

LYDIARD MILLICENT PARISH COUNCIL MEETING

3 August 2023

held in the All Saints Church, Lydiard Millicent
at 19:00 hrs

Councillors Present:

Cllr S Westwood, Chairman	Cllr S Chalker	Cllr D Coffey	Cllr C Hacker
Cllr M Allsop, Vice Chairman	Cllr S Hill-Wheeler	Cllr M Sharp	Cllr M Suleman

Others in Attendance: 9 members of the public, Colin Tydeman (Parish Handyman) and Wiltshire Councillor Bucknell

Meeting Clerk: Tina Jones

Public and Councillor Question Time:

- A resident in reference to Planning Application PL/2023/005939 advised that the property comprises of house numbers 2 and 3 Greatfield.
- A resident advised that although it is outside Lydiard Millicent boundaries, hedges have been removed, an unauthorised fence erected, a driveway constructed and groundworks have been started in the field next to the Bolingbroke Arms. Wiltshire Councillor Bucknell to contact Wiltshire Council Enforcement.
- Residents asked for information relating to a possible planning application for houses off of Stone Lane. The Chairman advised that a planning consultant was attending the 7th September Parish meeting to present the concept of the development. Residents are invited to attend. The residents of Stone Lane raised many concerns including speeding traffic. Councillor Sharp gave an explanation on the current status and functions of the Speed Indicator Devices and Speedwatch. The residents present were invited to join the Speedwatch team of volunteers. The Chairman added that there is still a Councillor vacancy, if anyone would like to step forward.
- A Resident asked for an update on the Community Field project. Councillor Allsop reported that the owners of land either side, have in principle given access permission for the footpath. The Council is currently focusing on the repairs to the fence.

MINUTES

23.46 Apologies for Absence

Apologies were received from Councillor Selwood.

23.47 Declarations of Interest and Dispensation Requests

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

23.48 Chairman's Announcements

- The Council has one vacancy, if anyone is interested to contact the Clerk.
- The new Play Area is complete and fully open
- Following the recent spat of antisocial behaviour at the Jubilee Club House and Recreation Field, the Community Policing Team are regularly patrolling the area
- A wasp's nest has been reported in the Cemetery, and will be dealt with as soon as possible

23.49 Minutes

Members considered the minutes of the Parish meeting held on 29 June 2023. The minutes of the meetings were ADOPTED as a true record and signed by the Chairman.

23.50 Co-option of a New Councillor

Members considered an application from Mrs Deborah Coffey. The matter was put to the vote and Members unanimously RESOLVED that Deborah Coffey be co-opted onto the Parish Council with immediate effect. The Declaration of Acceptance of Office was signed by the newly elected Councillor and witnessed by the Clerk. Councillor Coffey accepted the Council Code of Conduct, and the Chairman invited her to join the meeting.

23.51 Wiltshire Councillor Update

Members NOTED a report from Councillor Bucknell – Main Points:

- He had voted against his party on the Local Plan. He explained the possible planning applications for Royal Wootton Bassett and Lydiard Tregoze. Lydiard Tregoze has a current

population of circa 560, this could increase to over 2000, and the effects this would have on the area, for traffic, facilities and parish management.

- There was no update on either the Restrop Road planning application or on the enforcement case on the adjacent site.
- He is working on issues relating to parking on The Street (relating to the Car Sales Garage), School transport and street lighting, which is not switching off.
- Hedges – he advised that planning permission is required to remove any hedges, if anyone sees any such activity to contact him.

23.52 **Financial Accounts – Members:**

- a. NOTED the report regarding Old Cheques - In 2021, uncashed Cemetery cheques were discovered totalling £5,155. Since this time £375.00 was written off by the Parish Council as the account holders were not contactable and £225.00 cancelled as the plot was no longer required. In June 2023, the Council received the last refund, the total amount recovered was £4,555
- b. Play Area Tower - Members APPROVED the delivery costs of £300 (three hundred pounds) for of the replacement 4m part for the play tower, costs to be met from the Play Area Budget.
- c. Members RECEIVED a verbal update from Councillor Westwood, regarding the recent meetings with the Grounds Contractor. At the last meeting Members resolved to hold the May and June invoices due to the poor standard of work and Parish areas that had not been maintained at all this was due in part to broken machinery and staff issues. Generally, work had improved through July, but not all issues have been addressed. Members discussed the non-cutting of the left-hand verge at Lydiard Green - Councillor Hill-Wheeler to flag any areas of concern. The Parish Handyman will continue to monitor, there is a planned contract and performance review for the end of September, the Grounds Contractor is also supplying an update every fortnight to the Parish Handyman. Members RESOLVED to pay the agreed 50% reduced invoices for May and June with full payment of the July invoice. The August invoice will be held back if work has not improved.
- d. APPROVED the expenditure report to 26 July 2023
- e. APPROVED the income report to 27 July 2023
- f. NOTED and APPROVED the first quarterly accounts income and expenditure report
- g. NOTED the letter from The Public Sector Deposit Fund.

Three members of the public left the meeting

23.53 **Local Highway and Footway Improvement Group (LHFIG)**

Members NOTED the paperwork from the last LHFIG meeting and NOTED a report from Councillor Suleman, following his attendance at the meeting. Main Points:

- The LHFIG budget is massively underspent, with approximately £64k still to be committed.
- In 2023-2025, there will be changes regarding the allocation of funds, discussions planned for the next meeting on the new process and priorities.
- There had been lots of requests for kerb drops, but it was unclear if this was across all Parishes. The Chairman asked Parishes to assess the demand for kerb drops in their respective parishes.
- Greenhill Crossroads is now Priority One. No news on the metro counts.
- The Elms/Washpool, work has not yet been completed.
- Common Platt Safety - Councillor Suleman is meeting LHFIG's new Principal Engineer in Lydiard Millicent on the 8th August, to visit the areas of concern.

Members considered the draft Highways Improvement Request for Greatfield. Following discussions, Members APPROVED the form with the addition of data from the Speed Indicator Device located at Greatfield, supplied by Councillor Chalker.

PQT – 7 April (b) and 22 June 2022 (b)

A resident asked if a footpath could be put at Lydiard Green, drivers are impatient, the resident has been nudged by a car and hit on elbow by a car mirror. UPDATE: The creation of a footpath at this location was originally agreed in 10 phases by CATG. Phases 1 -4 were completed in 2017-2018. The Clerk has contacted WC regarding the instigation of phases 5 – 10, which would connect Lydiard Green to the rest of the village. Further information and details of the scheme to be found, the resident who originally made the request was present and he will look at the information he has. Update: Cllr Hill-Wheeler supplied information from CATG archives and a LMPC report regarding phases 1-4, no information for phases 5-10 has been found. Council minutes of 3 Jan and 4 July 2013 there is mention of the project, further background information is being looked for.

22.41 The Mews and Recreation Field

- Solicitors involved in the process have been instructed to apply for title absolute for the Recreation Field. Land Registry is being chased in respect of the application.
- Councillors Allsop and Westwood have visited the site, feedback received from residents. Further visit to be arranged, notifying residents via Facebook or the visit and inviting them to attend. Councillor Allsop to lead.

22.82 Footpath Working Party

WC has been contacted regarding land management and the sowing of seeds. The Head of WC Natural & Historic Environment Department has given advice to be discussed at WP meeting. Clearer signage and additional signs have been requested – WC to drop off at JCH.

Working Party to move forward with information for notice board content, feedback requested from residents on Lydiard Millicent WW2 history.

22.107 Community Emergency Plan

Members agreed to write a new Community Emergency Plan with all Members contributing to the document, Councillor Hill-Wheeler leading on the updating process.

23.19 Lydiard Green Trees

Quote accepted, Tree Surgeon advised that the removal of the trees should not take place until August, after the trees have been checked for nesting birds. Clerk to liaise with Wiltshire Council regarding the replacement trees to be planted, replacements for approval by Committee, before the planting season. Meeting Update: Clerk has contacted WC, follow up mail sent 21 July. Tree Surgeon to attend to trees on 22 August.

