

WESTBURY TOWN COUNCIL

At a MEETING of the HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on 20th MARCH 2017 at 7.00 pm.

PRESENT: Cllrs: I Cunningham (Chairman), S Andrews, G King, F Morland and WD Tout

Staff: Mrs A McCann (Asst Town Clerk) and Mrs J Dyer

P.4453 PUBLIC FORUM Nil

P.4454 APOLOGIES AND REASONS FOR ABSCENCES

Cllr Mrs C Mitchell	Personal
Cllr Mrs S Ezra	No Apologies
Cllr P Wakeman	No Apologies

P.4455 DISPENSATIONS None

P.4456 DECLARATIONS OF INTEREST (if any) AND REASONS.

All Cllrs – Planning Application 17/01643/REM – All local councillors have received correspondence direct from the developers regarding this application.

Cllr Morland – Applications 17/01643/REM & 17/01314/VAR – has already seen these applications as a member of Heywood & Dilton Marsh Parish Councils.

P.4457 MINUTES

RESOLVED: That the minutes of the Committee Meeting held on 20th February 2017 were confirmed and signed by the Chairman.

P.4458 UPDATE ON ACTIONS (if any) FROM PREVIOUS MEETING MINUTES

Minute ref	Subject	Action	Update	Further action required or closed
P.4401	Footpath at Mill Lane	The Clerk has contacted Rights of Way Officer at Wiltshire Council, Paul Millard.	The Clerk emailed Paul Millard on 14.02.17.	The Clerk is awaiting a response.
P.4404	Car parking Westbury station	The Clerk wrote to GWR.	The Clerk has written to APCOA and received a letter stating they are NOT the owners of the car park, they just manage it on behalf of GWR.	Response from GWR received, informing the Clerk to contact the station direct.
P.4338I	Aldi Street Lights	Now with Wiltshire Enforcement	This has now been lodged with Wiltshire	Awaiting to hear outcome.

			Council enforcement to investigate, ref: 17/00092/ENF	
P.4423	Proposed Traffic Regulation Order for Consultation	Comments forwarded	Wiltshire Council have advised that objections have been received. Details of all letters of objection or support will be considered in a report placed before the Cabinet Member for Highways and Transport.	Wiltshire Council will contact us again when a decision has been made regarding this proposal.
P.4404	Car parking Westbury station	Town Clerk wrote to Network Rail and Wiltshire Council.	The Clerk has written to Network Rail	Acknowledgment received from Wiltshire Council's Highways and Transport Department.
P.4449d)	Tress for planting	Deferred from last meeting	Cllrs to suggest any suitable areas.	See agenda item:13

P.4459 REPORT BY WILTSHIRE COUNCILLORS. Wiltshire Council matters only.

Cllr G King

Wiltshire Council cabinet will meet after the elections in May to confirm the Chippenham Site Allocations Plan, allocating land for housing and employment in Wiltshire, as agreed by the planning inspectorate.

P.4460 CHAIRMAN'S COMMUNICATIONS.

Paddy Bradley who attended a recent HP&D Meeting with Parvis Khansari, has contacted us to ask why the comments he made at the meeting were not recorded. Cllr Cunningham has explained to him that we record decisions made and do not record all of the discussions that take place.

The Q & A session notes have been sent to him by the Town Clerk

P.4461 PLANNING DECISIONS.

The committee noted Planning Decisions made up to 20th March 2017.

P.4462 PLANNING APPLICATIONS

Planning Application:	Site Location & Applicant:	Proposal:	Westbury Town Council Decision:	Unitary Councillor asked to call in?
16/11638/FUL 23.02.17 Full Plan	15 Warminster Road, Westbury, BA13 3PD Applicant: Mr A	Proposed change of use from A3 café to C3 residential use	OBJECT Inadequate Parking	No

