

LYDIARD MILLICENT PARISH COUNCIL MEETING

1 June 2023

held in the All Saints Church Lydiard Millicent
at 7:00pm

Councillors Present:

Cllr S Westwood, Chairman

Cllr S Chalker

Cllr S Hill-Wheeler

Cllr M Allsop, Vice Chairman

Cllr M Sharp

Cllr M Suleman

Others in Attendance: Colin Tydeman (Parish Handyman) and 1 Member of the Public.

Meeting Clerk: Tina Jones

Public and Councillor Question Time: No questions were asked.

MINUTES

23.6 Apologies for Absence

Apologies were received and accepted from Councillor Selwood.

Members unanimously APPROVED Councillor Purcell's request for a leave of absence from Council meetings until December 2023.

23.7 Declarations of Interest and Dispensation Requests

There were no declarations of interest and no requests for dispensations received.

23.8 Chairman's Announcements

- The Council has vacancies, if anyone is interested to contact the Clerk.
- The Chairman gave apologies on behalf of the Council for the recent issues with the Grounds Maintenance Company (GMC), who have not been fulfilling the terms of the contract. The Council is aware that this has caused distress to parishioners, especially for those visiting the Cemetery. Thanks, were given to the Parish Handyman for providing detailed maps and information to the GMC, the Council is actively working with the GMC to address the issues
- Thanks, were given to Members of the closed Luncheon Club, who have donated £2262.31 to the War Memorial Clock Fund.
- The Chairman read out an extract from the Internal Auditor Report relating to the 2022-2023 financial year – "We have reviewed the Parish Council's responses to the recommendations made in our 2021-22 financial year Internal Audit reports and have noted that the Members have noted and considered the recommendations made during their deliberations and working closely with the Clerk/RFO have implemented these.

We report that, on the basis of the work undertaken to date in the current year, the Council is now operating robust, proportional and effective internal controls in all areas reviewed. Resultantly we made no recommendations for improvement, during the 2022-23 financial year.

We take this opportunity to commend the Clerk/RFO for her strenuous efforts to bring the administration of the Council's finance and governance functions back into good order, which has evidently been no small task. We note that, once again the Clerk/RFO has presented the requested electronic documentation and backup files required to complete this audit in an exemplary manner on a timely, secure basis, making the internal audit process straightforward.

We would also like to commend the Clerk/RFO and the Council Members her meticulous approach to the Council's Financial Management, the quality of the Council's the robust Internal Control measures, which she and the Members have implemented during her short tenure. We now consider that the Council is back on a firm footing moving forward into the new financial year.

23.9 Minutes

Members considered the minutes of the Parish meetings held on 4 May and 11th May, and the Annual Meeting of the Council held on 11 May 2023. The minutes of the meetings were ADOPTED as a true record and signed by the Chairman.

23.10 Co-option of a New Councillor

Members considered an application from Dr Samantha Chalker. The matter was put to the vote and Members unanimously RESOLVED that Dr Chalker be co-opted onto the Parish Council with immediate effect. The Declaration of Acceptance of Office was signed by the newly elected

Councillor and witnessed by the Clerk. Councillor Chalker accepted the Council Code of Conduct, and the Chairman invited her to join the meeting.

23.11 Clerk's Report – Members NOTED

PQT – 7 April (b) and 22 June 2022 (b) A resident asked if a footpath could be put at Lydiard Green, drivers are impatient, the resident has been nudged by a car and hit on elbow by a car mirror. UPDATE: The creation of a footpath at this location was originally agreed in 10 phases by CATG. Phases 1 -4 were completed in 2017-2018. The Clerk has contacted WC regarding the instigation of phases 5 – 10, which would connect Lydiard Green to the rest of the village. Further information and details of the scheme to be found, the resident who originally made the request was present and he will look at the information he has. Update: Cllr Hill-Wheeler supplied information from CATG archives and a LMPC report regarding phases 1-4, no information for phases 5-10 has been found. Council minutes of 3 Jan and 4 July 2013 there is mention of the project, further background information is being looked for.
22.41 The Mews • The current titles are now all transferred to the Parish Office are Recreation Field and The Mews, the Community Field, and Forge Fields. CLOSED • Solicitors involved in the process have been instructed to apply for title absolute for the Recreation Field. Land Registry is being chased in respect of the application. • Councillors to visit the site, to be arranged, following visit to obtain feedback from residents. Feedback requested in spring 2023 newsletter.
22.63 Footpaths Members agreed to have a dedicated Footpath Group page website to show work completed/ planned, and to ask residents to advise the Group of footpath issues. To be actioned by Councillors. Footpaths page on Website CLOSED
22.82 Footpath Working Party WC has been contacted regarding land management and the sowing of seeds. The Head of WC Natural & Historic Environment Department has given advice to be discussed at WP meeting. Clearer signage and additional signs have been requested – WC to drop off at JCH. Working Party to move forward with information for notice board content, feedback requested from residents on Lydiard Millicent WW2 history.
22.107 Community Emergency Plan Members agreed to write a new Community Emergency Plan with all Members contributing to the document, Councillor Hill-Wheeler leading on the updating process.
22.192 Dogs on Playing Field and Signage - New signage is in place - CLOSED
22.206 Community Environmental Tool Kit Members AGREED to form a Community Environmental Group with residents interested in environmental issues to be invited to join. Councillors Hill-Wheeler, Purcell, Suleman and Westwood joined the group. Article in Lydiards Magazine. CLOSED.
22.207 Emergency Contracts Cllrs Hill-Wheeler, Purcell, Suleman & Westwood, details passed to organisers – CLOSED
22.208 Hills Recovery Centre Cllrs Allsop, Purcell, Suleman, Westwood to attend – CLOSED
22.211 Jubilee Club House Members DELEGATED to the Clerk to contact all the users of the Building requesting their feedback on the proposals. The Clerk is also to contact the Wiltshire Football Association (WFA). The users and WFA contacted, WFA to discuss at a meeting to be held on 26 May.
23.2 Cricket Sightcreens – Swindon Cricket Club advised of Council decision – CLOSED
23.4 Play Area – Contract signed, installation start date is 20 June, a pre- installation survey is taking place on 31 May. Clerk contacted tower manufacturers, but need to source original play company installers. Enquiries made with local company and a Council re a bark
Residents Complaint Rubbish dumped (mainly garden waste) behind The Crescent, Common Platt, causing an obstruction to the ineffective drainage system in the area. Reported to WC for Parish Steward to investigate. CLOSED.

23.12 Financial Accounts

Members:

- NOTED and APPROVED the expenditure report from 18 April – 28 May 2023
- NOTED and APPROVED the income report to 30 April 2023

c. NOTED and AUTHORISED the list of payments

23.13 Jubilee Club House Utilities

Members NOTED that the contract for the electricity supply is due to be renewed on 1st December. Members requested the Clerk to obtain more information both from the current supplier, new suppliers and from the supplier for the gas supply.

23.14 Internal Auditor Reports

Members NOTED the Annual Internal Audit Report for submission to External Audit, assigning positive assurances in all areas.

Members NOTED the full internal audit report, with no matters arising.

23.15 Annual Governance and Accountability Return 2022-2023

a) The Annual Governance Statement at Section 1 of the Annual Governance and Accountability Return (AGAR) was APPROVED and signed by the Chairman.

b) The Annual Accounting Statements at Section 2 of the Annual Governance and Accountability Return (AGAR) was APPROVED and signed by the Chairman.

23.16 Ear Marked Reserves

Members APPROVED the year end adjustments and APPROVED the Ear Marked Reserves balance of £80,972.00 as at 31 March 2023. During the year, the following movements were made: Reduction of £5,696 for repairs to the Jubilee Cub House and Parish Footpath maintenance and £5951.07 for noticeboards, height restrictor and bollards.

Additions to Reserves of £10,889.97, ring-fenced Community Infrastructure Levy (received from Wiltshire Council) and from General Reserves, £2,965 for street furniture/play equipment, £100 for office equipment and £3,000 of local highway and footway improvements.

The donations received for the War Memorial Clock Fund of £3487.10, were also moved from General Reserves to Ear Marked Reserves.

23.17 Asset Register

Members NOTED the new additions to the Asset Register, there were no disposals. Members APPROVED the 31 March 2023 balance of £278,299.00.

23.18 Planning Applications

Members NOTED the following Wiltshire Council Decisions

Application Ref PL/2023/00416 - Householder Application Address: 84, Chestnut Springs, Lydiard Millicent, SN5 3NB Proposal: Loft conversion with two pitched roof dormers to the front and one flat roof dormer to rear	Applicant Name: L Lui Decision: No Objection
Application Ref: PL/2023/00612 - Householder Application Applicant Name: Mr T Hutchinson Address: 2 Linden Way, Swindon, SN5 5DE Proposal: Side Extension Above Existing Double Garage.	Decision: Approved with Conditions

Members RECEIVED a report from Rota Group A regarding the following applications:

Application: PL/2023/03323 - Householder planning permission Applicant Name: Mr A Hornby Address: Lydiard Farm, The Street, Lydiard Millicent. SN5 3LU Proposal: Proposed widened access to property
Members RESOLVED to make NO OBJECTION to the application, with this comment: LMPC do not object to a second entrance to the property but would ask that consideration is given to the position of the proposed entrance and its proximity to the nearby traffic calming and The Close on the opposite side of the road. Neither of these are shown on the location and block plans but can be clearly seen using Google
Application: PL/2023/03628 - Notification of proposed works to trees in a conservation area. Applicant Name: Diocese of Bristol Address: The Vicarage, The Butts, Lydiard Millicent, SN5 3LR. Proposal: T1-T6 - Apple. Deadwood T7 - Yew. Reduce by 1-2m in height T8 - Birch. Crownlift to 2.5-3.0m T9 - Bay. Remove. T10 - Ash. Early onset of ADB. Fell. T14 - Walnut. Growing from old stump. Remove
Members RESOLVED to make NO OBJECTION

23.19 **Lydiard Green Trees**

Members NOTED the report – main points:

- Wiltshire Council granted planning permission to remove and grind out the Leylandii, Ash, Horse Chestnut, Lime, and one Goat Willow, another Goat Willow to be 50% pollarded.
- Three replacement trees to be planted between November and March
- Letters were delivered to all houses in the vicinity of Lydiard Green informing them of the approved planning permission to remove the trees and replant, the letter also inviting them to attend this meeting, if they had any concerns.

Following discussions, Member AGREED that the removal of the trees should not take place until August, after the trees have been checked for nesting birds. Members APPROVED the expenditure of £1500 (+ VAT) with costs met from Highways/Open Space -Tree/Hedge budget with the balance met from EMR Parish Projects. Clerk to liaise with Wiltshire Council regarding the replacement trees to be planted, for approval by Committee before the planting season.

23.20 **Planning Training**

Members NOTED and considered the invitation from The Society of Local Clerks to attend a one-day, virtual summit to engage with the latest advice and guidance relating to planning on Wednesday 5 July 9.45 – 4.10pm. Councillor Allsop is to attend, one other Councillor may attend, if available. Members APPROVED the funding for two Members to attend at a maximum cost of £240 (two hundred and forty pounds) met from the training budget.

23.21 **Data Protection Policy**

Members NOTED and APPROVED the Data Protection Policy.

23.22 **Correspondence**

Members NOTED the following:

- a. Wiltshire Council information on new Kerbside Collections – to be added to website
- b. Great Western Hospital – the new arrangements due to building works
- c. Age UK Wiltshire May Newsletter
- d. CPRE Wiltshire AGM Invitation 2023

23.23 **Council and Community Representatives** - Members RECEIVED the following updates:

Area Board – Councillor Westwood reported the next meeting is on 22 June in Lyneham.
Local Highway & Footway Improvement Group (LHFIG) – Councillor Suleman reported that he had met with Steve Hind - Wiltshire Council Principle Engineer (SH) on 26 May to discuss issues 11-23-8 (Common Platt, safety/ speed reduction) and 11-23-9 (speeding outside the Church). In regard to 11-23-8, a site visit to be arranged to look at the risks of a not having barriers at the crossroads. Councillor Suleman and SH to establish where the pathways lead to either side of the road. As a barrier has been fitted further up the road, SH to check existing paperwork. Councillor Suleman/SH to discuss further, once identified actions are completed. Councillor Suleman met with resident from Greatfield regarding speeding traffic and faint edge road markings. Councillor Suleman has reported the issue on the MyWiltshire app. The Clerk advised that at the 4 th May parish meeting, minute reference 22.204, Wiltshire Council had reported that they had an instruction in place for the road markings, Contractors to attend to this issue when similar works are carried out across the county. The Clerk was requested to contact WC regarding the installation of the poles for the speed indicator device at Greenhill Crossroads and SH regarding the Parochial Parish Council's request for traffic calming. Following discussions, Members requested an agenda item to discuss the speed limits in the area of Greatfield and to consider a draft LHFIG request.
Community Safety Group – Councillor Sharp reported that the next meeting is on 9 June. The Main Speaker Topic is to introduce the new Inspector for the RWB & C Neighbourhood Policing Team, Gareth Edwards . Councillors were asked to let Councillor Sharp know if they had anything they would like discussed at the meeting.
Speedwatch and Lorry Watch - Cllr Sharp reported that the metro counts have still not taken place, Clerk to check situation. Councillor Sharp explained why Lorry Watch was no longer operational. Councillor Chalker indicated she would like to join Speedwatch once re-established.