23.23 LHFIFG

The Clerk was requested to contact WC regarding the installation of the poles for the speed indicator device at Greenhill Crossroads and SH regarding the Parochial Parish Council's request for traffic calming. SH and MC emailed.

23.23 Speedwatch and Lorry Watch

June Update: WC confirmed the requests are now in the hands of our contractor, but due to work load they will not be until September. Councillor Sharp to contact PCC regarding the delay. See Minute Reference 23.61 - CLOSED

29 June – Question Time

- A Resident asked if the entrance to the Industrial Estate could be tidied up, recently a large lorry had to unload outside the Estate, causing traffic issues. There is ample parking within the Estate, but unit owners do not encourage it. Resident to send further information to the Clerk. Letters Sent
- A Resident asked if the Council knew what was happening with the land by the car sales area, as it has become very overgrown, with some of the trees having low branches that overhang the bus stop. The Clerk was asked to investigate - A resident has given the Clerk some information
- Councillor Allsop asked if the owner of the property on the right of the entrance to the Parish Hall car Park, could be asked to remove the low branches overhanging the footpath too. The Clerk was asked to write to the property owner - Letter sent.

22.39 Play Area Tower

Members RESOLVED to purchase bark for the Play Area, bark in place, CLOSED.

Members RESOLVED the repair of the Play Tower. See Minute Reference 23.52

- 23.55 **Grant Guidelines and Grant Application**
a. Members APPROVED the draft guidelines
b. Members considered the grant application from Carer Support Wiltshire. As there were a number of queries with the application, Members AGREED to defer the decision until the next meeting. The Clerk was requested to ask a representative of the organisation to attend to answer questions.
- 23.56 **Jubilee Club House**
Members NOTED the report – Main Points
- Planning permission is required for replacement windows, double doors and veranda
 - Internal works may require a building regulation application
 - A local Architect has offered his services free of charge – he will draw up plans for the Council to use to looking at the best possible use of the space available
- Following discussions, Members ACCEPTED the services offered by the Architect, Officers and Group to look at the design options once received.
- 23.57 **D-Day 80**
Members AGREED to light the beacon on 6th June 2024. A Working Group was AGREED and formed, Councillors Allsop (also as Parish Hall representative), Chalker, Hacker and Westwood volunteered. The D-Day80 Working Group to contact the school and consider a parish evening event of commemoration. The Parish Hall trustees are considering holding a fish and chip event at their regular Light Lunch, to be held on the previous day. – as this is the official food event for D-Day80.
- 23.58 **Community Field Fencing**
Members considered the quotes received or replace the part of the fence that has collapsed. Following discussions, Members RESOLVED to accept quote A for £1870.00 excluding VAT (one thousand, eight hundred and seventy pounds) costs met from General Reserves.
- 23.59 **Correspondence**
Members NOTED the correspondence received:
- a. Great Western Hospital - new service environments survey – added to website
 - b. Great Western Hospital - carer support passport – added to website
 - c. Age UK Wiltshire – July newsletter
 - d. Wiltshire & Swindon Tree Warden Scheme
 - e. Air Quality Action Plan & Air Quality Supplementary Planning Document Consultations
- 23.60 **Planning Applications**
Members NOTED the following Wiltshire Council Decisions
- | |
|--|
| Application: PL/2023/04098 - Full planning permission Decision: Approved with Conditions
Applicant Names: Mr Jones & Ms Romadina Address: Mulberry House, Greatfield, SN4 8EQ
Proposal: Erection of garden room for use as make up studio |
|--|
- Members considered the following application:
- | |
|---|
| Application: PL/2023/005939 - Full planning permission Applicant Names: Mr & Mrs Reno
Address: 3 Greatfield, SN4 8EQ
Proposal: Demolition of existing dwelling and outbuilding and erection of a replacement dwelling, detached annexe (class c3) and associated works |
| Members RESOLVED to make the following COMMENT :
Section 2.9 of the Design and Access Statement states that the property "benefits frontage onto Greatfield". The property is on a narrow side road off the main Greatfield Road (from Coped Hall roundabout to Purton) to the rear of Greatfield Garden Centre (as shown on the plan in section 4). The existing building has space to the side of the house for cars to access the rear of the property for parking. The replacement building does not allow for this access which leaves a maximum of 3 car parking spaces for effectively a 5 bedroom house. Although this meets WC guidelines, parking on the verges on the main Greatfield Road already causes problems and safety issues for people accessing houses fronting onto the main road. Any additional cars forced to use this very limited space would likely exacerbate the problems. We would also respectfully ask what arrangements are being made during the demolition and construction to ensure that vehicles do not block this narrow lane and do not add to the parking problems on the main road. |

Section 6.4 of the Design and Access statement says "Foul drainage to discharge into existing main sewer". Other buildings in this side road have septic tanks and are not connected to the main sewer.

Following Discussion, Members AGREED to review the existing Neighbourhood Plan.

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

Speed Indication Devices (SIDS), Speedwatch and Lorry Watch Cllr Sharp reported:
Speedwatch - the metro counts will not be completed until September, as they are not conducted during school holidays.

SIDS – Roll out for submitted data is due now, however no information has yet been received. Councillor Chalker reported on recent data results from the Greatfield position – 11.2% are speeding over 30mph. At The Beeches, the top speed recorded was 91mph, this was between 5-6pm midweek.

Parish Hall – Councillor Allsop reported: At the recent AGM, Mike Sharp was appointed as Chairman and Treasurer, Alan Pflieger appointed as Vice-Chairman and Cath Sharp as Secretary. The Secretary and Treasurer roles had been advertised for some time but no volunteers have come forward. If anyone is interested in either role, please could they contact Mike Sharp."

Six members of the public, the Parish Handyman and Wiltshire Councillor Bucknell left the meeting.

23.62 **Exclusion of the Public and Press**

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

23.63 **Land Issues**

Councillor Allsop reported: A letter has been received from the Solicitors. Members AGREED for a discussion to take place with the Council's Solicitors and for information to be sourced, which is to be considered at the next meeting.

Meeting Closed at 21.06

PQT – 7 April (b) and 22 June 2022 (b) A resident asked if a footpath could be put at Lydiard Green, drivers are impatient, the resident has been nudged by a car and hit on elbow by a car mirror. UPDATE: The creation of a footpath at this location was originally agreed in 10 phases by CATG. Phases 1 -4 were completed in 2017-2018. The Clerk has contacted WC regarding the instigation of phases 5 – 10, which would connect Lydiard Green to the rest of the village. Further information and details of the scheme to be found, the resident who originally made the request was present and he will look at the information he has. Update: Cllr Hill-Wheeler supplied information from CATG archives and a LMPC report regarding phases 1-4, no information for phases 5-10 has been found. Council minutes of 3 Jan and 4 July 2013 there is mention of the project, further background information is being looked for. CLOSED – Agenda Item
22.41 The Mews and Recreation Field • Solicitors involved in the process have been instructed to apply for title absolute for the Recreation Field. Land Registry is being chased in respect of the application. • Councillors Allsop and Westwood have visited the site, feedback received from residents. Further visit to be arranged, notifying residents via Facebook or the visit and inviting them to attend. Councillor Allsop to lead.
22.82 Footpath Working Party WC has been contacted regarding land management and the sowing of seeds. The Head of WC Natural & Historic Environment Department has given advice to be discussed at WP meeting. Clearer signage and additional signs have been requested – WC to drop off at JCH. Working Party to move forward with information for notice board content, feedback requested from residents on Lydiard Millicent WW2 history.
23.19 Lydiard Green Trees Trees work completed – CLOSED. Clerk is liaising with Wiltshire Council regarding the replacement trees to be planted, replacements for approval by Committee, before the planting season.
22.107 Community Emergency Plan Members agreed to write a new Community Emergency Plan with all Members contributing to the document, Councillor Hill-Wheeler leading on the updating process.
23.23 LHFIG The Clerk was requested to contact WC regarding the installation of the poles for the speed indicator device at Greenhill Crossroads and SH regarding the Parochial Parish Council's request for traffic calming. SH and MC emailed. UPDATE emailed sent to new Engineer
29 June – Question Time • A Resident asked if the entrance to the Industrial Estate could be tidied up, recently a large lorry had to unload outside the Estate, causing traffic issues. There is ample parking within the Estate, but unit owners do not encourage it. Resident to send further information to the Clerk. Letters Sent • A Resident asked if the Council knew what was happening with the land by the car sales area, as it has become very overgrown, with some of the trees having low branches that overhang the bus stop. The Clerk was asked to investigate - A resident has given the Clerk some information • Councillor Allsop asked if the owner of the property on the right of the entrance to the Parish Hall Car Park, could be asked to remove the low branches overhanging the footpath too. The Clerk was asked to write to the property owner - Letter sent.
22.39/23.52 Play Area Tower Members RESOLVED the repair of the Play Tower. See Minute Reference 23.52
23.55 Grant Application Members considered the grant application from Carer Support Wiltshire. As there were a number of queries with the application, Members AGREED to defer the decision until the next meeting. The Clerk was requested to ask a representative of the organisation to attend to answer questions. UPDATE: Unable to attend September meeting
23.56 Jubilee Club House Members accepted services offered by the Architect, Officers and Working Group to look at the design options once drawn up. MEETING UPDATE from Councillor Hacker.

