

LYDIARD MILLICENT PARISH COUNCIL MEETING

5 June 2025

held at the Jubilee Club House, Lydiard Millicent
at 19:00 hrs

Councillors Present:

S Westwood, Chairman L Bamsey S Chalker P Cole J Neighbour
M Allsop, Vice Chairman R Selwood J Sprules

Others in Attendance: 2 members of the public and Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident asked what action the Parish Council will be taking in relation to the planning appeal for application PL/2022/00239 – Land East of Restrop Road. Councillor Westwood advised it would be determined when the agenda item is reached.
- A resident asked if public comments on the same application need to be resubmitted. Councillor Westwood advised that the Planning Inspectorate will take previous comments into consideration, but there is an opportunity to restate comments as part of the appeals process.
- A resident highlighted continuing danger at Greatfield due to speeding vehicles. Councillor Westwood confirmed that Councillor Chalker would raise this issue again with the Local Highway and Footway Improvement Group (LHFIG), and Wiltshire Councillor Matthews will also raise it with the Neighbourhood Policing Team (NPT). Councillor Neighbour suggested inviting the NPT to a forthcoming meeting and publicising for resident awareness.

Councillor Question Time: There were no Councillor questions.

MINUTES

25.16 **Apologies for Absence**

Apologies were RECEIVED from Councillors Coffey and Hill-Wheeler.

25.17 **Declarations of Interest and Dispensation Requests**

No declarations of interest were made and no dispensation requests were received.

25.18 **Chairman's Announcements**

- Councillor Sally Westwood, the Clerk and the Parish Handyman met a Wiltshire Council Drainage Engineer today to visit the locations around the parish which were most severely affected by flooding in Storm Babet. The Engineer will be producing a report with recommendations for Wiltshire Council's consideration.
- Thanks were given to the Clerk for arranging to have Taylor Wimpey carry out clearance work in the ditch running behind the old Casa Paolo in Common Platt.

25.19 **Minutes**

a. Members CONSIDERED the minutes of the Annual Meeting of the Council held on 15 May 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

b. Members CONSIDERED the minutes of the Parish Council meeting on 15 May 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

25.20 **Co-option of New Councillor**

Due to personal circumstances, Mr L Roberts was unable to attend the meeting and so the co option will be moved to the July agenda.

25.21 **Wiltshire Councillor Update**

The Annual Meeting of Wiltshire Council took place on 20 May. Councillor Ian Thorn (Lib Dem) was appointed as Leader of the Council and Councillor Laura Mayes (Conservative)

was appointed as Chairman of the Council.

Councillor Matthews met with the planning officer dealing with the proposed development at Meadow Springs, who has thus far been unable to find any technical reason to object to the application. This means the application is likely to be determined by a committee. Councillor Matthews met with the developer virtually yesterday and will be meeting in person for a site visit in the coming weeks.

A meeting with the Neighbourhood Policing Team is scheduled for next week to discuss speeding issues in Hook, but Greatfield will also be discussed.

25.22 Financial Accounts

- a. Members NOTED the Payments List reference "Finance Report 5 June 2025 – Expenditure" attached as Appendix 7 in the amount of £7,710.40 ex. VAT
- b. Members APPROVED the Payments for Approval reference "Finance Report 5 June 2025 – Payments for Approval" attached as Appendix 7 in the amount of £2,816.18 ex. VAT
- c. Members NOTED the Income Report to 30 April 2025 reference "Finance Report 5 June 2025 – Income Summary" attached as Appendix 7 of £35,716.50.

25.23 Planning Applications

- a. Members NOTED the following Lydiard Millicent Parish Council application:

Application: PL/2025/00557 – Full Planning Permission	Applicant: Lydiard Millicent PC
Address: Land Adjacent to the Parish Hall, Lydiard Millicent, SN5 3LS	Closing Date: 12 June
Proposal: Change of use of land from agricultural to recreational. The proposal is to use the field for events such as Scouts/Guides camping, village fetes/fun days, outdoor theatrical performances.	

- b. Members NOTED the following Wiltshire Council decisions:

Application: PL/2025/02470 – Householder Application	Applicant Mr B Smith
Address: 3 Greatfield, Swindon, SN4 8EQ	
Proposal: Detached garage with accommodation above	WC Approved with Conditions
Application: PL/2024/08513 – Householder Application	Applicant: R Chipchase
Address: 4 Walnut Tree Gardens, Lydiard Millicent, SN5 3LH	
Proposal: Two storey rear extension, two storey front gable extension and extension to existing garage with link from main house	WC Approved with Conditions
Application: PL/2025/03184 – Prior Approval Class Q Agricultural to Dwelling / House	Applicant: Ms Titcombe
Address: Greenhill Farm Nurseries, Greenhill, SN4 8EH	
Proposal: Notification for Prior Approval Under Class Q for a Proposed Change of Use of Agricultural Building to a Dwellinghouse (Class C3) and for Associated Operational Development (renewal of extant prior approval Ref PL/2021/08442)	Prior Approval Granted with Conditions

- c. Members NOTED the Notification of Planning Appeal Date and Venue for PL/2022/00239 – Land of Restrop Road. Members RESOLVED to delegate the writing of an updated objections to Councillors Allsop and Westwood to include:
 - o the original objection
 - o updated traffic volume information taken from Speed Indicator Devices
 - o that the latest Environment Agency flood risk map highlights Lydiard Green as a surface water high risk area.

Standing Orders were SUSPENDED and REINSTATED before Members discussed further.

- d. Members RESOLVED to appoint a Council representative to speak at the Hearing.

- 25.24 **Clerk's Report**
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| 24.241 Bagbury Verge Parking
Meeting update: Further documentation has been received from the previous landowner and sent to WC for their review. |
| 25.10 Local Highway and Footway Improvement Group (LHFIG) – The Butts
A WC Highways Engineer has advised that the condition of The Butts does not meet the required intervention criteria. The Parish Steward has created a ramp on the worst patch of missing tarmac which is likely to be a short-term fix so the Clerk has requested reconsideration for that specific area. An order for works to refresh the virtual footway has been raised, completion date is unknown. |
- 25.25 **Communications**
Members NOTED the following communications:
- Temporary Traffic Regulation Order (TTRO) – Purton – 14 – 23 July
 - SSEN Community Grant Applications. Councillor Selwood will review the requirement: the application progress in readiness for the next grant application window.
 - Wiltshire Local Plan Examination – Focussed Hearing Session.
- 25.26 **Annual Internal Audit Report 2024/25**
- Members NOTED the Annual Internal Audit Report FY2024/25
 - Members APPROVED the AGAR Annual Internal Audit Report 2024/2025
- 25.27 **Annual Governance and Accountability Return 2024/25**
- Members APPROVED the Annual Governance Statement (Section 1)
 - Members APPROVED the Accounting Statements (Section 2)
 - Members NOTED the commencement date for the Exercise of Public Rights of Monday 9 June 2025.
- 25.28 **Cemetery Plots Exception Requests**
- Members NOTED the report and RESOLVED to grant an exception for 1 no. burial plot for JH
 - Members NOTED the report and RESOLVED not to grant an exception for 1 no. burial plot for TS.
- 25.29 **Draft Modified Purton Parish Neighbourhood Plan (2025-2040) Regulation 16 Consultation**
Members REVIEWED the report and APPROVED the proposed response.
- 25.30 **VE Day 80 Final Working Party Update**
Members NOTED the report.
- 25.31 **Lydiard Millicent Pre-School Grant Application**
Members CONSIDERED the application and RESOLVED to award a grant of £500 (five-hundred pounds) to Lydiard Millicent Pre-School. Grant awarded under Section 137(3) of the Local Government Act 1972.
- 25.32 **Neighbourhood Plan**
- Members NOTED the report and RESOLVED to proceed with Stage 2 of the consultancy services at risk in the absence of grant funding.
 - Members NOTED Master Land and Planning's Strategy and Fees document.
 - Members NOTED the Neighbourhood Pan Working Project Plan.
- 25.33 **Enclosed Play Area Management Policy**
Members CONSIDERED and ADOPTED the Enclosed Play Area Management Policy.
- 25.34 **Local Highways and Footway Improvement Group**
Members NOTED the:
- Pre-meeting notes
 - Prioritisation of issues.

25.35 **Footpath Working Party**

Members RECEIVED an update from Councillor Allsop. Replacement species to be planted on Lydiard Green have been identified and prices obtained. An information board for placement next to the pillbox on the Green is currently being produced.

25.36 **Council and Community Representatives**

Members RECEIVED the following updates:

Area Board – Councillors Allsop and Westwood
Next meeting 18 June.

Community Carers Group – Councillor Allsop
Next meeting 16 July. A Carer’s Community Event was recently held in RWB and there are plans to hold a “Techie Tea Party” at Pips Café in Purton, date TBC.

Local Highway and Footway Improvement Group – Councillor Chalker
Last meeting held on 28 May. Only the top 2 priorities were discussed (traffic priority at Manor Hill and vehicles along The Butts). Manor Hill would be revisited once the impact of the forthcoming reduction in speed from 60mph to 40mph was understood. The Butts was also placed on hold while awaiting confirmation that the TAOSJ (Taking Action on School Journeys) pilot will be extended for another year, at which time the school can register to be assessed for eligibility.

Parish Hall – Councillor Neighbour
AGM 13 June which Councillor Neighbour is unable to attend.

Speed Indication Devices and Community Speedwatch – Councillors Chalker, Coffey and Neighbour
Data from the SID at Common Platt recorded a top speed of 53mph and 20% of vehicles exceeding the speed limit.
Data from the SID at Greenhill recorded a maximum speed of 84mph and 21.74% of vehicles exceeding the speed limit.
Data from the SID at Greatfield recorded a maximum speed of 77mph.
Councillor Neighbour suggested that the Council may wish to consider starting a Community Speedwatch team. Information will be brought to a forthcoming Council meeting.

Operational Flood Working Group – Councillor Westwood
Councillor Westwood continues to attend.

Neighbourhood Plan – Councillor Cole
Next meeting 12 June in which Master Land and Planning will guide the Steering Group as to how existing policies should be revised.

25.37 **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.

2 members of the public and Wiltshire Councillor Andrew Matthews left the meeting.

25.38 **Land Matters**

a. Members NOTED the communication.

Members NOTED the report. In accordance with Standing Order 10aii, Councillor Westwood RESOLVED to move the motion to a vote and:

b. Members RESOLVED to reject the offer.

- c. Members RESOLVED to progress in line with the recommendation subject to a review of the defence documentation, delegated to the Chairman, Vice-Chairman and and the Clerk.

25.39 **Community Field Working Party Meeting**

Members CONSIDERED and APPROVED the request.

The draft lease agreement requires further work and will be moved to the July agenda.

Meeting Closed at 20.44 hrs

Finance Report 3 July 2025

Item 7

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
AJ Stone	3237	31 Mar 25	Grave Digging Service - GRF1	100.00	0.00	100.00	09 Jun 25	BP
Arc Media	4219	21 May 25	Pop Up Museum Pull Up Banners	118.40	0.00	118.40	09 Jun 25	BP
Auditing Solutions Limited	A8992	23 May 25	Internal Audit Service	510.00	102.00	612.00	09 Jun 25	BP
Betterclean	3040	31 May 25	JCH Cleaning - May	453.58	90.72	544.30	25 Jun 25	BP
BOnline	1876622	01 Jun 25	Broadband	34.44	6.89	41.33	13 Jun 25	DD
British Gas	11154676	17 May 25	JCH Electricity	73.30	3.66	76.96	02 Jun 25	DD
Business Waste	1705978	01 Jun 25	JCH & Cemetery Waste	76.74	15.34	92.08	16 Jun 25	DD
Castle Water	6556355	02 Jun 25	JCH Water	55.45	0.00	55.45	16 Jun 25	DD
Castle Water	6650714	04 Jun 25	Cemetery Water	8.32	0.00	8.32	18 Jun 25	DD
Corona	19275107	10 Jun 25	May /June Gas	89.76	4.49	94.25	25 Jun 25	BP
EE	7340182	13 Jun 25	Clerk Mobile	20.66	4.13	24.79	23 Jun 25	DD
HMRC	n/a	30 May 25	Tax & NI - June	367.76	0.00	367.76	25 Jun 25	BP
Inception	4000763	17 May 25	April / May Printing	88.68	17.74	106.42	09 Jun 25	BP
James Hallam Insurance	2439231	15 May 25	VE Day Beacon Insurance	218.40	0.00	218.40	09 Jun 25	BP
James Hallam Insurance	2381667	06 May 25	Annual Insurance Policy	1,777.79	0.00	1,777.79	09 Jun 25	BP
John O'Conner	119949	21 May 25	May Grounds Maintenance	955.73	191.14	1,146.87	09 Jun 25	BP
Kevin Thompson	2025009	01 Jun 25	Cricket Pitch Maintenance	442.00	0.00	442.00	09 Jun 25	BP
Lloyds Bank	n/a	27 May 25	Charge Card Fees	3.00	0.00	3.00	27 May 25	CC
Lydiard Millicent Preschool	n/a	20 Jun 25	Grant Award	500.00	0.00	500.00	25 Jun 25	BP
Peninsula	4996446	08 Jun 25	HR	106.64	20.14	126.78	09 Jun 25	DD
Royal Bassett News	n/a	02 Jun 25	2nd Class Stamps x 8	7.20	0.00	7.20	02 Jun 25	CC
Three Business Services	44051	13 May 25	May Staff SIM Contracts	9.10	1.82	10.92	13 Jun 25	DD
Unity Trust Bank	96-1	30 Apr 25	Account Fees & Charges	11.40	0.00	11.40	31 May 25	DD
WALC	0768	20 May 25	Cllr Sprules Training	30.00	6.00	36.00	09 Jun 25	BP
WALC	0769	21 May 25	Cllr Hill-Wheeler Training	40.00	8.00	48.00	09 Jun 25	BP
Wiltshire Council	n/a	02 Jun 25	Business Rates	99.00	0.00	99.00	02 Jun 25	DD

Expenditure 6,197.35 472.07 6,669.42

Payments for Approval

High Speed Training	2514726	05 Jun 25	Clerk Fire Risk Assessment Trair	35.00	7.00	42.00		
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35.00 7.00 42.00

LMPC Income Summary 2025-2026 Received 31 May 2025

Category	Amount
Cemetery Burials	£100.00

Exclusive Rights	£670.00
Cemetery Memorials	£214.00
Cricket	
Defra	
Field and Hall Hire	
Football	£1,841.00
Lydiard Plain Rental	
Grants	
PSDF Income	
Wayleave	
Total	£2,825.00
Precept	£33,527.50
Vat Refund 24/25	
Total	£36,352.50

Lydiard Millicent Parish Council

Bank - Cash and Investment Reconciliation as at 31 May 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2025	The Public Sector Deposit Fund	70,279.32
30/04/2025	Unity Bank **873	29,198.70
31/05/2025	Lloyds Charge Card	0.00

99,478.02

Receipts not on Bank Statement

0.00

Closing Balance

99,478.02

All Cash & Bank Accounts

2	The Public Sector Deposit Fund	70,279.32
3	Unity Bank	29,198.70
5	Lloyds Charge Card	0.00

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances 99,478.02

Planning Application PL/2022/00239 – Land East of Restrop Road

Lydiard Millicent Parish Council (LMPC) have submitted two documents objecting to this development and still consider the points raised in them as valid reasons for refusal of this site. This document responds to points in the Appellant Statement of Case documents submitted as part of the appeal.

Summary

There are several statements in the document which LMPC believe are incorrect or mis-leading, as detailed below. We believe the most important of these are:

- Flooding
- Highways
- Sustainability of the location
- Impact on surrounding area
- Suitability of the site
- Pitch requirement

General Inaccuracies in the Statement

Contrary to the report, Lydiard Green is not a village; it is a small hamlet adjacent to the village of Lydiard Millicent and most of Lydiard Green is a conservation area. There are no amenities.