Two members of the Public left the meeting.

23.24 **Exclusion of the Public and Press**

Members RESOLVED – That the Press and Public be excluded from the meeting during the consideration of the items in Part 2 of the Agenda, this is due to the confidential nature of the items being considered, under the Public Bodies (Admission of Meetings) Act 1960.

23.25 **Land Issues**

Members NOTED the updated Land Registry documents for Forge Fields and the Community Field. Members RECEIVED a verbal update from Councillor Allsop, in reference to the Community Field, a meeting is to be arranged with interested parties to discuss further. A Subject Access Request has been received in relation to a boundary dispute. Information has been requested from the Councils information technology provider.

Meeting Closed at 8.21pm

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22.211 Jubilee Club House Members DELEGATED to the Clerk to contact all the users of the Building requesting their feedback on the proposals.. Agenda Item - CLOSED
23.4 Play Area – Contract signed, installation started on 20 June, completion expected by 28 June. Clerk contacted tower manufacturers, but need to source original play company installers. Enquiries made with local company and a Council re bark. Agenda Item –CLOSED
23.13 Jubilee Club House Utilities Clerk to obtain more information both from the current supplier, new suppliers and from the supplier for the gas supply. Agenda Item - CLOSED
23.19 Lydiard Green Trees Quote accepted, Tree Surgeon advised that the removal of the trees should not take place until August, after the trees have been checked for nesting birds. Clerk to liaise with Wiltshire Council regarding the replacement trees to be planted, replacements for approval by Committee, before the planting season. Meeting Update: Clerk has contacted WC - no response received as at 22 June.
23.23 LHFIFG - The Clerk was requested to contact WC regarding the installation of the poles for the speed indicator device at Greenhill Crossroads and SH regarding the Parochial Parish Council's request for traffic calming. SH and MC emailed.
23.23 Speedwatch and Lorry Watch - Clerk to check metro count situation. Meeting Update: WC confirmed the requests are now in the hands of our contractor, but due to work load they will not be until September.
Parish Steward Requests. The Parish Steward is next due in the Parish w.c. 3 July – three requests have been submitted for: Manor Hill, The Crescent, Common Platt and The Moors, Stone Lane.

Finance Report 22 June 2023

Item 7

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
All Saints Church	2023 12	01 Jun 23	Hall Hire - 1st June	28.00	0.00	28.00	22 Jun 23	BP
A J Stone	Jan-08	30 Apr 23	Levelling of Plot - Recharged	50.00		50.00	22 Jun 23	BP
ASF Signs	48425	04 May 23	Village Signs	350.00	70.00	420.00	22 Jun 23	BP
Auditing Solutions	Nov-21	05 May 23	Internal Audit	410.00	82.00	492.00	07 Jun 23	BP
Ansvar	2381667	01 Jun 23	lannual Insurance	1,422.16		1,422.16	22 Jun 23	BP
Betterclean	Jul-06	31 May 23	JCH Cleaning	390.00	78.00	468.00	22 Jun 23	BP
British Gas - Electricity	4887479	08 Jun 23	11-3-23 - 8.6.23	272.04	56.96	329.00	22 Jun 23	DD
BOnline	1217158	01 Jun 23	Broadband	26.43	5.29	31.72	11 Jun 23	DD
Business Waste	1141301	01 Jun 23	Cemetery and JCH	72.68	14.54	87.22	15 Jun 23	DD
Croucher C	73	15 Jun 23	Rent	250.00		250.00	29 Jun 23	CHQ
Castle Water	2396536	n.a	Cemetery Water	5.00		5.00	28 Jun 23	DD
Castle Water	229492	n.a	JCH Water	5.00		5.00	28 Jun 23	DD
EE	2117053995	13 Jun 23	June/July Charges	27.79	5.56	33.35	15 Jun 23	DD
eMango	31948	29 Apr 23	Annual Host/Support/Backup	432.00	86.40	518.40	07 Jun 23	BP
HMRC	n.a.	05 Jun 23	Tax and NI	568.42	0.00	568.42	19 Jun 23	BP
Lyreco	62202252	15 Jun 23	Stationary Supplies	66.69	13.34	80.03	15 Jun 23	MC
Lyreco	6220225275	16 Jun 23	Stationary Supplies	13.40	2.68	16.08	16 Jun 23	MC
Lyreco (credit)	6220225250	16 Jun 23	Stationary Supplies	-23.20	-4.64	-27.84	16 Jun 23	MC
Inception	3033991	16 Jun 23	May/June Charges	28.06	5.61	33.67	22 Jun 23	BP
Peninsula	3587392	08 Jun 23	HR	106.64	20.14	126.78	10 May 23	DD
RedHand	855	28 Apr 23	CCTV-Installation	3,536.00	707.20	4,243.20	07 Jun 23	BP
Rialtas	SM28317	28 Apr 23	23/24 Alpha Support/ Maint	147.06	29.41	176.47	07 Jun 23	BP
SLCC	BK21041-1	15 Jun 23	Planning Training - S Chalker	120.00	24.00	144.00	22 Jun 23	BP
SLCC	BK21042-1	15 Jun 23	Planning Training - M Allsop	120.00	24.00	144.00	22 Jun 23	BP
Staff	n.a	01 May 23	Salaries - May	1,615.56	0.00	1,615.56	01 Jun 23	BP
Unity/Lloyds	n.a	10 May 23	MultiCard Charge	3.00	0.00	3.00	02 Jun 23	DD
Webbpaton	19236	11 May 23	BPS Application - LP	310.00	20.00	330.00	07 Jun 23	BP
Wiltshire Council	n/a	01 Apr 23	Business Rates	99.00	0.00	99.00	01 Jun 23	DD
Expenditure				10,451.73	1,240.49	11,692.22		

Payments for Approval

John O'Conner	97784	16 May 23	May Maintenance	859.15	171.83	1,030.98	On Hold
John O'Conner	98916	22 Jun 23	June Maintenance	859.15	171.83	1,030.98	On Hold

1,718.30 343.66 2,061.96

LMPC Income Summary 2023-2024

Income received as at 13.6.23

Category	Amount
Cemetery Burials	£0.00
Cemetery Memorials	£185.00
Football	£2,365.00
Cricket	£0.00
Defra	£0.00
Hall Hire	£0.00
Old Cheques	£490.00
VAT Refund 22/23	£0.00
Misc Income	£2,411.02
PSDF Income	£509.73
Cil Funding	£0.00
Lydiard Plain Rental	£0.00
War Memorial Clock Fund	£2,262.31
Total	£8,223.06
Precept	£29,959.90
Total	£38,182.96

Outstanding invoices (not cleared bank as 30.5.23)

Category	Amount	Paid
Cemetery	£175.00	Cheque received
Total	£175.00	

The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AA+mmf
Fact Sheet – 31 May 2023

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short term credit rating or an equivalent and correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. The Fund will not invest in derivatives or other collective investment schemes.

Target investors

The Fund is designed for local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

Who can invest?

Any public sector organisation can invest in the Fund.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Sustainability Team.

Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

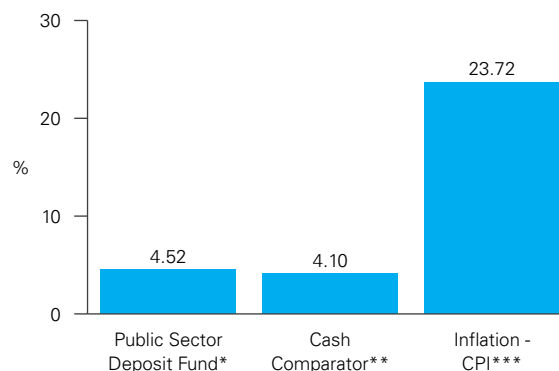
Top 10 counterparty exposures (%)

9.3%	Landesbank Baden-Wuerttemberg
9.3%	Nationwide Building Society
9.3%	Royal Bank of Canada
9.3%	Yorkshire Building Society
6.8%	HM Treasury
6.2%	DBS Bank Limited
3.4%	Credit Agricole Corporate and Investment Bank
3.4%	Handelsbanken plc
3.1%	MUFG Bank
3.0%	Toronto Dominion Bank (The)

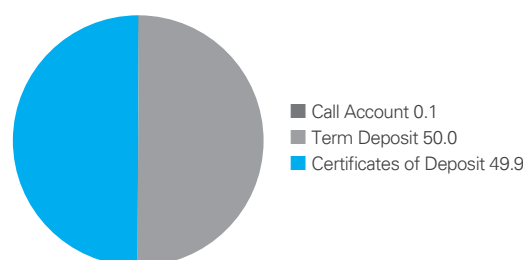
Share class 4 yield as at 31 May 2023

4.4486%

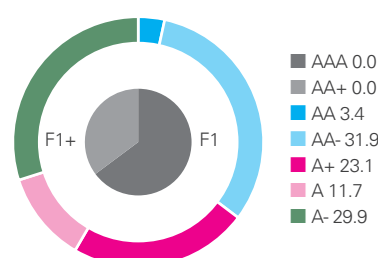
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

34.7%	UK Institutions
13.5%	Canada
10.8%	Japan
10.5%	Germany
8.3%	France
7.1%	Singapore
5.6%	Sweden
3.1%	Netherlands
2.6%	Australia
1.5%	United States

*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. **Comparator Benchmark - Sterling Overnight Index Average (SONIA) from 1 January 2021. Prior to that, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate (7-Day LIBID). ***Consumer Price Index (CPI) is lagged one month. †Using Fitch Ratings methodology.

Income - period to end May

Average yield over the month	4.3731%
Yield at the month end	4.4486%

Discrete year total return performance

12 months to 31 May	2023	2022	2021	2020	2019
The Public Sector Deposit Fund	+2.78%	+0.22%	+0.09%	+0.66%	+0.71%
Comparator Benchmark	+2.85%	+0.26%	-0.03%	+0.42%	+0.55%
Relative	-0.07%	-0.04%	+0.12%	+0.24%	+0.16%

Annualised total return performance

Performance to 31 May	1 year	3 years	5 years
The Public Sector Deposit Fund	+2.78%	+1.02%	+0.89%
Comparator Benchmark	+2.85%	+1.02%	+0.81%
Relative	-0.07%	+0.00%	+0.08%

Net performance shown after management fees and other expenses with gross income reinvested. Comparator Benchmark - SONIA from 1 January 2021. Prior to that, the comparator benchmark was 7-Day LIBID. Past performance is not a reliable indicator of future results. Source: CCLA

Market update

Borrowing rates in the UK rose to their highest level since 2008 when the Bank of England's monetary policy committee (MPC) announced a 0.25% increase in its policy rate, from 4.25% to 4.50%. In its report the MPC also presented a less gloomy forecast for the UK economy that the outlook it described a few months ago. It is increasingly confident that recession will be avoided, although growth will be slow and may not exceed 1% per year for the next three years.

In bonds, the yield on the benchmark 10-year UK government bond ('gilt') rose significantly over the month, from around 3.7% to 4.2%, as disappointment over the persistence of inflation led traders to expect that the Bank of England would have to raise rates further than had previously been priced into the market. Since bond prices move inversely to yields, valuations fell and the total return from the UK gilt market as a whole was -3.8% for May, while the non-gilts market lost -2.2%.

Key facts

Fund size	£1,620m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	44.73 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08% ***

Please Contact

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*Dealing instructions (including cleared funds for purchases) must be received by 11.30 am. **The OCF is based on the annual management charge ("AMC") but excludes portfolio transaction costs. The AMC for the Fund is 0.10% and is inclusive of all other costs and expenses of operating and administering the Fund such as depositary, custody, audit and regulatory fees. The AMC was reduced to 0.08% on a temporary basis in November 2015 to improve the income distribution, due to low interest rates. In May 2021, the AMC was temporarily reduced further to 0.06%. ***With effect from 1 April 2022 and until further notice, the AMC applied to the Fund reverted to the previously discounted rate of 0.08%.

Risk warning and disclosures

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. The market commentary contained in this document is the opinion of the author only. To ensure you understand whether CCLA's product is suitable, please read the Key Investor Information Document and the Prospectus. CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. The Fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. CCLA Investment Management Limited (registered in England & Wales No. 2183088 at, One Angel Lane, London, EC4R 3AB) is authorised and regulated by the Financial Conduct Authority and the Authorised Corporate Director of the PSDF. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

Members are requested to NOTE this report

WebbPaton - Company Changes

I write to tell you of several changes at WebbPaton. After over 30 years working happily and successfully together it is being restructured. We will be changing our trading style to become WebbPaton LLP and at that time will transfer your instructions to WebbPaton LLP.

