



Westbury Town Council

The Laverton, Bratton Road, Westbury
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Dear Councillor

You are summoned to attend a Meeting of the Highways, Planning and Development Committee to be held at 7pm on **MONDAY 16th JULY 2018** at The Laverton, Bratton Road, Westbury BA13 3EN.

All council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 7pm (registration 6.50pm – 7pm).

Yours faithfully

Mrs D Urch Town Clerk
10th July 2018

PUBLIC FORUM: *commencing 7pm* (not to exceed 30 minutes). Members of the public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Any individual representation is limited to no more than 5 minutes. The Chairman will call the representation from those who registered to speak; written representations can also be submitted to the Town Clerk in advance of the meeting. A summary record of any public participation session shall be included in the Minutes.

Recording and using social media is permitted at Council meetings which are open to the public however, anyone wishing to do so must speak to the Town Clerk prior to the meeting as there are rules which must be followed.

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence and consider the reason for absence.

2. DECLARATION OF INTEREST and DISPENSATIONS

Members must be diligent regarding their interests.

Members to consider any dispensation requests received by the Town Clerk.

3. MINUTES (*please see the attachment*).

A. To approve as a correct record, the revised Minutes of the Highways, Planning and Development Committee Meeting held on 21st May 2018.

B. To approve as a correct record, the Minutes of the Highways, Planning and Development Committee Meeting held on the 18th June 2018.
Copies of the 21st May and 18th June Minutes have been circulated to each Member and in accordance with Standing Order No. 33(d) may be taken as read.

MATTERS ARISING FROM THESE MINUTES (if any).

Note: no new decisions can be taken

Members' matters arising from these previous Minutes

Minute ref	Subject	Action	Update
<p>P.4728 P.4680 P.4660</p>	<p>Play Area, Paxmans Road, The Ham</p>	<p>19.02.18 – The Committee agreed that a letter is sent to Wiltshire Council to ask if play area is in a fit state for them to adopt? Is the play equipment still faulty? Will they look to release some of the money to fix the equipment or could the developers help with funding. Response from Gabrielle Crump for 19.03.18 – The play area is the current ownership of Persimmon and Wiltshire Council would complete a lease to Westbury Town Council at the same time as it transfers to Wiltshire Council from Persimmon. The safety inspection report for the play area was available for review at the meeting. 19.03.18 – The Committee requested the Play Areas Working Group look at this report and resubmit to HP&D with their response. 18.06.18 – The committee queried if there had been an update, however it was thought the play area working group had not met which could be why</p>	<p>The Town Clerk has contacted Gabrielle Crump for further information and we are still awaiting a response. 04.07.18 – Gabrielle Crump has responded and the Play Area Working Group met and agreed that further investigations and actions are required before this play area is adopted.</p>

		we haven't received any update.	
P.4728 P.4698	Motion from Cllr Cunningham dated 09.04.18: The footpath from Edward Street, through Morrisons to Haynes Road	The Committee requested the Rights of Way Officer is contacted to ask if the notice Morrisons is displaying suggesting there is no public right of access is legal and request a notice is issued to Morrisons to modify their sign.	<p>08.06.18 – The Senior Rights of Way Warden for Central Wiltshire emailed with the following information: Sorry for the delay I have had to take some advice from the Councils legal team. I have spoken with Morrisons and I am awaiting a response from them.</p> <p>Westbury Town Council have asked if the details of what they asked Morrisons can be shared.</p> <p>19.06.18 - The Senior Rights of Way Warden for Central Wiltshire emailed to confirm the information below – Marc Green from Morrison's has asked for proof that the sign is illegal. I have responded with the 1998 Order diverting Westbury 64 which is the most recent order we have diverting the path. Please see attached the 1998 Order diverting Westbury 64.</p> <p>09.07.18 – Contacted the Senior Rights of Way Warden for Central Wiltshire for an update.</p>
P.4728 P.4716 P.4699	Recommendation from TIG/Tourism dated 09.04.18: The Neighbourhood Plan to become a	The Committee agreed that the Neighbourhood Plan should become a Sub-Committee, reporting to the Highways, Planning and Development	<p>The Town Clerk has sent the Terms of Reference to Cllr Cunningham.</p> <p>The Committee noted that the recommendation</p>