Section 5.30 states that the site adjoins a recent development of three dwellings. These dwellings are only partially built, have had planning permission refused and are subject to an enforcement notice (19/000506/ENF). The site is in open fields.

Sustainability of the location

Section 2.2 states that there is a footpath to Lydiard Green. There is a footpath to the Lydiard Green sign (by the end of the site) but then it stops. The road through Lydiard Green is busy, has no footpath, is narrow with tight bends and very few verges. It is not safe to walk along this road. This can be seen on Google Maps.

This has been raised as a concern at Wiltshire Council's Local Highways and Footpath Improvement Group (LHFIG), reference 11-24-18, with a request to put a footpath through Lydiard Green. Unfortunately this has been assessed as a complex development with costs in excess of £100,000 so we have been unable to progress this.

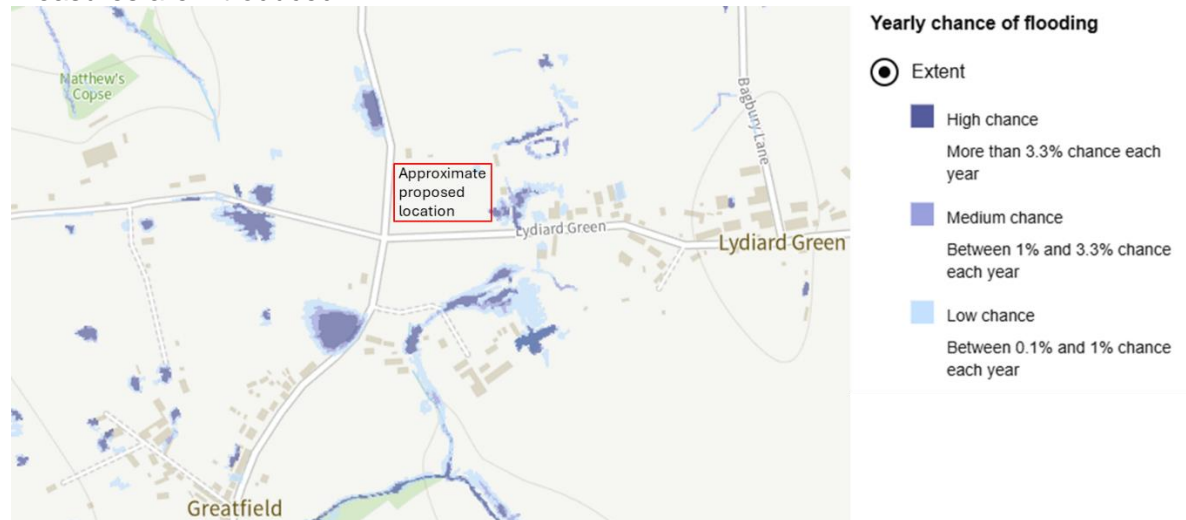
Section 2.4 states that there is a bus stop outside the site. This is correct but there is only one on the site side of the road for buses heading towards Swindon. The nearest bus stop for buses from Swindon to Purton is via a busy road with no footpath. Again, this can be seen on Google Maps.

Flooding

Section 5.6 states: ... *Furthermore, the proposed caravan site is not located within an area shown on the Environment Agency's flood maps as being at high risk from flooding.* Flooding is again mentioned in section 5.12 and 5.13. As shown in the previous LMPC response, flooding is a problem in the area, and the latest Environment Agency's surface water flood risk map reflects this (<https://check-long-term-flood-risk.service.gov.uk/map>)

The map below is an extract from the EA map, with the approximate proposed site location superimposed on it. As you will see, there is a high risk of flooding on the border of the site and

on roads nearby. Any development here will exacerbate the issue unless additional preventative measures are introduced.



Highways

Section 5.13 states that Wiltshire Council has raised no significant barriers to development. LMPC disagree with this statement. Sections 3 and 4 of the decision document state that there are highways concerns. 5.12 (ii) states the need for safe and convenient vehicular access. It has already been identified by Wiltshire Council that the area around Greenhill Crossroads (i.e. at the entrance to this site) is dangerous. This area is a priority 1 for addressing under WC's LHFIG (Local Highway and Footway Improvement Group), reference 11-22-01

LMPC has highlighted in previous objections that the applicant's traffic survey was undertaken during school holidays and the road was closed except for access for a number of days. LMPC requested that a second survey should be completed during term time when there were no road closures planned in the immediate area, but this was not done.

LMPC evidence (from Speed Indicator Devices near the junction towards Royal Wootton Bassett) points to there being approximately 2 - 3 times the amount of traffic shown in the report, and travelling at a higher speed. Please see Appendix 1 for more details.

Site Suitability

Section 5.3 refers to the Government's Planning Policy for Traveller Sites which states that consideration should be given to:

- effective use of previously developed (brownfield), untidy or derelict land;*
- sites being well planned or soft landscaped in such a way as to positively enhance the environment and increase its openness;***
- promoting opportunities for healthy lifestyles, such as ensuring adequate landscaping and play areas for children;*** and
- not enclosing a site with so much hard landscaping, high walls or fences, that the impression may be given that the site and its occupants are deliberately isolated from the rest of the community.*

The site plan shows 12 plots crowded together with very little green space and no real landscaping. The individual statements claim that this will be a family site with several children. There are no facilities for children to play on the site. The nearest play area is at the recreation

ground in Lydiard Millicent which is 2 miles away with no pedestrian access to get there from the site. There are no footpaths to enable walking in any direction from the site, apart from the short one which runs adjacent to the site which goes nowhere. The road towards Purton has many bends with a national speed limit making it unsafe for cyclists of all ages.

It is also worth noting that no space is allocated on the site for waste collection and disposal.

Pitch Requirement

Section 5.7 refers to the June 2024 GTAA. It is agreed that this assessment includes the needs for additional pitches in Wiltshire. It goes on to state that there was no identified need for additional accommodation for people from outside of Wiltshire. Some of the families wishing to move to this site would have responded to the GTAA surveys and it is reasonable therefore to assume that those outside of the area would have been made aware especially as this application pre-dates the report.

The subsequent Wiltshire Council proposed site allocation (Wiltshire Gypsies and Travellers Development Plan Document: pre-submission draft August 2024) does not include this site. The document was due to be voted on in February but unfortunately it was delayed but contrary to the statement 5.10, most, if not all, of the identified requirements were met.

Impact on the area

Section 5.12 (iv) *It will not have an unacceptable impact on the character and appearance of the landscape and the amenity of neighbouring properties, and is sensitively designed to mitigate any impact on its surroundings.* There are no street lights anywhere in the area and no reference to a lighting scheme has been included. LMPC are concerned that the type and amount of lighting required for this substantial development will affect local residents and wildlife.

Appendix 1: Traffic Analysis

The application's Transport and Highways Technical Note includes information from a traffic count that was undertaken between 21st and 27th April 2022. The document states that full details from the traffic count are included in Appendix A, but Appendix A just shows a site layout.

LMPC is concerned about the timing of the survey. Restrop Road was closed except for access for some days during the period of the traffic count. This will have had a significant impact on both the amount of traffic and the speed of any traffic, as cars that did use the road had to negotiate the "Road Closed" sign by the crossroads.

This was raised by a Parishioner and minuted in the LMPC meeting on 06/05/2022: "*A resident said he had noticed a traffic monitoring equipment had been in operation at the Greenhill Crossroads, thought to be in connection with the recent planning applications. He asked if the Council could bring to the attention of Wiltshire Council that during the monitoring period, two of the roads had been closed.*"

It should also be noted that the survey took place at the end of the Easter school holidays and so could not give an accurate reading for normal traffic volumes during this time even if the road hadn't been closed.

The report states that "*As evidenced above, the level of traffic using Restrop Road moderate and is in keeping with the level of traffic the road has been designed for. With regards to traffic speeds, vehicles travel significantly below the national speed limit for both the average and 85th percentile recorded speeds.*". This statement was made based on a significantly lower amount of traffic than normal and is therefore incorrect. One would assume that a significantly higher volume of traffic would therefore not be considered "*in keeping with the level of traffic the road has been designed for*".

According to the applicant's report: *Table 2.1 Traffic Survey Results: Restrop Road*

<i>Period/Data Type</i>	<i>Northbound</i>	<i>Southbound</i>	<i>Two Way</i>
<i>Traffic Flow AM Peak (0800 – 0900) [Weekday]</i>	155	242	397
<i>Traffic Flow PM Peak (1700 – 1800) [Weekday]</i>	224	176	400
<i>AADT</i>	2,197	2,345	4,542
<i>Average Speed</i>	29.8	29.9	–
<i>85th Percentile Speed</i>	37.5	38.5	-

LMPC has SIDs (Speed Indicator Devices) which are moved around the Parish. One of the location points is outside Greatfield Nurseries on Restrop Road, close to the proposed site. For the same 5 weekday period in November 2022, the following number of cars were registered travelling past the SID at Greatfield, travelling towards the crossroads (i.e. Northbound).

Northbound only:

<i>Date</i>	<i>AM Peak (0800 – 0900)</i>	<i>PM Peak (1700 – 1800)</i>
21/11	545	735
22/11	602	960
23/11	594	823
24/11	620	807
25/11	569	749

This indicates that the number of vehicles regularly using this road is approximately three times higher than shown in the applicant's report. Some of the vehicles registered by the SIDs will be turning towards Lydiard Millicent at the crossroads, a few towards Greenhill (45 houses) but one would expect more than half to continue towards Purton. Lydiard Millicent has a 7.5t weight restriction so all large vehicles will be travelling straight along the road unless they are accessing properties within the weight restricted area.

Data was also collected in the same location for a week in September 2023. This gave a weekly traffic total (both directions): 46,996, with peak traffic times between 07:00 and 08:00 and 16:00 and 18:00. The 7-day average speed was 31.2mph. Of this traffic, the data showed that 62.2% of traffic was travelling over the stated 30mph speed limit, with 20% of vehicles in excess of 10% +2mph of the posted limit (i.e. 35 mph). It should be noted that traffic tends to slow slightly as it passes through Greatfield and then accelerate as it approaches the crossroads and the site.

The traffic problems at the crossroads have been of particular concern to LMPC for some time as evidenced in the minutes of the Council Meeting 02/12/2021, minute reference 202.21. *"The crossroads between Lydiard Millicent and Greenhill. Cars coming from either Purton or Greatfield are passing the junction above 30mph. Visibility is also poor exiting Greenhill for traffic leaving Purton"*. This is one of Wiltshire's top 5 priorities for CATG/LHFIG (Local Highway and Footway Improvement Group). Reference 11-22-1, submitted 04/02/22 – Greenhill Crossroads Speed Reduction.

At the Council meeting on 25/05/2022, minute reference 22.27, it was reported: *"Community Area Transport Group (CATG) – The Highways Officer has been to Greenhill Crossroads, (one of the Parish Council's priority scheme locations) and agrees the left view is restricted. Cutting the hedge will not resolve the issue, rumble strips or a roundabout could be the answer. Councillor Curtis to contact Highways Officer to discuss options."*

23.204 Footpath Working Group

The hedging that denotes Lydiard Green and the neighbouring farmland has gaps in places. There is no right of access onto this private land at any of these points. There are three pillboxes on/surrounding the Green, only one of which is on the Village Green itself. Once the information boards have been put in situ, it is possible that members of the public may try and access the private land area. Members RESOLVED to spend up to £1000 to plant new hedging and replacement trees, met from Ear Marked Reserves set aside for Footpaths/Lydiard Green. UPDATE: New hedging has been planted by the Working Group. Replacement tree species next to be identified.

PQT – 2 May – Updates

- A resident raised concerns for the safety of users on footpath LMIL60. For at least the last ten years the metal gate blocking LMIL60 has been locked shut. This means that those wishing to use the footpath have to clamber over the gate or the adjoining metal bars. The Clerk asked the resident to email her the details and she would contact Wiltshire Council. UPDATE: The Clerk is in communication with WC regarding this issue. WC officer has made a site visit and will now contact the landowner. MEETING UPDATE: The Clerk advised that an update has since been received from the Countryside Access Officer who has been discussing solutions with the landowner. The landowner is reluctant to improve access with the installation of a kissing gate due to public not keeping to footpaths as has experienced an incident with cattle and public on another public right of way locally. It was RESOLVED that this item would remain open whilst Councillors Allsop and Coffey investigate acquiring a kissing gate from another local landowner.

24.241 Bagbury Verge Parking

Standing orders were SUSPENDED for a resident to advise that the verges in question do belong to Wiltshire Council. Standing Orders were REINSTATED before Members discussed further. The Clerk will raise the question of ownership again with Wiltshire Council and provide an update at the next meeting. UPDATE: Wiltshire Council maintains its position in that it does not own the verges. The previous owner of the verges has been in touch with the Clerk and has contacted their solicitors for the records detailing transfer of ownership. FURTHER UPDATE: The Clerk has contacted the previous owner to follow up on receiving the records detailing transfer of ownership. MEETING UPDATE: Further documentation has been received from the previous landowner and sent to WC for their review.

24.265 JCH / Recreation Field Trees

Members NOTED the report and CONSIDERED the quotes received. Members RESOLVED to accept the quote for Tree ID G1 to:

- Remove dead elm, sever Ivy on all trees to prevent over-encumberment and windsail
- Cut back low branching over path and road back in line with inner edge of the path
- All arisings to be taken away and disposed of.

Works are at a cost of £375 ex. VAT. UPDATE: After further investigation by the Clerk, it appears that this tree sits on Wiltshire Council owned land. A MyWilts case has been raised, awaiting an update. FURTHER UPDATE: The land in question is not in fact owned by Wiltshire Council, but by 3 landowners in Chippenham and the US. This verge is not a Wiltshire Council adopted highway and so is not their responsibility however given the risk to the highway should the tree fall, the matter has been passed to Highways for their consideration.

24.277 Bagbury Park Enforcement Matter

Members RESOLVED for the Clerk to report the issue to Wiltshire Police. UPDATE: Reported to the Police on 4 April. No update at this time. FURTHER UPDATE: An update was requested from the Police on 21 May.

25.06 Financial Accounts

The Clerk will establish if there is an alternative method to futureproof the ringfencing of the EMR War Memorial Clock Fund. UPDATE: Having taken advice from the SLCC, there is no better way to ringfence these funds than an EMR. It is possible to update the name of the EMR to clearer state that the funds should ONLY be used for the War Memorial Clock should the Council choose to do so. Recommendation to CLOSE this item.

25.10 Local Highway and Footway Improvement Group (LHFIG)

The Clerk will raise a MyWilts report for the issues with the condition of The Butts to be addressed.

UPDATE: The Clerk has contacted a Highways Engineer for advice prior to raising a MyWilts request to establish if this is most appropriate way of reporting given the number of defects that require attention. MEETING UPDATE: A WC Highways Engineer has advised that the condition of The Butts does not meet the required intervention criteria. The Parish Steward has created a ramp on the worst patch of missing tarmac which is likely to be a short-term fix so the Clerk has requested reconsideration for that specific area. An order for works to refresh the virtual footway has been raised, completion date is unknown.

Wiltshire Council

Section 14(1) of the Road Traffic Regulation Act 1984

Temporary Closure of: C28 (Part), Lydiard Millicent (Ref: TTRO 10540)

Notice is hereby given that the Wiltshire Council has made an Order to close temporarily to all traffic:

C28 (Part), Lydiard Millicent; from its junction with Park View Drive to its junction with Forge Fields.

To enable: Wiltshire Council to carry out depression correction works in the footway and other associated works.

Alternative route: via C28 (unaffected length) – C34 – C16 – C70 – C28 (unaffected length) and vice versa.

The closure and diversion route will be clearly indicated by traffic signs.