Rural Payment Scheme

Direct Payments are being phased out. The Rural Payments Agency (RPA) has introduced progressive reductions which started in 2021. From 2024, the payments will then be simplified by 'delinked payments' which removes the link between the payments and the land. As delinked payments will not be linked to the amount of land you have, you will not need any land or entitlements to receive them. Delinked payments will be made between 2024 and 2027, but the payment amount will decrease each year as progressive reductions are applied. After 2027, these payments will stop completely.

The Parish Council payment for 2023-2024 based on 14.93ha will be approx. £2,120.00. This will be paid in two instalments, one in August and then next in December.

Therefore for 2024-2025 - the reduction will be 50% and the Parish Council will receive approximately £1,500.00.

The payment reductions have not yet been confirmed for 2025-2027. The reductions so far have been 5% (2021) 20% (2022) 35% (2023) 50% (2024). It is assumed payments will continue to decrease at the similar rate to 2027 when the last payment is made.

Parish Clerk
June 2023

Members are requested to NOTE this report and CONSIDER the offers and recommendation.

Background

At the last meeting Members requested the top three suppliers to compare the existing contract with.

Current Contract

The Council receives its electricity supply for the Jubilee Club House from British Gas Lite. Last year, due to the sudden increase in charges, the Council opted to stay with British Gas Lite because utility companies were only offering one-year contracts, until the market steadied. This contract is due to expire on 1st December 2023.

Contract Offers available

Supplier	Offer	Standing Charge ppd	Day Rate pkwh	Annual Cost
British Gas Lite	current	40	86.68	£5,406.61
British Gas Lite	3 years	45	31.82	£2095,41
Total Energies	2 years	64	32.732	£2,220.11
Corona Energy	3 years	193.87	29.271	£2,484.08

Quotes were obtained on our behalf by TUS Ltd Commercial Utilities.

The figures above are as at 22 June, there may have been a slight change by 30 June

Members are requested to:

- NOTE this report
- CONSIDER the recommendation to stay with existing provider

Tina Jones
June 2023

Lydiard Millicent Parish Council

CCTV System Policy and Code of Practice

CONTENTS

1. INTRODUCTION
2. KEY OBJECTIVES OF THE CCTV SYSTEM
3. MANAGEMENT OF THE SYSTEM
4. ACCOUNTABILITY
5. PRIVACY AND DATA PROTECTION
6. VIEWING OF THE RECORDED/LIVE IMAGES
7. SITING OF CAMERA AND SIGNAGE
8. ACCESS REQUESTS
9. RETENTION OF IMAGES
10. COMPLAINTS
11. CODE OF PRACTICE

1. Introduction

- 1.1 Following the installation of a Closed-Circuit Television (CCTV) system (the System). The purpose of this Policy and Code of Practice is to regulate its management, operation and use. Also, to ensure that the community has confidence that surveillance cameras are deployed to protect and give support. The aim is to ensure that the System is not abused or misused and that it is correctly and efficiently installed, managed and maintained.
- 1.2 The System comprises wireless dome cameras, located in prominent positions around the Jubilee Club House and Recreation Field. Images are not monitored continuously. The Parish Council securely stores images recorded by the System for a limited period. Access to images is restricted to Network Connections UK Ltd t/a RedHand and Council Staff. Access is also authorised for the Police and with their prior written consent, images may be released to the media via the Police for the purpose of crime detection.
- 1.3 The Parish Council is committed to the need for the System to comply with the Data Protection Principles set out in the Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act, Regulation of Investigatory Powers Acts 2000 (if applicable) The Home Office Surveillance Camera Code of Practice.
- 1.4 This Policy and Code of Practice will be subject to review, to include consultation with interested parties where appropriate.
- 1.5 Lydiard Millicent Parish Council (the Data Controller) controls the System and the images recorded by it. The Council is responsible for how the System is used and for notifying the Information Commissioner about the System and its purposes. This is a legal requirement of the Data Protection Act 1998.
- 1.6 The Parish Council's Data Protection Officer is the Parish Clerk.
- 1.7 Ownership of the recorded material and copyright in the recorded material will remain with the Parish Council.

2. Key objectives of the CCTV System

- i) To prevent or reduce incidents of property crime and offences against the person.
- ii) To protect Lydiard Millicent Parish Council property and assets.
- iii) To support the Police in a bid to deter and detect crime.
- iv) To assist the Police in identifying and providing evidence in the prosecution of offenders.

The System will not be used for the covert recording of images.

3. Management of the System

- 3.1 Overall management of the system will be the responsibility of the Parish Clerk on behalf of the Parish Council.
- 3.2 Day to day operational control of the system including technical management and training will be the responsibility of Network Connections UK Ltd t/a RedHand
- 3.3 Routine daily operating checks will be carried out by Network Connections UK Ltd t/a RedHand.
- 3.4 Liaison with the Police should take place through the Parish Clerk or nominated representative.
- 3.5 This Code of Practice and Policy will be adhered to by Parish Council Staff and Members.
- 3.6 The Parish Clerk will advise Members and the public as to this Policy and Code of Practice and the performance of the facility together with any recommendations as to changes that should be made, as necessary.

4. Accountability

- 4.1 Copies of this Policy and Code of Practice shall be available for inspection at the Parish Council Office, based at the Jubilee Club House, and made available on the Parish Council website.

5. Privacy and Data Protection

- 5.1 Legitimate public concerns exist over the use of CCTV – this is mainly over matters pertaining to the processing of information (data) and what happens to the material that is obtained.
- 5.2 All personal data obtained by the CCTV shall be processed fairly and lawfully and, in particular, shall only be processed in the exercise of achieving the stated objectives of the CCTV. In processing personal data, there will be total respect for everyone's right to his or her private and family life. The storage and security of the data shall be strictly in accordance with the Data Protection Act 1998 and additional locally agreed procedures.
- 5.3 All data will be processed in accordance with the 7 principles of the General Data Protection Regulation (GDPR) adopted as part of the Data Protection Act in 2018.

6. Viewing of the Recorded/Live Images

- 6.1 Monitors displaying images of areas under surveillance will be located so that only authorised personnel have access.
- 6.2 Access to the recorded images will be restricted to those authorised. The Parish Clerk will decide whether to allow requests for access by third parties in accordance with the Parish Council's disclosure policy.
- 6.3 The viewing of recorded images must take place in a secure area to which the general public will have no access. Unauthorised persons will not have access to that area whilst viewing is taking place.
- 6.4 Removal of the medium on which the images are recorded e.g. USB for viewing purposes must be documented as follows.
- Name(s) of Police Officer(s) viewing the images
 - The purpose of the viewing
 - Date and time of viewing
 - Action taken (if any)
- 6.5 Police requests to view images and information relating to the viewing and copying of images at the request of the Police must be recorded on an appropriate form. The following information must be recorded on the log:
- The reason for the viewing
 - The date and time of removal.
 - The name of the person removing the images.
 - The name(s) of the person(s) viewing the images. If this includes third parties, this should include the organisation of the third party, e.g. Wiltshire Police.
 - The outcome, if any, of the viewing
 - The date and time the images were returned to the System or secure place, if they have been retained for evidential purposes.

7. Siting of Camera and Signage

- 7.1 The CCTV System will be sited in such a way that it only monitors those areas intended to be covered by the equipment. (Only in areas where the Parish Council, the Police or other appropriate agencies have a public duty – e.g. Jubilee Club House, Car Park, the Recreation Field, and vulnerable areas).

7.2 Signs will be placed so that the public are aware that they are entering a zone that is covered by surveillance equipment. The signs should be clearly visible and legible to members of the public.

7.3 The signs must contain the following information.

- The identity of the organisation responsible for the scheme.
- The purpose of the scheme.
- Details of whom to contact regarding the scheme.

8. Access Requests

8.1 Under the Data Protection Act, individuals whose images are recorded have a legal right to view the images of themselves and to be provided with a copy of the images if requested. They do not have the right of instant access. Access to images must be granted within 40 calendar days of receiving a request.

8.2 The Parish Clerk is the Officer responsible for dealing with requests under the Data Protection Act from members of the public requesting to view images of themselves.

8.3 A fee of £20 will be charged to cover administration and material costs for subject access requests.

8.4 A request to view recorded images may also be made under the Freedom of Information Act 2000 (FOI). The Parish Council must respond within 20 working days from receipt of a written request for information under the Act. However, if the images are those of the person requesting the information then that information is exempt from the FOI and should be treated as a data protection subject to access request as referred to in 8.1 above. If the requested images are of other people who are individually identifiable, these images would not normally be released. This is because the person requesting the information could potentially use the images for any purpose. This could constitute unfair processing in contravention of the Data Protection Act.

8.5 An applicant requesting information must provide sufficient information for the requested images to be identified, i.e. the location, date and approximate time the images are believed to have been recorded.

9. Retention of Images

9.1 Recorded images will be kept for a period of 30 days, after which the recording will be destroyed, unless a longer period is authorised by the Parish Clerk. In some circumstances it may be necessary to retain images for longer e.g. at the request of the Police for investigation purposes or to comply with a data subject access request under the Data Protection Act. These images will be destroyed when they are no longer required.

9.2 If images are retained for evidential purposes, they must be stored in a secure place to which there is controlled access i.e. the Parish Council safe.

9.3 If the retained images are released for use in legal proceedings, the following information must be recorded:

- The date on which the images were removed from the System for use in legal proceedings.
- The reason they were removed from the System
- To whom the images were released e.g. if the images were handed to a Police Officer, the name and station of that Police Officer must be recorded and the images signed for by the Police Officer
- Any crime incident number to which the images may be relevant
- The location of the images.

10. Complaints

10.1 Complaints relating to the use of the CCTV system will be dealt with under Lydiard Millicent Parish Council's existing complaints procedure.

Background papers: Data Protection Act 1998, Freedom of Information Act 2000.

Reference documents: CCTV Code of Practice, revised Edition 2013, (a publication of the Information Commissioner's Office).

11. Code of Practice

The following principles are to be adopted together with this policy:

- Use of a surveillance camera system (SCS) must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a SCS must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a SCS as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all SCS activities including images and information collected, held and used.
- Clear rules, policies and procedures must be in place before a SCS is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a SCS, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- SCS operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- SCS images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice.
- When the use of SCS is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a SCS which compares against a reference database for matching purposes should be accurate and kept up to date.

To NOTE and CONSIDER the opportunity to attend this event

Wiltshire and Swindon Prepared (the Local Resilience Forum) would like to invite you to our **Resilience Event on August 31st (09:00 – 16:30) at Tidworth Garrison Theatre, Tidworth, SP9 7EP**

This event is open to all Town and Parish Councils within Wiltshire and Swindon and we would love for you to attend.

Numbers are initially restricted to **3 attendees per parish or town council**, however depending on the uptake we may be able to increase this number.

The day will involve:

- A table top exercise on a storm event
- Key talks on how to improve your resilience as a local community,
- Stands and displays from responding and voluntary agencies,
- An outdoor practical session.

You do not need to have a flood or emergency plan in place to attend as the day is based around improving your communities resilience at all levels. We will have experts available from a variety of agencies to assist with any queries or questions you may have, alongside it being a great chance for you to share your thoughts and learnings with other Towns and Parish councils.

A buffet lunch will be provided alongside teas and coffees.

We are excited as this is the first time we have held a resilience day of this kind and hope it will be of benefit to all.

Attached to this email is a leaflet with some key details and further information can be found at: www.wiltshireandswindonprepared.org.uk/resilienceevent

We would be grateful If you could reply to us using this email (wiltshireandswindonprepared@wiltshire.gov.uk) with your **attendee details by 21st July 2023**, this will allow us to plan for food and the overall event experience. After this date any additional spaces available will be released.

The details we require from your attendees are:

Attendee 1 (Main point of contact)	
Name:	
Parish / Town Council:	
Role:	
Email:	
Dietary Requirements:	
Accessibility Needs:	

Attendee 2	
Name:	
Parish / Town Council:	
Role:	
Email:	
Dietary Requirements:	
Accessibility Needs:	

Attendee 3	
Name:	
Parish / Town Council:	
Role:	
Email:	
Dietary Requirements:	
Accessibility Needs:	

Should your council cover more than 1 parish, you are more than welcome to nominate some additional attendees.

We look forward to seeing you at the event

Kind Regard

**Community Resilience Lead Officer
Wiltshire & Swindon Prepared (LRF)**

Members are requested to NOTE this report and CONSIDER the quotes received

Background

It was reported to the Council, that there is a dead Elm tree in the Community Field at therear of the Parish Hall, as you turn into the entrance to the Cemetery.