	Sub-Committee	Committee. The Terms of Reference will need updating and the Town Clerk to follow up with our Specialist. The Highways, Planning and Development Committee recommend to Town Council.	to create a Sub-Committee was approved at Town Council on 14 th May 2018. The Committee also requested it was noted that the 21 st May 2018 HP&D agenda recommended a standalone Working Group and that should actually be a standalone Sub-Committee.
P.4728 P.4721	Proposed Traffic Regulations Order Consultation. The Consultation closes on 21.05.18 – The Committee are to agree comments for submission on 22.05.18	The Committee agreed the following response: The Committee agreed the following response – <i>Westbury Town Councils Highways, Planning and Development Committee object to the Sunday and Bank Holiday car parking charges, as it is mean-minded, petty penny pinching. This is detrimental to the economic wellbeing of the town when Wiltshire Council should be encouraging visitors into the town. The change in season charges from 80% to 50% seems unfair to a town that has limited parking and significant parking issues.</i>	The response was emailed to the Traffic Order Team on 22.05.18. Acknowledgment received. 25.06.18 – the Senior Traffic Order Technician has informed the engineers in charge of the scheme of our amended response: <i>Westbury Town Councils Highways, Planning and Development Committee object to the Sunday and Bank Holiday car parking charges, as it is mean-minded, petty penny pinching. This is detrimental to the economic wellbeing of the town when Wiltshire Council should be encouraging visitors into the town. The change in season ticket charges from 80% discount to 50% seems unfair to a town that has limited parking and significant parking issues.</i>
P.4719	Planning Applications – Additional letter from Wiltshire	The Committee noted the letter and fully support the preservation of trees in this area.	The response was emailed to the Arboricultural and Landscape Officer

	Council – 51 Oldfield Road, Westbury – Tree Preservation Order – 2018/00012/GRP		30.05.18. Acknowledgment received. 25.06.18 – please note the attached letter confirming the tree preservation order.
P.4735	The committee noted that our insurance company Zurich has now settled £466.69 (against the driver) for the damage to the bench and bin at Newtown following the drunk driver accident earlier this year	The committee asked for cost of the bench and bin.	The Insurance settlement was for the bench only. A new bench has not been purchased yet, as we anticipate having a spare bench available in the future.
P.4730	Network Rail Consultation	The committee were informed of the Network Rail consultation and confirmed their support for continuous connection between Reading and Heathrow. Providing this would increase traffic, causing congestion and pollution and impacting air quality.	Cllr Sutton responded on behalf of the committee.
P.4730	Briefing Note 357 regarding CATG meetings	The committee would like to feedback their concern that that the meetings will not be very well serviced, if they are having to rely on whoever is there to take the notes, especially as in the past some of our comments have been missed. As we are part of the process, Westbury Town Council would like assurances that our comments are being	Completed.

		recorded.	
P.4730	Sunday Parking	<p>The committee noted that we will not be charged for Sunday parking until (and if) we renegotiate the 2hr free parking with Wiltshire Council for the period June 2019/20 and they requested that a correction is made to the White Horse News about this, confirming no change in parking costs.</p>	<p>Response in 5th July White Horse News: <i>In June last year, Westbury Town Council voted overwhelmingly to fund two hours' free parking in the High Street, Warminster Road and Westfield House car parks Monday to Saturday, in a bid to encourage more people to shop locally in the town and this will continue until June 2019.</i></p> <p><i>Westbury Town Council has not agreed to fund the new Sunday parking charges. However, Wiltshire Council has agreed that as the new Sunday charges will be introduced after Westbury Town Council had already agreed to pay for two hours free parking Monday to Saturday from June 2018, Wiltshire Council will include an additional two hours free parking on Sunday as part of the original agreement with no extra charge.</i></p> <p><i>This will be reviewed in December 2018 when Westbury Town Council decides its budget and precept requirements for the new financial year 2019-20, taking into consideration, which car parks, days, times and the costs to provide free car parking from Wiltshire Council.</i></p>

P.4730	Email from High Street Resident regarding the proposed Fish and Chip Restaurant/Shop	The committee were informed of a letter Cllr Cunningham received from a resident who owns a property directly above the proposed fish and chip restaurant/shop (former bank) in the High Street. The resident was concerned that they had not been consulted in the proposal, especially when it appears to show a new flue will be attached to this property. The committee have already submitted support for the fish and chip restaurant/shop, however noted the concerns of the resident and will reply to the resident to confirm this and explain that even if planning permission is given, this will not give permission to add a flue to the property and therefore a new planning application will have to be submitted. Cllr Sutton will respond to the resident.	Please see the attached letter to Mr. Cox.
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4. WILTSHIRE COUNCILLORS' REPORTS

Members wishing to ask questions of Wiltshire Councillors are requested to give prior notice to Wiltshire Cllrs R Hawker, D Jenkins and G King, or to the Clerk for onward transmission.