23.57 D-Day 80

Members AGREED to light the beacon on 6th June 2024. A Working Group was AGREED and formed, Councillors Allsop (also as Parish Hall representative), Chalker, Hacker and Westwood volunteered. The D-Day80 Working Group to contact the school and consider a parish evening event of commemoration. MEETING UPDATE from Councillor Hacker.

23.58 Community Field Fencing

Members accepted a quote, Contractor notified.

Jubilee Club House (JCH)

Councillor Allsop has successfully contacted Royal Mail and JCH is fully visible on postcode finder on the Royal Mail website. CLOSED

Finance Report 30 August 2023

Item 7

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
All Saints Church	2023 14	03 Aug 23	Hall Hire - 3 August	28.00	0.00	28.00	17 Aug 23	BP
Betterclean	2440	31 Jul 23	JCH Cleaning	390.00	78.00	468.00	17 Aug 23	BP
British Gas - Electricity	5171295	18 Jul 23	11.6.23- 17.7.23	69.87	20.61	90.48	30 Aug 23	DD
BOnline	233120	01 Aug 23	Broadband	24.47	4.89	29.36	11 Aug 23	DD
Business Waste	1184966	01 Aug 23	Cemetery and JCH	94.53	18.91	113.44	15 Aug 23	DD
C.D.N. Pest Control	194	5.8.23	Removal of Wasp Nest	70.00	0.00	70.00	07 Aug 23	BP
Castle Water	1168701	n.a	JCH Water	59.84	0.00	59.84	30 Aug 23	DD
Castle Water	2396536	n.a	Cemetery Water	5.00	0.00	5.00	30 Aug 23	DD
Corona	17711730	08 Aug 23	June - July Costs	123.95	6.20	130.15	17 Aug 23	BP
Corona	17738039	11 Aug 23	July - August Costs	104.10	5.21	109.31	17 Aug 23	BP
D W Radway	n.a.	25 Jul 23	2 x Keys for Store Room	3.84	0.76	4.60	07 Aug 23	BP
EE		13 Jul 23	August/Sept Charges	28.39	5.67	34.06	15 Aug 23	DD
Greatfield Nurseries	28	19 Jul 23	Play Area Requirements	46.10	9.21	55.31	07 Aug 23	BP
HMRC	n.a.	05 Aug 23	Tax and NI	497.42	0.00	497.42	17 Aug 23	BP
Inception	3034729	25 Aug 23	July/Aug Charges	18.92	3.79	22.71	17 Aug 23	BP
John O'Conner	3 x invs		May- July Maintenance	1,718.30	343.66	2,061.96	07 Aug 23	BP
Marlborough D A	3 x invs		Cricket Maintenance	556.88	0.00	556.88	07 Aug 23	BP
Microshade	17973	07 Jul 23	Quarterly Hosting Fees	206.31	41.26	247.57	07 Aug 23	BP
Peninsula	3695981	08 Aug 23	HR	106.64	20.14	126.78	08 Aug 23	DD
Peninsula	3731065	25 Aug 02	H&S	129.47	25.89	155.36	25 Aug 23	DD
RedHand	864	01 Aug 23	Annual Maintenance CCTV	605.00	121.00	726.00	17 Aug 23	BP
Staff	n.a	31 Jul 23	Salaries - July & Expenses	1,717.87	0.00	1,717.87	01 Aug 23	BP
Unity/Lloyds	n.a	09 Aug 23	MultiCard Charge	3.00	0.00	3.00	09 Aug 23	DD
Wiltshire Council	n/a	01 Apr 23	Business Rates	99.00	0.00	99.00	01 Aug 23	DD
Expenditure				6,706.90	705.20	7,412.10		

Payments for Approval

Datacenta	32150	28 Aug 23	Annual Email Scanning	49.00	9.80	58.80	
DM Payroll	3074	16 Aug 23	Payroll Admin Apr-Sept	66.00	0.00	66.00	
John O'Conner	100640	15/823	August Maintenance	859.15	171.83	1,030.98	
Marlbough D A	23/2023	05 Aug 23	June Cricket Maintenance	400.00	0.00	400.00	
Marlbough D A	26/2023	14 Aug 23	July Cricket Maintenance	412.50	0.00	412.50	
S. Burnett	2193	24 Aug 23	Lydiard Green Trees	1,800.00	360.00	2,160.00	
				3,586.65	541.63	4,128.28	

LMPC Income Summary 2023-2024

Income received as at 30.8.23

Category	Amount
Cemetery Burials	£685.00
Cemetery Memorials	£555.00
Cricket	£2,284.00
DFRA	£1,063.03
Field Hire	£160.00
Football	£3,365.00
Lydiard Plain Rental	£1,000.00
Old Cheques	£490.00
Misc Income	£2,568.01
PSDF Income	£816.44
War Memorial Clock Fund	£2,262.31
Total	£15,248.79
Precept	£29,959.90
Vat Refund 22/23	£9,494.98
Total	£54,703.67

Members are requested to:

- NOTE the information received.
- CONSIDER the request
- CONSIDER the Clerks Comments
- DISCUSS any other options and CONSIDER a way forward

Background Request – Resident A

In August, the Parish Council was contacted by a resident of The Mews, he reported that the grass along side the entrance to The Mews coming from Chestnut Springs had not been mown by Wiltshire Council. The Resident had spoken with the operatives and they had informed him, that they had been told by their Supervisor not to mow that piece any longer as it is not on their map. The Operatives also told him that they had been cutting this section for many years (30+) and were surprised that it was no longer on their 'to do' list. The grass was cut every 8 weeks.

Wiltshire Council Response

Looking on our mapping it would appear that this section of land isn't adopted as part of the public highway or land in Wiltshire Council's ownership. Obviously in this climate currently, the various teams across the Council are striving to reduce costs. There have been lots of areas where former Council operatives just did it, now of course we are paying a contractor. So, if we are not supposed to do it then we shouldn't. It might be that this area is unregistered land. Check with the land registry. Might be something that the PC could register and plant a border here.

Information Received from – Resident B

Mentioned enclosures are included with this report as 8a – 8c and 8d photograph of area.

The drawings and maps are for the area around the in section of the Mews and Chestnut Springs. As shown on the drawings referring to the building application for the extension, 1The Mews, the foot path is shown next to the road at the side of the proposed extension to 1 The Mews. The area going into Chestnut Springs has the footpath shown again next to the road, with the grass area in contention the other side of the footpath.

I believe that when the council adopts a road, the adoption is from the centre of the road to the far side of the footpath, therefor if this is true the area adjacent to 63 would not have been adopted and belongs to the original builder who erected The Mews estate.

The drawing for the area before the proposed estate being built also follows that ruling, hence the areas in front of 63 to 59 would have been adopted and the grass areas would therefore require the council to cared for them.