Action Taken

A request was made to Wiltshire Council to remove the tree under the Town and Country Planning (Tree Preservation) (England) Regulations 2012 as a Dead Dying or Dangerous Tree, as it is in a Conservation Area. The Regulation allows the removal of any protected tree, which is dead or imminently dangerous, without the need to make a formal Tree Work

Application was granted for its removal under Reference Number: PL/2023/04450

Quotes Received

Two quotes have been received, both ex VAT.

- a. £350
- b. £300

Finance

Costs to be met from EMR Parish Projects, as the Highways/Open Space -Tree/Hedge Budget, has been used for the Lydiard Green trees.

Members are requested to NOTE this report and CONSIDER the quotes received

Background

It was reported to the Council, that there is a dead Elm tree in the Community Field at the rear of the Parish Hall, as you turn into the entrance to the Cemetery.

Action Taken

A request was made to Wiltshire Council to remove the tree under the Town and Country Planning (Tree Preservation) (England) Regulations 2012 as a Dead Dying or Dangerous Tree, as it is in a Conservation Area. The Regulation allows the removal of any protected tree, which is dead or imminently dangerous, without the need to make a formal Tree Work

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Resilient Communities Fund 2023
Central Southern England
Guidance on accessing funds

Eligibility

To be eligible for funding, your project must benefit communities that lie wholly within the Scottish & Southern Electricity Networks (SSEN) area. If you are unsure who your distribution network operator is, please check here:
www.ssen.co.uk/Whoismynetworkoperator

Key information

Who can I contact if I have any questions or need guidance?

Colin McMillan (central southern England)
Community Investment Manager
01738 344360
colin.mcmillan@sse.com

Craig Mullen (north of Scotland)
Senior Community Investment Manager
01738 516504
craig.w.mullen@sse.com

Where does this money come from?

SSEN has established this fund to support communities in our power distribution network area to improve local resilience. This funding comes from a proportion of the performance reward we receive from the regulator Ofgem.

Who can apply?

- Community groups based within the SSEN distribution area.
- You don't need to be a registered charity to apply, but your organisation must have a constitution (governing document or set of rules) and be set up on a not-for-profit basis. If you are unsure if your group is eligible, please contact us for advice.

How do I apply?

If your project meets the fund criteria, please complete and submit an application form, which can be requested from SSEN or downloaded from:
<https://www.ssen.co.uk/about-ssen/our-communities/resilient-communities-fund/>

How much is the fund worth?
How much can I apply for?

For the Central southern England SSEN area, £280,000 is available in 2023. In most cases, you can apply for funding from £1,000 up to a maximum of £10,000. In exceptional circumstances, multi-community funding to a maximum of £40,000 can be considered. The panel will consider value for money and may award less than requested.

What is the timetable?

Round opens	12 June 2023
Deadline for applications	31 July 2023
Awards made	October 2023

- Applications received after the deadline will not be eligible.
- Applicants can only receive one grant award per round.

How are decisions made?
Who makes the decisions?

The SSEN Resilient Communities Fund Panel will review applications and determine which projects should receive funding. The panel comprises representatives of community and organisations with expertise in community resilience planning alongside members of the SSEN management team.

What can grants be used for?

The fund will provide support for projects which create a stronger, coordinated

	resilience framework for local communities.
What are the criteria for the fund?	The fund will support projects that achieve one of the following criteria: 1. Resilience for Emergency Events - To enhance community facilities, services and communication specifically to support the local response in the event of a significant emergency such as extended power loss. 2. Vulnerability - To protect the welfare of vulnerable community members particularly during significant emergency events such as extended power loss, through enhancing their resilience and improving community participation and effectiveness. Please note - the past rounds of the fund were significantly oversubscribed and in this round <i>priority</i> will be given to: a) Projects which support communities who are particularly remote or isolated and have experienced emergency events due to poor weather in the past. b) Projects in areas affected by recent significant storms which resulted in extended power loss. c) Projects which demonstrate innovative approaches to improving the resilience of vulnerable community members. d) Projects which support areas which can be difficult for emergency services to respond to events in. e) Projects from communities which have not applied before and have been identified as having low resilience. f) Projects which see communities working together and refer to local resilience plans.
Project Guidance	• Consider how your project fits with your community emergency plan. • If purchasing equipment, consider how it will be stored and maintained. • Ensure you get the appropriate quotes for work and equipment. • Ensure any staffing cost is provided at or above the living wage. • If applying for generator or battery storage equipment groups required to complete a Generator Specification Form in addition to the main application form. It is also important to think about storage and who will be responsible for maintaining the generator.
When must grants be spent by?	• All grants received should be spent within 12 months of being awarded, with the exception of long-term projects (such as building work or multi-year projects) which will be released in stages and must demonstrate progress within one year of award.
What happens when the project is finished?	• At the end of the activity period you must submit a final evaluation report in which we will ask you to fully report on the project and its outcomes.
Are there any activities or items SSEN are unable to support?	• Projects which do not benefit people living within the SSEN distribution areas • Actions that are in conflict to the interests of SSEN. • Defibrillators. • Individuals. • The advancement of religion or politics. • The repayment of loans or payment of debts. • Costs already incurred or activities which will take place before we have made a decision on an application (retrospective funding). • Payments for activities which are the responsibility of statutory authorities.

Resilient Communities Fund 2023 Central Southern England Application Form

The deadline for submitting this application form is 5pm on Monday 31 July 2023. Please read the guidelines before completing this form. All sections must be completed, and applications must be returned electronically to Colin McMillan, Community Investment Manager at colin.mcmillan@sse.com. If extra space is required, a separate A4 document may be attached.

Grant request: £		Total project cost: £	
Section 1: About your organisation and community			
Name of organisation			
Contact name			
Email address			
Website			
Telephone		Daytime	Alternative
If applicable, what's your charity number?			
Organisation address (including postcode)			
Please provide some background information on your organisation and describe its main activities including any previous community projects you have carried out. (max 150 words)			
How many members does your committee have?	How many full-time staff do you employ?	How many part time staff do you employ?	How many volunteers does your organisation have?
What is the population size of your community?			
Please describe the issues your local community has experienced in relation to resilience e.g. - Previous extended power outages as a result of storms, snow or flooding. - Index of Multiple Deprivation ranking			

Section 2: Grant application

Please provide a 25-word summary of the project

Please describe the project you are looking for SSEN to fund.

For example;

- What issues will you address?
 - How will you do this? (activities you will deliver, equipment needed, how it will be used)
 - Where will the project take place?
 - Who will manage project and carry out the work required?
 - If you are purchasing equipment, where will the item(s) be stored when not in use? Who will maintain it?
 - Do you have the correct training/experience/qualifications to carry out the project?
- (suggested 150- 400 words)

Please Note: If you are applying for a generator as part of your project you must complete a Generator Specification Form in addition to this application.

Does your project require any permits or planning permission? If so, are these in place? Please give details.

Which outcome does your project support and how will your project achieve this outcome?

The Outcomes are:

1. **Resilience for Emergency Events** - To enhance community facilities, services and communication specifically to support the local response in the event of a significant emergency such as extended power loss.
2. **Vulnerability** - To protect the welfare of vulnerable community members particularly during significant emergency events such as extended power loss, through enhancing their resilience and improving community participation and effectiveness.

(suggested 100–250 words)

Please describe if your project supports any of the priority areas of the fund. The Priority areas are: a) Projects which support communities who are particularly remote or isolated and have experienced emergency events due to poor weather in the past. b) Projects in areas affected by recent significant storms which resulted in extended power loss. c) Projects which demonstrate innovative approaches to improving the resilience of vulnerable community members. d) Projects which support areas which can be difficult for emergency services to respond to events in. e) Projects from communities which have not applied before and have been identified as having low resilience. f) Projects which see communities working together and refer to local resilience plans. (suggested 100-250 words)						
Does your local area have a formal community emergency plan in place?	Yes ☐	No ☐				
Do the plans co-ordinate with local authority plans?	Yes ☐	No ☐				
Does your project complement the work of the emergency services?	Yes ☐	No ☐				
If you answered no to any of the three questions above, please provide further detail						
Please describe if you have consulted with any key stakeholders (e.g. emergency services, local authority) or the local community for your project. (suggested 100-150 words)						
Details of independent referee - please confirm that if requested you could provide the details of an independent referee. <i>The referee should be a person who is known to your organisation but is not directly involved in it. They should be a professional person.</i>	<table border="1"> <tr> <td data-bbox="730 1823 943 1877"> Yes </td> <td data-bbox="943 1823 1161 1877"> No </td> </tr> <tr> <td data-bbox="730 1877 943 1930"> ☐ </td> <td data-bbox="943 1877 1161 1930"> ☐ </td> </tr> </table>		Yes	No	☐	☐
Yes	No					
☐	☐					

Section 3: Financial information

What's your organisation's main source of income?

Total income last accounting year?	Total expenditure last accounting year?	Total Surplus/Deficit last accounting year?	Current unrestricted reserves
£	£	£	£

Please provide specific detail on why your reserves cannot be used for this project.

Please provide, or attach separately, a full cost breakdown of the whole project and indicate which elements you are requesting from this fund. Please enclose quotes or evidence where possible.

Item	SSEN Request £	Total Amount £
TOTAL	£	£

What other sources of funding have you applied for?

Name of funder	Amount requested	Application status	Date confirmed
	£	Confirmed	
	£	Pending	

Will you be contributing any of your own funds to the projects or undertaking local fundraising to help meet the costs?

If your project is already running, please describe how it has been funded to date.

How will you sustain your project financially after the period of funding is finished?

If your grant is successful, please specify who the award should be made payable to. This must not be an individual's bank account and must be an account where two signatories are required.

Account name

Section 4: Checklist

Please choose the appropriate box for each line

	Yes	No
We have appropriate procedures in place to carry out our project safely	☐	☐
I can confirm this project doesn't require retrospective funding	☐	☐
If requested, we provide contact details of an independent referee.	☐	☐

I have included the following documents with my application:

A signed copy of the organisation's constitution	☐	☐
The organisation's latest annual accounts (independently verified)	☐	☐
An organisation bank statement from within the last 6 months	☐	☐
A project budget plan	☐	☐
Quotes for relevant pieces of work – please see guidelines	☐	☐
A copy of the organisation's Child Protection/Vulnerable Adult Policy (if applicable)	☐	☐
Letters of support (if applicable)	☐	☐
A copy of latest AGM minutes (if applicable)	☐	☐
I have attached additional information with this application (please detail below)	☐	☐

Declaration

By submitting this application form to SSEN you certify that the information contained in this application is correct, and that you, the contact person listed in Section 1, are authorised to make the application on behalf of the above group. You understand that decisions made by SSEN are final.

Data protection

We will use the information you give us to help assess your application and administer any grant we award you. We may also use it to analyse our grant-making and for our own research. Please read our [Data Protection Privacy Notice](#) before applying for funding.

Completed forms and accompanying information should be returned electronically to colin.mcmillan@sse.com.

Date submitted

Generator Specification Request

Due to previously high demand for backup power generators, the Resilient Communities Fund Panel are keen to ensure that the appropriate due diligence has been carried out in order to be satisfied that a generator is essential to the project, is fit for purpose, and that the installation, security, storage and maintenance considerations have been fully appraised by each group.

Therefore, we require those who have requested a generator as part of their application to complete this form and return it along with the application form. Please note the maximum award amount for single areas is £10,000.

Name of Applicant Organisation			Ref. No:	
Generator Make/Model				
Petrol/Diesel?		Permanent Installation/Portable?		
Total Generator Cost	£	Total Project Cost		
Maximum Output?		Continuous Output		
What is the expected usage? <i>(in the event of a power outage, e.g. lighting, heating, hot food/drink preparation, mobile phone charging)</i> How many people will it serve?				
In terms of specification, how do you know that the generator you have selected is fit for purpose? Why did you choose this particular size of generator?				
No. of Sockets and Voltage <i>(if known)</i>				
No. of Historic Power Cuts and Duration – Previous 5 Years <i>(if known)</i>				
How will ongoing insurance and maintenance costs be funded?				
Who will be responsible for the maintenance of the generator?				

Is there an ongoing maintenance plan in place? <i>(Please attach with reply)</i>	
Have you sought professional advice on the capability/capacity of the generator you have applied for?	
Who has provided this advice?	

Please complete this section if applying for a permanently installed backup power generator.

Estimated no. of residents that would use the Rest Centre in the event of a power outage?

Dimensions of hall
(Estimate is fine)

Installation costs included in quote?
(E.g. changeover switch, labour etc)

Where will the generator be installed?

Will the generator be housed in a secure storage unit?

Has a quote been sought/included for installation of a secure storage unit?

Does the secure storage unit require planning permission? Please provide details.

Please complete this section if applying for a portable generator.

What is the intended use of this generator?

Where will it be deployed to?