5. CHAIRMAN'S COMMUNICATIONS

The Committee to note the points below and any attachments:

- A. Wiltshire Housing Site Allocations Plans** – please note the attached email confirming all comments have been received, considered and a report summarising them along with the office response has been published as an addendum to the Cabinet Report.
- B. Briefing Note 359** – ELR Members Briefing.
- C. Briefing Note 360** – New recycling collection services from 30th July 2018.
- D. Network Rail** – Safety Critical Tree and Vegetation Management on the railway line from Patney to Westbury.

6. PLANNING DECISIONS

To note Planning Decisions made by Wiltshire Council up to 10th July 2018. (Schedule spreadsheet circulated by email and rows highlighted blue.)

7. PLANNING APPLICATIONS

To consider the Planning Applications listed below and received from the Development Manager West, Wiltshire Council, up to the 10th July 2018 and to make such observations thereon as the Committee may decide. (Schedule spreadsheet circulated by email and rows highlighted in pink). Notification of any additional applications received after 10th July 2018 will be communicated in advance of the meeting.

Applications to be considered:

18/05301/FUL - 69 Fell Road, Westbury, BA13 2GG

18/05132/FUL - 5 Leigh Road, Westbury, BA13 3QN

18/06154/TCA - Westbury House, 15 Edward Street, Westbury, Wiltshire, BA13 3BD

18/05594/FUL - 12 Upland Rise, Westbury, Wiltshire, BA13 3HW

8. NOTIFICATION OF STRATEGIC PLANNING COMMITTEE FROM WILTSHIRE COUNCIL

The Committee to note the attached notifications of the Strategic Planning Committee from Wiltshire Council. The below planning applications for planning permission will be presented on 18th July 2018:

- 18/03366/WCM – Waste Management Facility and Welfare, Office and Workshop Building with ancillary development
- 18/03816/WCM – Revision of the layout and design of Advanced Thermal Treatment Facility permitted under consent 14/12003/WCM

9. CATG ISSUES FOR CONSIDERATION

To consider the issues detailed below, received by CATG since the last meeting and to make such observations thereon as the Committee may decide. (Schedule circulated by email and new issues highlighted pink).

New issues to be considered:

Issue Number	Area	Issue	Would like to resolve issue	CATG Update

Updates for noting and/or further consideration:

Issue Number	Issue	Westbury Town Council Update	CATG Updates
5874	Pavements and Footpaths in Westbury	16.04.18 – The Committee agree, subject to a request and seeing further information and a breakdown of costs to see how the money will be spent. The final decision will be deferred to	23.03.18 - PW has walked both sites and the consultant has priced Frogmore Road £4,236 and Castle View £5,355. The budget available is