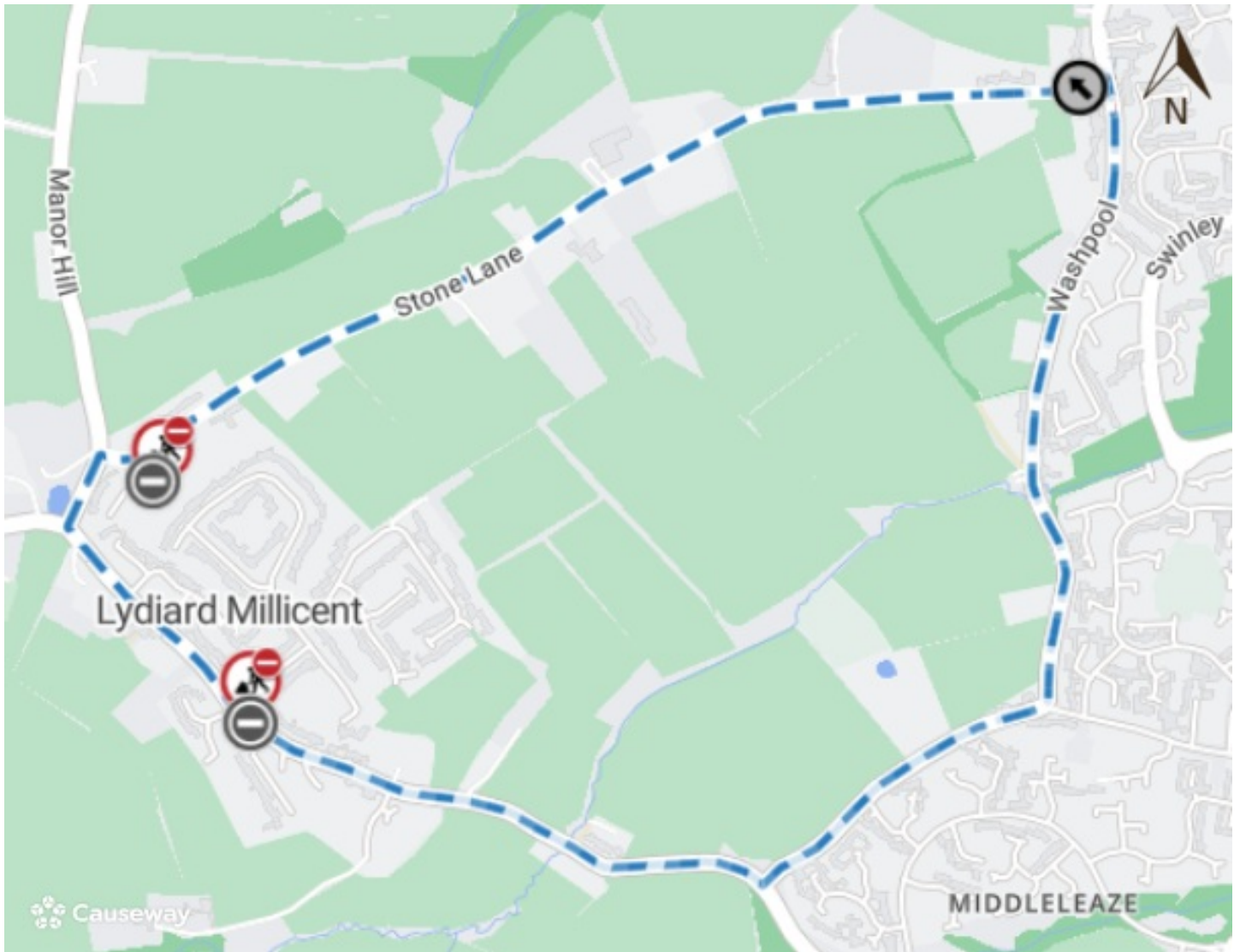
This Order which previously came into operation on 07 April 2025 will now recommence on 14 July 2025 and the closure will be required between the hours of 09:00 and 15:00 for 1 day. It is anticipated that the works will take the stated duration to complete depending upon weather conditions. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works. The Order has a maximum duration of 18 months.

For further information please contact Wiltshire Council on 0300 456 0100.

Highways Assets and Commissioning, County Hall, Bythesea Road, Trowbridge BA14 8JN

10 July 2025

Indicative Plan : C28 (Part), Lydiard Millicent



Wiltshire's Housing Land Supply Statement Briefing Note No. 25 - 04

Service: Planning
Further Enquiries to: Nic Thomas, Director - Planning, Economy and Regeneration
Email: nic.thomas@wiltshire.gov.uk
Date Prepared: 18 June 2025

BRIEFING NOTE ON HOUSING LAND SUPPLY

Summary

We have now completed the update to Wiltshire's housing land supply position. The current position is a **2.42 years** supply using a base date of 1 April 2024. This will be used to inform decision-taking of planning applications and appeals.

This is the first Housing Land Supply Statement to be published since the update to the National Planning Policy Framework (NPPF) was issued on 12 December 2024. This made changes to how housing land supply should be assessed, including the reintroduction of a buffer on the housing requirement, and an update to the calculation by which the housing requirement is established. An update on how the revised NPPF impacts on the council's planning functions is provided in [Briefing Note 24-20](#).

Recent housing delivery in Wiltshire remains strong, with the latest Housing Delivery Test results (from 2023) indicating the council has met **135%** of its housing targets over the past three years.

However, it is imperative that the housing land supply is continually replenished with new planning permissions and site allocations to ensure that housing requirements in the future can be met. Where there is an insufficient housing land supply to meet housing requirements over the next five years (for example, through allocated sites not being brought forward promptly) the council can be exposed to unplanned, 'speculative' planning applications, to help improve the housing land supply.

This briefing note provides information on both these Government measures and what the implications are for decision making.

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 (see below)
- (ii) Housing Delivery Test

1.2 The main difference between the two is that:

- (i) 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 it is anticipated **will be** built; whereas
- (ii) 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.

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

2.1 The latest NPPF (December 2024) sets out how the five-year housing land supply operates. There are two pertinent paragraphs:

Paragraph 78

Strategic policies should include a trajectory illustrating the expected rate of housing delivery over the plan period, and all plans should consider whether it is appropriate to set out the anticipated rate of development for specific sites. 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. The supply of specific deliverable sites should in addition include a buffer (moved forward from later in the plan period) of:

a) 5% to ensure choice and competition in the market for land; or

b) 20% where there has been significant under delivery of housing over the previous three years, to improve the prospect of achieving the planned supply; or

c) From 1 July 2026, for the purposes of decision-making only, 20% where a local planning authority has a housing requirement adopted in the last five years examined against a previous version of this Framework, and whose annual average housing requirement is 80% or less of the most up to date local housing need figure calculated using the standard method set out in national planning practice guidance.

Paragraph 79

To maintain the supply of housing, local planning authorities should monitor progress in building out sites which have permission. Where the Housing Delivery Test indicates that delivery has fallen below the local planning authority's housing requirement over the previous three years, the following policy consequences should apply:

a) where delivery falls below 95% of the requirement over the previous three years, the authority should prepare an action plan to assess the causes of under-delivery and identify actions to increase delivery in future years;

b) where delivery falls below 85% of the requirement over the previous three years, the authority should include a buffer of 20% to their identified supply of specific deliverable sites as set out in paragraph 78 of this framework, in addition to the requirement for an action plan;

c) where delivery falls below 75% of the requirement over the previous three years, the presumption in favour of sustainable development applies, as set out in footnote 8 of this Framework, in addition to the requirements for an action plan and 20% buffer.

Where there has been significant under delivery of housing over the previous three years¹, the supply of specific deliverable sites should in addition include a buffer of 20% (moved forward from later in the plan period)."

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 the existing housing stock and an adjustment to take account of housing affordability in the local authority area. It is recalculated every year based on the latest data which is applicable at the base date, currently 1 April 2024. 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 2024, are set out in the 2024 Housing Land Supply Statement (HLSS). This is available on our website via this [link](#). Key points:

- The council cannot demonstrate the requisite five-year housing land supply. The current position indicates there is a **2.42 years** supply.
- The deliverable supply has increased from the previous position (as set out in Briefing Note 24-20) due to a number of factors, including an increase in the number of permissions being granted, and solutions for nutrient mitigation on environmentally designated sites being established.

¹ Where the Housing Delivery Test results indicate delivery below 85%.

² Planning Practice Guidance (MHCLG, December 2024) - <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments>

3. How is the housing land supply calculated?

- 3.1 Housing land supply is calculated using a base date from which calculations are made to ensure a consistent position is established.
- 3.2 We have now updated the housing land supply calculation using a base date of 1 April 2024. Using this base date, an explanation is provided below:

Starting point for calculation at base date of 1 April 2024:

Local Housing Need (as at 1 April 2024) = **3,525 homes per annum**

Base 5-year requirement = **17,625 homes**

Add a 5% buffer to the base 5-year requirement = **18,506 homes**

What can be included in the supply ?

- (i) Number of homes on small sites (less than 10 homes) with planning permission or resolution to grant at 1 April 2024 = **1,415 homes** outstanding of which **955 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 2024 = **4,853 homes** outstanding of which **4,289 homes** were considered deliverable within five years (the reduced number reflects delivery timescales and that some sites will not deliver in their entirety, or at all, in the five-year period).
- (iii) For other large sites with either outline planning permission, resolution to grant planning permission, or sites of any size which are allocated in the development plan³ at 1 April 2024 = **9,745 homes** outstanding, of which **2,411 homes** were considered deliverable over the five year period from 1 April 2024 to 31 March 2029 (the reduced number reflects delivery timescales and that some sites will not deliver in their entirety, or at all, in the five-year period).
- (iv) Windfall allowance: number of homes expected to be completed on new 'windfall' sites (which do not have planning permission as at 1 April 2024) over a five-year period from 1 April 2024 to 31 March 2029 = **1,290 homes**

Therefore, in total **8,945 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 Wiltshire Core Strategy, Chippenham Site Allocations Plan, Wiltshire Housing Site Allocations Plan, and allocations in Neighbourhood Plans which do not yet have planning permission.

- 3.4 (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. The position includes an allowance for delivery on brownfield sites and small greenfield sites.
- 3.5 (iii) is more complex, and clear evidence must be provided for each site to meet the requirements of paragraph 78 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 may only be able to include the early phases of development in the five-year land supply.
- 3.6 So, while on the face of it there is a substantial pool of sites (for **17,303 homes** in total) and a higher level of supply could be expected, the timescales within which these can be delivered is a key consideration in setting out the five-year housing land supply. An assessment of the deliverability of these sites has indicated that only **52%** of these are capable of delivery during the five-year period 1 April 2024 to 31 March 2029. This is an increase from last year's assessment of deliverability, indicating that larger strategic sites are starting to come forward and contribute to the five-year supply. 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 being allocated within the development plan.
- 3.7 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 an adequate housing land supply for decision making were set out in previous briefing notes, most recently in [No. 24-18](#) (September 2024). These indicated that the presumption in favour of sustainable development applied when determining planning applications.
- 4.2 Following the December 2024 changes to the NPPF, the council is now required to demonstrate a five-year housing land supply (including the appropriate buffer as set out in paragraph 78 of the NPPF) to prevent the presumption in favour of sustainable development (or 'tilted balance') applying when determining planning applications. The implications of this are detailed in Briefing Note 24-20 (December 2024).

5. What is the Housing Delivery Test (HDT) 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 over the preceding three years. It uses local authority completions statistics and planning data to carry out the calculation.
- 5.2 The results are published for each local authority area by the Secretary of State annually, see [Housing Delivery Test \(www.gov.uk\)](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 2023.

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)
2022	106% (years measured 2019/20 - 2021/22)
2023	135% (years measured 2020/21 – 2022/23)

5.5 The three consequences of failing the Housing Delivery Test (HDT) are set out in paragraph 79 of 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 has fallen below 75% of the housing requirement.

2. 20% buffer (HDT below 85%)

The five-year land supply must include an additional buffer of 20% where the HDT indicates that delivery was below 85% of the housing requirement.

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

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.

5.6 Wiltshire has consistently performed well against the HDT and has passed the test in the latest results. As a result, none of the consequences set out above apply in Wiltshire.

6. What can we do to improve the housing land supply?

6.1 The council will look to restore a five-year housing land supply through the Local Plan, which should be adopted prior to December 2025. In the interim, where applications are being considered for sites at settlements but outside the defined settlement boundaries there may be the opportunity to improve housing supply by favourably considering housing development proposals. The Wiltshire Local Plan review also looks to allocate additional housing land, some of which can be delivered within five years, and therefore will contribute towards meeting the five-year housing land supply in the future.

6.2 Since the base date of 1 April 2024, 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 2024, they will help to increase 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 new sites (10 or more dwellings) that have been permitted since the base date up to the date of publication.

- 6.3 Work will now commence on the preparation of the next HLSS which will have a 1 April 2025 base date. These statements take time to prepare, particularly for authorities the size of Wiltshire, and typically take around 9 to 12 months from the base date to publication. It is anticipated that the next HLSS will take into account housing allocations in the Local Plan review.

Wiltshire Community Air Network

Briefing Note No. 25 - 05

Service: Environmental Control and Protection team
Further Enquiries to: Claire Francis
Date Prepared: June 2025

Background

The Environmental Control and Protection team has launched a one-year project to monitor PM2.5 air pollution across the county and are seeking hosts for 100 low-cost air quality sensors.

The air quality sensors will measure PM2.5 air pollution, small particles in the air that can increase the risk of health problems and that can be damaging to the environment. This is part of the council's Wiltshire Community Air Network (WCAN) project and is the first step in gathering evidence on local PM2.5 concentrations. The sensors will provide real time data which members of the public will be able to access online.

Individuals and organisations can now apply online to borrow a sensor.

We encourage you to share the information about the WCAN project with your networks, and with constituents who may be interested in applying for a sensor. The closing date for applications is Friday 11 July 2025.

Wiltshire Community Air Network

The data collected from the sensors will enable us to gain a greater understanding of PM2.5 air pollution and put us in a stronger position to determine requirements for long-term monitoring and identify ways to reduce pollution.

Existing monitoring indicates that the air quality in Wiltshire is predominantly very good. However, there are a small number of locations where the combination of traffic, road layout and physical features of an area result in pollutants being trapped so that concentrations increase to unacceptable levels.

Historically two pollutants have been of concern in Wiltshire: nitrogen dioxide and PM10. There have been significant improvements in the levels of these pollutants and the council intend to start revoking some of the eight air quality management orders currently in place, where pollutant levels now comply with UK air quality standards.

Recent focus has shifted to air pollution from very fine particulates (PM2.5) as there is increasing evidence of damage to health and the environment, but it is not well understood at the local level. PM2.5 is not currently part of the UK Government's Local Air Quality Management framework, so local authorities are not required to monitor and report PM2.5 levels. However, since 2016 the government has stated that it expects all local authorities to effectively use their powers to reduce PM2.5 emissions from the sources which are within their control.

Professional-grade air quality monitoring equipment is expensive, costing tens of thousands of pounds to purchase and maintain. The council currently has professional-grade air quality monitoring stations in Salisbury, Bradford-on-Avon, Marlborough, and Devizes. Recent technological developments have made it possible to use low-cost air quality sensors for some types of air quality monitoring. The low cost makes it possible to monitor a much wider range of locations than would be possible with professional-grade air quality equipment. The quality of the data from low-cost sensors is more limited than that of professional-grade equipment, so findings will need to be treated as indicative and used with caution.

Low-cost air quality sensors are easy to use and maintain, making them ideal for citizen science projects, which involve members of the public in research and collecting data. Evidence shows it is an effective way to improve public understanding of air quality challenges and supports deeper engagement in addressing these challenges.

Alongside this project, Wiltshire Council are in the process of updating the equipment at two regulatory air quality monitoring stations (Masons Lane in Bradford-on-Avon and Exeter Street in Salisbury). The new equipment will measure PM2.5, alongside PM10 and nitrogen dioxide, providing long-term, high quality PM2.5 monitoring at these locations.