Where will the generator be stored when not in use?

Please complete and return along with RCF application to the email address given in application form.

Members are requested to:

- NOTE this information
- RECEIVE a verbal update from Councillors on the visit to Purton Recycling Centre

Message from Area Board Delivery Officer, North

A group of us met in Pip's café in Purton and had a chat about what has been going on in the area and had an update from Terry Offen of the newly appointed Grant Application and Planting Support (GAPS) team. I have attached a little introduction to the GAPS team along with their contact details it really is worth getting in touch if you have any land which you are looking to plant trees on as they do have access to a number of different grants and can help with the process. We then went to the Hills site at Purton and are very grateful to them for showing us around and explaining how they deal with hazardous waste and the whole green composting process.

I have attached the climate team's 6 monthly update presentation so that you can review and follow any embedded links. If your parish council or environment group has anything that they would like to update on or have any suggestions for future group visits then please do get in touch.

Introduction to Grant Application and Planting Support (GAPS) team.

In February of 2019, Wiltshire Council declared an environment and climate emergency, and subsequently committed to make the council carbon neutral by 2030. As a result a new Wiltshire Council Climate Strategy has since been adopted to enable us to meet these commitments.

As one of a number of measures including the introduction of electric vehicles to the fleet, and retrofitting 000s of council owned properties, Wiltshire Council has recognised the need to improve our natural environment and increase the tree canopy cover across the county.

In September 2022, Wiltshire Council, in partnership with Swindon Borough Council's Great Western Community Forest, was awarded funding via the Forestry Commission / DEFRA Woodland Creation Accelerator Fund. This funding has allowed us to appoint three Woodland Officers to form a Grant Application and Planting Support (GAPS) Team, in order to help communities and landowners deliver coordinated and appropriate tree planting across Wiltshire and Swindon.

The role of the officers will be to:

- Bring communities, partners, and landowners together to meet the aims of the Wiltshire Council Climate Strategy, build common interest and deliver tree planting on the ground.
- Help communities and landowners with developing bids for grant funding for planting schemes including assisting with writing management plans.
- Produce a woodland and tree strategy to guide further delivery of tree and woodland planting for communities and landowners to ensure the right trees are planted in the right place.
- Work with deprived communities across Wiltshire and Swindon to understand and gain the benefits of tree planting.
- Working with Town and Parish Councils to develop a network of volunteer Tree Wardens to help us conserve and enhance the tree coverage across Wiltshire and Swindon

If this is something you would like us to help you with, or you would like more information, please contact us at GAPS@wiltshire.gov.uk.

Family Hubs

Briefing Note No. 23-14

Service : *Families & Children*
Further Enquiries to: Gary Binstead (Head of Commissioning – Families & Children), or Lucy-Anne Bryant (Commissioning Manager)
Date Prepared: 25th May 2023
Direct Line: 07717 868216

In support of this written briefing, we will also be holding an online briefing for Councillors on Wednesday 31st May between 9am and 10am. This will consist of a presentation on family hubs, followed by a question and answer session with Officers. Invites will be sent to all Councillors.

Background

In line with the government manifesto pledge to champion family hubs and a range of initiatives focussed on improving outcomes for families, including Supporting families, Public Health England's Best Start in Life and Beyond, and the best start for life – the first 1001 critical days; Wiltshire Council is implementing a new family hub model across the county.

This will see support offered to families of children aged 0-19 years of age (up to 25 for children and young people with SEND) all in the same place, with 21 family hubs across the county. This is a change from the current model of Children's Centres, which support families of children aged 0-5 years old in 10 locations across the county.

The Government are investing in developing the offer, and although 6 South West Local Authorities have been awarded grant funding, Wiltshire has not been selected for any additional funding to date. However, Wiltshire Council has taken the decision to develop family hubs, redesigning existing services to improve access to Family Help and improve outcomes for children and families across the county. Wiltshire family hubs are intended to be operational from April 2024, as the current contract for Children's Centres is due to finish at the end of March 2024.

Consultation

Consultation has taken place online and face to face across the county since January this year as detailed below, and the feedback and comments from families and children has informed the model being proposed to Cabinet on 13th June 2023.

Online Survey launched in January 2023

- Open for 12 weeks
- 606 responses

Face to Face events across Wiltshire

- 24 Events
- 192 responses

Engagement with other minority groups

What families want

- A non-judgemental, experience, with knowledgeable friendly and approachable staff, who understand the issues I have and am experiencing.
- Good overall accessibility (including accessible toilets) and free Wi-fi to look at sites together.
- Flexibility on opening hours (after 3pm).
- Enough time to talk through the issue and good availability of appointments.

- Socializing with a group of parents with similar challenges.
- SEN appropriate.
- Online information for self-help and more services under one roof.
- Easy to park, and food & drink available on site.
- Services for 0-19-year-olds really important.

Comments from Families

Parents have also commented:

- “I would use a website to find services”.
- “Like the idea of it being a trusted source of info on the one platform”.
- “I want a service for older children as that would change my life, the children’s centre have been fantastic.”
- “I wouldn’t know where to look so one place online would be good.”
- “I would happily use a community building such as a library/leisure centre”.
- “Don’t drive so I need to walk to services-need to be local”.
- I think leisure centre is ideal for a family hub as leisure centre already has library, café, pre-school, The Hive, community hall.”
- “I have 4 children, would access services here at library but would also ask for help at any of my children’s schools.”

Proposed Model

Using national research and the consultation responses, we have designed a family hub model that will meet the needs of our families and improve their access and experience of Family Help. The model will consist of:

- Online offer – QR code
- Universal offer
- Navigator at Front Gate
- Front Garden
- Front Door

Please see appendix A that demonstrates the model within the context of a garden. The online offer will allow families to help themselves and access help online. The universal offer is available to all families, and they can choose to access them on their own, or through signposting from another person or service.

The Navigator will be at the gates to the garden and will help families to find and access the right support while providing a warm handover to universal services when necessary, and to ensure the right support is received. Where appropriate, and after an Early Support Assessment (ESA) families will be invited into the garden to receive support from a range of other services where needs are assessed as being more complex.

Ultimately, if the need is assessed as being greater, families will receive more intensive support through our Families and Children’s Services Integrated Front Door (Early Help Hub and the Multi-Agency Safeguarding Hub (MASH)) which will also provide access to statutory services where necessary.

Delivery Model

The model for delivery will consist of 5 elements, with the first 4 being commissioned externally:

1. **Parenting courses.**
To be used as a first line intervention and to provide skills and support to families.
2. **Group work and courses.**
Further skills and support for families.
3. **Navigator.**
Co-ordinating signposting, assessment, and support for families.
4. **Family Hub Practitioner.**
Deliver 1 to 1 support for families in conjunction with Navigator and will work as part of a team.

Contract Highlights

- 1 provider for commissioned services.
- 5 year + 2 year contract (to be agreed).
- Annual review of services.
- Ability to amend / update service offer in response to changing needs and learning.
- Community buildings to be used for access to Family Hubs.
- Closer integration of contracts with Public Health Nursing and other services.

Proposed outcomes

There are expected to be significant benefits delivered as a result of the new family hub model including:

- Better integration with Public Health Nursing Services (PHNS) contract.
- Increased Good Level of Development outcomes for disadvantaged children in receipt of Free School Meals (FSM).
- Early identification and early effective support.
- Fewer children have a repeat referral to MASH.
- Collaborative workforce across the system.
- Families have a smooth journey of support (no cliff edges and fewer incomplete referrals).
- Successful Supporting Families claims for Early Help.
- Robust resilient parenting offer.
- Make Every Contact Count (MECC) and Five to Thrive (FTT) trained staff at all family hubs.

Partnership ways of working

The new family hub model and its links with the Public Health Nursery Services contract, will provide opportunities and expectations of more integrated working practice, with integrated working across services and will also link with:

- Birth Registration Services.
- Joint working with Health Visitors.
- Youth Services.
- Strategic Engagement Managers.
- Housing colleagues.
- Voluntary sector offer.
- Out of school offer.
- Relevant groups for parents around community concerns.

Financial Implications

There is not expected to be any additional cost to deliver the new family hub service, and the current budget will remain the same.

The only additional cost will be a one-off investment to produce and deliver the additional signage and materials to promote the online offer and QR code widely across communities, schools and public spaces.

Options

5 options were considered, and the 3 shortlisted options were then evaluated to decide the most effective.

- **Option 1**
Commission all services together from an external provider.
- **Option 2**
Commission all services separately from an external provider.
- **Option 3**
Commission some services from an external provider and deliver some services inhouse.
- **Option 4**
Deliver all services inhouse.
- **Option 5**
Do Nothing.

The evaluation demonstrated that the mixed delivery model would deliver the best outcomes so is the recommended model for family hubs.

Implications for Current Buildings

In response to feedback from families, and in line with the new improved offer for families of children aged 0-19 years of age (up to 25 years of age for children and young people with SEND), family hubs will be located at community buildings across the county including libraries and leisure centres. Appendix B is a map of the county showing the areas of highest deprivation, and the 10 existing Children's Centre buildings, offering a service for 0-5 year-olds on school sites, and the 21 proposed new family hub buildings.

If the proposed family hub model is supported at Cabinet on 13th June, alternative uses for the existing Children's Centre buildings will be explored. It is important to note there are grant conditions on the buildings as they were built using funding from central government. Furthermore, they are all on school sites and any future use will need to be for children. Appendix C is a list of current children's centres.

There is already a need for more early years childcare provision, and there will be growing demand following the recent Budget announcement to increase eligibility for children under the age of 2. Therefore, some of the buildings could be used to expand childcare. Other uses could include Resource Bases, Alternative Provision, District Specialist Centres as well as other options.

Work will continue to identify alternative uses for these buildings if the Family Hub model is approved, and proposals will be discussed and agreed at the relevant time after consultation with stakeholders. Decisions relating to any future use of these buildings will be made in line with the local authority governance processes, and approval will be sought through the Asset Management Gateway group.

Conclusion

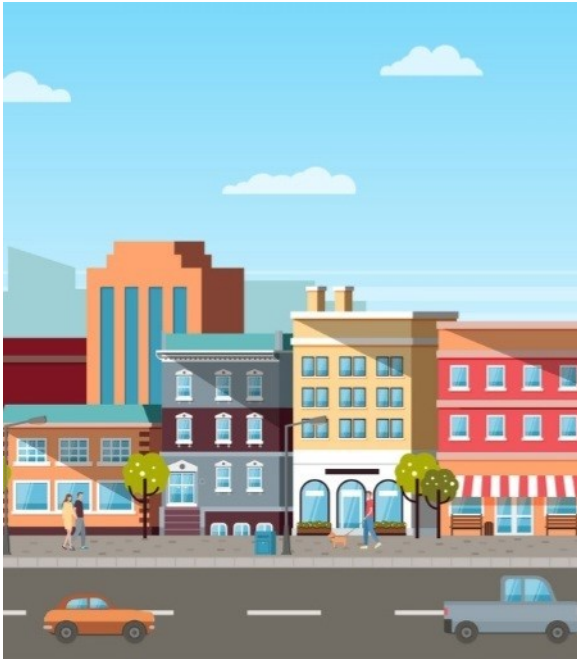
The proposed model is an improvement on the current service providing support for families, children and young people up to the age of 19 (or up to 25 for SEND) and has been designed as a result of the feedback from families and children. Family hubs will be based in community buildings, and there will be 21 family hubs, compared to the 10 children's centres currently available.

The staff in community buildings will be trained to support and signpost families to appropriate help and services, and these community buildings will be able to provide some access outside of normal office hours which is not currently available. Overall, there will be a cohesive and co-ordinated package of support available for families and children, with an online offer to support those who would like to help themselves. The support and online offer will be advertised widely across the county, and will be accessed by a QR code, in response to feedback from families as part of the consultation.

We will be holding an online briefing for Councillors on Wednesday 31st between 9am and 10am. This will consist of a presentation on family hubs, followed by a questions and answer session with Officers. Invites will be sent to all Councillors.