Resident B sent a letter to North Wiltshire Council in 2001 asking to buy the area was sent in 2001, but no written reply was received, other then a recollection as to the reply that it was not for sale, but I could cut the grass if the resident paid the council for the privilege. Hence, he did not proceed any further.

Resident's Request

In the interim would it be possible for the PC to cut the grass whilst this is being resolved as it looks very unkempt and not in keeping with the neighbourhood.

Clerks Comments

The Council does not:

- own the land
- own any other estate verges within the Parish
- own the necessary equipment or have the manpower to do it

Recommendation:

Members to NOTE and CONSIDER the way forward

Members are requested to:

- NOTE this report
- CONSIDER the recommendations

Background

PQT – 7 April (b)

A resident asked if a footpath could be put at Lydiard Green, drivers are impatient, the resident had recently been nudged by a car and hit on elbow by a car mirror. CLERKS NOTE: Since this report no other incidents have been reported to the Parish Council

PQT –22 June 2022 (b)

A footpath was to be created at Lydiard Green and was originally agreed in 10 phases by CATG. Phases 1-4 were completed in 2017-2018.

Actions Taken

The Clerk contacted Wiltshire Council (WC) regarding the instigation of phases 5 – 10, which would connect Lydiard Green to the rest of the village. Councillor Hill-Wheeler supplied information from CATG archives and a LMPC report regarding phases 1-4, no information for phases 5-10 have been located. Council minutes of 3 Jan and 4 July 2013 there is mention of the project, no further background information could be located. No further information was given by CATG, now LHFIG.

Lydiard Green Verges

The Clerk has made enquiries with WC regarding the ownership of the verges, the following response was received and a plan showing the extents of the public highway – attached at 9a.

WC does not own the land

The land was once owned by one land owner, the land will have been divided at some time.

One land owner will have erected a fence/planted a hedge at a boundary.

One land owner will have given permission for others to pass over the land keeping close to the boundary.

Later the Government introduced the Enclosures Act, the land owner allowing persons to cross his land couldn't farm that section of land, so didn't wish to pay the land taxes due for that section of land. Therefore, public highway was brought about.

The Public highway is a right of passage over land owned by others. The local Highway Authority have a duty to protect those rights to allow passage without nuisance or hinderance.

It is presumed the land (sub-soil) will be owned by the adjacent land owners.

WC has responsibility to manage the area with public highway rights.

Recommendations

Members are requested to:

- NOTE the information received in relation to the ownership of the verges
- CONSIDER whether a footpath is still required
- If no, to CONSIDER closing the item
- If yes, to CONSIDER parking the project until Councillors have the capacity to take on another project



Members are requested to NOTE this report and CONSIDER the recommendation

Background

Since the new Play Area was completed with the special rubber matting. The Parish Council has received several complaints regarding bird excrement. The birds are roosting in the tree and causing quite a mess on the special surface, which does not wash away as it would have done before.

The tree is a self seeded Horse Chestnut, which is not part of the original hedge line and there are no other trees along the boundary like this. The Horse Chestnut will only grow bigger, it may damage the Play Area Surface as it grows, more leaves will be dropping and reduce natural light will reduce which may cause mossing on the surface.



Recommendations

Members to CONSIDER:

- Removal of the Tree
- Requesting quotes to be sourced for the next meeting

Members are requested to NOTE this report and CONSIDER the recommendation. The equipment information has been provided by the Parish Handyman

Background

The Parish Handyman is spending many hours using a broom to sweep the Area around the Jubilee Club House, the Car Park, Driveway and Play Area (new section) to keep it leaf free, this will only increase as Autumn approaches. To free up some of his valued time, it has been suggested the Council purchase a leaf blower.

Equipment

- a. PB2620 2-stroke petrol £270.00 (inc VAT)
The petrol version provides unrestricted use (assuming fuel is available) but is noisier
- b. Ego Leaf Blower Kit £419.00 (inc VAT)
(kit comprises of a Leaf Blower Head, 4 Ahr Battery and Battery Charger)
The Ego is only available as part of a kit as detailed above. Clearly this is more expensive but is compactible with existing EGO Strimmer/Brush Cutter/Hedge Cutter units.
 - This option would enhance existing range of equipment as the battery and charger can be used to supplement the existing equipment therefore increasing the capacity across the range.
 - This is also the quieter option and is described as 'very powerful' with a usage duration of 200 minutes. As such it would allow usage on tony around JCH but also throughout the Parish when particularly in the Autumn many of the paths are subject to heavy leaf coverage.

Handyman's Recommendation

I would suggest the EGO package affords the best value for money and performance.

Clerks Recommendation

Members to CONSIDER the purchase of the Ego Leaf Blower Kit, costs to be met from EMR Handyman's Equipment.

Recommendations

Members to CONSIDER:

- Removal of the Tree
- Requesting quotes to be sourced for the next meeting

Wiltshire Council Climate Strategy Update

May-June 2023

Victoria Burvill

Climate@wiltshire.gov.uk

Wiltshire Council Mission

“ We are on the path to carbon neutral (net zero)...

The council has acknowledged a climate emergency and committed to becoming carbon neutral as an organisation by 2030. Through its leadership, it must now seek to make the whole of Wiltshire carbon neutral too.

- Become a Carbon neutral organisation by 2030.
- Assist the county to have a smaller carbon footprint
- Support decarbonisation of existing transport and increased use of public transport options as well as walking and cycling.
- Prepare the county for the impact of climate change.
- Invest in assets to support our lowering carbon output ...”

Wiltshire Council Business Plan 2022-2032

From Climate Strategy to Delivery Plans

- Transport
- Homes and the Built Environment
- Natural Environment, Food and Farming
- Energy
- Green Economy
- Waste
- Carbon Neutral Council

[Climate change - Wiltshire Council](#) – view the Climate Strategy, Delivery Plans and other key documents.



Wiltshire Climate Strategy, Adopted Feb 2022

Progress on the Climate Strategy

- 6-monthly updates [Climate emergency - Wiltshire Council](#)
 - Latest report – May 2023.
 - Includes: achievements in each Climate Strategy theme; progress against corporate climate indicators; activities in Community Area Boards.
- Press releases
- Annual Greenhouse Gas Report – Council emissions



Latest news releases

- 30 May 2023 - Council receives £2.1m to spend on bus services in Wiltshire
- April 2023 – Wiltshire Council earns carbon literacy recognition
- March 2023 - Government funding secured to improve energy efficiency of homes
- March 2023 – Bid for Government funding for new walking and cycling routes
- March 2023 - Secondary schools support Wiltshire to tackle climate change
- March 2023 - Popular £2 bus fare promotion extended until 30 June
- March 2023 - Recycle the unrecyclable at your local swimming pool!
- February 2023 - Residents reminded to put the correct items in their recycling bins
- February 2023 - £1m invested in new gully emptying machinery to help prevent flooding
- February 2023 - Wiltshire schools getting ready for Eco Week
- January 2023 - Separate bins for domestic upholstered seating to be introduced at Wiltshire's Household Recycling Centres

Transport



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

- The councils new provider for EV charging units, Joju, have installed 10 replacement and 6 brand new charge points. Most of the fast-charging units will be replaced by mid-2023
- Following webinar in September 2022 on the council's approach to EV charging infrastructure, Town and Parish Councils applied for grant funding to install public EV charging infrastructure in their communities. Wiltshire Council has funded grants of up to £3,000 per site. Excellent response - maximum number of applications reached, covering 35 sites.
- Appendix 4 of May 2023 update report



[New electric vehicle chargers installed across Wiltshire | Salisbury Journal](#)