	<p>the May HP&D following more information being available and discussions with the Town Clerk.</p> <p>21.05.18 – as requested here is a breakdown of costs for Castle View and Frogmore Road:</p> <p><u>Castle View, Westbury</u> Area – 112m² Ironworks – Approx. 8-10 covers to be adjusted (some may not require adjustment) Edgings – 3 no. edgings Depth of dig – 80mm depth Construction – Excavate footway 80mm and Inlay with AC 20 binder course, 60mm thick with AC 6 surface course, 20mm thick. This scheme is a patching job and due to the location of the works, smaller plant and equipment will need to be used to undertake the work itself therefore this scheme has been priced as a dayworks scheme.</p> <p><u>Frogmore Road, Westbury</u> Area – 102.5m² Ironworks – Approx. 12 no. covers to be adjusted (some may not require adjustment) Kerbing – 12 no. HB2 kerbs Depth of dig – 80mm depth Construction – Excavate footway 80mm and Inlay with AC 20 binder course, 60mm thick with AC 6 surface course, 20mm thick. 21.05.18 – The Committee agreed to recommend £3,398.88 so that both improvements can be completed. Cllr Sutton will prepare a Recommendation for Town Council 02.07.18. If the recommendation is not successful, HP&D recommend Frogmore Road improvements. 03.07.18 - at the Town</p>	<p>£6,192.12 and PW priority would be Castle View. However, WTC may like to contribute the balance of £3,398.88 so that both Frogmore Road and Castle View can be improved or if not, which area would be their preference.</p> <p>03.07.18 – CATG K.Rose and P.Whyte were notified by email that at the Town Council meeting on 02.07.18, minute ref T3358, the Councillors voted to approve £3,398.88. This was also confirmed verbally at the CATG meeting on 06.07.08.</p>
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		Council meeting on 02.07.18, minute ref T3358, the Councillors voted to approve £3,398.88 towards the footpath repairs for Castle View and Frogmore Road.	
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10. MOTION FROM STREET SCENE WORKING GROUP dated 2nd July 2018 TO SPEND £750.00 TO PURCHASE AND INSTALL LITTER BINS

Please see attached the full Motion.

11. MOTION FROM STREET SCENE WORKING GROUP dated 2nd July 2018 TO CONSIDER THE OPTIONS IN RELATION TO THE JUBILEE CLOCK IN THE HIGH STREET

Please see attached the full Motion.

12. RECOMMENDATION FROM PLAY AREAS WORKING GROUP dated 4th July 2018 TO SPEND £429.53 TO REINSTALL THE ADULT AIR WALKER IN GRASSACRES PARK

Please see attached the full Recommendation.

13. RECOMMENDATION FROM TOWN IMPROVEMENT AND TOURISM WORKING GROUP dated 9th July 2018 TO PASS AGENDA ITEM ARTISAN MARKETS TO THE EVENTS WORKING GROUP TO ARRANGE AN EVENT

Please see attached the full Recommendation.

14. P.4725 AND P.4735 – A350 MILL BROOK DEVELOPMENT – NEW BUS STOP AND LACK OF PAVEMENT

Footpath / Bus Stop A350 concern has been raised by a resident that there is no footpath in place by the new bus stop. We have contacted the Highways team who confirmed that it was too late to action during the planning process, however they will investigate.

The 21st May HP&D Committee asked that it was noted that they did object to the housing plans and bus stop and this appears to have been ignored/overlooked. The 18th June HP&D Committee were updated with their comments from 2014 for the A350 Mill Brook housing development, where part of their objection was concern for pedestrian access to the town. The committee requested this item was added to the July agenda, so it is in the in the public domain and an appropriate response debated.

15. P.4735 – HOSPITAL SITE DEVELOPMENT AND STREET NAMING

The 18th June HP&D Committee were updated that the Hospital site developers have requested the Town Councils input with street naming for the 56-dwelling development. Working with the League of Friends, Backhouse Housing Limited came up with 4 suggestions and although the committee confirmed their preferred choice, they requested this was added to the July agenda, so it is the public domain. The Committee are required to confirm their preferred street name from the attached options.

16. HIGHWAYS CORRESPONDENCE / MATTERS

The Committee to note the points below and any attachments:

- A.** This will have taken place – the Temporary Closure of A350 (Part) West End, Westbury (15.07.18).
- B.** Temporary Closure of C235 Hisomley and Old Dilton Road, Dilton Marsh and Westbury (25.07.18 – 27.07.18).
- C.** Urgent Closure of B3097 Station Road (Part), Westbury (06.08.18).
- D.** Newly published decision – HTW-25-18 – Proposed Application to Stop Up Part of Brook Lane, Westbury – the decision was made 03.07.18 and comes into force 11.07.18.

17. CLERK'S CORRESPONDENCE

A. Parking Review – the following locations are all being considered as part of the parking review 2018/19 – Willoughby Close, Primmers Place, Bitham Mill, Westbury Leigh, The Tynings, Cleveland Way and Headquarters Way West Wilts Trading Estate. To this list we have added Church Street and as advised by the Traffic Engineer and on behalf of Sovereign Housing submitted Phoenix Way on 06.07.18. The Highways Engineer is expected to visit Westbury w/c 9th July 2018.

18. BUDGET BIDS

None