If you have any queries regarding this matter, or if you would like to submit any questions in advance of the briefing on Wednesday 31st May, please contact either Gary Binstead or Lucy-Anne Bryant at candfcommissioning@wiltshire.gov.uk

The Family Hub Offer (Appendix A)



Universal

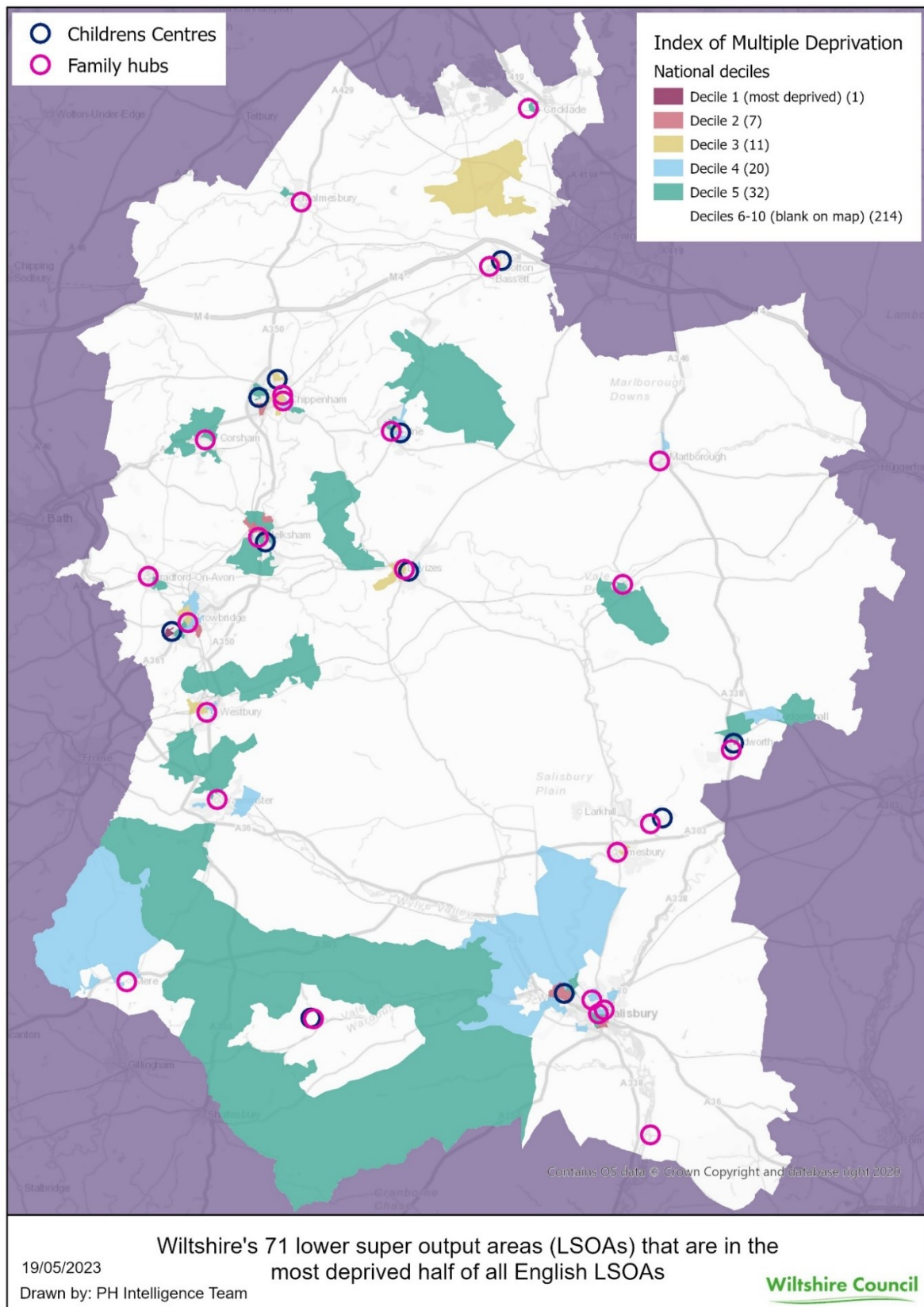


Navigator



Front Garden

Appendix B – Deprivation map of Wiltshire with Childrens Centres and Proposed family hubs



Appendix C – Current Children's Centre Buildings

- Bulford Children's Centre (located at Kiwi School)
- Calne Children's Centre (located at Priestley School)
- Chippenham: Spring Rise Children's Centre (located at Frogwell School)
- Chippenham: The Oaks Children's Centre (located outside of St Paul's School)
- Devizes Children's Centre (located at Southbroom Infants School)
- Melksham – Canberra Children's Centre (located in Spa Road next to Youth Centre)
- Royal Wootton Bassett Children's Centre (located on Longleaze School)
- Salisbury – Little Folly Children's Centre (located outside of Woodlands School)
- Tidworth – Windmill Hill Children's Centre (located outside of Clarendon Infant School)
- Trowbridge Studley Green Children's Centre (located at Studley Green School)

FIVE-YEAR HOUSING LAND SUPPLY AND HOUSING DELIVERY TEST Briefing Note No. 23-15

Service: Spatial Planning
Further Enquiries to: Georgina Clampitt-Dix / Chris Roe
Direct Line: (01225) 713472 / (01225) 713979
Date Prepared: 31 May 2023

Summary

We have now completed the update to Wiltshire's five-year housing land supply position. The current position is a **4.60 years** supply using a base date of 1 April 2022, which will be used to inform decision-making.

While we cannot currently demonstrate the full five-year requirement, the shortfall is considered to be modest. Although the housing land supply is below the five years required by Government, recent housing delivery in Wiltshire remains strong, with the latest Housing Delivery Test results (from 2021¹) indicating the council has met **141%** of its housing targets over the past three years. Both measures are factors that can be applied in the decision-making process when planning applications are determined.

A shortfall in housing land supply means that when applications for housing come forward the 'presumption in favour of sustainable development' applies in decision-making, which in this context means that less weight is given to development plan policies to help resolve supply issues moving forward. However, this does not mean that every housing application should be granted permission. Careful consideration will need to be given to the merits of each case and appropriate weight afforded to development plan policies when determining applications.

This briefing note provides information on both these Government measures and what the implications are for decision making of not meeting Government expectations.

1. Introduction

1.1 Government policy as set out in the National Planning Policy Framework (NPPF) includes two measures that are designed to drive the delivery of housing:

- (i) Five-year housing land supply
- (ii) Housing Delivery Test

¹ The Government's recent consultation on reforms to national planning policy consulted on whether the proposed changes to the Housing Delivery Test should follow from the publication of the 2022 results or if they should be amended, suspended until the publication of the 2023 Housing Delivery Test, or frozen to reflect the 2021 Housing Delivery Test results while consultation results were being assessed. To date, the 2022 Housing Delivery Test results have not been published by the Government.

1.2 The main difference between the two is that:

- the five-year housing land supply measures the level of 'supply' that can be expected to come forward over a five-year period of time i.e. the number of homes that **will be** built; whereas
- the Housing Delivery Test measures the number of homes that **have been** built over a set period.

1.3 Both measures have established methodologies and assess the expected delivery of homes, and homes that have been delivered respectively, against the housing requirement for a local authority area. There is no latitude as to how the methods are applied.

1.4 The Government's recent consultation proposes to remove the five-year housing land supply test but retain the Housing Delivery Test. It is not clear yet how the Government will proceed in planning reforms. Therefore, at present the council is assessed against both measures.

2. What is the five-year housing land supply?

2.1 The NPPF states that:

*"Local planning authorities should identify and update annually a supply of **specific deliverable sites** sufficient to provide a minimum of five years' worth of housing against their housing requirement set out in adopted strategic policies, or against their local housing need where the strategic policies are more than five years old."* (paragraph 74)

2.2 As the Wiltshire Core Strategy (adopted January 2015) is more than five years old, the housing requirement to be used in the five-year housing land supply calculation is Wiltshire's local housing need based on the Government's standard method². The local housing need is based on future household growth and an adjustment to take account of housing affordability in the local authority. It is recalculated every year based on the latest data, which is applicable at the base date. The standard methodology operates on a local authority basis and does not disperse the local housing need figure to a smaller geographic level.

2.3 The annual update for Wiltshire has now been completed and the results of the assessment, using a base date of 1 April 2022, are set out in the 2022 Housing Land Supply Statement (HLSS). This is available on our website via this [link](#). Key points:

- The council cannot currently demonstrate a five-year housing land supply. The current position indicates there is a **4.60 years** supply.
- The five-year housing land supply position has remained broadly constant since the previously published position (base date 1 April 2021).

² Planning Practice Guidance (DLUHC, July 2019) - <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments>

3. How is the five-year housing land supply calculated?

- 3.1 Housing land supply is calculated using a base date from which calculations are made to avoid double counting.
- 3.2 We have now updated the housing land supply calculation using a base date of 1 April 2022. Using this base date, an explanation is provided below:

Starting point for calculation at base date of 1 April 2022:

Local housing need (1 April 2022) = **2,041** homes per annum

Buffer to be applied = **5%** (5% or 20% depending on the results of the Housing Delivery Test - see below)

5-year requirement including buffer = **10,715 homes**

What can be included in supply?

- (i) Number of homes on small sites (less than 10 homes) with planning permission at 1 April 2022 = **1,727 homes** outstanding of which **1,468 homes** were considered to be deliverable within five years (the reduced number takes into account a delivery rate that is based on historic data on non-implementation and delivery timescales).
- (ii) Number of homes on large sites (10 or more homes) with full planning permission at 1 April 2022 = **4,951 homes** outstanding of which **4,635 homes** were considered deliverable within five years (the reduced number reflects delivery timescales).
- (iii) For other large sites with either outline planning permission; resolution to grant planning permission; or allocated³ at 1 April 2022: the number of homes where there is clear evidence of delivery over a five year period from 1 April 2022 to 31 March 2027 = **10,727** homes outstanding, of which **2,528 homes** were considered deliverable within five years.
- (iv) Windfall allowance: number of homes expected to be completed on new 'windfall' sites (which do not have planning permission at 1 April 2022) over a five-year period from 1 April 2022 to 31 March 2027 = **1,218 homes**

Therefore, in total **9,849 homes** can be included in the deliverable supply.

- 3.3 (i), and (ii) are relatively straightforward statistical exercises, which involve an understanding of delivery timescales for individual sites.
- 3.4 (iv) is also a statistical exercise that requires understanding of past delivery trends and the potential for development opportunities to come forward in the future. As these are matters which vary year-on-year, the allowance is reviewed and refreshed as part of each annual update. This year's position now includes an allowance for delivery on both brownfield and greenfield sites.

³ Wiltshire Core Strategy, Chippenham Site Allocations Plan, Wiltshire Housing Site Allocations Plan, and allocations in Neighbourhood Plans which do not yet have planning permission.

- 3.5 (iii) is more complex, and clear evidence must be provided for each site to meet the requirements of paragraph 74 of the NPPF, which requires that sites are deliverable over the five-year period being assessed. This means that for large sites, which take time to deliver, we can only include the first few phases of development in the five-year land supply.
- 3.5 So, while on the face of it there is a substantial pool of large sites, for **18,623 homes** in total, the timescales within which these can be delivered is key. An assessment of the deliverability of these sites has indicated that only **53%** of these are capable of delivery during the five-year period 1 April 2022 to 31 March 2027. Factors determining housing delivery are often outside our control, as the development industry ultimately determines how and when sites come forward, despite planning permissions being granted and sites allocated within the development plan.
- 3.6 It is important for credible judgements to be made in undertaking these assessments because they are subject to scrutiny at appeal by appellants, third parties and the appointed Planning Inspector.
- 4. What are the implications of not having a five-year housing land supply?**
- 4.1 The implications for not having a five-year housing land supply and decision making are set out in previous briefing notes, specifically Briefing Notes No. 20-20 (June 2020), No. 20-37 (December 2020) and No. 22-09 (April 2022).
- 4.2 Where a five-year housing land supply cannot be demonstrated, the presumption in favour of sustainable development, as set out in Paragraph 11d of the NPPF applies. The implications of this are that the policies which are most important for determining the application are deemed to be out of date and permission should be granted unless *“any adverse impacts of doing so would significantly and demonstrably outweigh the benefits”*⁴.
- 4.3 The presumption does not apply where there is a clear reason for refusal due to specific NPPF protection policies that apply, as listed in footnote 7, in relation to: habitat sites including Sites of Special Scientific Interest; Green Belt; Local Green Space; Area of Outstanding Natural Beauty; designated heritage assets; and areas at risk of flooding.
- 4.3 The fact that policies must be considered out of date does not mean they carry no weight, and it is for the decision maker to determine how much weight to give to them taking into consideration their consistency with the NPPF. It is therefore possible for policies to carry significant weight still in decision-making, which are weighed into the presumption in favour of sustainable development (often referred to as the ‘tilted balance’) when decision-making is undertaken.

⁴ In areas with neighbourhood plans, paragraph 14 of the NPPF provides additional policy where the presumption in favour of sustainable development applies. This states that the adverse impacts of allowing development that conflicts with a neighbourhood plan is likely to significantly and demonstrably outweigh the benefits where: the ‘made’ neighbourhood plan is less than two years old; it contains policies and allocations to meet its identified housing requirement; and the local authority has at least a three year supply of deliverable housing sites.

5. What is the Housing Delivery Test and consequences?

- 5.1 It measures net homes delivery (i.e. net homes built) in a local authority area, such as Wiltshire, against the homes required using local authority completions statistics and local authority planning data.
- 5.2 The results are published for each local authority area by the Secretary of State in November, see [Housing Delivery Test - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/housing-delivery-test)
- 5.3 As set out in the NPPF the Housing Delivery Test will apply the day following publication of the results, at which point they supersede previously published results. The most up to date result, at the time of writing, is for 2021.