Sustrans & Wiltshire Council schools project

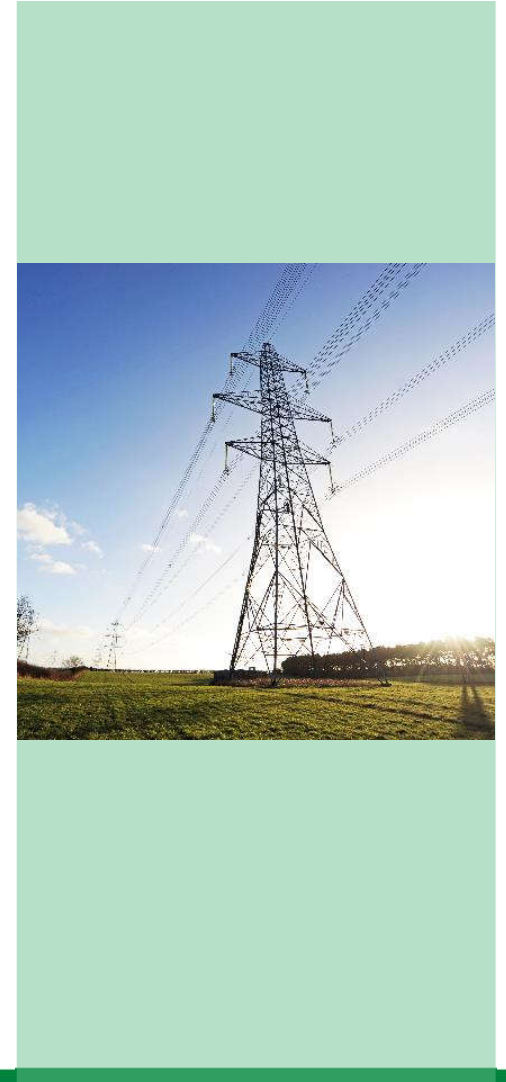
- Climate Change & Active Travel conference. March 2023.
- Exploring transport and climate change
- Help schools to develop Active Travel Plan
- **Toolkit for ALL Wiltshire schools – from July**
- Film created by Sustrans and students
- Modeshift STARS - **Encourage schools to sign up**



Wiltshire Council

Climate Action Planning for local councils

- Workshop 27th March 2023
 - For town / parish clerks and councillors
 - Centre for Sustainable Energy - Climate Action Planning Toolkit
- Follow up event, 17 May 2023
- Ongoing network – to share learning and progress
 - Ways to share experience between local councils on an ongoing basis (see Appendix 2 of May 2023 update report & next slide)
 - Strong message that communication is key



Wiltshire's Area Board Funding Environmental Impact



74

projects increased
awareness of
environmental
issues



12

local projects helped
households to
reduce the energy
they use at home



41

projects helped
communities to reduce,
reuse or recycle



24

projects that reduced
the carbon footprint of a
building or service



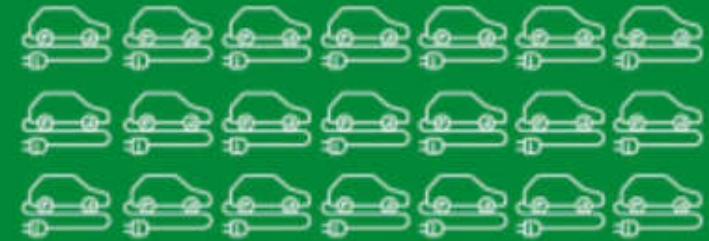
38

projects focused on
local biodiversity



22

different projects helped
to improve local air quality



21

projects helped to improve sustainable or
public transport

Solar Together

- 2022 scheme – successful installations, happy customers & minimal issues / complaints
- Approx 700 installations – solar PV and battery
- Residents, community organisations & business can sign up to buy solar panels
- Volume of customers = ‘bulk buy’ discount
- Smooth process - Takes customers through
- **New scheme starting June 2023**



With the major hike in the cost of energy, it seemed the appropriate time to invest in solar. The work was carried out in a smooth structured process, and my energy costs this winter have been less.

William, Fovant

15 panels and battery storage installed

Wiltshire Council

Metric/Indicator - Climate		19/20	20/21	21/22	Current	RAG
* = Corporate KPIs	TARGET	TOTAL	TOTAL	TOTAL	2022/23 TOTAL	rating
Total Wiltshire emissions CO ₂ (territorial, Kt)* UK local authority and regional greenhouse gas emissions national statistics, 2005 to 2020 - GOV.UK (www.gov.uk)	2100Kt CO ₂ e for 2023	2209				G
Total number of EV charge point locations in Wiltshire * Electric vehicle charging device statistics: April 2023 - GOV.UK (www.gov.uk)	48 per 100,000 population (in line with SW average for April 2023)	120 24 per 100,00	140 33 per 100,000	184 36 per 100,000	210 41 per 100,000	A
Council houses retrofitted for energy efficiency/renewable energy (council data)	5,000 retrofitted by 2030 (target under review)		57/1.1% (Feb 22 update)	90/1.8% (Oct 22 Update)	90/1.8% (May 2023 update)	A
EPCs certificates rated A to C / all EPCs registered that year (rolling 3 year average for all dwellings, %) * Live tables on Energy Performance of Buildings Certificates - GOV.UK (www.gov.uk)	Above SW benchmark (50%, as at May 23)	43	49	50	53% as at April 2023	G
Renewable energy capacity in Wiltshire (MW) * Regional Renewable Statistics - GOV.UK (www.gov.uk)	Total renewable generation in 2020 contributed 31% of our electricity consumption, and 6% of our total energy consumption.	577	583			A
Renewable energy generation in Wiltshire (MWh) * Regional Renewable Statistics - GOV.UK (www.gov.uk)	Total renewable generation in 2020 contributed 31% of our electricity consumption, and 6% of out total energy consumption.	620,216 (2020)	573,248 (2021)			N/A
Solar Together – no. solar panel, battery and EV charger installations in Wiltshire * (council data)	750 installations in first scheme				706 (May23)	A
Wiltshire Council's carbon footprint, (August GHG return tCO ₂ e) * (council data)	3750t (overall target carbon neutral by 2030)	12,321	4401	5275		A
Renewable energy generated on the council estate (kWh) * (council data)	No separate target set as we need to generate as much renewable energy as possible on our own estate to enable us to meet our 2030 target.	324,068	450,135	550,000	1,746,060	N/A
Number of staff completing carbon literacy	Bronze carbon literacy award by July 2022; Silver carbon literacy award by end 2024 (15% staff certified carbon			28 to	75 Managers 0 cllrs	

Supporting Wiltshire to become carbon neutral

 **210**

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

 **90**

council homes retrofitted to be more energy efficient

15


tonnes of batteries collected so far through new kerbside collection scheme



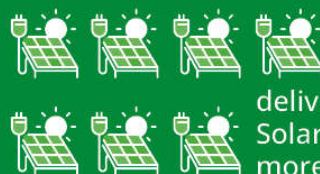
58+ tonnes of reusable items were collected at household recycling sites, between August 2022 and January 2023, saving 23 tonnes of CO2e compared with sending this waste to landfill



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



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



700

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



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



Leisure items recycling scheme launched at four centres



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

1,200 

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

£878k 

allocated for further Active Travel schemes in the county



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



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

#WiltsCanDoThis

Wiltshire Council

Our progress to becoming a carbon neutral organisation



Air source heat pumps installed at **three sites** reducing gas usage by c. 6,200 MWh per annum



Our work to mitigate climate change praised as 'impressive' and 'exceptional' by independent Corporate Peer Challenge



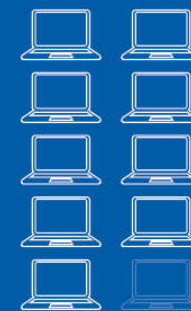
Our case studies featured at the UN Climate Change conference COP27 in Egypt

5x ↑

Renewable energy on council property increased more than five times between 2019/20 to 2022/23

75% ↓

Our 2021/22 greenhouse gas emissions are 5,275 tCO₂e which is a **reduction of 75%** on our 2014/15 footprint – 2022/23 data available later this year



90%

of staff training carried out online rather than face to face

Carbon Literate Organisation Bronze



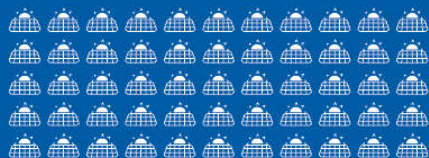
58 members of staff complete carbon literacy training to help them become more energy efficient in their work and home lives and we've been awarded Carbon Literate Organisation Bronze award



Upgrading our gritters and replacing them with a new modern fleet with Euro 6 compliant diesel engines – much better for emissions



Telematics have now been installed in all **200 of our own vehicles** – providing vital data on fuel consumption and CO₂ emissions related to driver behaviour



54 installations of solar photovoltaics at council sites helped generate 1,746 MWh of electricity



Adopted a **socially responsible procurement policy** which played a part in awarding recent £80m highways contract



Number of printers **reduced by 50%** and ageing printers replaced with ones that use 60% less energy

#WiltsCanDoThis

Wiltshire Council

Please have a look and spread the word

Looking back: 6 monthly update report on the Climate Emergency

- Latest cabinet reports & press releases [Climate emergency - Wiltshire Council](#)
- 6 monthly report to cabinet [Agenda for Council on 16 May](#)

Looking ahead: Climate Strategy Delivery Plans

- Retrofitting homes
- Offsetting Strategy – deciding on the council's approach
- Updating Adaption Plan – looking at the risks of climate impacts for Wiltshire & preparing
- Convening working groups with partners, e.g. MOD, NHS, Fire, Police, Housing Providers.
- Working with SSEN on grid capacity

View [Climate Delivery Plans](#) 2022-2024

- what can town and parishes, or community groups help to deliver?

