

WESTBURY TOWN COUNCIL

At a MEETING of the HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 16<sup>th</sup> JULY 2018 at 7.00pm.

**PRESENT:** Cllrs: M Sutton, G King, I Cunningham, J Russ, S Kimmins  
S Hendry, B Pyne

Staff: Mrs J Dyer and Miss S Harris

**P.4737 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE:**

Cllr N Pyne – Personal  
Cllr R Hawker – Personal  
Cllr M Kettleby – No apologies received

**P.4738 DECLARATION OF INTEREST and DISPENTATIONS:**

None

**P.4739 MINUTES:**

**RESOLVED:** That the revised Minutes of the Committee Meeting held on 21<sup>st</sup> May 2018, confirmed and signed by the Chair.

**RESOLVED:** That the Minutes of the Committee Meeting held on 18<sup>th</sup> June 2018, confirmed and signed by the Chair.

**MATTERS ARISING FRO THESE MINUTES (if any)**

**MEMBERS MATTERS ARISING FROM THESE PREVIOUS MINUTES**

| Minute ref                 | Subject                                | Action  | Update   |
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| P.4728<br>P.4680<br>P.4660 | Play Area,<br>Paxmans Road,<br>The Ham | 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.<br>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 Town Clerk has contacted Gabrielle Crump for further information and we are still awaiting a response.<br>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.<br>16.07.18 – The Play Area Working Group updated the Committee that the Working Group are due to meet soon to review the |

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|  |  | <p>The safety inspection report for the play area was available for review at the meeting.</p> <p>19.03.18 – The Committee requested the Play Areas Working Group look at this report and resubmit to HP&amp;D with their response.</p> <p>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 we haven't received any update.</p> | <p>report that Norman Burgess has prepared.</p>   |
| <p><b>P.4728</b><br/><b>P.4698</b></p> | <p><b>Motion from Cllr Cunningham dated 09.04.18:</b><br/><b>The footpath from Edward Street, through Morrisons to Haynes Road</b></p> | <p>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>  | <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 –</p> <p>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.</p> |

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|  |   |   | <p>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>16.07.18 – The Committee requested this was followed up again and a response and or update is available for the August HP&amp;D meeting.</p>   |
| <p><b>P.4728</b><br/><b>P.4716</b><br/><b>P.4699</b></p> | <p><b>Recommendation from TIG/Tourism dated 09.04.18: The Neighbourhood Plan to become a Sub-Committee</b></p>  | <p>The Committee agreed that the Neighbourhood Plan should become a Sub-Committee, reporting to the Highways, Planning and Development 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.</p>  | <p>The Town Clerk has sent the Terms of Reference to Cllr Cunningham.</p> <p>The Committee noted that the recommendation to create a Sub-Committee was approved at Town Council on 14<sup>th</sup> May 2018. The Committee also requested it was noted that the 21<sup>st</sup> May 2018 HP&amp;D agenda recommended a standalone Working Group and that should actually be a standalone Sub-Committee.</p> |
| <p><b>P.4728</b><br/><b>P.4721</b></p>                   | <p><b>Proposed Traffic Regulations Order Consultation. The Consultation closes on 21.05.18 – The Committee are to agree comments for submission on 22.05.18</b></p> | <p>The Committee agreed the following response:</p> <p>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</i></p> | <p>The response was emailed to the Traffic Order Team on 22.05.18.</p> <p>Acknowledgment received.</p> <p>25.06.18 – the Senior Traffic Order Technician has informed the engineers in charge of the scheme of our amended response:</p> <p><i>Westbury Town Councils Highways, Planning and Development Committee object to the Sunday and</i></p>   |

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|               |  | <i>season charges from 80% to 50% seems unfair to a town that has limited parking and significant parking issues.</i>   | <i>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> |
| <b>P.4719</b> | <b>Planning Applications – Additional letter from Wiltshire Council – 51 Oldfield Road, Westbury – Tree Preservation Order – 2018/00012/GRP</b>  | 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<br>30.05.18.<br>Acknowledgment received.<br>25.06.18 – please note the attached letter confirming the tree preservation order.  |
| <b>P.4735</b> | <b>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</b> | 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.  |
| <b>P.4730</b> | <b>Network Rail Consultation</b>   | 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, | Cllr Sutton responded on behalf of the committee.  |