	Mujaj		Provision	
17/01299/FUL 22.02.17 Full Plan	18 Avebury Close, Westbury, BA13 3TE Applicant: Mr & Mrs J Maynard	Single storey rear extension	NO OBJECTION	No
17/01743/TCA 23.02.17 Tree(s) in Conservation Area	Mill House, 43 Chantry Court, Westbury, BA13 3FE Applicant: Ms Beeson	T1 – Walnut – Fell	OBJECT For reasons stated below	No
<ul style="list-style-type: none"> • This application states that this tree poses no risk to drainage and is not at risk of falling. • It is a slow growing, ornamental, hardwood tree with no previous history of problems. • This tree was retained during the development of Chantry Court as part of the plan. • The reasons for removal are not strong enough to remove a tree in a conservation area. 				
17/01893/LBC 24.02.17 Listed Building Consent	Frogmore House, Frogmore Road, Westbury, BA13 3AT Applicant: Mr Andrew Peers	Internal works & fitting of a sliding gate in front of parking area	OBJECT For reasons stated below	No
<p>This council requests that the comments regarding the internal and external works are recorded individually.</p> <p><u>External works - Object</u></p> <ul style="list-style-type: none"> • The proposed external works are not in keeping with the surrounding area due to the size and dominance. • The surrounding area is predominantly 21st century and modern in design and this proposal is out of character with this type of development. <p><u>Internal works - No Objections</u></p> <ul style="list-style-type: none"> • If these items were listed separately, we would have no objections to the internal works. 				
16/11061/FUL 27.02.17 Full Plan	Frogmore House, Frogmore Road, Westbury, BA13 3AT Applicant: Mr Andrew Peers	Fitting of a sliding gate in front of parking area	OBJECT For reasons stated below	No
<ul style="list-style-type: none"> • The proposed external works are not in keeping with the surrounding area due to the size and dominance. • The surrounding area is predominantly 21st century and modern in design and this proposal is out of character with this type of development. 				

17/01434/FUL 20.02.17 Full Plan	20 Redland Lane, Westbury, BA13 3QA Applicant: Mr Thomas Hibbs	Single Storey Side Extension	NO OBJECTIONS	No
17/01201/REM 21.02.17 Reserved Matters	Hawke Ridge Business Park, Mill Lane, Hawkeridge, Westbury, BA13 4LD Applicant: Hawke Ridge Business park	Reserved Matters application relating to appearance, landscaping, layout and scale: (15/04093/VAR) Erection of 20 No. commercial units (numbers 1-12 and 14-21) (Class B1, B2 and B8) and associated works.	NO COMMENT	No
17/01585/FUL 06.03.17 Full Plan	Land adjacent to White Cottage, 7 Gibbs Close, Westbury, BA13 3DT Applicant: Mrs Antoinette Adams	Erection of two dwellings with parking	OBJECT For reasons stated below	YES
<ul style="list-style-type: none"> • Insufficient parking provided • It is an unadopted road which cannot easily support parking • Unmetalled road surface unsuitable for further traffic • Visitors/second vehicle parking will block access to many properties beyond Gibbs Close. • Site is not suitable for additional parking. • If this application is approved consider adopting the highway and the developer should bear the cost of installing a proper surface. <p>We have asked a local councillor to call it in.</p>				

17/01643/REM 08.03.17 Reserved Matters	Land north of Bitham Park, Westbury, BA13 4LU Applicant: Barratt Homes Ltd	Reserved Matters relating to appearance, landscaping, layout, and scale. (Development of 300 dwellings with associated infrastructure, parking, landscaping, public open space and neighbourhood equipped area of play - Outline Application 14/09262/OUT)	OBJECT For reasons stated below	No
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Westbury Town Council still object to this development.

We object on the following grounds:

- This council has previously requested separate access for pedestrians and cyclists in the area of the roundabout (access to Trowbridge Road).
- We are very concerned that pedestrians, especially children from the estate, will be forced to walk along a very busy primary route when there is scope to provide footpath access to Bitham Park.
- We suggest that the number of houses be reduced from 9 to 8 (southern boundary) in order to accommodate additional pedestrian access to Bitham Park.
- Hedges should be planted along the southern boundary to provide screening to single storey properties at The Knoll.
- TRO should be in place to keep all roads to the estate open.
This council has received endless complaints regarding parking issues – traffic orders should be in place to prevent parking on all corners and opposite all junctions and paid for by the developer at the outset.
- We are concerned about the amount of unadopted portions of highway which will effect several houses (drains and sewers), and we feel it is not viable to rely on a management company for future maintenance.
- We have concerns that the roads have insufficient access over the buffer land reserved by RHL – Robert Hitchins Ltd.
- Tactile dropped kerbs should be provided throughout this development.
- Litter bins and public benches should be provided in public areas, as part of any management company operations and we would request matching seats to compliment those installed throughout the town – “Phoenix seats” (brown enviropol slats) copy invoice attached FYI.