Upcoming events / activity

- [Local Plan](#) policy themes – upcoming consultation September 2023. Cabinet report in July. Net Zero, sustainable construction, biodiversity – all being well considered.
- [HUGS](#) project – council has funding to support up to 210 low income, off-gas homes with energy efficiency and renewable energy retrofits. The scheme will launch in Autumn so look out for updates then.
- [Warm and Safe Wiltshire](#) – ongoing service. Please let residents know.
- [Solar Together Wiltshire](#) – new scheme starting June 2023
- [Community tree planting](#)

Reducing carbon emissions

+ being ready for a net zero carbon future

+ being resilient to climate impacts

- Please spread the word about what Wiltshire Council is doing
- Look at council climate webpages for updates and 'What your organisation can do'
- Share what you are doing in your areas
- How can Wiltshire Council help to unlock action?

Contact:

- **Your Area Board Environment Lead (ABEL)** [Find your local SEPM or councillor](#)
- **Engagement and Partnerships Team** engagementandpartnerships@wiltshire.gov.uk

Waste Sorting at Wiltshire's Household Recycling Centres

Briefing Note No. 23-23

Service : Waste Management
Further Enquiries to: Martin Litherland – Head of Waste Management
Vicki Harris – Waste Manager, Technical
Date Prepared: 09/08/2023
Direct Line: Martin Litherland – 01225 718524
Vicki Harris – 01225 718523

Provision of new facilities for residents to separate unsorted waste and recycling when visiting Wiltshire's household recycling centres (HRCs).

1. Background

- 1.1 A clear direction is being set out by government under various legislative drivers to manage waste further up the established waste hierarchy. This requires capturing more waste to be utilised as a resource and significantly reducing the amount of waste sent to landfill. Many of these aspirations are also found in the council's Business Plan. This information note sets out the detail of an approved scheme aimed at achieving these objectives, specifically in the context of our household recycling centre (HRC) network.
- 1.2 Analysis of waste composition in January 2022 has shown that over a third of items put in the rubbish skips at the Wiltshire household recycling centres were recyclable. Many of these items had been disposed of in unsorted black bags. These unsorted bags contained materials that could have been separated for recycling on site, or at home through the kerbside recycling collection service.
- 1.3 All waste placed in the general waste skips at the HRCs is currently disposed of to landfill as it is mixed with bulky items and therefore unsuitable for energy recovery. As well as suppressing our recycling rate, disposing of waste to landfill costs the council £125.77 per tonne and is a cost that could be easily avoided.
- 1.4 The council is continuing to drive recycling efforts by supporting and encouraging people through the 'Let's Sort It' campaign and will now be asking residents to sort their materials before visiting their local HRC. Recently the council has:
 - Extended its messaging to update all residents on what materials should go into each kerbside bin. This has been delivered using a range of communication methods.
 - Rolled out small battery collection as part of its kerbside service.
 - Commenced a new kerbside recycling service which means small rechargeable electrical items can now be collected.

- 1.5 Officers have worked closely with Cabinet members to agree a proportionate approach encourage residents to sort their waste and help remove any recycling from bagged waste at HRCs. A phased implementation of new waste sorting facilities at the sites has been agreed, which will allow the council and its contractors to respond to any issues identified and make necessary amendments to the process to ensure that residents are best supported to increase recycling.
- 1.6 The introduction of additional sorting at the HRCs will be supported by a comprehensive communications campaign, using the established 'Lets Sort It' branding, aimed at encouraging residents to sort their recycling prior to visiting the HRCs, to help keep recyclables separate from non-recyclable waste and reduce the time required on site.
- 1.7 Many local authorities in England and Wales have established policies in place to require residents to sort mixed black bags, either before they arrive or when visiting their recycling centres. These councils have reported their experience to that rates of recycling on their sites have increased, and the majority of site users now sort their waste before travelling to their local HRC, with the measures leading to positive and lasting behaviour change.

2. Encouraging users of the HRCs to sort their waste.

- 2.1 In the first instance, we will encourage residents to sort their waste and separate recyclable items at home rather than bringing mixed black bags of waste to the recycling centres. This will ensure that site users have the best experience when visiting the site and will make their visit more efficient, whilst contributing to actions to help reduce their own carbon impact.
- 2.2 This will be done through extending the recently established "Recycling – Let's Sort It!" communications campaign with the aim of ensuring that residents know exactly what can be collected for recycling at the sites, as well as providing 'hints and tips' on how best to separate their waste prior to their HRC visit. Public-facing communications will commence from mid-August.
- 2.3 Following a phased implementation of new onsite sorting equipment from 4th September 2023, and supporting onsite signage, residents bringing bags or containers of mixed waste for the general waste skip will be asked if their bags contain recyclable waste. If they do contain recyclable waste, residents will be invited to visit a sorting area whereby residents can remove the recycling from their bags. Site operatives will be on hand to help residents identify recyclable items so that they can be removed.
- 2.4 Items can be placed in the small recycling bins labelled by material type at the sorting area. Once residents have sorted their bags and removed any recycling that they choose, the remainder can be disposed of in the general waste skip.
- 2.5 In the first few weeks of waste sorting on site, it is acknowledged that the duration of site visits may take a little longer for some residents, as our site users and staff have more engagement regarding the contents of their bags. It is planned that additional site staff will be on hand to help residents and maintain a flow of visitors through the sites and reduce queuing. Information graphics around the bag sorting tables will also assist residents in their sorting.
- 2.6 Staff will be trained jointly by council waste officers and contractors' managers to ensure that a consistent, supportive, and educational approach is taken when engaging with site users. Appendix 1 documents some of the training information that staff will be provided, including how staff will be asked to communicate with a wide range of residents.

2.7 It is appreciated that some residents may have sensitive items within their bags and would not want to sort these items when visiting the sites. Site operatives are available on site and can help with enquiries with discretion and will be sensitive to such issues.

2.8 Where site staff determine that users may benefit from other council waste services to support their needs, such as the provision of additional recycling bins, site staff will be trained to provide users with relevant information and sign post them to the council to access these services.

2.9 Please see Fig 1 for an example of the waste sorting area set up in Bristol.



Fig 1. Sorting area at Bristol Waste recycling centre

3. Phased implementation

3.1. A phased implementation of onsite sorting facilities will begin from 4th September 2023, with all sites having sorting facilities on site by 16th October. A full implementation schedule is shown in Appendix 3.

	Implementation date	Sites affected
Phase 1	Monday 4 th September	Devizes, Warminster
Phase 2	Monday 25 th September	Lower Compton, Purton, Marlborough, Melksham
Phase 3	Monday 16 th October	Amesbury, Stanton St Quintin, Salisbury, Trowbridge

4. Approach taken by other councils.

3.1 A number of other local authorities are asking resident to separate their waste before visiting a recycling site, and while they are on site. Find below some other authorities which have this in place, and links to their webpages which contain details on how they communicate the requirement to sort.

