour of free parking at a cost of £500 per parking space, as this option would only provide a limited number of free spaces.

This scheme was unique within Wiltshire. Other similar schemes issued parking refunds via supermarkets and larger shops rather than smaller, independent traders.

The scheme evolved to refund up to 2 hours of parking. When new parking charges were introduced by Wiltshire Council in 2022 the refund amounts were changed to reflect this. In total 38 businesses have participated in the scheme over 13 years.

Some other local councils e.g., Westbury have used the money set aside for parking to allow 1 or 2 free hours of parking at each of their Wiltshire Council Car Parks. This though has a cost in the tens of thousands a year.

## **Analysis**

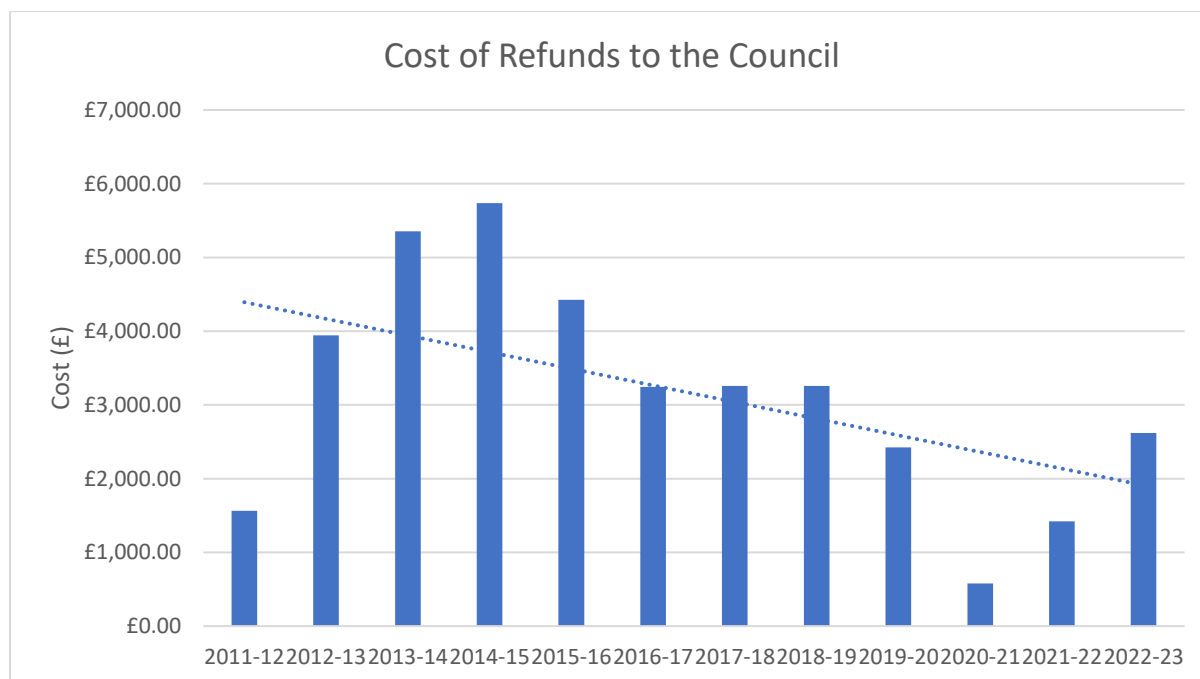
### **1. Cost of the Scheme**

**Total Cost to Council since scheme implementation June 2011 – March 2023: £37,823.00**

**Cost of Refunds to the Council in the last Five Years (Apr 18 to Mar 23): £10,302.10**

**Average per year: £2,060.42**

**Previous Five Years (Apr 13 to Mar 18): £22,013.30 Average per year: £4,402.66**



An Increase in the number of parking refunds claimed was seen over the first few years of the scheme. Numbers then decreased in the 5<sup>th</sup> and 6<sup>th</sup> year before appearing to plateau. A further decrease in the number of refunds was seen in 2019-2020, obviously affected by the pandemic. Numbers appear to be returning, but are currently below, pre-pandemic levels.