16/12397/FUL AMENDED PLANS 12.01.17 Full Plan	2/3 Ham Cottages, The Ham, Westbury, BA13 4HG Applicant: R P Noyes	Extensions to existing cottage, erection of three detached houses with garages and associated works	OBJECT For reasons stated below	YES
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This council acknowledges the changes that have been made to this application however we do not feel these changes have overcome our original objections shown below.

We still have concerns about highway safety and fully support the objections raised by Kerry Flower (email dated 13.2.17)

Although we note the minor improvements to vehicle access, this does not overcome concerns raised about access for larger vehicles.

Westbury Town Council OBJECTED for the following reasons:

1. **Highway Safety Issue – The access given comes out onto an existing chicane.**
2. **We are concerned with vehicular access and turning, particularly for larger vehicles.**
3. **It will cause a detrimental visual impact on neighbouring property, No1 The Ham**
4. **The plans drawn do not provide enough information about the elevations or much statement on the design, material or design and access statement.**
5. **The absence of an archaeological report – as this is an area that is reportable as it is Old Westbury.**

Please note we are asking our local member to call this in.

<p>17/01314/VAR 03.03.17 Variation of Conditions</p>	<p>Land at Westbury Sailing Lake Station Road Westbury Wiltshire BA13 3JS Applicant: Square Bay (Westbury) LLP</p>	<p>Variation of condition 4 (amend parameters plan (0562-2005 rev A) reducing public open space) on planning application 15/12551/OUT (Outline planning permission for the erection of up to 300 dwellings, public open space, highway infrastructure including bridge over avoiding railway line, and associated works (all matters reserved except access)</p>	<p>OBJECT For reasons stated below</p>	<p>No</p>
<ul style="list-style-type: none"> • Alder King, as planning consultants, have stated in their letter dated 9.2.16 “there are significant implications in terms of maintenance associated with providing access under this bridge”. However, Alder King have not given any information as to what these “significant implications” are. This statement is unqualified and is not defined. • Alder King also state “Rights of access for management and maintenance have been agreed with National Rail”, therefore we can see no reason members of the public should be excluded. This bridge is regularly used by members of the public and maintaining public access is very important to the town of Westbury. 				
<p>17/02767/TPO 20.03.17 Tree(s) in Preservation</p>	<p>8 Dene Close Westbury Wiltshire BA13 3RY Applicant: Mrs Bull</p>	<p>T1 - Sycamore - reduce overhang by 3 metres T2 - Sycamore - Reduce</p>	<p>NO OBJECTION</p>	<p>No</p>

Order		overhang by 3 metres.		
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P.4463 NOTICE of MOTION from Cllr G King dated 13th March 2017

Re-Naming of Bitham Mill

Council Notes:

1. That Wiltshire Council has a statutory power to name & number Streets; that this is an important function of the Council:
2. An important aspect of this responsibility is an objective to maintain a comprehensive and unambiguous and accurate list of addresses and as such this enables:
 - Emergency services to find a property quickly (delays can cost lives and money)
 - Mail to be delivered efficiently
 - Visitors to find where they want to go
 - Reliable delivery of services and products
 - Records of service providers to be kept in an effective manner
3. Bitham Mill is a relatively new 48 home development consisting of detached, semi-detached and small terrace housing that surrounds but does not wholly envelope the Bitham Mill Courtyard.
4. Bitham Mill Court Yard is a complex of 31 small housing units and flats contained within the former Mill buildings.
5. Both the Mill and the Courtyard are mostly consecutively numbered starting at number 1.
6. That changing the name of or renumbering the properties of roads and estates can be costly, frustrating and disruptive for all concerned.