Together, these new sources of evidence will be an important input in developing the next Air Quality Strategy, which will include a new focus on addressing PM2.5 challenges in Wiltshire, alongside efforts to keep reducing nitrogen dioxide and PM10.

Hosting an air quality sensor

We are asking members of the public and local organisations to volunteer to host a sensor outside their home or building. This will generate PM2.5 data in communities all over Wiltshire, creating a detailed local picture.

The sensors need to be placed outdoors, plugged in to a mains power supply and connected to a stable internet connection. They are easy to use, and volunteers will be supported to set up and maintain the sensor. At the end of the one-year project, hosts can choose to keep the sensor for their own use or return it to the council for recycling.

The approximate location of the sensor will be visible on a publicly available online map.

Once applications have been assessed, successful applications contacted, and sensors will be delivered to them with detailed installation instructions. Support will be available for anyone that needs help installing the sensor.

How the sensors will be allocated

To ensure a wide range of places and communities are part of the project, we have allocated a number of sensors to each of the 18 community areas of Wiltshire. This is based on the size of the population.

In each area, we will be prioritising applications from:

1. Schools, including nurseries, primary schools, secondary schools, and tertiary institutions.
2. NHS medical settings, including healthcare centres, hospitals, or GP surgeries.
3. Supported housing providers.
4. Locations near known or suspected sources of PM2.5 pollution.

If there is high demand for air quality sensors then we may run more projects in the future.

If an application is unsuccessful this time we will encourage people to keep an eye on our social media and webpage for future opportunities.

Requirements

People need to:

- Be over 18 years of age
- Have a suitable outdoor location to place the sensor for one year, without being disturbed. It must be placed outside, between 1.5m and 3m above ground level.
- Confirm that the sensor will be continuously connected to mains power and a reliable Wi-Fi connection (including overnight and during holidays). This is important as the sensor will not work without power and internet connection.
- Have permission from the bill payer to pay the cost of power and Wi-Fi used by the air quality sensor. The sensors only use a small amount of power and bandwidth, costing under £3 to run for a whole year.

What is PM2.5?

PM2.5 refers to airborne particulate matter with an aerodynamic diameter of 2.5µm or less. Particulate matter is a complex mix of solids and liquids from a variety of human and natural sources, such as pollen, sea spray, domestic wood burning and tyre/ brake wear from vehicles.

Trial sensor at Holy Trinity CE Academy Primary School

Holy Trinity CE Academy, a primary school in Calne, volunteered to install a trial sensor in March 2025. The real-time PM2.5 data from the trial sensor in Calne is already available to view on the PurpleAir online map. For best results, check the settings on the map. In the top left corner, there is a black cog. [Click here](#) and select “raw PM2.5 (ug/m3)” as the data layer and set the averaging period to 1-hour.

The team is working closely with the council’s Data and Insights team to develop a Power BI dashboard that will analyse the data to identify PM2.5 pollution trends and hotspots.

Insights from the project will be shared with the public via Wiltshire Council communications channels. The information will be used to help direct future air quality monitoring in Wiltshire.

More information

More information and application form www.wiltshire.gov.uk/wiltshire-community-air-network

Email: communityairnetwork@wiltshire.gov.uk (opens new window).

Phone: 01225770293

Members are requested to NOTE the grant update and APPROVE further expenditure to support the Neighbourhood Plan revision

Members are requested to NOTE the need to formally request a Housing Needs Survey by Wiltshire Council

Background

Stage 1 of the Neighbourhood plan review is complete and was funded using a grant of £3,585 from the Neighbourhood Planning programme funded by the Ministry of Housing, Communities and Local Government (MHCLG). At the Parish Meeting on 5 June, members agreed to the costs put forward from Master Land and Planning (MLP) to proceed with the next stage of the Neighbourhood Plan (minute reference 25.32). This was based on the expectation that a further grant would be available to cover these although the Council was made aware that this would be at risk.

Update

The Neighbourhood Plan Steering Committee received an email from MLP on 13 June advising that MHCLG will no longer be supporting grants for Neighbourhood Plans following the government spending review. The Council are committed to Stages 2 and 2A following the meeting on 5 June.

Stage	Fee Budget *
Stage 2 – Evidence and Evaluating Options	£2,312.00
Stage 2A – Housing Needs Evidence (Housing Needs Assessment)	£2,890.00
Stage 2B – Site Allocation Evidence	Fee to be provided following stage 2A
Stage 2C – Evidence for Design (Design Code steps 1 and 2)	£289.00 Fee for design code steps 3,4 and 5 will be provided following agreement of the brief with the steering group
Stage 3 – writing draft plan	£1,734.00
Stage 4 – Preparing the Reg 14 plan	£1,734.00
Stage 5 – Considering representations and preparing the submission plan	£1,734.00

*All stated rates and fees are excluding VAT, disbursements, and expenses

The total amount available from the grant fund should have been £10,000, of which £3,585 has already been received, leaving £6,415 which would have covered stages 2 and 2A. The Steering Group consider it vital that the review of the Neighbourhood Plan continues and at speed. We are already seeing planning applications which contravene the current made plan and in spite of this, they are being considered as Wiltshire Council do not have their Local Plan in place yet. This is due in part to a big increase in the number of houses needed set by the government. Lydiard Millicent is classed as a small village and as such there has been no obligation for the Neighbourhood Plan to make allowances for housing of any type up to this point. The current plan does not include specific housing allocations but we have been advised that as part of the review we should undertake a Housing Needs Assessment and investigate potential housing allocations following that assessment. This will make the revised plan more robust.

The Steering Group need assurance that the Council will continue to support the cost of the review with MLP and the costs for the Housing Needs Assessment which is run by Wiltshire Council. The MLP costs are detailed above. We understand that for the assessment the Council will be required to fund the cost of producing and delivering postcards to all properties within the parish.

Recommendation

Members are requested to APPROVE the expenditure to continue work on the Neighbourhood Plan review up to a maximum of £15,000. These costs have not been included in 2025-26 budget.

Mel Allsop
June 2025

FINAL MEETING NOTES FOR WED 28th MAY 2025

Royal Wootton Bassett and Cricklade - Local Highway and Footway Improvement Group (LHFIG)

**Date of meeting: Wednesday 28th May 2025.
6pm - Lime Kiln Leisure Centre, Royal Wootton Bassett**

Chair – Councillor Nick Dye, Highways Officer – Martin Rose

Notes taken by - Martin Rose

	Item	Update	Actions and recommendations	Who
1.	Appointment of LHIFG Chair			
	<p>Cllr Nick Dye was proposed as the new chair of the LHIFG, proposed by Cllr Allison Bucknell, seconded by Cllr Jacqui Lay.</p> <p>Cllr Nick Dye thanked Cllr Allison Bucknell for all her hard work and ‘heavy lifting’ as the previous chair of the LHIFG, which was unanimously supported by group members.</p>			
2.	Attendees and Apologies			
	Attendees:	Cllr Nick Dye Cllr Andrew Matthews Cllr Martin Denz Cllr Jacqui Lay Cllr Allison Bucknell Cllr Andrew Matthews Barry Taylor (RWB TC) Dawn Hooper (RWB TC) Steve Wall (RWB TC)		

	<p>Kevin Woolnough (Tockenham PC) Samantha Chalker (LMPC) Rupert Pearce (BTPC) Shendie Green (Lyneham & Bradenstoke PC) Chris Bull (Cricklade TC) Geoff Greenaway (Purton PC)</p>		
	<p>Apologies</p>	<p>Cllr Lianna Konig, Hayley Graham.</p>	
2.	Notes of Previous Meeting		
	<p>The notes and recommendations of the previous LHFIFG meeting held on 12th February 2025 were presented to the Area Board at its 26th February 2025 meeting and agreed.</p> <p>The meeting minutes can be found here: RWB & Cricklade AB - Meeting Minutes 26-02-25</p>		To note
3.	Financial Position		
	<p>Note: The end of year closing balance for 24/25 is £47,660.90 which has been carried forward to 25/ 26. Please See extract below from Appendix 1</p>	<p>Group agreed to proceed on the basis the full LHFIFG allocation of £30,186.00 would be made available to invest in 25/26. The current finance sheet indicates a reduce budget of £15,093.00</p> <p>Update members when budgetary information is available</p>	To Note

RWB & Cricklade LHFIG Expenditure 2024/25 FINAL

FINANCIAL SUMMARY (as of 31/03/25)		
LHFIG Budget 24/25	A	£30,186.00
Carryover from 23/24	B	£65,325.39 (Underspend)
Total Budget for 24/25	C	£95,511.39 (A+B)
Actual Spend 24/25	D	£66,644.27
less 3rd Party Contributions (Estimate)	E	£18,793.78
	F	£47,850.49 (D-E)
End of Year Balance 24/25		£47,660.90 (C-F)

Please note - 24/25 schemes which were not completed by the 31/03/25 are shown as **£0** on the end of year finance sheet and carried over on the 25/26 finance sheet. Refer to **Appendix 2**

The current balance for 25/26 (in advance of 28/05/25 meeting) is shown below. Please refer to Appendix 2 for full details

RWB & Cricklade LHFIG Expenditure 2025/26

FINANCIAL SUMMARY (as of 28/05/25)		
LHFIG Budget 25/26	A	£15,093.00 *
Carryover from 24/25	B	£47,660.90 (Carryover)
Total Budget for 25/26	C	£62,753.90 (A+B)
Committed Spend 25/26	D	£62,113.81
less 3rd Party Contributions (Estimate)	E	£15,588.82
	F	£46,524.99 (D-E)
Balance		£16,228.91 (C-F)

		*Reduced annual budget of £15,093.00 shown. CIL allocation to be confirmed for 25/26.		
	Item	Latest Update	Actions and recommendations	Who
4.	Update on Priority Schemes for 25/26 (funding committed where indicated)			
a)	<p>11-21-8</p> <p>C34 Purton, Manor Hill Speed Limit</p> <p>Submitted 23/06/21</p>	<p>11/09/24 The proposal for Church St / Manor Hill Purton was advertised on 1st August, with the end of objection period the 26th of August. A large number of representations has been received and will be considered by the Cabinet Member for Highways, Street Scene and Flooding, Cllr Nick holder.</p> <p>MJR to prepare report and keep local member and PC updated.</p> <p>27/11/24 - CM report has been prepared and is currently with Cllr Nick Holder, Cabinet Member for Highways, Street Scene and Flooding for consideration. Decision likely to be published in Dec 24. £6,000 allocated in 24/25 budget.</p> <p>12/02/25 A copy of the report and CM decision can be found here: https://cms.wiltshire.gov.uk/ieDecisionDetails.aspx?ID=2073</p> <p><u>Summary</u> - To consider comments received following the formal advertisement of the proposed 40mph speed restriction on Church Street / Manor Hill, Purton and Lydiard Millicent.</p> <p>Group agreed to implement the '40' limit with a proviso to look again at Manor Hill speed limit in the future in conjunction with anticipated local development opportunities</p>	<p>28/05/25</p> <p>Work instruction issued to Milestone issued May 25. Operative date <u>7th July 2025</u>.</p> <p>Update at next meeting.</p>	MJR

<p>b)</p>	<p>11-23-08 Lydiard Millicent Common Platt safety Submitted 14/02/23</p>	<p>Group has agreed to consider submitting project for funding as a 'substantive scheme' in 24/25 and maintain current allocation of £8,550. (£10,000 - £1,450)</p> <p>07/11/24 Application for Substantive Bid process 2024/25. This will take place in Autumn 24</p> <p>27/11/24 - Application for substantive funding submitted on 29/10/24 . Decision likely Jan / Feb 25. Delivery in 25/26 financial year. Mo Suleman queried contribution amount required from 3rd parties for substantive bids. <u>For clarity the breakdown is as follows:</u> Estimated cost of scheme = £38,000.00 (A) Contribution from LHFIG = £6,412.50 (B) Contribution from LMPC = £2,317.50 (C) Amount from Substantive highway fund = £29,270.00 (D) D= (A – B - C)</p> <p>12/02/25Awaiting Results of assessment process. Delay due to resourcing. A total of '11' applications received for substantive funding across the 18 community areas. Cllr Steve Bucknell raised issue of pending development in the Common Platt area. It was agreed to look closer at possible S106 monies to assist with this project should they become available.</p>	<p>28/05/25</p> <p>Substantive bid successful. Detailed design to be completed and work order issued. Currently programmed for Feb 26.</p> <p>Decision can be found here: Decision details - Democratic Services - Wiltshire Council</p> <p>Update at next meeting.</p>	<p>MJR</p>
<p>c)</p>	<p>11-23-12 B4533 Purton Stoke, speed reduction Submitted 02/09/22</p>	<p>https://www.google.com/maps/</p> <p>11/09/24 A site visit has taken place to look at the possibility of moving the existing give way line forward on the Stoke Common Lane junction. Markings could be re-aligned forward by approx. 300mm which may help with visibility issues at junction. The best method of removing the old markings is the use of a Hydoblaster rather than blacking out, but this is high cost.</p>	<p>28/05/25</p> <p>Hydoblaster was available and working in Wiltshire. Decision taken to deploy to Purton Stoke to remove give way at Stoke Common Lane junction and reinstate further forward. Awaiting billing. Geoff</p>	<p>MR</p>

		<p>Members agreed it was better to combine with other lining works in the area requiring removal to reduce overall cost to LHFIG. Retain on tracker.</p> <p>27/11/24 - Members agreed to retain request for changes to the give way lines but agreed they should be implemented with other lining sites when opportunity arises due to cost implications.</p> <p>12/02/25 Awaiting to combine with future road marking work in Purton Area. MJR to seek possible use of Hydro-blaster to remove existing GW markings.</p>	<p>Greenaway commented that remnants of the old markings are showing though. MJR to inspect site.</p> 	
d)	<p>11-23-19 Tockenham Passing Bay Submitted 17/09/23</p>	<p>Request for formal passing bay. approx. 150m south of Shaw Farm (just after a field entrance) https://what3words.com/perfected.plant.coaching</p> <p>22/05/24 Update - Topo received, and outline design prepared.</p> <p>22/05/24 - Proceed with implementation of Option 2 at a cost of £12,000. Tockenham PC contribution 25% - £3,000</p> <p>27/11/24 - Works programmed for May 2025. 1-week Temp Road closure required.</p> <p>12/02/25 Works programmed 05/05/25 to 16/05/25. Temp Road Closure - submitted 08-01-25. Update at next meeting</p>	<p>28/05/25</p> <p>Trial pits uncovered unmarked low lying BT fibre optic ducts in area of verge where passing bay was proposed. Scheme delivery dependent on lowering ducts. C3 issued to BT for to apparatus and estimated cost was £34,000 + VAT. Overall work cost estimated at £49,000.</p> <p>CLlr Bucknell and Tockenham PC informed and agreed to abandon scheme in current form. Meeting with Milestone TBA to discuss what remaining options, if any, are possible.</p>	<p>To note</p>

			<p>Original allocation of £12,000. Cost to date £1,246.15 (Trial Pits). Remainder of £10,753.85 remains as committed in 25/26.</p> <p>Group noted the disappointment expressed by token PC and agreed to return remaining budget of £10,753.85 to the 25/26 budget.</p> <p>MR to speak to Martin Cook to see if local highways can offer help to improve the verge over-run area.</p>	
e)	<p>11-23-17 Greatfield near Lydiard Millicent Topo Survey</p>	<p>22/05/24 - Topo received. Outline design for coloured virtual footway issued to LMPC. Restricted carriageway will only permit sub-standard width. Estimated cost £25-£30k Reduced cost option – Clear weeds, sweep footway, refresh road markings and install pedestrian symbols, '30' carriageway roundels 'no footway' signs to Diagram 544.1. Estimate - £4,500. No further action at this stage.</p> <p>11/09/24 Mo Suleman expressed his ongoing concerns about this location and the desire to undertake improvement work. Martin Cook has instructed Milestone to refresh the road markings in this area.(D24144304). Members agreed to wait until the road markings were complete and assessed before considering further action. Retain issue on tracker.</p> <p>27/11/24 Instruction .(D24144304). from local highways to refresh road markings along Greatfield has not been completed. Martin Cook has chased contractor 20/11/24 but likely to slip until Spring 25. Mo Suleman aware and content, but would like issue re-examined once lining is complete</p>	<p>28/05/25</p> <p>Refresh of road markings through Greatfield now complete. Undertaken via routine maintenance.</p> <p>LMPC have confirmed via email (16/05/25) would like LHIFG to consider '30' carriageway roundels along length.</p> <p>Agreed- Allocate £5,000 for Ad-hoc Road markings in the RWB & Cricklade community area and include the requested roundels for Greatfield.</p>	MR