- 5.4 Since the inception of the Housing Delivery Test the published results for Wiltshire are:

2018	139% (years measured 2015/16 - 2017/18)
2019	149% (years measured 2016/17 - 2018/19)
2020	140% (years measured 2017/18 - 2019/20)
2021	141% (years measured 2018/19 - 2020/21)

- 5.5 The three consequences of the Housing Delivery Test (HDT) results are set out in the NPPF, as follows:

1. Triggering the presumption in favour of sustainable development (HDT below 75%)

The presumption in favour of sustainable development (paragraph 11d, NPPF), as explained above, should be applied to decisions where the HDT indicates delivery to be “substantially below” the housing requirement, which is 75% from 2020/21 (footnote 8 and paragraph 222, NPPF).

2. 20% buffer (HDT below 85%)

The five year land supply must include a buffer of 20%, rather than 5%, where the HDT indicates that delivery was below 85% of the housing requirement (paragraph 74, NPPF)

3. Requirement to prepare an action plan (HDT below 95%):

“Where the Housing Delivery Test indicates that delivery has fallen below 95% of the local planning authority’s housing requirement over the previous three years, the authority should prepare an action plan in line with national planning guidance, to assess the causes of under-delivery and identify actions to increase delivery in future years.” (paragraph 76, NPPF)

- 5.6 Wiltshire has consistently performed well against the HDT and the consequences as set out above do not apply.

6. What can we do to restore a five-year housing land supply?

6.1 As set out in the previous briefing notes (referred to in 4.1 above), the council will:

- (i) Work positively with developers to take key strategic sites through the planning system, and seek to approve planning applications on allocated sites promptly where there are no technical matters that have not been addressed.
- (ii) Continue supporting Neighbourhood Plans, identifying any suitable sites for housing.
- (iii) Positively consider speculative applications where there are no major policy obstacles material to the decision other than a site being outside settlement boundaries or unallocated.

6.2 Since the base date of 1 April 2022, consents have continued to be granted permission on suitable sites. While these do not currently contribute to the housing land supply because they were permitted after the base date of 1 April 2022, they will help to boost the housing land supply in the future. New permissions help replenish the housing land supply as it is reduced due to housing completions, planning permissions lapsing, and delays in delivery on key sites. Table 4 of the HLSS contains a list of large sites (10 or more dwellings) that have been permitted since the base date up to the date of publication.

6.3 Work can now commence on the preparation of the next HLSS using a base date of 1 April 2023. These statements take time to prepare, particularly for authorities the size of Wiltshire, and typically take around 9-12 months from the base date to publication.

Launch of the second Solar Together scheme in Wiltshire and Swindon

Briefing Note No. 23 - 17

Service : Climate Team

Further Enquiries to: ariane.crampton@wiltshire.gov.uk

Date Prepared: 24 May 2023

Wiltshire Council and Swindon Borough Council are working with iChoosr, independent experts in group-buying, to launch a second Solar Together scheme, following the success of the first in 2022. The Solar Together scheme offers a cost-effective way for residents and businesses to purchase solar panel and battery storage installation.

What is the Solar Together scheme?

Solar Together operates on a group-buying approach, with the core principle that coming together as a group provides enhanced buying power and allows the approved providers to offer a better price than individual homeowners might get from entering the market alone.

The scheme gives households and businesses the opportunity to save on energy bills and generate their own electricity by purchasing high-quality solar panels and battery storage at a competitive price.

The prospect of choosing an installer and making the change to renewable energy can be quite daunting, but Solar Together makes the switch to clean energy as hassle-free as possible. The scheme supports people every step of the way, providing clear and objective information that people can trust, so that they can make a well-informed decision and receive expert guidance throughout the process.

The initiative offers solar panels (also known as solar PV) with optional battery storage and electric vehicle (EV) charge points. It also offers battery storage installation for residents who have already invested in solar panels and are looking to maximise how much of their self-generated energy they can use at home and become less dependent on electricity suppliers.

The cost-of-living crisis continues to be particularly challenging, and this scheme is one of the ways in which households can make long-term savings by generating their own renewable energy, whilst also helping our ambition to reach net zero carbon emissions across the county.

Relevance to the council's business plan

By reducing carbon emissions and stimulating the green economy, this scheme will support the following business plan missions and guiding themes:

- **Sustainable environment:** We are on the path to carbon neutral (net zero). We lead the way in how councils and counties mitigate the climate challenges ahead and assist the county to have a smaller carbon footprint.
- **Thriving economy:** Our local economy thrives and is supported by a skilled workforce.

Who is eligible and when can they register?

To register for the scheme, residents must either own their own house or have permission from the landlord to install solar panels. Small and medium-sized enterprises (non-domestic) and Commonhold Associations meeting this requirement can also participate.

The scheme is now open for registrations in Wiltshire and Swindon, people have until 11 August 2023 to register. People who are interested can register for free, and, following a competitive bidding process managed by Solar Together, will then be sent their recommended provider and costs, with no obligation to proceed with the installation.

Like last year, iChoosr will send out a letter from the week of 12 June to a selection of properties in Wiltshire that are likely to be eligible for the scheme, to give them all the information they need to consider participating should they wish to. The scheme will be promoted using all the available council communication channels prior to this as well, including social media, press releases, newsletter articles and posters at public facing council buildings. There will be no selling by phone or doorstepping of residents.

How does the scheme work?

1. **Register without obligation from 5 June:** in Wiltshire via www.solartogether.co.uk/wiltshire or in Swindon via www.solartogether.co.uk/swindon.
2. **Auction:** Solar Together's approved solar installers will bid for the work in a reverse 'auction'. The most competitive offer, from these pre-vetted installers, wins the auction.
3. **Personal recommendation:** Individuals will be emailed a personal recommendation for their home based on the details they provided during registration. This will include the costs and specifications for a complete solar panel installation.
4. **The decision:** the decision is then up to individuals as to whether they want to accept or decline their personal recommendation. There is no obligation to continue and they will have four weeks to decide. If they choose to go ahead and accept with Solar Together, a £150 deposit is required, which is conditionally refundable.
5. **Installation:** if they accept, the winning installer will contact them to survey their roof and set an installation date. All installations are planned to be completed six months after accepting.

How successful was the first Solar Together scheme in Wiltshire?

The first scheme launched in 2022 is on track to deliver almost 700 installations in Wiltshire, totalling more than 6,000 solar panels and resulting in a £6 million investment by residents into the green economy.

What can you do to help?

Our Wiltshire Climate Strategy is very clear that as a county we need to reduce the energy we use as well as using low carbon forms of energy. Within the strategy we aimed to encourage installation of renewables through group buy schemes and we're pleased to offer this opportunity to residents to consider.

If you are contacted by residents who want more information about this, people can visit www.solartogether.co.uk/wiltshire, email wiltshire@solartogether.co.uk or call 0800 0488113. IChoosr are responsible for managing and rolling out the scheme and all enquiries about it will be going via them.

We would welcome and encourage you to share any council communications, such as social media posts and press releases, with your contacts and the local community to help spread the word about the scheme.

For those residents not eligible for this particular scheme, but who still want ideas on lowering their carbon footprint or information on how to access support or grants for energy efficiency in their homes, then there's more information available at www.wiltshire.gov.uk/climate-change-individual.

If you have any questions or queries, please contact climate@wiltshire.gov.uk.

More about Solar Together and iChoosr

The Solar Together scheme has been running successfully across the UK for five years and, to date, has completed over 6,720 installations consisting of installing over 74,300 solar panels (over 20 MW of solar power) and reduced over 125,000 tonnes of carbon emissions. More information can be found at: <https://solartogether.co.uk/>.

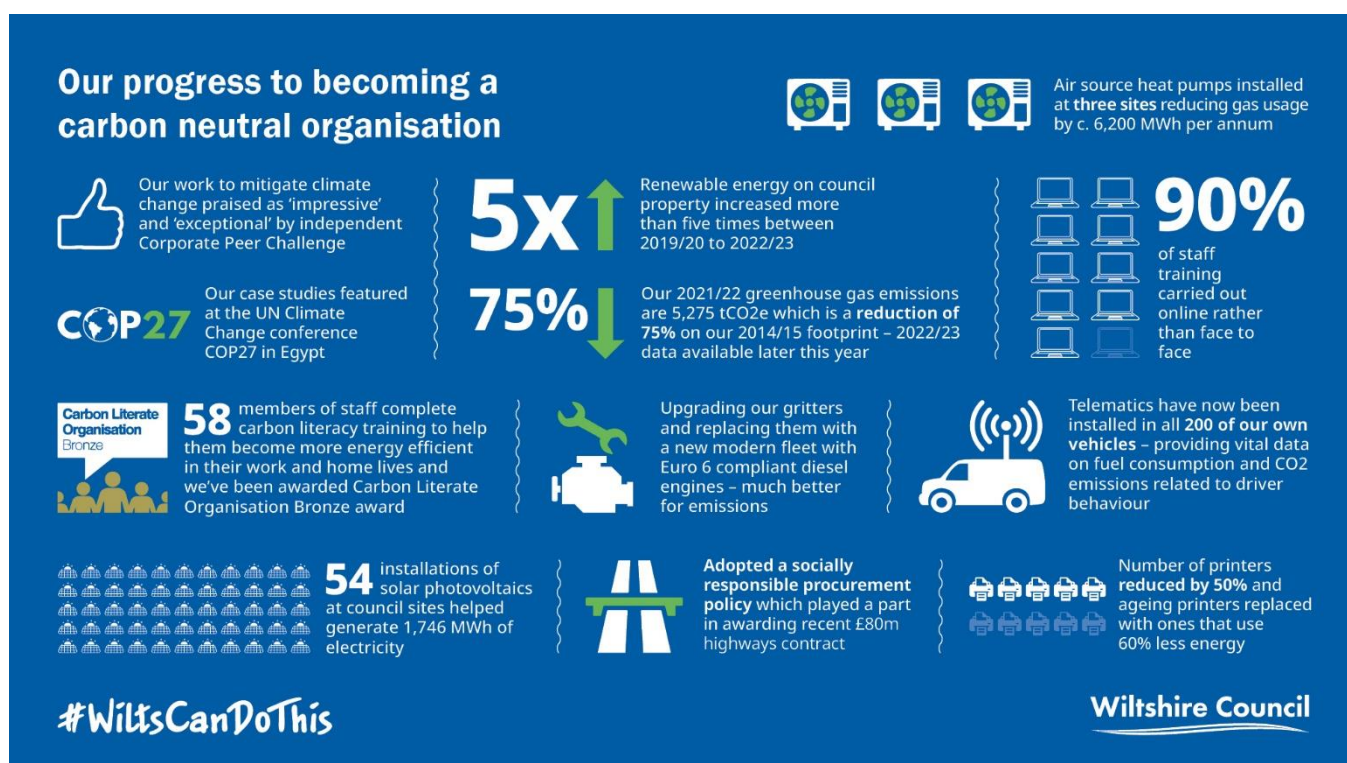
iChoosr are the independent experts in group-buying who facilitate the scheme locally. iChoosr was founded in 2008 and is privately owned by two co-founders. Before it entered the UK energy market in 2012 it had focused on collective schemes in the Netherlands and Belgium where it works with community leaders helping households to select energy and solar power suppliers. As in the UK, its operations continue to grow across Europe, North America and Japan.

iChoosr has a strong track record of delivering group purchase schemes for local authorities. It has worked with 160 UK local authorities on its collective energy switching schemes.

More information can be found at www.ichoosr.co.uk.

More information about climate projects

We recently provided a six-month update on our efforts to tackle the climate emergency locally. You can find a summary of the work we've done at <https://www.wiltshire.gov.uk/news/council-continues-commitment-to-tackling-the-climate-emergency>



Supporting Wiltshire to become carbon neutral

 **210**

Up to 210 cold and draughty Wiltshire homes will have increased energy efficiency and a reduced carbon footprint through successfully secured funding

 **90**

council homes retrofitted to be more energy efficient

15


tonnes of batteries collected so far through new kerbside collection scheme



Council scheme supports town and parishes to investigate 35 sites for installation of electric charging points

 Leisure items recycling scheme launched at four centres



tonnes of items from recycling centres, such as bikes, toys and tools, sold at pop-up reuse shop

1,200 

pupils have attended Bikeability training since the start of the 2022/23 school year

£878k 

allocated for further Active Travel schemes in the county



58+ tonnes of reusable items were collected at household recycling sites, between August 2022 and January 2023, saving 23 tonnes of CO2e compared with sending this waste to landfill



74 cycle parking spaces and an e-bike docking station installed at Salisbury Train Station



£1m additional investment between 2022/23 and 2024/25 to empty gullies and help prevent flooding



Funding successfully secured to support tree planting and woodland creation targets – delivering 111 hectares of trees in 2023/24 and 222 hectares in 2024/25



700

installations to be delivered in Wiltshire as part of the Solar Together scheme – totalling more than 5,000 solar panels and £6m spent by local residents into the green economy



The Warm and Safe advice service has been extended for a further three years

#WiltsCanDoThis

Wiltshire Council

New 'Explore Wiltshire' heritage app

Briefing Note No. 23-18

Service : Heritage and Arts team

Further Enquiries to: terry.bracher@wiltshire.gov.uk / victoria.moloney@wiltshire.gov.uk

Date Prepared: 13 June 2023

To support residents and visitors in exploring and understanding our town centres, the Heritage and Arts Team and the Wiltshire Towns Programme are pleased to launch Explore Wiltshire, an interactive app providing free heritage trails around our town centres.