- Hampshire - [Drive to boost recycling and reuse rates at Household Waste Recycling Centres | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/Drive-to-boost-recycling-and-reuse-rates-at-Household-Waste-Recycling-Centres)
- East Riding - [Recycling sites \(eastriding.gov.uk\)](https://eastriding.gov.uk/Recycling-sites)
- Cornwall - [Sorted! Help us recycle more by sorting your stuff before you visit the recycling centre - Cornwall Council](https://cornwallcouncil.gov.uk/sorted-help-us-recycle-more-by-sorting-your-stuff-before-you-visit-the-recycling-centre)
- Bristol - [Recycling centres - Bristol Waste Company](https://bristolwaste.co.uk/recycling-centres)
- Oxfordshire - [Visiting recycling centres | Oxfordshire County Council](https://oxfordshire.gov.uk/visiting-recycling-centres)

- Pembrokeshire - [Waste and Recycling Centres \(WRCs\) - Pembrokeshire County Council](#)
- Newport - [Mixed Waste Sorting Guidance HWRC \(newport.gov.uk\)](#)
- Torfaen - [Bag sorting to restart at the Household Waste Recycling Centre \(HWRC\) | Torfaen County Borough Council](#)
- Somerset - [Recycling sites terms and conditions \(somerset.gov.uk\)](#)
- Reading - [Bin bag splitting initiative at recycling centres aims to boost recycling rates - FCC Environment](#)
- Nottinghamshire - [Using our recycling centres | Nottinghamshire County Council](#)
- Hull - [Household waste recycling centres | Hull City Council](#)

5. Communications

5.1. Timescales

- 5.1.1. Implementing these changes on a phased basis will support a smooth transition, ensure we have an appropriate stakeholder engagement programme in place and allow the council and its contractors to enact any learning points during the implementation phase.
- 5.1.2. A comprehensive communications campaign will begin in early August to inform site users of the approaching changes and to start supporting residents to sort their waste before they visit the site.
- 5.1.3. Messaging to encourage residents to sort their waste before they bring it to an HRC was also included within the service leaflet distributed to all residents in May/June in support of the introduction of small rechargeable electrical item collections.

5.2. Communications plan

- 5.2.1. A far-reaching communications plan is being developed in support of this change utilising all channels available, including;
 - social media and residents newsletters
 - community area board updates
 - community networks
 - promotional banners at HRCs
 - briefings for HRC staff, council customer services teams and the waste team.
- 5.2.2. Waste Services currently holds approximately 135,000 email addresses for Wiltshire residents who have agreed to receive information or service updates. These will be used to inform residents of the service change.
- 5.2.3. The waste sorting areas on the sites will provide an opportunity for informational graphics and messages to be displayed prominently within the sorting area. This will help promote the 'Recycling: Sort it' message and assist residents by providing useful tips.

5.3. Key communications messages

- 5.3.1. Key messages within the communication will be:
 - Over a third of items put in the rubbish skips at the Wiltshire recycling sites are recyclable. Many of those have been disposed of in black bags.

- By asking people to separate their recycling either at home before visiting the HRCs, or while they are at the HRC, we are encouraging more recycling and reducing the waste going to landfill. This also helps residents reduce their own carbon emissions, and helps tackle climate change.
- Practical messages on what can and cannot be recycled at the HRCs to increase recycling and reduce time on site, as well as reinforce messages about items that can be collected at the kerbside.

6. Benefits from increased waste sorting

- 6.1. **Behaviour Change** - Experience from other councils that have implemented this policy has been that residents have adapted their behaviour quickly, with many residents now sorting their waste at home before they visit the site, and therefore come to site prepared with recycling already separated. Whilst there may be some residents who are unhappy about sorting their waste at first, the council and its contractors will work with residents both prior to the changes being introduced and following the implementation to ensure that this separation can become as efficient as possible and that they are aware of the expectation to sort prior to their visit.
- 6.2. **Increased recycling** - Wiltshire Council has undertaken a waste composition analysis on residual waste collected at HRCs which shows that 35.2% of the residual waste sampled could be separated for recycling, either at the sites or at home via the existing kerbside recycling services provided. A further 8.5% could have been diverted from landfill if placed in a more appropriate skip at the HRC. Therefore, the analysis showed that around 43.7% of the general waste at the HRCs could have been diverted from landfill through recycling or other specialised treatment options readily available for use by the public at the household recycling centres.
- 6.3. Evidence from other councils already operating this scheme suggest that waste sorting has resulted in significant reductions of residual waste being collected at the sites, with a corresponding increase in recycling collected. Based on modelled data, introducing bag sorting at Wiltshire's recycling centres could reduce the amount of non-recyclable waste managed by around 40%, removing 6,175 tonnes of waste from landfill and being sent to recycling instead.
- 6.4. **Carbon benefits** - Sending waste to landfill has a significant detrimental impact on the carbon produced by the council, due to methane being released from landfill operations being 25 times for polluting that carbon. Diverting 6,175 tonnes of waste from landfill would save over 2,500 tonnes of carbon emissions.
- 6.5. **Budget savings** - If the reduction of landfill waste and increase in recycling performance is achieved as modelled and is applied to the average HRC residual waste tonnes over the last 3 years, the saving in landfill gate fees and landfill tax as well as the increased income received from the additional recycling could achieve a £0.5m per annum saving. This initiative therefore makes a significant contribution to the medium-term financial plan savings commitments approved by full council in February 2023.

7. Briefings for local members

- 7.1. The waste team will be hosting several online briefings for local members in advance of sorting facilities being implemented at sites. This will provide local members with an opportunity to ask the waste team questions regarding HRC sorting in order to better respond to residents.
- 7.2. Online invitations through Microsoft 'Teams' will be sent in advance of the sessions, however, please see below dates.

23 rd August 2023 – 4pm	Devizes and Warminster Members
18 th September – 3pm	Marlborough, Melksham, Calne and Purton Members
3 rd October – 12 noon	Amesbury, Salisbury, Chippenham/Malmesbury and Trowbridge Members

8. Contact Details

Martin Litherland, Head of Waste Management. Martin.litherland@wiltshire.gov.uk 01225 718524

Vicki Harris, Waste Manager – Technical. Vicki.harris@wiltshire.gov.uk 01225 718524

9. Appendices

Appendix 1. Staff engagement processes

Brief:

- The council is introducing waste sorting at all Wiltshire site's during September and October 2023 to reduce the number of recyclable items that are put in general waste skips and sent to landfill.
- From analysis, we know that over one third of the items placed in general waste skips could have been recycled on site.
- An educational and support approach will be taken to encourage resident to sort their waste and separate recycling, either before they arrive on site or while visiting the site. Sorting tables will be provided for anyone wishing to sort their waste while on site.
- It is not mandatory for residents to sort their recycling. Even if residents refuse to sort their waste, the approach taken is likely to mean that they will better sort their waste before their next visit.

Role of site staff:

- Site staff should offer residents encouragement to separate recycling and to provide residents with information on why we are inviting residents to separate recycling on site.
- Site staff are there to offer guidance to the resident on recycling and council policies.
- Site staff are available to advise and guide residents on the correct disposal of different materials if they are not sure.
- Site staff should remain polite and respectful of residents disposing of sensitive waste and should be accommodating to residents who may not wish to separate their recycling on site due to sensitive waste streams.
- All near misses, incidents and accidents are to be reported at the time they occur. This includes any incidents of verbal or physical abuse. Abuse of site staff is not acceptable.

On site process:

1. Members of the public are greeted at the general waste area by site staff and asked if their waste contains any recyclable items, highlighting that our data suggests that one third of waste going into waste skips is recyclable and we are helping residents to recyclable as much as possible (referred to as 'bags' but could be any container).
2. If resident suggests that there might be recycling in the bag, site staff will invite them to the waste sorting area where they can help visually assess whether there are any recyclables present. Site staff WILL NOT rummage through the bag; a visual check is all that is required.
3. If no recyclables are visible, staff will invite the member of the public to put their bags in general waste skip.