		<p>12/02/25 No further action at this time. Martin Cook has chased road marking refresh but likely to be March 25 onwards</p>		
f)	<p>11-23-10 A3102 Wootton Bassett Infants School Submitted 31/03/24</p>	<p>Vehicles parked on High St close to school entrance restricting access (especially for emergency services) and visibility. 22/05/24 Agreed to fund School Keep markings at a cost of £1500. (25% RWB TC). 11/09/24 - Meeting has taken place with school and proposal agreed. RWB TC have indicated approval. Order issued to contractor and implementation likely Sept 24. 27/11/24 Repeated visits to site by road marking contractor to install School Keep Clear markings, however unable to complete work due to parked vehicles. Gang have knocked on adjacent doors to request removal, but this is ignored. No waiting cones placed to discourage parking but ignored / moved. Contact with school made to explain delay. 12/02/25 Road markings remain outstanding due to presence of parked vehicles. Neighbourhood Policing Team (Sergeant Kate Smith) has now offered to assist with removal. Note- Thank you to Mark Hopkins (RWB TC) for his assistance. Work to be programmed, but likely early / mid-March due to weather. MJR to write to local properties in advance.</p>	<p>28/05/25 Work now complete. Final cost £780.39. Town council invoiced for contribution. Remove from next tracker</p>	To note
h)	<p>11-23-4 11-24-11 C415 Broad Town Road (towards Wootton Bassett)</p>	<p>22/05/24 Agreed to fund speed limit assessment by Atkins. Cost £3,100 (Broad Town PC -25%) 11/09/24: Instruction issued to Atkins. Report expected Nov /Dec 24. Speak to PC re. contribution. Members agreed that</p>	<p>28/05/25 BTPC points of objection considered, and Atkins report further scrutinised. It was agreed that the report did not provide sufficient weighting on the</p>	MR

	<p>Submitted 07/02/2023</p>	<p>depending on come of assessment implementation of any speed limit change can be coordinated with issue 11-24-08 in order to reduce legal costs.</p> <p>27/11/24 - Site assessment and speed surveys completed by Atkins. Awaiting final report. Likely 1st week of December. Issue to Rupert Pearce (BTPC) upon completion. Report finding to be considered at next meeting. Estimated cost £4,000.</p> <p>12/02/25 Atkins Assessment Report issued to Broad Town PC 10/1/25 with copy to LHFIG chair.</p> <p><u>Note- Report recommends the following:</u></p> <p>(Section 1) Retention of existing 40mph limit on C415</p> <p>(Section 2) Reduction of 60mph to 50mph on C415</p> <p>(Section 3) Reduction of 60mph to 50mph on C415 (up to Broad Town 30mph limit).</p> <p>Broad Town PC are unhappy with the report recommendations and have submitted several points for consideration. MJR to update PC in due course. Please note as part of the new Wiltshire speed limit policy, there is an agreed process for challenging the recommendations of assessments</p>	<p>presence of VRUs on C415 within Section 3 and required further review.</p> <p>After discussion with BTPC and Cllr Allison Bucknell it was agreed to consider implementation of 40mph limit within Section 3 with a terminal point close to #13 Broadtown road. (blue line)</p> <p>Note – no allocation currently made for implementation. Delivery alongside issue 11-24-08 (see below) tentatively agreed previously by group. Estimated cost £3500-£4000</p> <p>Agreed – Allocate £3500 for the implementation of the agreed speed limit for the C415 Broad Town. To be advertised alongisde issue 11-24-08 A4361 Broad Hinton to reduce legal costs</p>	
i)	<p>11-24-08 A4361 Broad Hinton (towards Swindon) Submitted 15/02/24</p>	<p>google.co.uk/maps</p> <p>There does appear to be issues relating to consistency of speed limits along the A4361 to both the south of Broad Hinton and to the north, especially with road characteristics of NSL lengths in</p>	<p>28/05/25</p> <p>Refer to 11-24-11 above.</p> <p>Estimated cost £3500 - £4000</p> <p>Agreed – Allocate £3500 for the implementation of the agreed speed limit for the A4361 Broad Hinton</p>	MR

		<p>comparison to 50mph speed limit commencing at Swindon boundary.</p> <p>Agreed – Proceed with implementation of 50mph limit on A4361 between Broad Hinton and Swindon Boundary. NOTE:- No financial allocation made at this stage. Awaiting outcome of issue 11-24-11 for possible combination of projects.</p> <p>27/11/24 On hold. Possible Implementation is to be combined with issue 11-24-11 following outcome of speed limit assessment. No financial allocation at this stage.</p> <p>12/02/25 To be discussed following agreed outcome for 11-24-11 with view to combine TRO costs. Scheme currently on hold pending agreed way forward for issue 11-24-11.</p> <p>It was agreed by members to press ahead separately with this project if the issue 11-24-11 is not agreed by the next meeting.</p> <p>Note – Liaison required with Swindon BC due to speed limit change at boundary. https://www.google.co.uk/maps</p> <p>Estimated cost £4,000</p>	To be advertised alongside issue 11-24-11 C414 Broad Town Road to reduce legal costs	
j)	<p>11-24-04</p> <p>High Street, Purton (East of Willis Way)</p> <p>Submitted 08/01/24</p>	<p>22/05/24 - Agreed to fund Bus stop clearways x 2 at a cost of £1500 (Purton PC 25%)</p> <p>11/09/24 - HIAMS order issued with implementation programmed Sept 24. Maintenance issue to resolved before road markings can be installed. Members agreed to delay road markings until surface issues are resolved to avoid duplication of work.</p>	<p>28/05/25</p> <p>Work complete. Final cost £723.57.</p> <p>PPC invoiced for contribution.</p> <p>Remove from next tracker.</p>	To note

		<p>27/11/24 - Bus stop clearway markings x 2 delayed due to future maintenance work to carriageway. Martin Cook confirmed order has been raised for bobcat works to take place in next few months. Once confirmed Milestone lining gang will be instructed accordingly.</p> <p>12/02/25 Bobcat work now complete. Milestone instructed to carry out bus stop clearway work. Likely to slip until March due to weather. Concerns expressed re. presence of parked vehicles on north side which may prevent work taking place.</p>		
k)	<p>11-22-01 Greenhill Crossroads, Lydiard Millicent Submitted 04/02/22</p> <p>Resubmitted as 11-24-16 on 12/04/23</p>	<p>https://www.google.com/maps/</p> <p>12/09/24 A further visit to site has been made. C/way area on Greenhill side still requires a repair before any changes to the give way can take place. Road width 6.7m. Signs at junction in poor condition which may be addressed under routine maintenance. TRO would be required for speed limit extension.</p> <ol style="list-style-type: none"> 1. Move give way lines forward (250mm -300mm) 2. Relocate 30mph speed limit approx. 36m north with new gateway / village gates. 3. Cross roads warning signs (reduce speed now) on both approaches to junction 4. Miscellaneous road markings 5. Purton Village nameplate. <p>Martin Cook has issued instruction for Bobcat (Carriageway repairs) at Greenhill junction.</p> <p>Lydiard Millicent PC have indicated support for the proposal.</p> <p>Agreed – Allocate £8,000 with a 25% contribution (£2,000) from Lydiard Millicent PC</p>	<p>28/05/25</p> <p>Carriageway repairs complete. Road marking work at junction complete (Cost £2,341.08) Budget of £8000.00 carried forward to 25/26</p> <p>Advertisement of relocated 30mph terminal point awaiting processing by regulatory team. Gateway work to be implemented alongside speed limit change.</p> <p>Note - Combine with 11-24-08 and 11-24-11 to reduce legal costs</p>	MR

		<p>27/11/24 Design work ongoing. Implementation target Spring 25. Relocation of 30mph limit northwards will require amendment to 2006 TRO. Look to combine with other formal advertisement to reduce overall cost. Carriageway repairs on Greenhill side required and must be carried out before lining changes can be implemented. Martin Cook has raised the instruction and hopeful it will be combined with High Street, Purton (issue 11-24-04)</p> <p>12/02/25 Detailed design work to be issued to parish councils for comment in due course. Work cannot be programmed until carriageway repairs are complete on Greenhill side. Martin Cook confirmed instruction has been raised with contractor.</p>		
l)	<p>11-23-01 B3553 Purton Road Cricklade Submitted 10/01/23</p>	<p>Traffic travelling faster than 30mph limit. Request to extend existing 20mph limit on High Street to include Purton Road (as far as Hitchings Rdbt)</p> <p>22/05/24 - Agreed to investigate speed mitigation measures on Purton road up to Hitchings Rdbt with a view to extending 20mph limit on High St google.co.uk/map</p> <p>11/09/24: Order for Speed / Volume counts (x 2) placed. Locations agreed with Town Council. Nov / Dec. Report back to next meeting.</p> <p>27/11/24 - Awaiting metro-counts data. Delay due to backlog and change in provider. Confirmed for early Dec 24. Report back data to Feb meeting.</p> <p>12/02/25 Surveys undertaken Dec 24</p>	<p>28/05/25</p> <p>Document report by MJR explaining conditions where by traffic calming is typically considered in Wiltshire remains outstanding.</p> <p>CTC have indicated they wish Purton Road issue to be reconsidered for prioritisation of new schemes in 25/26, with suggestion of footway widening. Refer to Appendix 3 'Prioritisation of Highway Requests - May 25'.</p> <p>Agreed – Allocate £3,100 for 20mph speed limit assessment.</p>	MR

		<p>Site 1 (between Giles Av and Dance Court) https://what3words.com/coverage.weeds.eaten</p> <p>Average Speed 25.43mph 85th percentile 29.02mph Total vehicles 46619 % exceeding posted 30mph SL 8.9%</p> <p>Site 2 (#7 Purton Road) https://what3words.com/overheard.unusable.notes Note limited data 11-12-24 to 14-12-24</p> <p>Average Speed 26.98mph 85th percentile 30.65mph Total vehicles 20538 % exceeding posted 30mph SL 19.4%</p> <p>A discussion took place with group members. MJR explained the traffic data indicated overall compliance with the posted 30mph limit. Collision data indicates a single (slight) collision during last 3 years. Cllr Dye and Chris Bull (Cricklade TC) expressed their unhappiness and felt action was still required to calm traffic on Purton Road, citing ongoing concerns raised by local residents. Cllr Dye raised an issue relating to the poor road surface and it was explained this needed to be raised via the appropriate channels. MJR to contact Chris Bull and Cllr Dye via email to outline conditions whereby formal traffic calming is typically considered, and discuss what action, if any, can be considered (subject to agreed funding).</p>		
m)	11-24-01	22/05/24 - Agreed to undertake WR review as part of 24/25 commitments and report back to RWB TC and group.	28/05/25	MR

	<p>Noremarsh Primary School & St Bartholomew's Primary School (The Rosary)</p> <p>Submitted 03/01/24</p>	<p>11/09/24 Initial site visits undertaken for both sites. Further visits required following commencement of new school term in Sept 24. Report back to next meeting.</p> <p>27/11/24 - Site survey/ observations discussion with residents at both sites in early October. Some inconsiderate parking observed, but no major issues identified. Parent parking typically starts around 2.30pm and the sites are clear by 3.20pm. It is not feasible to cover extensive areas with parking controls as this will lead to migration of problems elsewhere, however some protection of key areas including junction bell mouths close to the schools is advised. Plans for both sites issued to RWB for comments. To be considered at Feb meeting.</p> <p>12/02/25 Proposal for both sites submitted to RWB TC. To be considered at full council on 6th Feb.</p> <p>Request received for RWB TC to extend lines on Eastwood Avenue due to vehicles over running verge. Also request for short extension to existing DYL on Downs View due to concerns expressed by Wiltshire & Dorset fire & rescue service (WDFRS). https://www.google.co.uk/maps/</p> <p>Group members agreed to progress with scheme and include additional site as requested by WDFRS.</p> <p>Martin Cook asked for the parking review to consider another area of Downs View where overrunning the verge is taking place. MJR to investigate further and report back.</p> <p>Agreed allocate £4,000.00 with a 25% contribution payable by RWBTC (£1,000)</p>	<p>Minor amendment for St Bartholomew's area agreed with RWB TC following representation from school. Proposal for St Bartholomew's school , Nore Marsh School, Widam and Downs View prepared and with regulatory team for processing prior to formal advertisement. Likely late summer early Autumn.</p> <p>£4,000 budget allocation carried forward into 25/26</p>	
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<p>n)</p>	<p>11-23-15 Manor Hill (North of Manor Hill Farm) Purton</p> <p>Submitted 28/03/24</p>	<p>A Dew Pond was filled in at Manor Hill Farm when planning permission was granted for new entrance and driveway to field, the water from the fields now run out on to Manor Hill causing flooding. The flooding is creating c/way large overruns.</p> <p>22/05/24 - Agreed to investigate kerbing, surface reinstatement and warning signs either side of access and report back to group. https://www.google.co.uk/maps/</p> <p>11/09/24.Approx 40-45m of new kerbing (total) either side of access, backfill behind kerb with topsoil, reinstate carriageway in front of kerbs. Road narrows warning signs x 2. Temp road closure required for approx. 1 week. Estimated cost £6,000. (TBC) Agreed – Allocate £6,000 with a 25% contribution (£1,500) from Purton PC</p> <p>27/11/24 - Small topo survey required for detailed design work. Estimated cost £1700.00. Design Early Jan with construction Spring /Summer 25. Retain existing allocation of £6000.00. Geoff Greenaway & Cllr Lay commented on continued flooding issues in area, exacerbated by run off at access and asked if further improvements can be considered to mitigate problems. MR to discuss with MC.</p> <p>12/02/25 -Awaiting topo survey. Design work Feb/ March. Programmed for June 25.</p>	<p>28/05/25 – MJR update</p> <p>Topo survey received. Design work to commence in due course. Temp road closure required. Provisionally programmed for Nov 25.</p> <p>Allocation of £6,000 carried forward into 25/26.</p>	<p>MR</p>
<p>o)</p>	<p>11-24-07 Cricklade Road / Widham bridge, Purton</p> <p>Submitted 18/01/24</p>	<p>google.co.uk/maps</p> <p>22/05/24 - Agreed to investigate signs / road markings to mitigate speeding and report back to group</p>	<p>28/05/25</p> <p>Work order for road markings/ signs / SID sockets to be issued on due course. Delivery late Summer 25</p>	<p>MR</p>