Council has concern that:

7. A confusion of place names in Westbury which include Bitham Mill, Bitham Mill Courtyard, Bitham Park, Bitham Lane, and Angel Mill.
8. Notwithstanding Wiltshire Councils objectives [above] residents have cited the following contrary examples:
 - That on at least one occasion a policeman knocked on their door for directions.
 - There have been numerous examples of lost or mis-delivered mail.
 - Visitors to Bitham Mill rarely find the house they are looking for and often disturb other residents by knocking on their door or by driving round the estate.
 - A single who was disturbed by a man late at night (10pm - 11pm) knocking on her door which turned out to be a pizza delivery for another home.
 - As with post, products are occasionally delivered to the wrong house. If it is on the estate and a manageable size, most residents will accept the item and hand to the correct person later.
 - Residents have complained about having duvets, mattresses, linens, toys and various household items delivered to but addressed to someone they had never heard of.

- Conversely residents have commented that products they have ordered but delivered to Bitham Park or Angel Mill in error are never seen even if they have been signed for.
- Contractors who erect 'For Sale' or 'To Rent' signs for Estate Agents have occasionally erected these signs at the wrong address owing to confusion with street names and house numbers. This can be quite a shock for home owners who come home to find their house up for sale or let.
- At least two households have had their home details including full postal address and postcode uploaded in error to Rightmove, Zoopla and smaller websites as part of estate agents online property sales. Residents are bombarded by property related junk mail as a consequence.
- Some residents have had their utilities disconnected in error or had their accounts transferred to others tenants/owners on the estate. This is not only a time-consuming matter to put right but it calls into question the financial security and personal data of those concerned.
- One resident was presented with a tenancy agreement to sign with another residents address and postcode on it which resulted in a complaint to the estate agent about carelessness.
- Various Westbury estate agents' websites still show ads for properties for sale and rent with Bitham Mill Courtyard addresses but Bitham Mill postcodes.
- Meter readers often have the wrong address in their database calling at the wrong house.

Council Concludes that:

9. There is compelling evidence of continuous and sustained confusion that exists in the naming and possibly the numbering of Bitham Mill and Bitham Mill Courtyard.
10. This confusion is compounded by the overuse of place names such as Bitham or Mill in Westbury.
11. This confusion leads to errors in the provision of essential services and delivery including by the Emergency Services, Postal Workers and Estate Agents who would not normally make such errors.
12. Residents are inconvenienced and sometimes harassed by the frequency of errors resulting from this conclusion.

Council therefore resolves:

13. To initiate a consultation with Bitham Mill and Bitham Mill Courtyard residents concerning the re-naming and re-numbering of Bitham Mill by requesting, completing and submitting the appropriate application form and related information as specified [on page 6] in Wiltshire Councils Street Naming & Numbering Policy.

Recommendation:

To initiate a consultation with Bitham Mill and Bitham Mill Courtyard residents concerning the re-naming and re-numbering of Bitham Mill by requesting, completing and submitting the appropriate application form and related information as specified [on page 6] in Wiltshire Councils Street Naming & Numbering Policy.

RESOLVED: To support initiating a public consultation

**P.4464 RECOMMENDATION from TOWN IMPROVEMENT WORKING GROUP
dated 13th March 2017**

Neighbourhood Plan Project Coordinator

Proposal:

To recommend HP&D give approval to appoint a graduate / post graduate to undertake the administration and facilitate the work required to develop a Neighbourhood Plan, mentored by an expert in Neighbourhood Planning.

Background:

Town Council (07.03.16 T.3486) resolved to undertake a Neighbourhood Plan for Westbury. It is recognised the staff do not have the capacity to undertake the consultation and administration associated with developing a Neighbourhood Plan. The Town Improvement Group have recommended to appoint a Neighbourhood Plan project coordinator. This will be a graduate with a qualification in planning. This post will be mentored by an expert in Neighbourhood Planning and supported by the Clerk. The post will be appointed for the life of the project and paid a salary of up to £20,000 per annum, pro rata. The average working week will be up to 30 hours. The budget for the Neighbourhood Plan is ringfenced in Capital £40,000 with a further £22,000 in EMR.