## 2. Uptake of the Scheme

The Warminster Parking Partnership has been promoted numerous times over the years, including door to door contact with shops. Stickers have been placed on all the parking meters and the scheme has been advertised on social media and noticeboards around Warminster.

**Total no. of vouchers refunded over 13 years:** 56,787 (average 4732 per year)

**Number of vouchers refunded 2022-23:** 3051

Given that Warminster has a population of ~18,000 and that the scheme was set up to encourage visitors to Warminster this is a low uptake. Those using the scheme would probably do so repeatedly so the number of people claiming refunds would be even lower.

## 3. Cost of the scheme in the last Full Year (April 2022 – March 23)

In the year 2022-23 a total of £2619.10 was claimed back from the council from participating retailers. 9 retailers took part in the scheme for the full year and a further 10 took part for a portion of the year. Of the participating retailers, only 6 (on average) sent in refund vouchers each month. In that year the majority of the money refunded was claimed by 2 retailers and the Community Hub.

The claims from these 3 participants amounted to 73% of the total claim for the year. The Hub is a community information centre not a retail premises and they decided to leave the scheme (Aug 23).

It may not matter which business is giving a refund if other business benefit, but it does make it difficult for all businesses to get behind the scheme.

#### **4. Recruitment of Participating Retailers**

In the first few years of the scheme there were 20 participating retailers which increased to 24 at its peak in 2014. When comparing this to the current year there are 12 participating retailers, which shows how interest in the scheme from local businesses has reduced.

There was a large recruitment drive in 2021 by the Town Development Office. During this door-to-door recruitment, those not keen to join made the following comments:

- Those providing services, e.g., hairdressers, where card payments were the norm said the complexity of giving the refunds on card and keeping track of this made it too difficult and unappealing.
- Non-independents wouldn't be on board as too difficult to implement and reach the right people at Head Office.
- Retailers on George Street and Silver Street weren't keen as there is free on street parking in that area.

#### **5. Key Issues with the Scheme**

- A minority of shops are members of the scheme.**
- Admin Costs.** The amount of time required to give refunds, tally vouchers and process invoices by staff at participating retailers and the council offices respectively, is not trivial adding to the overall cost of the scheme.
- It is difficult to judge the impact or success of the scheme. There is no objective measure to indicate good or bad performance.**
- Recruitment of Participating Retailers**

In various recruitment drives the general opinion of retailers has been that the scheme is too complex and has low impact. The time it would take up, they felt was not worth the gain and many questioned if there were alternative uses for the money e.g., putting on events that would encourage people into the town and shops and to pay for parking.
- Cashless society & increased use of the MiPermit App.**

Payment for parking is moving away from a cash and standard parking meter format. Overall the MiPermit app is increasingly being used to pay for parking. Those using this method get no physical ticket and therefore no refund voucher.



As more people move toward this way of payment the parking partnership scheme is rendered obsolete.

The scheme is run on an annual basis, with an annual budget and participants sign up each year to the terms of the scheme. The current agreements last until the 31st March 2024.

## **Conclusions**

While it was once an innovative scheme, it has now been running for over a decade. It may be that the budget could be used more effectively to promote town centre vitality.

## Notes of the Operational Flood Working Group South held on 5<sup>th</sup> July 2023 via MS Teams

James Sheppard	Aldbourn
Nic Puntis	Chair & Portfolio Holder for Flooding
Michael Holm	Environment Agency
Matt Perrot	Wiltshire Council
Danny Everett	Wiltshire Council
Steve Malpass	Environment Agency
Dave Button	Wiltshire Council
Andrew Crossley	Wilton
Chris Sankey	Pitton & Farley
Tony Dean	Teffont
Carl Jacobs	Chilmark
Sven Hocking	Salisbury
Mike Ash	Bishops
Wendy Jobbins	Downton
Bridget Wayman	Wiltshire Council
Bill Parks	Warminster
Tony Duthie	Sedgehill & Semley
David Parson	Coombe Bissett & Homington
James Hardy	Berwick St James
Jim Oliver	Adlbourn
Jo Elder	Laverstock & Ford
Len Turner	Warminster
Derek Finnis	Downton

### Wilton

- PC met with Wilton Estate regarding the silt trap and maintenance issues. Would like to meet with catchment sensitive officer to discuss what can be done.
- Danny asked if any of the actions had been undertaken from the report made a few years ago to try and alleviate the flood risk and was advised none had been undertaken and no changes have been made.

### Chitterne

- Danny advised there were still some ditch works to be undertaken and the MOD need to undertake their part of the works.
- Parish to send pictures of the flooding.
- Arrange to meet to look at parish.
- Danny to chase MOD ref their ditching works

#### Aldbourne

- Issues with Thames Water undertaking work within the village and not communicating with the parish, no one knows what they were doing. The liaison with Thames has ceased and no one is attending any meetings.
- Concerns have been raised about the capability of the sewage system capacity as a new development will put more pressure on the existing system which is unable to cope with what it has currently.

#### Warminster

- Bill waiting for an update meeting in respect of the Warminster flood group. Mike advised there was a delay in the report, which has since been received. A meeting is being held to discuss the results next week, following this he will share the findings with the Town Council.
- Thanks to the drainage team for the works undertaken at Grovelands Way, however a pond had now been created within the bund which doesn't go down, it appears as though the discharge pipe is blocked, and volunteers have offered to dig out the ditch to allow the water to drain. Danny advised they will be undertaking work in Warminster in the next few weeks and will have a look.
- Lots of development around water and concerned this is impacting on the flood risk to the town.

#### Salisbury

- Concern about the flooding under the railway bridge at Castle Street and residents complaining.
- Concerned that the levels of weed in river and could be affecting the level. Advised that the rivers are at their highest level due to rainfall and groundwater levels.
- Due to the flatness of the area and the outfall this is always going to be a problem. Major projects are looking at it as part of the major works in Salisbury, he will contact them for an update.
- A suggestion might be to have some temporary signs installed.
- With regards to weed cutting, that remains the responsibility of the riparian owner

#### Maiden Bradley

- In touch with Charlotte re major works in the area.

#### Sedgehill & Semley

- Station Road and junction at the A350 has flooding issues. Concerns about the blocked drains and damage to both residential and commercial properties.

- Various agencies are involved, the parish are requesting a site meeting of all the stakeholders involved.
- Flooding of the Sem occurs around Sem Hill and a walk around particularly around the stream would be useful.
- The Sem at this point is not main river meaning it is the responsibility of the local authority, any response needs to be from Wiltshire. Danny advised a lot of work had been carried out in the area including notice served on Network Rail.
- Dave advised they are aware of lot of water comes down the A350 and the current drainage system cannot cope. The adjacent landowner has refused permission to drain onto his land.
- Danny is waiting for a new member of staff to take this on as a project due to the amount of work needed.

#### Pitton

- The Environment Agency in their draft report have advised there are some high spots which reprofiling can level out which may help and have also installed a post enabling a live feed camera to be installed as needed.
- Thanks for Danny for cleaning the syphon, CCTV is planned to check the condition. There is still more work required but they are currently waiting on the EA to see if they are going to carry it out.

#### Laverstock & Ford

- Jo just taken on the role of flood warden and needs assistance. Renate to email.
- Whitebridge spinney has some trees down which are impacting on the river. EA advised if it is general maintenance, they do not need permission however it would be prudent to check with them in advance of any work planned.
- The trees are the responsibility of the landowner to deal with.
- Flooding occurred in Milford Mill Road and the board walk has been affected. This was installed by rights of way. Danny to contact them.
- Milford Mill Bridge is currently on the list of schemes for this summer.
- Dave advised this area is covered by Graham Axtell and he will pass the concerns on to him.

#### Chilmark

- Has a history of flooding.
- Currently Wessex Water are involved in an Infiltration Reduction Plan (IRP) which includes sealing covers in Hindon Lane and improvements where properties had sewage discharging into their garden.
- Flash flooding occurred on 11<sup>th</sup> May in areas not seen before. A couple of properties flooded opposite the Black Dog.
- Dave advised there is a soakage ditch opposite the pub but it can be easily overwhelmed particularly in exceptional weather.

- A report has been submitted via the MyWilts but no action has been taken. Advised that the discretionary gully tanker is currently suspended due to staff shortages but as soon as it is available the parish should apply for a visit.
- Discussion on digging the ditches out and try to slow the flow of water coming downhill. Where the winterbourne enters Chilmark, the area is owned by the parish council who are looking for assistance in trying to slow the flow e.g., leaky dams.
- Volunteers are available to help clear out the Winterbourne however concerns have been raised about the traffic and asking if it would be possible to close the road whilst this was carried out. Suggested they have a conversation with Streetworks to see what they can advise as a road closure carries a cost of some £1800.

#### Teffont

- The storm event in Teffont was not picked up the EA on the monitoring gauges or the Met Office Weather. Reports of some 50 ml rainfall fell within an hour. The event was caused by a small storm cell which are difficult to predict and very localised. The river gauges didn't pick it up and neither did it come up on the A303 – a very localised storm.
- Around 10 properties reported to have been flooded and a flood risk group has been set up. Only 1 property has officially been reported as flooded internally. Danny advised that council relies on property owners to report flooding as this can trigger funding for improvements and schemes.
- The community has set up a flood risk group and will write up the events of the flooding. Mike and Danny should be able to collate the information into a report.
- Advised that a section 19 report can only be instigated when 8 or more properties are flooded, if nothing is reported we cannot carry out an investigation.
- Danny to visit/discuss. Renate to contact re flood plans.

#### Britford

- The last site meeting enabled work around the issues affecting Britford. A Britford Water Group has been set up to ensure all the owners of the hatches are linked in to enable knowledge of what is happening on the waterways.
- The Flood plan is being presented to the council at the next meeting.
- The EA were responsible for various actions from the meeting and Jim Wrigglesworth (EA) will help with resolving some of the issues with the hatch owners. Getting the hatches open in a small-scale flood event may assist but will make no difference in a major flood event. Nat understood the operation of the hatches were also linked to the SSSI.
- Danny to ring James.

#### Downton

- Graham advised that the drains are regularly cleaned and jetted in Downton. A public meeting is being held with the EA.

- The EA undertook a scheme in Downton a number of years ago.
- Advise to update flood plan, Renate to contact.

#### Coombe Bissett & Homington

- David to endeavour to try and use a computer to enable a better connection into subsequent meetings rather than the phone currently used.
- Querying works on the A354 around the Fox & Goose and Shutts Lane.
- Emma advised she is meeting with Chris reference works and will share those details with him.

#### A.O.B

Reminder of the Emergency Planning training day at Tidworth on the 31<sup>st</sup> of August, giving towns and parishes and opportunity to work through flood plans, exercises, with displays and stands. Please contact your parish clerk and ask them to book your places. Lunch will be provided.

#### Actions

Chitterne	Parish to send pictures of the flooding
	Danny to contact MOD re completing works
	Arrange Danny to meet with parish
Warminster	Mike Holm to complete report and share with town council once approved
Salisbury	Danny to contact major projects re path under railway bridge
Sedgehill & Semley	Awaiting start of new drainage engineer to take this on as project
Pitton	Awaiting information on when reprofiling will take place
Laverstock & Ford	Parish to contact EA to check whether permissions are required for removing trees.
	Danny to contact Rights of Way re board walk.
	Dave to pass on concerns to Graham Axtell
Chilmark	To apply for the discretionary gully tanker visit once it becomes available
	Volunteers to clear out Winterbourne
	Investigating slow the flow
Teffont	Parish to provide Danny & Mike with report on event who will then write report
	Renate to contact parish re flood plans
Britford	Parish reviewing their flood plan

	Jim Wrigglesworth to assist in helping parish with hatch ownership.
	Danny to ring James
Downton	Need to update flood plan, Renate to contact
	Public meeting being held with EA
Coombe Bissett & Homington	Emma to advise Chris of works planned