	<p>11/09/24- Site visit undertaken. Warning lines through double bend not visible due to war. No evidence of reflective road studs. Some signs in poor condition.</p> <ul style="list-style-type: none"> -Reinstate warning lines through double bend and increase to 150mm wide. (£1500) -Misc other road markings (£200) -Install bi-directional road studs (£500) -Provide NAL socket for SID (northbound) (£500) -Provide NAL Socket for SID (southbound) £500 -Upgrade 'road narrows' warning sign / post on northbound approach.(£400) -New Road narrows / Junction-R ahead sign /post (£400) <p>Total £4,000.00 (Estimate)</p> <p>Purton PC have indicated provisional support for proposal. Cllr Jacqui commented on the need to improve visibility to the south for traffic exiting Widham and issues with the grass verge. Land ownership dispute by Dairy House was raised. Issue on hold pending further investigation of the issues raised. MJR to report back to next meeting.</p> <p>27/11/24 Site inspection undertaken to look at section of verge south of junction with New Road. Suggest area of EcoGrid to maintain 'green' appearance but retard grass growth. Likely increase in cost £800.00. Area by Dairy House checked and shown as maintainable highway. MR to arrange meeting with Geoff Greenaway and agree way forward. No financial allocation at this stage.</p> <p>12/02/25.Site meeting with Geoff Greenaway (Purton PC) 16/01/25. Minor changes requested including length of no waiting at any time to assist vehicles turning left from Station</p>	<p>Eco grid work and 'no waiting at any' time to follow once legal process complete.</p> <p>Allocation of £6000 carried forward into 25/26</p>	
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		Road into Widham. Possibly combine this element with issue 11-24-01 to reduce legal costs. Agreed , allocate £5,500.00 with a 25% contribution payable by Purton Parish Council (£1,375.00)		
q)	11-24-25 A3102 Calne Road / Preston Lane Mini RDBT Submitted 14/04/24	google.co.uk/maps 11/09/24 Proposal, Options 1 and 2 prepared, included High Friction surfacing, changes to road markings and sign improvements. Approx Cost £8,000. PC have expressed preference for Option A. Agreed – Allocate £8,000 with a 25% contribution (£2,000) from Lyneham PC. 27/11/24 Order (M2/00726) for HFS raised to combine with recent pedestrian crossing upgrade. Work deferred due to adjacent water leak. Works now likely spring 25. Instruction to Milestone for changes to large base post / sign light issued. 12/02/25. Repair by Thames Water to nearby leak attempted on 02/02/25 but not resolved. Note - increase in cost from £8000.00 to £8,949.96 due to requirement for new large post & associated electrical work rather than extension post. (work to replace post is complete). HFS to be programmed once leak is repaired.	28/05/25 Water leak now repaired. Electrical work complete (cost £1,000.26). High Friction surfacing programmed for 24 th June Remainder of allocated budget £7,758.52 carried forward into 25/26	MR
r)	11-24-12 C414 Hook Street / Village Hall Lydiard Tregoze	1. Concerns about speeding and lack of pedestrian provision at Hook St / Hook village hall) No footway on west side) -1. Request for rumble strips (north approach, - 2. Road sign improvements at bend 3. Raised junction at C414 / Hook Street. 4. Footway link on west side google.com/maps	28/05/25 – MJR update Discussion with clerk from LTPC who has indicted the Pc still wish to pursue the idea of a new footway link on West side to link village hall to existing footway by the old shop. Land ownership	

	<p>Submitted 13/03/24</p>	<p>11/09/24 - Footway link on west side difficult due to visibility issues. Option prepared for sign / road marking improvements and issued to PC for comments. PC are unhappy with elements of the design and are seeking reinstatement of the coloured patches on the northbound approach to Hook St junction, 'peds in road' signs and a footway on the west side of the C414. Members resolved to keep issue on hold pending further discussion with PC.</p> <p>27/11/24 - Further discussion with LTPC required re. footway on west side before scheme can progress. No allocation at this stage. Cllr Steve Bucknell to raise issued with LTPC to try and move issue forward.</p> <p>12/02/25 Awaiting contact from LTPC to agree way forward. MJR to speak to PC to prompt.</p>	<p>issues remain. PC to speak to affected residents before agreeing a way forward.</p> <p>No further action at this time. Remove from next tracker.</p>	
s)	<p>11-24-13 C414 Hook Street to Coped Hall Submitted 10/01/24</p>	<p>Request for footway upgrade due to overgrown, narrow and uneven surface.</p> <p>22/05/24 - MJR to establish cost of topo survey and liaise with Lydiard Tregoze PC google.co.uk/maps</p> <p>11/09/24: Topo cost is £5,800 + VAT. LTPC have agreed to fund in full. Longer term project and possible substantive bid for 25/26. Agreed – Allocate £0 with 100% contribution (£6,960.00) from Lydiard Tregoze PC.</p> <p>27/11/24 - Instruction to proceed with topo survey received from LTPC. Order issued. Email received from LTPC asking for topo to be stopped following recent routine maintenance work.</p>	<p>28/05/25</p> <p>Topo cost of £4000 incurred. LTPC invoiced for full amount. Remove from next tracker.</p>	MR

		<p>Unfortunately, base survey work was completed. Current cost of £4,000 incurred. LTPC informed of situation via email.</p> <p>12/02/25 Awaiting billing for topo work completed to date before invoicing LTPC</p>		
t)	<p>11-24-17 B4696 Braydon Road (Includes Lydiard Millicent & Purton Parishes)</p> <p>Submitted 17/04/24</p>	<p>Request for measures to slow down traffic on B4696 south of Braydon roads following recent fatal collision including improved signage / road markings. Request for SID to be used and measure to prevent overtaking. 6 residential properties at Four oaks Caravan Park google.co.uk/map</p> <p>22/05/24 - Current speed limit is 60mph. SIDs cannot be deployed where speed limit > 40mph. Criteria for solid double lines to prohibit overtaking not met.</p> <p>MJR to undertake signs and road marking review along length and report back to group.</p> <p>11/09/24 - Site visit not yet undertaken . Suggest upgrade to existing bend warning signs on B4696 (x 6) with 'reduce speed now' supplementary plates and Enhanced 'SLOW' markings. Possible flag type sign at Four Oaks</p> <p>Signs / Posts / foundations =£2500 Traffic management = £1500 Road markings = £1500 Total £5,500 (Estimate) Agreed – Allocate £5,500 with a 12.5% contribution (£687.50) from Purton PC and a 12.5% (£687.50) contribution from LMPC</p> <p>27/11/24 - Outline signs / road marking plan prepared and issued to Lydiard Millicent PC, Purton PC, and Lydiard Tregoze</p>	<p>28/05/25</p> <p>Signing / SLOWs now complete. Edge of carriageway markings outstanding but due to be completed in June 25.</p> <p>Allocation of £5,551.44 carried forward into 25/26 Awaiting billing</p>	MR

		<p>PC for comment and approval. Order to be issued before 31/12/24 for delivery early spring 2025.</p> <p>12/02/25 Sign works programmed for 17/2 Road Markings programmed for Spring 25</p>		
u)	<p>11-24-21</p> <p>Length of C114 Water Eaton</p> <p>Submitted 06/05/2024</p>	<p>Request for additional measures to address problem with drivers not adhering to speed limits. google.co.uk/maps</p> <p>22/05/24 - 40 /50mph Speed limits installed in autumn 23, but some drivers ignoring restriction. Request for increased police enforcement, Poles / sockets for SIDs, warning signs, Improved gateway at 40mph terminal point, c/way roundels.</p> <p>MJR comments: Limited options for improvements within 50mph section other than c/way roundels. Suggest focus on 40mph section with village gates at terminal points x 2, '40' roundels and SIDS. (sockets only, Devices to be provided by LPC)</p> <p>27/11/24 Site visit undertaken. Outline plan to be issued to LPC by mid-December. To be considered at Feb meeting.</p> <p>12/02/25. Minor Signs & Road markings. Outline design issued to LPC for comments. Copy sent to Cllr Dye</p> <p>Work cost estimate - £2,500</p>	<p>28/05/25</p> <p>Email to clerk 04/02/25 with outline design requesting feedback. No response to date.</p>	MR
6.	Minor Signing schemes to be paid for by Town/ Parish Councils			
	No current schemes.			

7.	Any Other Business		
	<p><u>Submitting LHFIG Requests / Deadline for requests</u></p> <p>NOTE: Carry over / new highway requests for 2025/26 submitted in advance of meeting. Refer to Appendix 3 Prioritisation of requests spreadsheet. Highway issues submitted post meeting will be considered in 26/27.</p>	<p>Requests to be sent to the following email address. LHFIGrequests@wiltshire.gov.uk</p>	
8.	Date of Next Meeting		
	Wednesday 27 th August @ 6pm via MS Teams (TBC)		

Royal Wootton Bassett & Cricklade Local Highways & Footway Improvement Group

Highway Traffic Engineer – Martin Rose

Area Highway Engineer – Martin Cook

11. Environmental & Community Implications

- 11.1. Environmental and community implications were considered by the LHFIG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

12. Financial Implications

- 12.1. All decisions must fall within the Highways funding allocated to Royal Wootton Bassett & Cricklade Area Board.
- 12.2. If funding is allocated in line with LHFIG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Royal Wootton Bassett & Cricklade Area Board will have a remaining Highways funding balance of **£5,044.30*** (refer to **APPENDIX 2 UPDATE**)

***Based on 25/26 allocation of £15,093.00**

13. Legal Implications

13.1. There are no specific legal implications related to this report.

14. HR Implications

14.1. There are no specific HR implications related to this report.

15. Equality and Inclusion Implications

15.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

16. Safeguarding implications

16.1 There are no specific Safeguarding implications related to this report.

17. Recommendations to Royal Wootton Bassett & Cricklade Area Board.

17.1

- Adhoc Road Markings RWB & Cricklade area – allocate **£5,000.00** (no 3rd party contribution)
- C415 Broad Town speed limit implementation – allocate **£3500.00** (25% contribution from Broad Town PC)
- A4361 Broad Hinton speed limit implementation – allocate **£3500.00** (25% contribution form Broad Hinton & Winterbourne Bassett PC)
- Tockenham 20mph assessment. Allocate **£3,100.00** (25% contribution from Tockenham PC)
- RWB Rugby Club to RWB sports Club topo survey – allocate **£1,800.00** (12.5% contribution from RWB TC and 12.5% contribution from Lydiard Tregoze PC)
- Purton Road Cricklade 20mph assessment - allocate **£3,100.00** (25% contribution from Cricklade TC)
- Chelworth Upper Green, Cricklade Signs / Road markings . – Allocate **£4,000** (25% contribution from Cricklade TC)

RWB CRICKLADE LHFIG - PRIORITISATION OF HIGHWAY REQUESTS MAY 25 - APPENDIX 3

Note - RED Highway improvement requests carried over from 2024/25

Issue number	Request Date	Town / Parish council	LOCATION	Link to Google Maps Street View Image	Summary of Request	Engineer Comments	Options for Consideration where applicable	Estimated Cost (£) Where applicable	Deliverability Ranking (1= Easy, 5= difficult)	TC / PC priority rating (1=highest)	LHFIG Recommendation from 28/05/25 meeting
11-24-52	TBC	Tokenham	Tokenham Village	google.com/maps	Tokenham Parish Council consider that the maximum 30mph speed limit allowed for vehicles travelling through the built-up area of the Village is too fast for the road conditions. The Metro Count results of 2024 sited in three separate areas within the village on the C120 showed that vehicles voluntarily reduced their speeds considerably below 30mph indicating that in their view 30mph was too fast Tokenham PC request that a full assessment is carried out to consider the lowering of the current maximum 30mph speed limit to 20mph.	Speed counts already undertaken at 3 sites, 7 day average 23.49mph, 24.03mph, 20.63mph	Assessment required (in house)	£3,100	3	1	AGREED - Allocate £3,100 for 20mph speed limit assessment with a 25 % contribution from Tokenham PC.
11-24-09	16/02/2024	Royal Wootton Bassett	High Street	google.co.uk/maps	Request for various changes on High street including disabled bays, changes to Taxi ranks and loading areas, extension of no waiting / removal of parking bays. Extend the pavement to the entrance to Beamans Lane, or install bollards to prevent parking.	RWBTC submission requires significant officer time to review parking controls on High street. Removal / relocation of taxi / loading /disabled bays will likely be contentious	Wider review could be combined with issue 11-24-01 leading to reduced Legal / implementation costs	£5,000 (legal / implementation)	4	1	AGREED - undertake assessment work in 25/26. No budget allocation at this time
11-24-20	30/04/2024	Royal Wootton Bassett	Glenville Close	google.co.uk/maps	Complaint that vehicles are parking too close to junction of Glenville close/ Marlborough road	Costly to promote as a single WR site.	See above	£3,500 (legal / implementation)	4	2	No Action at this time
11-22-13	16/06/2022	Royal Wootton Bassett	Community Garden nature reserve – Row WBAS28	google.co.uk/maps	Request to stop up WBAS28 which is overgrown and has significant drop from A3102, & divert route to path from Lindisfarne alongside nature pond and exiting out on Churchill Close.	Land ownership details remain unclear . Possibly Bryant Homes or Bradleys. Path through community garden currently being used by public. Land registry search inconclusive	Difficult to take scheme forward until land ownership established. Likely to be a protracted process.	N/A	5	5	Further discussion with countryside team required to establish land ownership.
11-24-10	16/02/2024	Royal Wootton Bassett	Zebra Crossing, Noremars Road	google.co.uk/maps	Report of vehicles failing to stop at zebra crossing. Request for signalised crossing	Single recorded incident of failing to stop at Zebra in last 12 years (Sept 2013 - Slight) Cost to replace zebra with signalised crossing £100,000+. No evidence to support argument that signalised crossings are safer. Excellent forward visibility to zebra crossing	Consider advisory 20mph limit (when lights show) This could be actioned via TAOSJ & School Travel Plan. Consider upgrade to LED Belisha Beacon (Modustar) to improve day time awareness of crossing by drivers	£4,000 (LED BB)	2	3	No Action at this time
11-24-18	09/08/2024	Royal Wootton Bassett	Daisy Brook, Royal Wootton Bassett	google.co.uk/maps	Concern about access for emergency vehicles due to residential parking on both sides of road.	Single site parking controls expensive due to legal costs. Lengthy procedure can take 9 months+. Issues relating to parking displacement can lead to problems elsewhere and further complaints		£3,500	4	2	No Action at this time
11-24-32	24/11/2024	Royal Wootton Bassett	Daisy Brook, Royal Wootton Bassett	google.co.uk/maps	Recent introduction of double yellow lines has resulted in vehicles parking opposite driveways and garages restricting access for local residents and emergency vehicles. Request for double yellow lines to be extended.	Single site parking controls expensive due to legal costs. Lengthy procedure can take 9 months+. Issues relating to parking displacement can lead to problems elsewhere and further complaints		£3,500	4	2	No Action at this time
11-24-51	13/03/2025	Royal Wootton Bassett	Daisy Brook, Royal Wootton Bassett	google.co.uk/maps	Requester has been made aware of issue 11-24-32 and wishes to object on the grounds that some residents do not have access to off-road parking and further restricting road side space will worsen the problems. Request to DYL to only be placed opposite the two drives and retain parking elsewhere.	Single site parking controls expensive due to legal costs. Lengthy procedure can take 9 months+. Issues relating to parking displacement can lead to problems elsewhere and further complaints		N/A	4	2	No Action at this time
11-24-31	09/08/2024	Royal Wootton Bassett	Clootley Crescent, RWB	google.co.uk/maps	Request for Street nameplate for Clootley Crescent #106-146 due to concerns that address is difficult to find resulting in missed deliveries	street nameplate request.		£350	1	TBC	RWB TC have confirmed 100% funding
11-24-33	05/12/2024	Royal Wootton Bassett	B4042 between RWB Rugby Club and RWB sports club	google.com/maps	Request for new footway / cycleway to link between the sports club and rugby club.	New refuge island required to cross peds from east to west (and Vice versa) by sports club. Approx length of footway / cycleway required is 173m	Possible substantive bid but would require topo survey and outline design work in advance including street lighting	£100k+ (£1700 topo survey)	4	N/A	AGREED - Allocate £1,800 for a topo survey with a 12.5% contribution from RWB TC & 12.5% contribution from Lydiard Tregoze PC
11-24-36	21/01/2025	Royal Wootton Bassett	Station Road RWB	google.com/maps	Concerns relating to near misses at zebra crossing due to excess speed and inattentive drivers. Request to upgrade crossing to Pelican (Puffin) and or improved signage, 20mph limit / zone or physical traffic calming.	No recorded collisions at crossing in last 5 years. Criteria for 20mph limit unlikely to be met. Forward visibility excellent.	Other options include a raised crossing, improvements to Belisha Beacons	N/A	N/A	8	No Action at this time
11-24-53	28/05/2025	Royal Wootton Bassett	New road / Station Road	google.com/maps	Request for new pedestrian crossing sign, a raised island in centre of mini roundabout and a new pedestrian crossing on New Road Station Road junction.	Pedestrians crossing' sign not typically used in urban areas. Raising central island to a dome on mini roundabouts can be unwelcomed by residents as they generate noise and vibration. Criteria for formal crossing unlikely to be met.	For discussion.	N/A	N/A	6	No Action at this time
11-24-34	25/02/2025	Lydiard Tregoze	B4042 between RWB Rugby Club and RWB sports club	google.com/maps	Refer to issue 11-24-33	Refer to issue 11-24-34	Refer to issue 11-24-35	£100k+	N/A	N/A	Refer to issue 11-24-33 above
11-24-35	26/02/2025	Lydiard Tregoze	B4042 speed limit on approach to RWB	google.com/maps	With regards to issue 11-24-35, the current speed limit of 40mph does not fully cover this length. With a lack of footway and no safe crossing this endangers pedestrians. LTPC wishes to see the 40mph limit extended to cover the entrance to the RWB rugby club	Atkins speed limit assessment required.	Suggest examining issue in conjunction with issue 11-24-34.	£3250 (assessment) £3000 (implementation)	3	N/A	No Action at this time but could form part of potential substantive bid alongside issue 11-23-33