4. If any recyclable item can be seen, the site staff will invite the members of the public to remove any recycling, and place these in the special containers provided.
5. Single use gloves and antibacterial wipes / gels are available for use.
6. Short-handled litter picking tools will also be available to assist residents in removing small recyclable items.
7. Once the recyclable material has been removed, the bag should then be disposed of in the general waste skip.
8. All the recyclables which have been removed should be taken to the appropriate skips or use the separate baskets available at the sorting tables.

If a resident refuses to show content of bag, or sort any recyclables:

1. Site staff should reiterate to the resident how the council is committed to increasing recycling and that separating recycling at recycling centres is important to help us do this.
2. Residents will be reminded that separating materials to allow more recycling diverts waste from landfill and helps tackle climate change.
3. Ensure that residents are aware that staff are on hand to help them recycle their waste, not police recycling.
4. If residents continue to refuse, site staff should advise that they can put their bags into the waste container but will encourage the resident to sort their waste at home before arriving at the site for future visits – advising them that information and maps on what can be recycled on site is available online (small amounts of printed information will also be available).
5. Note, if residents do not wish to engage with staff and want to dispose of their waste then please let them tip without challenge. Remember, we are taking an educational and support approach to bag sorting and residents are likely to reflect on their experience and better sort their waste next time.

Appendix 2. Staff guidance notes

The below advice will be provided to staff to support them help residents in a number of different situations.

If a resident:	Staff should advise:
Presents waste with large amount of sanitary products, nappies or waste created from medical procedures.	If a resident tells site staff that they do not want to open their bag as it contains sanitary or medical waste, or nappies, they should be allowed to deposit their waste and given advice on how to obtain a larger or second bin for home. Resident may be eligible for a larger (or second) residual waste bin at home. This waste can then be disposed of at the kerbside and the resident will not need to visit the HRCs as often.
Visit the site regularly with excess household black bag waste (more than once a fortnight).	Resident may be eligible for a larger (or second) residual waste bin at home, subject to their family situations. Please advise them to contact the council for further advice. If they are not eligible for any additional waste capacity, a Waste Technical Officer may be able to advise them on some practical ways to reduce the waste they generate.
Visits the site with large amount of recycling which could have been recycled at	Resident can have up to 2 blue lidded recycling bins, and 2 black boxes. This waste can then be disposed of kerbside and the resident will not need to visit the HRCs

the kerbside.	as often. These can be ordered online or by calling the council.
Presents bagged waste with clinical or sharps waste included.	Resident must not dispose of any clinical waste at the HRCs. They should contact the council and a free collection service will be arranged, including for one off adhoc collections of clinical waste such as where a poorly individual is staying temporarily with relatives. A sharps box will be available on site for residents to use if the present needles or other sharp items.
Is unwilling to sort waste as the waste is smelly/disgusting/unhygienic	Staff should offer residents access to gloves, hand sanitiser and litter pickers. Staff to invite residents to think about separating their waste at home before arriving on site. Provide information on what can/cannot be recycling and site maps for future use.
Has broken glass in their bags, or any other item which may harm them or staff.	Advise residents not to sort their waste but put it straight into the general waste skips. Advise to separate before arriving on site in the future.
Has very high amounts of recycling in each bag/ container.	Invite residents to separate the recycling and support them in advising of the recyclability of each item, providing addition help in putting waste in the different containers (if appropriate).
Presents waste which they do not want to sort as they do not know the origins of the waste.	Staff should first ascertain where the waste has come from. If the waste is from a family member/friend who could not get to the site themselves then they should be allowed to deposit the waste in this instance. If they have been paid to remove this waste or if it has come directly from a business, then it is classed as commercial waste and is not allowed to be deposited on site. Staff should advise this waste must be taken to an authorised waste disposal site.
Get aggressive, verbally, or physically abuses staff	Site staff should let the resident tip their waste without challenge. Follow the established procedures for reporting abuse and complete near-miss paperwork. Collecting any information regarding the resident and incident for reporting.

Appendix 3. Phased implementation programme

Note: Staff training will be completed face to face, on site, before/after the staff working day.

	Staff Training Schedule	Implementation date	Sites affected	Notes
Phase 1	Week Commencing Monday 21 st August	Monday 4 th September	Devizes Warminster	Councillor's Mayes and Park to support implementation. Communications to focus on these sites being the first in

				implementation programme. Staff on both these sites are engaged and good communicators.
Phase 2	Week Commencing 18 th September	Monday 25 th September	Lower Compton, Purton, Marlborough Melksham	Staff training to follow 2 weeks of lessons learnt from Devizes and Warminster.
Phase 3	Week Commencing 18 th September	Monday 16 th October	Amesbury, Stanton, Salisbury Trowbridge	Busiest sites therefore more time to enact lessons learnt. Note: opening hours change to reduced winter hours from 1 November

Appendix 4. Training programme

Site	Closed days	Date for training	Go live	Council Rep	Contractor Rep
Devizes	Thurs Fri	Wednesday 23 August	4 September 2023	Vicki Harris Amy Williams	Mark Rowe (Contract Manager)
Warminster	Weds Thurs	Monday 21 August	4 September 2023	Vicki Harris Amy Williams	Mark Rowe (Contract Manager)
Purton	Tues Weds	Monday 18 September	25 September 2023	Amy Williams	Henry Newbery (Contract Manager)
Lower Compton	Weds Thurs	Tuesday 19 September	25 September 2023	Amy Williams	Henry Newbery (Contract Manager)
Marlborough	Tues Weds	Thursday 14 September	25 September 2023	Vicki Harris	Mark Rowe (Contract Manager)
Melksham	Tues Weds	Friday 15 September	25 September 2023	Vicki Harris	Mark Rowe (Contract Manager)
Trowbridge	Fri	Monday 9 October	16 October 2023	Vicki Harris Amy Williams	Mark Rowe (Contract Manager)
Stanton St Quintin	Thurs	Wednesday 11 October	16 October 2023	Amy Williams	Mark Rowe (Contract Manager)
Amesbury	Tues Weds	Thursday 5 October	16 October 2023	Vicki Harris	Mark Rowe (Contract Manager)
Salisbury	Thurs	Tuesday 10 October	16 October 2023	Vicki Harris	Mark Rowe (Contract Manager)

				Manager)
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SOUTH WEST PCCS RURAL CRIME SURVEY

Downloads

WeTransfer Link: <https://we.tl/t-t20hxs5wQn>

Printable Poster:



Graphics:



Video:



Suggested caption

“Wiltshire Police and Crime Commissioner Philip Wilkinson and his PCC counterparts in Dorset, Devon and Cornwall, Avon and Somerset and Gloucestershire have come together to launch a survey to explore how crime is affecting rural communities.

They are hoping the survey will help them to understand how their county's rural communities are affected by crime in the South West.

The survey asks rural residents if they have been the victim of any crimes in the last 12 months as well as asking what rural crimes concern them the most.”

Read more here bit.ly/RuralCrimeSurveyInfo
Or complete the survey now bit.ly/RuralCrimeSurvey2023WS

#MakingWiltshireSafer

Tags

Please tag us on your social media posts

Platform	OPCC Tag	PCC Tag
Facebook	@WiltshireandSwindonPCC	@philwilkinsonpcc
Twitter	@OPCCWiltSwindon	@pwilkinson_pcc
LinkedIn	@office-of-the-police-and-crime-commissioner-for-wiltshire-and-swindon	
Instagram	@wiltshireandswindonpcc	

Social media links for sharing of posts

Facebook www.facebook.com/584290077065324/posts/642155854612079
www.facebook.com/584290077065324/posts/645549020939429

Twitter <https://twitter.com/OPCCWiltSwindon/status/1669282864968392705>
<https://twitter.com/OPCCWiltSwindon/status/1667819025265467392>

LinkedIn www.linkedin.com/feed/update/urn:li:ugcPost:7075102942206271491

Web page link [PCCs across the South West launch new rural crime survey](https://www.pccs.acrosssouthwest.co.uk/news/pccs-across-the-south-west-launch-new-rural-crime-survey)
Survey link bit.ly/RuralCrimeSurvey2023WS