Recommendation:

To recommend the appointment of Project Coordinator and supporting mentor to help develop and deliver a Neighbourhood Plan

RESOLVED: To recommend the above appointment to Town Council in May

P.4465 GREAT WESTERN RAILWAY CUSTOMER FEEDBACK SURVEY

Councillors are requested to make individual responses and the Asst Town Clerk will circulate the link to the survey by email.

P.4466 PLANTING TREES

IDVerde have several varieties of trees that they want to plant as part of their Carbon Offset Policy. Cllr Tout suggested an area close to Mane Way. The Asst Town Clerk will confirm ownership of lane and staff will select appropriate trees.

ISSUE	UPDATE
Top 5 Priority Schemes	
Bratton Road, Westbury – Pedestrian Crossing request <i>Priority 1</i>	These works are complete. This item can now be removed from the priority list. Area board to note. REMOVE
Issue 4318 Yellow lines Eden Vale Road/Matravers Close junction <i>Priority 2</i>	TRO consultation now ended. Objections have been received Agreed to proceed
issue 4484 Additional yellow lines Spur Road, Westbury <i>Priority 2</i>	TRO consultation now ended. Objections have been received Agreed to proceed
issue 4448 and 4435 Parking at junction of Slag Lane/Station Road <i>Priority 2</i>	TRO consultation now ended. Objections have been received Agreed to proceed
Issue 4429 Yellow Lines Sandalwood Road, Westbury Leigh Primary School <i>Priority 2</i>	TRO consultation now ended. No objections received Agreed to proceed
issue 4678 Waiting restriction request – Leigh Road, Westbury <i>Priority 2</i>	TRO consultation now ended. Objections have been received Agreed to proceed
It was agreed to proceed with all the above waiting restriction applications and the approximate cost to implement all of these is £3600. Issue 4678 has a contribution of 25% (but not exceeding £700) from Westbury Town Council.	
issue 4445 Vehicles obstructing pedestrian access to High Street <i>Priority 3</i>	New orders will be issued in next couple of weeks for Kirsty to proceed with the installation of the bollards
Other Priority Schemes	

Speeding on Leigh Park near Willoughby Close	Metrocount results – 85 th ile 33.1mph, average speed 26.9mph.
Issue 4618 Speeding A350 Chalford Westbury	
Issue 4803 Speed reduction measures – Slag Lane/Station Road/Frogmore Road, Westbury	Metrocount results – Frogmore Road 85 th ile 27.5mph, average 22.4mph. Slag Lane 85 th ile 85 th ile 29.5mph, average 24mph.
Issue 4814 Traffic Calming measures – Bratton Road, Westbury	Awaiting metrocount results
Issue 5023 Access issues, Springfield Road, Westbury Westbury Town Council comment	- Would support a wider study for a substantive scheme for Springfield Road.
Issue 4927 Church Lane, Westbury	
Issue 4873 Speeding through chicane, Suffolk Road, Westbury	Issue supported by WTC but do not support speed cushion as solution. KR to review options.
Issue 4848 Parking Bay, The Butts, Westbury	
New Requests / Issues	
Issue 5088 Bitham Mill – Signing	
Issue 5090 Primmers Place, Westbury	WTC Comments – Double yellow lines on the entrance to Primmers Place and on bends to discourage parking on junctions and kerbs. Also double yellow lines opposite T junction to allow free flowing traffic.
Issue 5104 Slag Lane./Station Road Roundabout	WTC comment – We support barriers and signage as it is dangerous. This is a highways issue and do not offer any contribution. This issue is being dealt with by development control as part of the Slag Lane development.
Issue 5121 Westbury Leigh	WTC comment - Advise issuer abuse should be reported to Police. Mirrors on private land are allowed subject to not being hazardous to drivers but supported by highways. Can CATG advise any other

Issue 5128 – Westbury Leigh Road (Mane Way)	solution? WTC comment – we believe the provided crossing on Mane Way is adequate and this route should be used.
Issue 5129 - Bratton Road Westbury (White Horse Viewing Area)	WTC comment – This issue has been considered before. We accept the problem but there is not sufficient highway to resolve this. The solution is not immediately apparent until land is acquired
Issue 5158 Westbury Leigh Removal of TRO	WTC comments – we support looking at relaxing TRO providing there is no adverse impact on Church Lane and its