RWB CRICKLADE LHFIG - PRIORITISATION OF HIGHWAY REQUESTS MAY 25 - APPENDIX 3

Issue number	Request Date	Town / Parish council	LOCATION	Link to Google Maps Street View Image	Summary of Request	Engineer Comments	Options for Consideration	Estimated Cost (£)	Deliverability Ranking (1= Easy, 5= difficult)	TC / PC priority rating	LHFIG Recommendation from 28/05/25 meeting
11-24-29	27/01/2025	Cricklade	Chelworth Road, Cricklade	google.co.uk/maps	Complaint re. HGVs ignoring 7.5T weight limit and volume of traffic using road as short cut. Request for 30 mph speed limit to be extended further south to cover #51-57. Request that 40mph limit at western end to be extended and 'no through' road signs to be erected	Wiltshire Council is not the enforcement authority for weight limit restrictions. Criteria for the extension of the 30mph unlikely to be met due to lack of frontage development along length. No through road not possible.	Further investigation required. Atkins Speed limit assessment £3250	N/A	N/A	3	No Action at this time
11-24-30	16/01/2025	Cricklade	Chelworth Upper Green, Cricklade (east of crossroads with B4040)	google.co.uk/maps	Local concerns relating vehicles losing control on double bend. Request for improved signing and a reduction in speed limit from 40mph to 30mph.	4 Recorded PICs at bend in last 3 years (3 loss of control, 1 back ice). Criteria for 30mph speed limit would not be met in this instance due to lack of frontage development.	Double bend warning sign, possible chevrons, SLOW markings	£4,000	2	1	AGREED - Allocate £4,000 with a 25% contribution from Cricklade Town Council
11-24-37	17/02/2025	Cricklade	Cricklade Town Centre	google.com/maps	Increasing Concern regarding the increasing number of large articulated lorries and speeding cars passing through Cricklade, High Street. Request to implement traffic calming, weight restriction etc, to help preserve towns heritage. TC are seeking review of traffic in both High Street and Calcutt Street.	In response to LTP consultation CTC commissioned a report by Railton (Jan 25) which outlines a number of recommendations and points for discussion including, mitigating impact from HGVs in the town	Weight limits considered by sustainable transport team as part the adoption of LTP4 and the new FAPM. Environmental weight limits require full assessment including traffic modelling which typically falls outside the scope of LHFIGs	N/A	5	3	No Action at this time
11-24-46	22/03/2025	Cricklade	Abingdon Court Lane, Cricklade	www.google.com	Safety issue, on the road parking, Abingdon Court Lane, Cricklade. Request for double lines on Abingdon court lane opposite properties 6 and 7 due to excess parking on road/ verge forcing pedestrians into the road and reducing visibility. Requester (#6)also unhappy that parking opposite makes it difficult to get on and off driveway	Single site parking controls expensive due to legal costs. Lengthy procedure can take 9 months+. Issues relating to parking displacement can lead to problems elsewhere and further complaints	Requires further assessment	£3,500	3	3	No Action at this time
11-24-24	26/04/2024	Cricklade	High St, Cricklade. Pedestrian refuge island	google.co.uk/maps	Local resident would like existing refuge island removed as 1. It poses significant risk to road users, 2. Surface water splashes up on onto #4 and peds. 3. Close proximity to RDBT and Poor design forces LGVs onto opposite side of road. 4. Refuge not necessary due to nearby zebra crossing	Long standing issue. Refuge installed 2002/03. Complainant has identified the design as not compliant, giving examples of guidance, the majority of which is not relevant or has been superseded. Refuge is 1.5m wide which meets current guidance. Refuge currently subject to FOI and formal complaint to LG ombudsman. CTC resolved not to remove island in 2017	Removing the island would require temp road closure and electrical disconnection. Removal unlikely to resolve claimed splashing issue 100%. Refuge island designed to also act as traffic calming feature within 20mph limit. Speeds may increase if removed. Awaiting outcome of LGO findings	£14,000+	5	1	On hold awaiting outcome of LGO findings
TBC	TBC	Cricklade	Saxon Close to Bath Road	www.google.com	Request for improvement to footpath between Saxon Close to Bath Road CRIC27	Area not adopted highway. Part of route forms PRoW (CRIC27) and footpath to Saxon Way. Ownership of other sections fall under WC strategic property.	Requires further investigation but likely to be a protracted issue.	N/A	5	1	MJR to undertake investigation and report back to future meeting
11-24-42	18/11/2024	Purton	The Buffer, Ridgeway Farm, Purton. SN5 4GT	google.co.uk/maps	Request for improved signage of 20mph limit, roundels etc	Current absence of 20mph repeater signs / roundels along The Buffer.	Increase both upright repeater signs and 20 c/way roundels	£3,000	1	1	AGREED - Allocate £5,000 for Ad hoc road markings in RWB and Cricklade area and include The Buffer. No 3rd party contribution.
11-24-39	28/04/2025	Purton	C414 at its junction with Cricklade Road to Widham & C414 Restrop Road to Greenhill Crossroads.	google.com/maps google.com/maps	Request for speed limit reduction from NSL to 40mph on 1. C414 from Widam / Cricklade Rd to B3353 and 2. C414 Restrop Rd to Greenhill crossroads. (Note - incorrectly stated as B3353 on request form)	Atkins speed limit assessment required for each length.	Atkins assessment for each length £3250	£3250 (assessment) £3000 implementation	3	5	No Action at this time
11-24-40	28/04/2025	Purton	High Street/College Road Lay-by	google.com/maps	Vehicle entering and exiting the layby the wrong way. Request for improvements to one way signage and road markings	Increased road markings	No entry x 1 , Ahead arrows x 3	£1,200	1	4	AGREED - Allocate £5,000 for Ad hoc road markings in RWB and Cricklade area and include The Buffer. No 3rd party contribution.
11-24-41	29/04/2025	Purton	Pavenhill – Outside One Stop Shop	google.com/maps	Dangerous and inconsiderate parking blocking communal access to/from 6No. dwellings adjacent to One Stop convenience store. Request for extension to paving/kerbing adjacent to One Stop convenience store to incorporate communal access	Road width restricted and covered by no waiting at any time restriction'	Requires further investigation	N/A	3	2	AGREED - undertake assessment / design work in 25/26. No budget allocation at this time
TBC	TBC	Purton	Stoke Common Lane Purton (from Bell PH to	google.com/maps	Requests for upgrade of footway from the Bell public house to Pond Lane as a substantive bid in 25/26	Maintenance issues cannot be considered under LHIFG ToR. New Footways / Widening is considered an improvement and can be considered. Overall length 340m	Requires further investigation	£100,000+ (£1700 topo)	4	6	No action at this time
11-24-43	28/04/2025	Purton	The Peak/Reids Piece Purton	google.com/maps	Vehicles are entering and exiting the one-way road incorrectly. Request Improvement to one way signage and road markings.	Upright signs are legally correct but additional road markings to identify direction of travel would be of benefit.	Suggest Turn Left /arrow at school entrance, ahead arrows and No Entry road marking. Could combine with issue 11-24-40 to reduce gang set up costs	£2,000	1	3	AGREED - Allocate £5,000 for Ad hoc road markings in RWB and Cricklade area and include The Peak / Reids Piece. No 3rd party contribution.

RWB CRICKLADE LHFIG - PRIORITISATION OF HIGHWAY REQUESTS MAY 25 - APPENDIX 3

Issue number	Request Date	Town / Parish council	LOCATION	Link to Google Maps Street View Image	Summary of Request	Engineer Comments	Options for Consideration	Estimated Cost (£)	Deliverability Ranking (1= Easy, 5= difficult)	TC / PC priority rating	LHFIG Recommendation from 28/05/25 meeting
11-23-09	09/03/2023	Lydiard Millicent	Church Place / The Street (towards Lydiard Green)	google.com/maps	Request for improved speed reduction measures and pedestrian safety for pedestrians accessing all saints church	Traffic calming in place outside Church with 2no. priority chicanes. Overall speeds in area low. Area to west of The Butts is 30mph but speeds higher due to lack of frontage development and road alignment.	Additional 30mph roundels / repeater signs between The Butts and Bagbury Lane to provide improved awareness of 30mph limit. Suggest that school consider advisory '20' on The Street via TAOSJ	£3,500 (signs / road markings)	2	4	No action at this time
11-24-18	17/04/2024	Lydiard Millicent	Lydiard Green footway	google.com/map	Request to complete footway links along Lydiard Green to connect with footway south of Greenhill xroads	1. Continuous footway along length not possible due to restricted road width (virtual pavement may be possible). 2. Majority of verge areas along length are privately owned and would require free dedication of land.	Local rep work has undertaken initial consultation with residents to establish willingness for free dedication. Not all affected properties happy. Complex scheme where longer term strategy/ agreement required for project delivery	£100,000+	5	3	No action at this time
11-24-47	16/05/2025	Lydiard Millicent	Manor Hill, (Lydiard Millicent end)	google.com/maps/	The highway is particularly narrow at 2 points on Manor Hill (Lydiard Millicent end), especially so at the brow of the hill. Vehicles not reduce their speed significantly to allow safe passing and causes accidents. This issue may be aided by the reduction in speed limit from 60mph to 40mph, but with the developments in progress in and around Purton, it is expected that vehicle numbers will increase and exacerbate this problem	Reduction in speed limit to 40mph under issue 11-21-8.	Length will be 40mph and unlit. Carriageway width to be checked. Options for improvement likely to be limited but further investigation required.	N/A	4	1	AGREED - undertake assessment / design work in 25/26. No budget allocation at this time
11-24-28	16/05/2025	Lydiard Millicent	The Butts (Lydiard Millicent end)	google.com/maps	The Butts is experiencing an increasing issue with the volume of vehicles using it to drop off / collect children from school and the adjacent preschool. It is a single vehicle width No through Road with c.350 pedestrians both in the morning and afternoon. In Sept there will be an unusually high proportion of children joining the school from outside of the village and will therefore arrive by car. The Headmaster is receiving complaints from pedestrians frequently, and parents are also taking it upon themselves to drive up The Butts and park on residents driveways without permission.	School missed out on 'School Streets' year 1 pilot scheme but are list for assessment in year 2 (assuming pilot is successful). Difficult to resolve parent parking issues without extensive parking controls	School informed of year 2 inclusion into School Streets initiative	N/A	N/A	2	On hold pending outcome of year 2 School Streets pilot.
11-24-49	08/05/2025	Lyneham and Bradenstoke	B4069 Bradenstoke	google.com/maps	Prior to the landslide on the B4069, the village of Bradenstoke had a series of speed limits ranging from 60mph to 30mph at various points through the village. PC request for all temp speed limits under TTRO to be retained.	Full review and assessment against Circular 01/13 by Atkins likely. Lyneham banks improvement delivered by Major Projects team	Atkins assessment TBC	£5000+ (assessment)	3		Work being undertaken by major projects team. No action for LHFIG at this time.
11-24-50	09/04/2025	Lyneham and Bradenstoke	Preston Lane, Primary school	google.com/maps	Incident involving a child by the school and a vehicle. A member of the public has asked for consideration of installation of a zebra crossing. The Parish Council would like the request a safety review for a defined crossing point in Lyneham at Preston Lane at the Primary School.	Criteria for zebra crossing unlikely to be met.	Further investigation required	N/A	N/A		AGREED - undertake assessment /design work in 25/26. No budget allocation at this time

**APPENDIX 2
UPDATE**

RWB & Cricklade LHFIFG Expenditure 2025/26

FINANCIAL SUMMARY (as of 28/05/25)

LHFIFG Budget 25/26	A	£15,093.00 *
Carryover from 24/25	B	£47,660.90 (Carryover)
Total Budget for 25/26	C	£62,753.90 (A+B)

Committed Spend 25/26	D	£75,359.96
less 3rd Party Contributions (Estimate)	E	£17,650.36
	F	£57,709.60 (D-E)