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|               |  | causing congestion and pollution and impacting air quality.   |  |
| <b>P.4730</b> | <b>Briefing Note 357 regarding CATG meetings</b> | 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 recorded. | Completed.   |
| <b>P.4730</b> | <b>Sunday Parking</b>                            | 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>Response in 5<sup>th</sup> July White Horse News:<br/><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</i></p> |

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|                      |  |  | <p><i>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><b>P.4730</b></p> | <p><b>Email from High Street Resident regarding the proposed Fish and Chip Restaurant/Shop</b></p> | <p>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.</p> | <p>Please see the attached letter to Mr. Cox.</p>   |

**P.4740 WILTSHIRE COUNCILLORS' REPORTS:**

Cllr G King: Update on the hedge clearing on the A350 and the fires on Salisbury Plain

The hedge clearing on the A350 by the new developments has now started. The delay was caused by a dispute between the developers, which has now been resolved.

The fires burning on Salisbury Plain, have been caused by a combination of live firing and the dry conditions. The MOD are not subject to any civil controls (council, fire authority etc.) and therefore the fires are being left to burn themselves out. The fire service will not intervene unless the fires spread outside of the MOD impact zone. The MOD have confirmed that live firing has been halted until further notice. In the meantime, the MOD have issued a complaint line number: 01980 620819 and the Fire Service have issued briefing notes for those effected by the smoke and these details can be found here: <https://www.dwfire.org.uk/news/update-on-salisbury-plain-fire/>

**P.4741 CHAIRMAN'S COMMUNICATIONS:**

- A. The committee noted the email from Wiltshire Housing Site Allocations Plans that our 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. The committee noted Briefing Note 359 regarding the Employment Land Review (ELR) Members Briefing.
- C. The committee noted Briefing Note 360 regarding the new recycling collection services from 30<sup>th</sup> July 2018.
- D. The committee noted the information from Network Rail regarding the safety critical tree and vegetation management work planned on the line from Patney to Westbury.
- E. Additional item added as requested by Cllr Cunningham, the footpath to the Station approach has become pitted and rutted through water damage and it is now causing concern as it is unsafe and unusable particularly for those using wheelchairs. The committee requested that a letter is sent to Network Rail asking for the footpath to be repaired.
- F. The committee were notified of an email received from Great Western Railway that the timetable changes for December 2018 have been postponed until May 2019. The committee requested this item was added to the August agenda for discussion and to prepare a suitable reply.
- G. The Chair, Cllr Sutton confirmed that he will be attending the Strategic Planning Committee meeting on 18<sup>th</sup> July 2018 on behalf of the HP&D committee. The committee were supportive of this and requested that all previous points are raised. See item P.4744 for further details.

**P.4742 PLANNING DECISIONS:**

The committee noted the planning decisions made up to 16<sup>th</sup> July 2018.

**P.4743 PLANNING APPLICATIONS:**

The committee considered the following planning applications received from Wiltshire Council up to 16<sup>th</sup> July 2018.

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| 18/05301/FUL | 69 Fell Road, Westbury, BA13 2GG<br>Single storey rear extension.<br><br>WTC<br><b>No Objections</b> |
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| 18/05132/FUL | 5 Leigh Road, Westbury, BA13 3QN<br>Proposed attic conversion including new dormer and ground floor extension.<br><br>WTC<br><b>No objections</b>   |
| 18/06154/TCA | Westbury House, 15 Edward Street, Westbury, Wiltshire, BA13 3BD<br>Fell & Remove self sown Ash Tree<br><br>WTC<br><b>No objections</b>  |
| 18/05594/FUL | 12 Upland Rise, Westbury, Wiltshire, BA13 3HW<br>Proposed front and side extensions. To raise the roof to create first floor accommodation and a chalet roof. Additional parking and turning area.<br><br>WTC<br><b>No objections</b> |
| 18/06008/FUL | 7 Curtis Centre, Kingdom Avenue, Northacre Industrial Park, Westbury, BA13 4EW<br>Extension of existing industrial unit<br><br>WTC<br><b>No objections</b>  |

**P.4744 NOTIFICATION OF STRATEGIC PLANNING COMMITTEE FROM WILTSHIRE COUNCIL:**

The committee noted the notifications of the Strategic Planning Committee from Wiltshire Council and the below planning applications for planning permission being presented on 18<sup>th</sup> July:

- 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

**P.4745 CATG ISSUES FOR CONSIDERATION:**

New issues to be consider:

None

Updates for noting and/or further consideration:

| Issue Number | Issue                               | Westbury Town Council Update  | CATG Updates   |
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| 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 the | 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 £6,192.12 and |



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|  |  | <p>May HP&amp;D following more information being available and discussions with the Town Clerk.<br/>21.05.18 – as requested here is a breakdown of costs for Castle View and Frogmore Road:<br/><b>Castle View, Westbury</b><br/><b>Area – 112m<sup>2</sup></b><br/><b>Ironworks –</b> Approx. 8-10 covers to be adjusted (some may not require adjustment)<br/><b>Edgings –</b> 3 no. edgings<br/><b>Depth of dig –</b> 80mm depth<br/><b>Construction –</b> Excavate footway 80mm and Inlay with AC 20 binder course, 60mm thick with AC 6 surface course, 20mm thick.<br/>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.<br/><b>Frogmore Road, Westbury</b><br/><b>Area – 102.5m<sup>2</sup></b><br/><b>Ironworks –</b> Approx. 12 no. covers to be adjusted (some may not require adjustment)<br/><b>Kerbing –</b> 12 no. HB2 kerbs<br/><b>Depth of dig –</b> 80mm depth<br/><b>Construction –</b> Excavate footway 80mm and Inlay with AC 20 binder course, 60mm thick with AC 6 surface course, 20mm thick.<br/>21.05.18 – The Committee agreed to recommend £3,398.88 so that both improvements can be completed.<br/>Cllr Sutton will prepare a Recommendation for Town Council 02.07.18.<br/>If the recommendation is not successful, HP&amp;D recommend Frogmore Road improvements.<br/><br/>03.07.18 - at the Town Council meeting on 02.07.18, minute ref T3358, the Councillors voted to</p> | <p>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.<br/><br/>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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|  |  | <p>approve £3,398.88 towards the footpath repairs for Castle View and Frogmore Road.</p> <p><b>16.07.18 – the HP&amp;D committee noted that the money contribution has been agreed at Town Council 02.07.18 and CATG have been informed. Cllr Cunningham requested that in a future Town Council newsletter we include a feature explaining our involvement in these repairs and include some before and after photos. The committee will be updated on timescales.</b></p> |  |
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**P.4746 RECOMMENDATION RECEIVED from STREET SCENE WORKING GROUP dated 2<sup>nd</sup> July 2018:**

**Litter Bins**

**RECOMMENDATION**

HP&D to approve £750.00 to purchase and install litter bins at the following locations and forward to **Town Council for approval.**

- Grassaces
- Black Horse Lane
- Slag Lane/Frogmore Road
- Westbury Junior School

**RESOLVED to APPROVE THE ABOVE RECOMMENDATION however the committee agreed to contact Westbury Junior School with the following suggestions:**

- the suggestion from HP&D is that Westbury Junior School might like to consider a split, post mounted waste bin which can be part general waste and part recycled waste. Cllr Cunningham will follow up with the school to see if they have recycling facilities.
- once the plans for the bins are confirmed the Town Clerk is to write to the school to obtain a written agreement that the school will empty the bins and if not emptied regularly or if we receive complaints we may have to consider removing it.