P.4468 CATG ISSUES FOR CONSIDERATION

Issue Number:	Area:	Issue:	Would like to Resolve issue:	WTC decision
5211	Bitham Mill	Fire Engine recently unable to get to a house on my street due to parked cars on the corner opposite my house. This means a fire engine could not reach my house either or possibly any emergency vehicle. My daughter has a serious health condition and is disabled unable to walk. Some yellow lines are needed on the bends of the estate.	Yellow lines on the corners. Also some houses have put private parking signs on the fences claiming it to be their allocated parking when its Wiltshire council road which means more parking congestion on other parts of the road which are narrower.	Cllr King advised that this issue would be picked up as part of the annual parking review and that the resident had been given form WR1 to complete
5218	Wellhead Drove	This junction is severely dangerous and a very real threat to any who use it. The speed of vehicles coming up the hill and approaching the junction is unacceptable especially as the speed limit is 30mph and the difficulty seeing out from Wellhead Drove onto such a busy road creates the very dangerous situation. This has been a recurring problem and once again the situation is causing concern to all road users	Traffic calming measures are needed to reduce the speed of vehicles into and out of Westbury on this major route.	Westbury Town Council fully supports CATG's request for increased police presence at the junction of Wellhead Drove and A350

		<p>both residents and visitors including pedestrians horse-riders and learner drivers. Many Wellhead Drove residents now advise their visitors to turn left onto the A350 Chalford instead of turning right as it is too dangerous to do otherwise. I understand that two fatalities have occurred in recent years could this please be confirmed. Furthermore the density of traffic appears to be increasing evidenced by the increasing difficulty of using the junction and it would be appreciated if a survey could be commissioned to establish the facts to enable a solution to be proposed. Please indicate as to whether this would be possible. Finally Wellhead Drove is frequently used by farm vehicles which leave mud on the road surface. This in turn ends up on the tyres of residents cars which weaken their grip and makes turning onto Chalford even more hazardous. I hope you are able to be of some assistance in this matter as it would be greatly appreciated by all.</p>		
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P.4469 COUNCILLOR WHITEHEAD'S NEWSLETTER - Noted
The Asst Town Clerk will post the grass schedule on the website.

P.4470 HIGHWAYS CORRESPONDENCE / MATTERS:
• **Urgent Closure of Newtown (Part), Westbury** – Noted

P.4471

CLERK'S CORRESPONDENCE:

- **Vivash Park, Slag Lane** – Sarah Holloway of Wiltshire Council, has advised that this is unlikely to be adopted for some time.
- **Wiltshire Housing Land Supply Statement 2016** – Noted and discussed in P.4459, Wiltshire Councillors Reports
- **Matravers School – Sports Facilities** - update on ongoing plans for community sports facilities noted.
- **Railway Bridge on Station Road** – Letter noted from Parvis Khansari of Wiltshire Council, regarding the ongoing feasibility study into strengthening the railway bridge on Station Road.

P.4472

BUDGET BIDS - None

P.4473

UPDATE FROM PLAY AREAS WORKING GROUP

At the Town Council meeting on 5th September 2016 it was AGREED, under minute point T.3592, that Westbury Town Council would take over the responsibility of the ten Play Areas from Wiltshire Council.

We have received independent play inspection reports from an RPII registered inspector, who we instructed to carry out the inspections on 3rd March 2017. The results of most of the reports are low risk actions to be carried out, with one or two moderate risks, which will take priority. Some of these tasks can be dealt with by the Town Caretaker.

A plan will be drawn up detailing which actions are to take priority and the estimated cost. We will also consider producing a 5-7-year plan about the viability of replacing surfacing/equipment based on the life expectancy of the equipment to help with future budgeting.

The Clerk drafted a risk report. We will also draft a Play Park Closure Policy, should the need arise where the risk is too great to keep a park open.

The next stage is for Westbury Town Council to raise an invoice to Wiltshire Council for £22K before the 31st March 2017.

**Signed on behalf of the Meeting
this eighteenth day of April 2017**

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Chairman

21.21