The aim of the app is to enable residents and visitors to Wiltshire the opportunity to explore the rich, diverse heritage of more of Wiltshire's market towns. The Salisbury Trails app that was launched in 2020 will amalgamate into the new Explore Wiltshire app. The app has been launched today, 21 June 2023.

The app has been created in collaboration with town and parish councils and is free and easy to use. It has been designed by Bristol-based app developer Calvium, on their Place Experience Platform.

It will initially be launching in five towns plus Salisbury - Bradford on Avon, Chippenham, Cricklade, Devizes and Warminster. It will also link to the existing Explore Malmesbury webpage. It is planned that new trails covering the areas of Marlborough, Pewsey, Tisbury and Trowbridge will follow later in the year.

Once launched, the featured town and parish councils, and their local communities, will be able to add their own trails and content will be developed as more communities get involved.

How can people download the app?

Explore Wiltshire is available free for download to Apple and Android devices via the:

- Apple App Store: <https://apps.apple.com/pt/app/explore-wiltshire/id1664891446?l=en>
- Google Play store: <https://play.google.com/store/apps/details?id=com.calvium.pep.visitwiltshire>

What content will the app contain?

The new app is location-aware and features information about historical landmarks, cultural sites, people and events that have helped to shape Wiltshire's heritage.

With interactive maps, walking trails, hunts and challenges; plus photographs, audio and visual clips, engravings and information from the archives of the Wiltshire and Swindon History Centre.

Each town will feature an introduction from Wessex Archaeology and TV's Time Team Phil Harding.

Why has the app been created?

The app will help encourage our residents and tourists alike to get out and about, feel the benefits of fresh air and exercising, whilst at the same time exploring the rich and diverse heritage of Wiltshire's parishes, towns and city.

Visitors and locals can explore these areas in an exciting way, from anyone wanting to go on a quiet walk on their own, or perhaps people who are new to an area or families looking to have a fun, entertaining experience discovering new hidden treasures in our towns.

My town is not included?

We are keen to work with further towns to expand the app and will engage with town centres for a second phase once the current trails have been uploaded and bedded in.

If there are any town or parish councils that express an interest in taking part and featuring on the app, then please direct them to contact WiltshireTownsProgramme@wiltshire.gov.uk

Relevance to the council's business plan

The scheme will support the following Business Plan missions and guiding themes:

- **Empowered people: The people of Wiltshire are empowered to live full, healthy and enriched lives.** The app will encourage residents and visitors to get out and about on walking trails, feel the benefits of fresh air and exercising.
- **Our communities continue to be beautiful and exciting places to live.** The app will showcase the heritage of Wiltshire's market towns, and offer an opportunity to learn more about the history of our county in an exciting way and discover hidden treasures.
- **Thriving economy: Our local economy thrives and is supported by a skilled workforce.** The launch of this app will support our Wiltshire Towns Programme, aiming to not only increase the footfall throughout the county, but also boost the local economy by encouraging people to spend quality time in our shops, bars and restaurants during their visits.

How this links with other council initiatives

This initiative is part of our **Wiltshire Towns Programme** to help our town centres deal with the economic challenges following the COVID-19 pandemic and decline in the high streets. We are supporting activity on the high street, providing meaningful support to grow businesses, supporting employment and transforming Wiltshire's high streets to meet the needs of the local community. Through the Wiltshire Towns Programme we are aiming to fund activity generation plans that encourage people back to the high street and:

- drive footfall and spend to town centres
- reach a wider catchment, with a focus on new audiences and inclusion
- support an increased retail, community and social function that encourages visits during the day and evening
- support perception of the town centre as a place that will create a convenient and attractive destination for both local residents and visitors
- extend the visitor season for town centres – providing support through quieter periods.

More information about the Wiltshire Towns Programme can be found at:

<https://www.wiltshire.gov.uk/news/wiltshire-council-to-continue-successful-grants-programme-to-boost-high-streets>)

What can you do to help?

If you are contacted by residents about this, they can find the app on their app store by searching 'Explore Wiltshire' or using the links above.

We would welcome and encourage you to share any council communications, such as social media posts and press releases, with your contacts and the local community to help spread the word about the app and encourage people to explore their local trails and market towns.

If there are any town or parish councils that express an interest in taking part and featuring on the app, then please direct them to contact WiltshireTownsProgramme@wiltshire.gov.uk.

More information about heritage projects

One of the roles of the Heritage Service is to support over 40 independent, voluntary and town council led museums across the county. The new app will provide opportunities for local museums and heritage organisations, and projects, to add new content and trails to exploit their collections, draw more footfall and link to their digital presence.

This follows the conclusion of a successful Data to Discovery pilot project with selected museums to open up their collections: <https://collections.museumsinwiltshire.org.uk/>.

Re: 2 The Moors, Lydiard Millicent, SN5 3LE

Good Afternoon

I write with regards to a property GreenSquareAccord own, which we are considering disposing of. The purpose of this email is to advise of our intention to dispose rather than consult on this.

By way of background, in 2014, we designed a new Strategic Asset Policy, which targeted in particular our ex Council homes in the north of Wiltshire. In addition, with the demise of Government grant for new homes, our regulator, Homes England, encourages all housing associations to 'sweat their assets' to be able to build new homes. We've disposed of properties across Wiltshire over recent years, primarily in areas of low demand; of properties which are in low demand; and of some homes where significant investment is required such as those which are of pre fabricated concrete (PRC) construction, or listed buildings, for example.

Building new homes is very much a priority for us and by 2025 we want to have created a further 2,000 homes across our operating areas. The sale of properties identified in our Strategic Asset Plan will aid us in doing this.

The above property is a 3 bedroom house and has been identified as one we wish to sell on an outright basis because of the level of investment required to bring it up to a lettable standard. We're seeking consent from Wiltshire Council to do this, and a requirement of their approval for consent is to advise local members of our intentions.

Kind regards

Disposal Manager

greensquareaccord.co.uk



Quarterly Performance Newsletter



Foreword from the PCC Philip Wilkinson

Welcome to my Quarterly Performance newsletter from March to May 2023 where I'll be highlighting some of the projects, initiatives and policing performance that have been delivered over the past few months.

It's been a highly productive quarter as we've seen Wiltshire Police exceed the Government uplift target, the Youth Commission presented their findings from the last two years at the Big Conversation Conference and building work started at the Tidworth site.

During this quarter I have attended a total of 12 public engagements, including Area

Boards and public meetings and appeared in the media 315 times via online, print and broadcast platforms.

All of these highlights have been delivered in line with the priorities set out within my Police and Crime Plan which you helped to shape with your valuable input and engagement during my Use Your Voice consultation.

Phil Wilkinson OBE

Police and Crime Commissioner



PRIORITY 1: A police service that meets the needs of the community

Includes increasing public confidence, trust and our policing engagement with communities, providing a quality of police service to all our communities and giving the Police the right tools for the job.



QUARTERLY UPDATES

- Wiltshire Police exceeded the Government uplift target with 1,196 FTE Police Officers against the 1,189 target as of 31 March 2023.
- Work at the Tidworth police building site has started and is expected to be finished in Q4.
- The new Chief Constable commenced fortnightly updates to the PCC which are published online.
- The Force has published Plans on a Page for 2023-2024 which details a range of plans to ensure delivery of the Police and Crime Plan through increased leadership scrutiny, accountability, and performance management.
- Wiltshire remains the lowest force nationally for crimes per 1,000 population at 58.61 v UK average of 72.20.

The average time taken to answer 999 calls in March was 10 seconds



- Average immediate response times remain stable at 12:26 for March and the response rate for February is reporting at 81.8%.
- The OPCC and the Force commissioned a review of Human Resources. A HR Director has been appointed on a 12-month contract.

PRIORITY 2: Reduce violence and serious harm

Includes reducing violence and domestic abuse, such as violence against women and girls, child abuse and child exploitation, county lines and serious organised crime and exploitation.



QUARTERLY UPDATES



- Following the launch of the 'Safety at Night' charter public transport links have been forged with 16 taxi firms joining.
- The OPCC has appointed a Serious Violence Coordinator who will work with the force and Community Safety Partnerships to deliver the requirements of the Serious Violence Duty and support implementation to reduce violence in Wiltshire.
- The Starting Point Mentoring Pilot, commissioned jointly with Swindon Borough Council, has supported a total of 26 children at risk of engaging in the criminal justice system or being exploited. These include young people attending EOTAS (Education Other Than at School).
- The OPCC have worked with partners to develop an intervention called the 'The Blunt Truth' running alongside Op Sceptre, a national initiative tackling knife crime. The Blunt truth is delivered in schools and supports knife crime education.
- The OPCC is aligned to Op Soteria and a further survey has been rolled out to victims of rape and serious sexual offences.
- Mobilisation of the Victims Voice Project which is aligned to the victim satisfaction survey. This will deliver surveys to a wider range of victims and the results will help drive improvements in policing for future victims.
- The OPCC mobilised a co commissioned Domestic Abuse perpetrator programme, allowing Integrated Offender Management to monitor 64 high risk offenders in the community and custody.
- Volume of RASSO is reporting a year-on-year increase of 2.7% to March, but an exceptional low volume at the beginning of 2021 is contributing to the increase. Wiltshire did experience a 2.7% overall increase in offences being recorded between 2020 and 2021.

PRIORITY 3: Tackle crimes that matter to local communities

Includes anti-social behaviour, road safety, rural and heritage crime, fraud, cyber crime and hate crime.



QUARTERLY UPDATES

- PL Kicks have successfully delivered 160 hours of sessions to children within Swindon during the 22-23 programme. PL Kicks will continue in 2023-24 delivering a further 160 hours, including providing opportunities for children working with Swindon Youth Justice Service.
- The Wiltshire and Swindon Youth Commission (WSYC) presented their year 2 findings at the 'Big conversation Conference' in March in respect of policing and community safety. WSYC identified 5 priority areas along with recommendations for the PCC and Partner agencies to consider in the year ahead.
- The fourth Operation Scorpion was occurred; a national campaign set to cause major disruptions to drug dealers

and targeting those that would exploit young people across Wiltshire.

A total of **14 arrests** were made with cocaine worth **£9,150**, cannabis worth **£1,150**, cash to the value of **£1,500** and **10 vehicles** seized

- The community remedy document has been updated and made available on the OPCC website.

- The Anti-Social Behaviour (ASB) Toolkit for the public has now been published on the Wiltshire Safeguarding Vulnerable People Partnership (SVPP) website. Swindon are due to localise this and replicate on the Swindon Borough Council website.
- ASB volumes are following seasonally anticipated trend of summer highs and winter lows. The last 2 months to March have seen an upturn in monthly volumes in line with Spring/Summer increase. Volumes however remain lower than previous years.
- Long term arrest volumes for drug driving are stable. January and February recorded a two-month exceptional high, 52 and 58 consecutively however March was recording back to normal figures at 28.

PRIORITY 4: Improve the experience of victims and deliver justice

Includes victim care and support, mental health, the criminal justice system, restorative Wiltshire and reducing re-offending.



QUARTERLY UPDATES

- OPCC funded Swindon Youth Justice Services received an Outstanding rating following the 2023 HM Inspectorate of Probation visit. The inspectors highlighted the services organisational governance, leadership, staff and partnerships alongside Court disposals for excellence.
- Resilience has been built within the Wiltshire Police Legal services following the recruitment of a para legal with civil preventative orders expertise to assist in VAWG policing.
- The OPCC have worked with partners to mobilise the new alcohol and substance misuse and Mental Health Treatment Requirement (MHTR) services.
- A refreshed local female offender strategy and delivery plan has been produced. The OPCC has developed the Ministry of Justice tactical tool kit which will now sit within the National Police Chief's Council board and Association of Police and Crime Commissioner female offender working group.
- The OPCC are supporting both Wiltshire Council and Swindon Borough Council with their new individual substance misuse service tenders and will continue to co-commission from April 2023.



The average number of days from **arrival to case completion** at the Crown Court is at **181 days**, 17 days down from the previous quarter. The national average sits at 250 days.