* 25/26 budget subject to confirmation

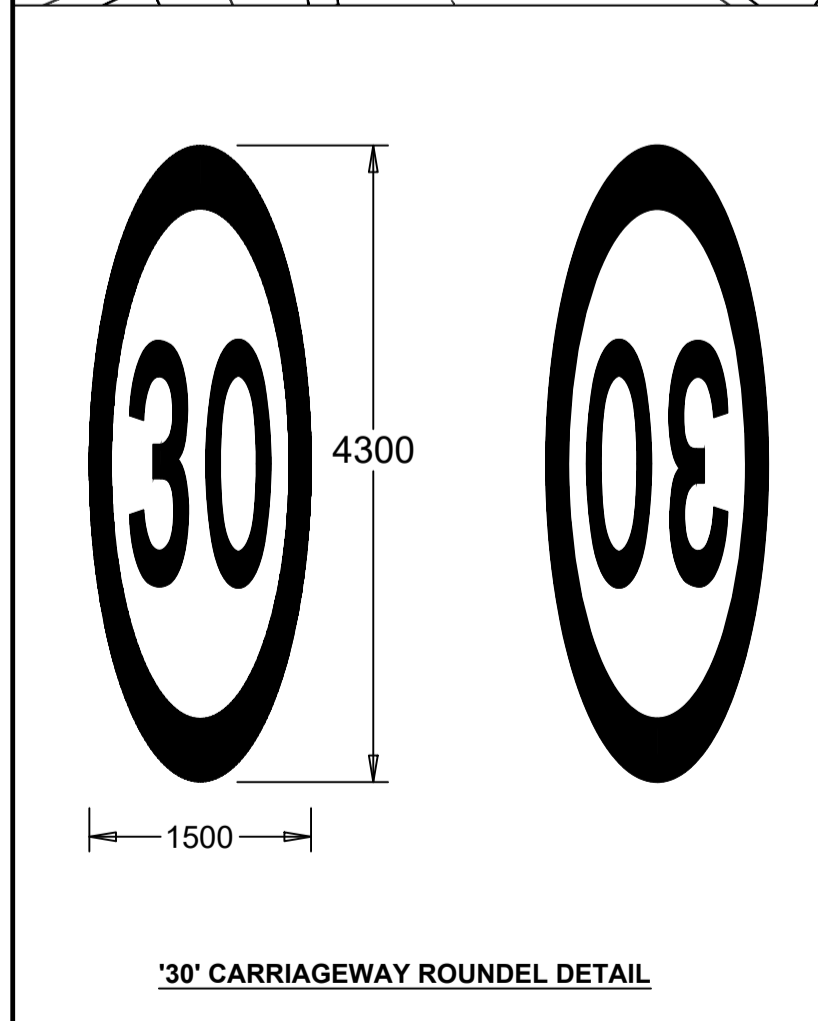
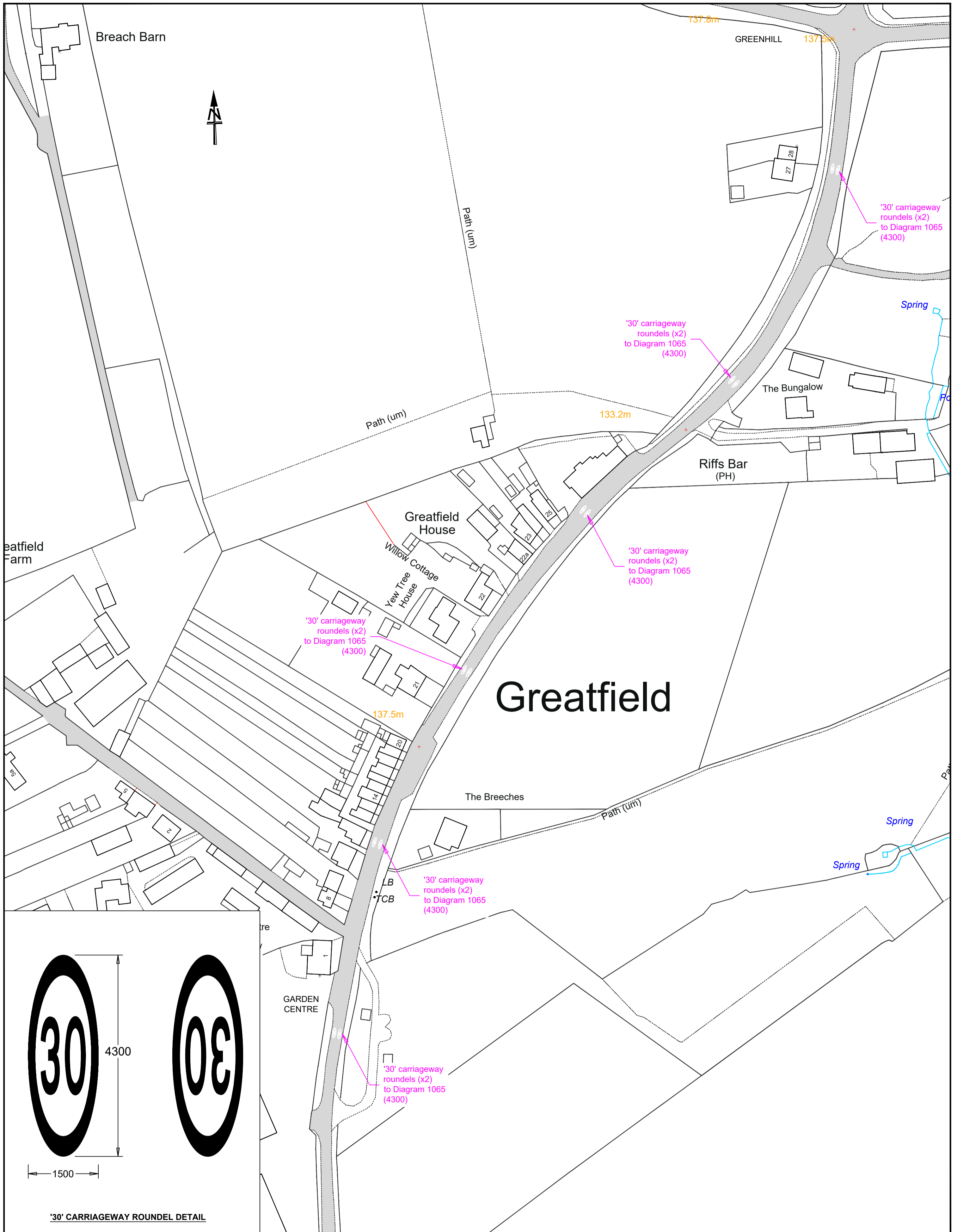
Balance **£5,044.30 (C-F)**

Issue # Committed Schemes 2025/26 (Schemes in RED carried over from 24/25)	Estimate (final cost in bold)
11-21-8 Purton Manor Hill, speed limit advert and implementation	£6,000.00
11-23-08 Common Platt Pedestrian Build-out / Priority scheme (Sustantive bid)	£8,550.00
11-23-19 Tockenham Passing Bay (Trial pits cost incl in 24/25)	£0.00
11-24-16 Greenhill Crossroads Improvements, Lydiard Millicent	£8,000.00
11-24-25 A3102 Calne Road / Preston lane Mini RDBT (HFS only)	£7,758.52
11-23-15 Manor Hill (North of Manor Hill Farm) Purton (Kerbing - Signs)	£6,000.00
11-24-17 B4696 Braydon Road (Includes Lydiard Millicent & Purton Parishes)	£5,551.44
11-24-01 Noremarsch Primary & St Bartholomew's Primary School Parking controls (includes Widam & Downs View)	£4,000.00
11-24-07 Cricklade Road / Widham Bridge, Purton	£5,500.00
N/A Ad-hoc road markings RWB & Cricklade community area	£5,000.00
11-24-11 C415 Broad Town speed limit implementation	£3,500.00
11-24-08 A4361 Broad Hinton speed limit implementation	£3,500.00
11-24-52 Tockenham 20mph Speed limit assessment	£3,100.00
11-23-01 Purton Road Cricklade - 20mph assessment	£3,100.00
11-24-36 & 11-24-34 B4042 RWB Rugby club to Sports Club footway - topo survey	£1,800.00
11-24-29 Chelworth Upper Green (east of crossroads with B4040) signs / road markings	£4,000.00
	D £75,359.96

3rd Party Contributions 2025/ 26

Purton PC for Manor Hill Speed limit advert / implementation (25%)	£1,500.00
LMPC for Common Platt Pedestrian Build-out / Priority scheme (25%)	£2,137.50
Tockenham Passing Bay (Tockenham PC)	£0.00
Greenhill Crossroads Improvements, Lydiard Millicent	£2,000.00
A3102 Calne Road / Preston lane Mini RDBT	£2,000.00
Manor Hill (North of Manor Hill Farm) Purton	£1,500.00
B4696 Braydon Road (Lydiard Millicent PC)	£693.93
B4696 Braydon Road (Purton PC)	£693.93
RWB TC - Noremarsch Primary & St Bartholomew's Primary School Parking controls	£1,000.00
Purton Parish Council - Cricklade / Widham Bridge	£1,375.00
Broad Town PC - Speed limit	£875.00
Broad Hinton & Winterbourne Bassett Parish Council- Speed limit	£875.00
Tockenham PC- 20mph assessment.	£775.00
RWB TC - B4042 rugby club to sport club - Topo survey	£225.00
LTPC - B4042 rugby club to sports club - Topo survey	£225.00
CTC - Purton Road 20mph assessment	£775.00
CTC - Chelworth Upper Green signs /lines	£1,000.00

25/26 Total **E** **£17,650.36**



NOTES:

Wiltshire Council

Traffic Engineering Team
 County Hall, Bythesea Road, Trowbridge
 Wiltshire, BA14 8JD
 Tel: 0300 4560100
 Website: www.wiltshire.gov.uk

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 Wiltshire Council (100049050) 2024

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O	20/02/25	MJR	DMT	GTR	ORIGINAL
REV	DATE	DRAWN	CHECK	APPROV	DESCRIPTION
DRAWING PURPOSE:					
ISSUE					

PROJECT:		
RWB & CRICKLADE LHF1G AD-HOC ROAD MARKINGS 2025/26		
DRAWING TITLE:		
C414 GREATFIELD 20MPH REPEATER ROUNDELS		
SCALES:	NOT TO SCALE	SHEET SIZE: A2
DRAWING No:	2025-064-MR-GTFIELD-0003	REVISION: 0
FILE REF:		

LYDIARD MILLICENT PARISH COUNCIL IT POLICY

Introduction

Lydiard Millicent Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members and employees.

Scope

This policy applies to all individuals who use the council's IT resources, including computers, networks, software, devices, data, and email accounts.

This includes the use of personal devices to access council data, for example when councillors access council emails from their personal device.

Acceptable use of IT resources and email

The council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Device and software usage

Where possible, authorised devices, software, and applications will be provided by the council for work-related tasks. Unauthorised installation of software on authorised devices provided by the council, including personal software, is strictly prohibited due to security concerns.

Data management and security

All sensitive and confidential council data should be stored and transmitted securely using council email accounts and the Microshade VSM only. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Network and internet usage

The council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by the council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted. Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Password and account security

Users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Mobile devices and remote Work

LYDIARD MILLICENT PARISH COUNCIL IT POLICY

Mobile devices provided by the council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

Email monitoring

The council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Parish Clerk for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator, Microshade immediately.

Training and awareness

The council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive training as required on email security and best practices.

Compliance and consequences

Breach of this IT and Email Policy may result in consequences as deemed appropriate.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Contacts

For IT-related enquiries or assistance, users can contact the Parish Clerk in the first instance.

All staff and councillors are responsible for the safety and security of the council's IT and email systems. By adhering to this IT and Email Policy, the council aims to create a secure and efficient IT environment that supports its mission and goals.

Adopted by Lydiard Millicent Parish Council on xx xxxx 2025

Information available from [Lydiard Millicent Parish Council](#) under the model publication scheme

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
Who's Who on the Council and its Committees	Hard copy and Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and Website
Location of main Council office and accessibility details	Hard copy and Website
Staffing structure	Website / Clerk
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	Hard copy and Website
Finalised budget	Hard copy
Precept	Hard copy and Website
Borrowing Approval letter	Hard copy (where applicable)
Financial Standing Orders and Regulations	Hard copy and Website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Members' allowances	Not applicable

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Hard copy (if applicable)
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy (if applicable)
Quality status	Hard copy (if applicable)
Local charters drawn up in accordance with DCLG guidelines	Not applicable
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Current and previous council year as a minimum	
Timetable of meetings (Council and parish meetings)	Hard copy, Website and Email
Agendas of meetings (as above)	Hard copy, Website, Email and Noticeboards
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy, Website and Email
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy, Website and Email
Responses to consultation papers	Hard copy and Email
Responses to planning applications	Hard copy, Email and Wiltshire Council Website
Bye-laws	Hard copy, Email and Wiltshire Council Website
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Hard copy, Email and Website

Working Party / Steering Group terms of reference	Hard copy, Email and Website
Delegated authority in respect of officers	Hard copy, Email and Website
Code of Conduct	Hard copy, Email and Website
Policies and procedures for the provision of services and about the employment of staff	Hard copy
Internal policies relating to the delivery of services:	
Equality and Diversity policy	Not yet in place
Health and Safety policy	Hard copy, Email and Website
Recruitment policies (including current vacancies)	Hard copy, Email and Website
Policies and procedures for handling requests for information	Hard copy, Email and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy, Email and Website
Information security policy	Hard copy, Email and Website
Records management policies (records retention, destruction and archive)	Hard copy, Email and Website
Data protection policies	Hard copy, Email and Website
Schedule of charges (for the publication of information)	Hard copy, Email and Website
Class 6 – Lists and Registers	(Hard copy; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list	Hard copy
Asset Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Parish Councils)	Not applicable
Register of members' interests	Hard copy and Website
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer	(Hard copy or Website; some information may only be available by inspection)
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	Hard copy and Website
Allotments	Not applicable

Burial grounds and closed churchyards	Hard copy
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Hard copy and Website
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and Website

Contact details:

Parish Clerk: Hayley Graham

Jubilee Club House, Meadow Springs, Lydiard Millicent, SN5 3NH

Tel: 07999 641919 Email: clerk@lydiardmillicent-pc.gov.uk Website: www.lydiardmillicent-pc.gov.uk

SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish of Lydiard Millicent.
- (ii) Multiple copies of any available document will be supplied to any resident within the Parish of Lydiard Millicent payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Lydiard Millicent or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

Adopted by Lydiard Millicent Parish Council at its meeting held on Thursday 3 July 2025 (min ref.xx.xx)

Members are requested to NOTE this report and CONSIDER the recommendation

Background

It is an HSE legal requirement for the Council (as the duty holder) and staff to be aware of their responsibilities in Legionella Control Code of Practice Legionella, Control L8 ACoP Compliance requirements for any buildings where they are responsible for the public.

Update

The last risk assessment at the Jubilee Club House was carried out in April 2022, and a number of risks were identified. Remedial action was taken and new processes were put in place to minimise the risks, however the set up of the plumbing system has changed since the last risk assessment (most notably the disconnection of two redundant water tanks in the loft space and the showers in all changing rooms have been replaced and are now in use). Therefore, updated risk assessment is now necessary. One of the requirements identified in the report was for the water tank in the loft space to be cleaned and disinfected on an annual basis which was last carried out in August 2022.

Way Forward

The Council requires a Legionella risk assessment to be carried out by a qualified contractor for the Jubilee Club House and to have the water tank cleaned and disinfected. The costs for the works to the water tank have not been received in time for this meeting and will be brought to the next meeting.

The risk assessment of Legionella Control L8 ACoP 274 (2014) will be carried out to the British Standard 8580 and the Council will receive a full report that includes:

- Executive Summary
- A full risk assessment that allows you to identify and assess the level of risk that allows you to prepare actions for preventing legionella to grow – called a written scheme of control
- A full explanation of the site
- Service providers contact details and contracts existing
- Pictures of areas of concern and cross reference with the report
- Management organisational chart and nominated responsible persons
- Asset register of all wbh etc
- Basic schematic drawing
- Log book with instructions and monitoring

Legionella and Drinking Water Sampling

In normal circumstances I would complete the Risk Assessment and recommend Legionella sampling to be done as an outcome of the findings. I will bring the bottles for Legionella so that these samples can be taken on the day of the risk assessment if required. Areas of concern would be the showers. The cost of the sampling to go to a UKAS laboratory is £95.00 and would require possibly 2 to 3 samples.

Drinking water sampling or TVC (Total Viable Count) is not a legal requirement but is recommended annually. The cost is £95 for one sample.

Prices are Risk Assessment = £500.00
Petrol = £74.80 (travel time to from Surrey not charged)
Legionella sampling = £285.00 (based on 3 samples)
Drinking water sampling = £95.00.

Total Price = £954.80

Recommendation:

Members are requested to APPROVE expenditure of to £954.80 for the Legionella risk assessment.

Costs to be met from General Reserves.

Hayley Graham
June 2025

Members are requested to CONSIDER the ADOPTION of a Scheme of Delegation.

Lydiard Millicent Parish Council Scheme of Delegation

The Councils Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer and Planning Groups to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take their view into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500 in line with the Council's Financial Regulations.
- To take any action regarding minor repairs (up to a cost of £500 in line with the Council's Financial Regulations) and to report minor matters to the relevant authority.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time, and shall be reported to the next available Council meeting.

Planning Delegated Powers

Planning applications shall be received by the Clerk who will provide the relevant Planning Group with the details of the application. The Planning Group shall review the application and form a collective decision within 5 days. The decision will be circulated to all Councillors for agreement to be sent directly to the Clerk within a further 5 days. Should any 2 Councillors not agree with the Planning Group's decision, it must go to a Parish Meeting for full Council discussion.

The Clerk shall be delegated to inform the planning authority

Delegation would not apply to any planning applications which are:

- deemed to require to be "called in" by the Wiltshire Council Councillor
- within the Conservation Area
- for multiple dwellings
- controversial, or where the Council has received objections from the public.

Delegation would apply to planning applications such as:

- tree works
- change of use
- normal extensions
- applications where "no comment" or "no objection" applies.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation. All decisions will be reported to the next appropriate Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate.