

30th May 2022

AGENDA

Dear Councillor

You are summoned to a meeting of the:

Town Development Committee
to be held on Monday 6th June 2022 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Allensby (West)	Cllr Fryer (Broadway) (Chairman)
Cllr Cooper (Broadway)	Cllr Macfarlane (West)
Cllr Davis (East)	Cllr Syme (Broadway)
Cllr Fraser (West)	Mr Len Turner (Advisor)

Copied to all other members for information.

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

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

Yours sincerely



Tom Dommett CiLCA
Town Clerk and Responsible Financial Officer

1. **Election of Committee Vice Chairman 2022-2023**
Members to elect a committee vice chairman for the municipal year 2022-2023
2. **Apologies for Absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
3. **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.
4. **Minutes**
4.1 To approve and sign as a correct record, the minutes of the Town Development Committee meeting held on Monday 25th April 2022; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.
4.2 To note any matters arising from the minutes of the Town Development Committee meeting held on Monday 25th April 2022.
5. **Chairman's Announcements**
To note any announcements made by the Chair.
6. **Questions**
To receive questions from members of the committee submitted in advance.

Standing Orders will be suspended to allow for public participation.
7. **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.
8. **Reports from Unitary Authority Members**
To note reports provided which are relevant to this committee.
9. **Events**
Members to nominate three members to work with officers and partner organisations on preparations for:
Remembrance Sunday - 13th November 2022
Christmas Lights Switch On – Sat 26th November 2022
Spring in the Park 2022 – Sun 30TH April 2023
and any other similar events
10. **Tynings Allotments**
Members to note that there have been no minutes received from the allotment committee.

11. Flood Wardens

To appoint the town's flood wardens for 2022 – 2023. The current wardens are Jon Ellis, Roi Head, Harriet James, Len Turner and Trevor Woodyatt. They have all indicated that they would like to be reappointed. **Members to appoint Flood Wardens.**

12. Town Community Speed Watch

The Community Speed Watch Champion will liaise with the police and encourage volunteers to set up and run a community speed watch scheme. Online training is now available for volunteers.

Members to decide if they wish to nominate and appoint a Warminster Community Speed Watch Champion 2022 – 2023.

13. Town Litter Champion

The Town Litter Champion would organise community litter picks and spread an anti-littering message throughout Warminster.

Members to nominate and appoint a Warminster Town Litter Champion 2022 – 2023.

14. Working Groups

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

The next meeting is due to be held online on Tuesday 14th June 2022 at 10 am.

Represented bodies	Membership 2022 – 2023 Nominees Received to Date
Wiltshire Council (Warminster)	Cllr Andrew Davis
Wiltshire Council (Westbury)	Cllr Suzanne Wickham
Wiltshire Police	PC Vicky Howick
Local businesses	Mr Dave Deacon
Warminster Garrison	TBC
Warminster Town Council (Officers)	Town Clerk, CCTV Supervisor, Parks and Estate Manger
Westbury Town Council (Officer)	Deborah Urch, Westbury Town Clerk.
Westbury Town Council	Cllr Shelia Kimmins
West Wilts Trading Estate	Peter Sammons
Warminster Town Council (up to 3)	Cllr Allensby Cllr Fraser

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

Membership 2022 – 2023
Nominations received to date
Cllr Sue Fraser
Len Turner
Trevor Woodyatt

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

Membership 2022 – 2023
Nominations received to date
Nigel Linge
Harriet James
Colin French
Cllr Chris Robbins

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

Membership 2022 – 2023
Nominations received to date
Len Turner
Cllr Bill Parks
Cllr Sue Fraser

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

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

Nominations received to date - Cllrs Syme and Brett

15. Community Area Transport Group (CATG)

To note that the dates for the next Warminster CATG meetings are Wednesday 6th July 2022, Wednesday 5th October 2022 and Wednesday 18th January 2023, all starting at 10am, venue to be confirmed.

16. New Issues

16.1 Request for sign indicating narrow roads not suitable for HGV'S.

Chapel Street, Bread Street and part of Bradley Road.

See notes from Cllr Syme (**attached**)

Members to resolve what action they wish to take.

17. City Dressing

Wiltshire Council have appointed City Dressing to undertake work in Warminster part of the Unitary Authority's Wiltshire Town Programme. The kind of work City Dressing undertake can be seen at <https://citydressing.co.uk/>

(see report attached)

Members are asked to Note the report and resolve that the Regeneration Working Group should continue to liaise with City Dressing on the proposals for Warminster.

18. Request for small skateboard ramp in field off Portway Lane

The Council has been asked by a resident who is a keen skateboarder to consider putting a small skateboard ramp on the field off Portway Lane.

The Town Council does not own the field which is in the ownership of Wiltshire Council. There are numerous considerations to be taken into account before a definitive decision can be made.

It is recommended that if they are supportive of the idea, the Committee agree to consider the request as part of the budget setting process for 2023-24.

19. Flood and Emergency Working Group

To note the update from the Flood and Emergency Working Group (attached)

20. Flooding issues in Warminster

To note the update about Flooding Issues in Warminster (attached)

21. South West Operational Flood Working Group

To note any updates from Cllr Fraser.

22. Communications

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

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

Date of next meeting: Monday 12th September 2022

16. Notes to Town Development Committee - 6/06/2022

Request for sign indicating narrow roads not suitable for HGV'S, Chapel Street, Bread Street and part of Bradley Road.

by Councillor John Syme

This area of Warminster includes some of the oldest parts of the town which are served by narrow roads. The narrowest being Chapel Street which at its narrowest point measures 9 feet 1 inch. Outside no's 19/20 Chapel Street the width is 10 feet 1 inch. Chapel Street is used by high HGV's whose roofs reach just above the upper windows of the houses. With the windows open width is restricted to 8 feet 8 inches. At no 21 Chapel Street the road is wider measuring 15 feet. At the western end of Chapel Street is the narrowest point referred to above.

There is no off-street parking in Chapel Street, so cars are parked on the northern side of the street. Chapel Street is a one-way street with vehicles travelling east to west.

Many of the houses/cottages are grade 2 listed and several have been damaged by HGV's.

Bread Street is wider along its complete length until it meets Chapel Street. Bread Street is two ways for traffic. HGV's use Bread Street and then turn left with great difficulty into Chapel Street. HGV's must shunt backwards and forwards to gain access into Chapel Street. This has been seen to take up to 15 minutes.

Bread Street meets the Bradley Road short stretch outside the gate to the allotments. This stretch of Bradley Road joins with the main Bradley Road which is where HGV's enter.

There is no signage at the Bradley Road entrance indicating the narrowness of Chapel Street and so drivers rely on their sat navs and find themselves faced by with grave difficulties.

I respectfully request that the committee supports the residents of the area and agrees to the following proposal:-

That a request be made to the relevant committee of Wiltshire Council to erect signage at the junctions of Deverill Road and Bradley Road and where the short stretch of Bradley Road is accessed. The sign should indicate No Right Turn For Hgv's unless delivering to the allotments or a sign worded to prevent access into Chapel Street by HGV's.

17. Report to Town Development Committee – 6/06/2022

City Dressing

Wiltshire Council have engaged the services of City Dressing to undertake work across Wiltshire as part of the Unitary Authority's Wiltshire Town Programme. The sum allocated to be spent within Warminster is £10,000.

As part of the tender submission City Dressing created a short list of appropriate interventions the funds can be used for. The main criteria being to support local High Streets with imaginative and impactful dressing projects. **(see below)**

City Dressing are a Wiltshire based company with 15 years' experience delivering similar projects. Please see www.citydressing.co.uk.

The two main aims of the spend across Wiltshire are to increase foot fall to market towns and to increase dwell time – (the time spent visiting a town centre) in the expectation that will lead to more spending.

The money allocated has to be spent this summer and the installations are provided on a temporary basis, although some may be retained by the Town Council.

To fit in with tight timescales – it is only actions that don't need planning permission that are being considered.

At a meeting between the Town Council's Regeneration Working Group and City Dressing the discussions centre on the following ideas.

- Signage to highlight the entrance to the Lake Pleasure Grounds
- Option of a temporary arch at the park entrance
- Banners to promote "shop local"
- Information towers to promote the trials, events, heritage and the park
- Empty retail graphics including working with a local artist on empty shop fronts
- A sculpture trail
- An opening event for the sculpture trail with a budget for stilt walkers/entertainers etc
- Ground graphics to promote footfall from town centre to the Lake Pleasure Grounds and vice-versa

Overall, it is about attracting people to stay longer and enjoy everything the town centre has to offer.

City Dressing will put together a proposal.

In terms of delivery, City Dressing will be responsible for everything e.g. putting banners, up, siting information towers, launch event etc.

This is the initial stage of a three-part programme being undertaken by Wiltshire Council.

- 1. The Transition stage which will include a range of different activities aimed at supporting businesses and bringing people back into our town centres.
- 2. The Revitalisation stage will start with drop-in sessions aimed at helping Town Councils develop an action plan of short, medium and long term actions. From the action plan a range of activities will follow.
- 3. The Transformation stage will include Wiltshire Council support for long-term strategy, project development, development of strategic frameworks as well as detailed investment proposals where appropriate

Recommendation

Members are asked to Note the report and resolve that the Regeneration Working Group should continue to liaise with City Dressing on the proposals for Warminster.

CITY | DRESSING

fresh ideas

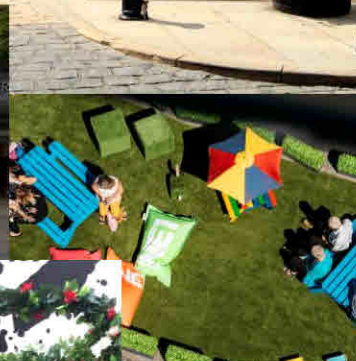


Wiltshire Towns RHSS Street Installations





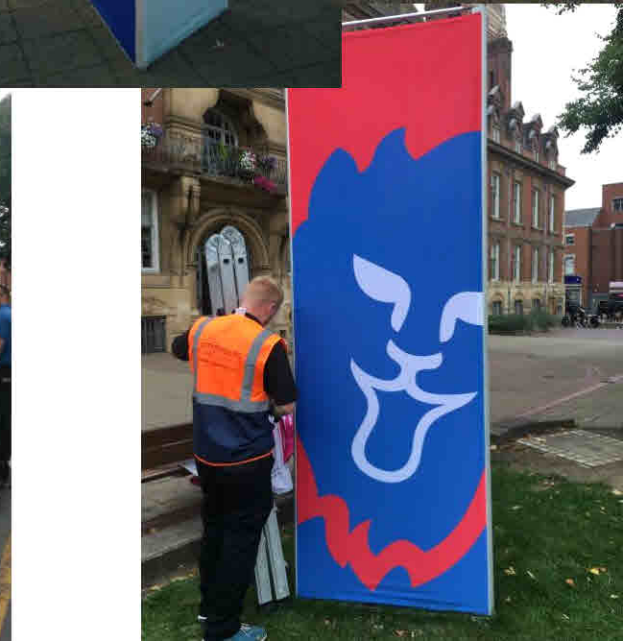
**Catenary
Sculptures**



Pop Up Parks



Parklet and Outdoor seating



Information Towers



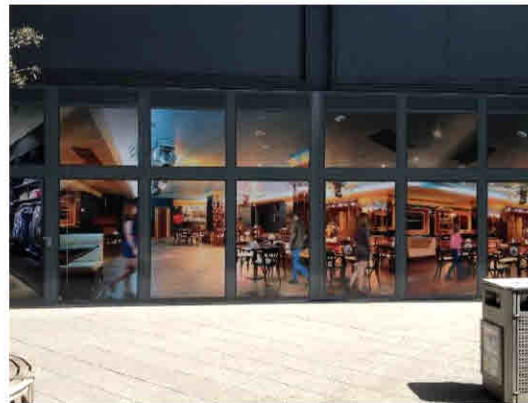
Lamp Column Banners, bunting and building flags



Photo Frame and Selfie props



Planters and Picnic Tables



Virtual shop graphics

Contact Details:

**City Dressing
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Chippenham
SN15 2EW**

**T: 01249 561 007
M: 07770 983 806
E: jeremy@citydressing.co.uk
W: citydressing.co.uk**

19. Flooding and Emergency Working Group

Update for Town Development Committee 6/06/2022

The flood and emergency working group met on Thursday 26th May 2022.

A review of the designated flood areas was undertaken.

A flood mobilisation practice exercise is being planned. This will be co-ordinated in collaboration with Wiltshire Council's flood resilience officer.

Flood wardens were reminded of the importance to report any flooding issues to the town council so that a full record of events can be kept and forwarded onto Wessex Water, Wiltshire Council and the Environment Agency.

The flood wardens were invited to be involved with compilation of the Community Emergency Plan. They agreed to act as marshals.

A promotional flyer will be produced informing local businesses and residents about the town's Flood Plan, this will be distributed by the flood wardens. A list of vulnerable properties is also to be collated.

There are currently 5 flood wardens. Additional flood wardens are to be recruited. If councillors know of anyone in their ward who may be interested in becoming a flood warden, please let officers know.

Copies of the notes from the flood working group meeting are available if requested.

20. Update on Flooding Issues in Warminster

Town Development Committee 6/06/2022

Officers have contacted the with Environment Agency and Wessex Water to gain feedback on action points from the meeting held on 25/11/2021

Update re Environment Agency [EA]

Concerns had been raised by the Town Council as to whether the Hydro brake on Fore Street was working properly or not as flooding had occurred after a storm. A hydro brake prevents flooding by holding back excess waters in temporary flood storage areas.

The EA confirmed that they have undertaken a CCTV survey of the system, and there were no urgent issues identified on the areas accessed. Due to the location of manholes under the road a full road closure is required to do a full and more detailed inspection of the hydrobrake. This is being actioned by the EA Asset Performance team and it is anticipated that part of the system will be cleansed at the same time.

Warminster Flood Strategy / Projects

EA are in the process of commissioning a flood risk consultant to do an assessment of the current issues / opportunities on the systems in Warminster; EA will then take a business decision if it will be better to undertake separate projects on the Were and the Canimore or continue as one overall strategy looking more holistically at the flood risk in Warminster. There will inevitably be pros and cons of both approaches, which is why EA are doing this initial assessment, but they are keen to progress to the best outcome for the community as soon as possible.

The Flood and Emergency working group has submitted information to the EA on historic flooding but would appreciate any further information and photos from the community.

Update re Wessex Water [WW]

WW have committed to the EA to investigate 54 frequently spilling overflows and improve 13 assets by March 2025. They are currently investigating and designing a solution for discharges of dilute storm water into the Lake Pleasure Grounds stream/river.

Wessex Water's Storm Overflows Improvement Plan 2022-25 lists:

Location of storm overflow - Weymouth St, Warminster

Description of investment - We will build 300m³ of new storage and a flow control device to reduce discharges from 55/year to c12/year.

Completion date - 31/3/2025

See <https://www.wessexwater.co.uk/services/sewerage/storm-overflows>