**P.4747 RECOMMENDATION RECEIVED from STREET SCENE WORKING GROUP dated 2<sup>nd</sup> July 2018:**

**Jubilee Clock**

**RECOMMENDATION**

HP&D considered options in relation to the Jubilee Clock in the High Street and forward to **Town Council for action and approval.**

**RESOLVED to APPROVE THE ABOVE RECOMMENDATION with the following amendments for the side of the clock that is no longer working:**

- stop the clock at 11 o'clock to mark the 100-year anniversary of the First World War.

- replace the broken clock face with the Town Council crest.

**P.4748 RECOMMENDATION RECEIVED from PLAY AREAS WORKING GROUP dated 4<sup>th</sup> July 2018:**

**Adult Air Walker in Grassaces Play Area**

**RECOMMENDATION**

HP&D to approve £429.53 plus VAT to reinstall the adult air walker in Grassaces Play Area.

**RESOLVED to APPROVE THE ABOVE RECOMMENDATION**

**P.4749 RECOMMENDATION RECEIVED from TOWN IMPROVEMENT AND TOURISM WORKING GROUP dated 9<sup>th</sup> July 2018:**

**To pass agenda item Artisan Markets to the Events Working Group**

**RECOMMENDATION**

HP&D to approve that the event arrangements are passed to the Events Working Group to arrange an Artisan Market.

**RESOLVED to APPROVE THE ABOVE RECOMMENDATION with the following amendment, the committee request that funding for the barriers, tables and chairs is deferred until after the Event Working Group have met and discussed this possible event.**

**P.4750 A350 MILL BROOK DEVELOPMENT – NEW BUS STOP AND LACK OF PAVEMENT (P.4725 and P.4735):**

The committee discussed this item and agree that the current situation and lack of pavement from the Mill Brook development along the A350 is not suitable. The road is very busy, fast and with the added bus stop the number of pedestrians will increase in an area that is unsafe.

The committee suggested the following actions:

- request an update from Highways with their findings.
- write to the developers with our concerns, as a good will gesture and at cost price would they support adding a pavement in this area.
- contact Wiltshire Council, they have an area of land near this development that should be considered as a possible footpath from the new development. This is located near the development (near Lidl) where developers were asked to re-look at the plans and move one of the houses, which we believe they did.

**P.4751 HOSPITAL SITE DEVELOPMENT AND STREET NAMING (P.4735):**

The committee reviewed the names suggested by the developer Backhouse Housing Limited in conjunction with the League of Friends and their preferred choice was 'Callaway'. The committee decided on 'Callaway' as it was a named ward at the Hospital, it would be a nice way to remember the Hospital itself and they felt it seemed an appropriate name with this year being the 100-year anniversary of the First World War and therefore continuing to remember Robert who sadly died during this war.

**P.4752 HIGHWAYS CORRESPONDENCE / MATTERS:**

- A. The committee noted the temporary closure of A350 (Part) West End, 15.07.18.
- B. The committee noted the temporary closure of Hisomley and Old Dilton Road, 25-27.07.18.

- C. The committee noted the urgent closure of Station Road (Part), 06.08.18.
- D. The committee noted the Stop Up Part of Brook Lane that came into force on 11.07.18.

**P.4753 CLERK'S CORRESPONDANCE:**

- A. The committee noted all the areas that had been submitted as part of the Parking Review. The committee also discussed an issue raised by a resident of The Butts via Cllr B Pyne. This issue had already been shared with the Highways Engineer and despite it missing the requested deadline, he agreed to investigate the issue using the knowledge from his team of the area and google maps. The Highways team are in the process of preparing their report, which the Town Council will receive in due course and have the opportunity to comment on.
- B. Oldfield Park and Selwood Housing parking issues – the Clerk informed the committee of the latest update from Selwood Housing and a further update is expected in one month's time.

**P.4754 BUDGET BIDS:**

None

**20.35pm**

**Signed on behalf of the meeting this Twentieth day of August 2018**

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**Chairman**