

Members are requested to NOTE this report and CONSIDER the request.

Section 85 of the Local Government Act 1972

A Councillor who is absent from all meetings of the Council and any committees of which they are a member for a period of six months automatically ceases to be a member of the Council unless they have been given leave of absence by the Council before the expiry of that six-month period

Request

Councillor Chalker last attended a Council meeting on 5th December 2024. She requests a leave of absence until May 2023 after welcoming a baby in December 2024.

Clerks Recommendation

Members RESOLVE to APPROVE Councillor Chalker's request for a leave of absence from Council meetings until the Council meeting to be held in early May 2025.

Hayley Graham
January 2025

LYDIARD MILLICENT PARISH COUNCIL MEETING
5 December 2024
held at the Jubilee Club House, Lydiard Millicent
at 19:00 hrs

Councillors Present:

S Westwood, Chairman S Chalker R Selwood K Smith J Sprules
M Allsop, Vice Chairman M Suleman

Others in Attendance: 8 members of the public and Wiltshire Councillor Steve Bucknell

Meeting Clerk: Hayley Graham

Public Question Time:

- A number of residents raised concerns that revised plans for the proposed development at Stone Lane had been uploaded to the planning portal and that this had not been openly communicated. These revised plans resulted in Highways revoking their original objection. Councillor Bucknell advised that the application has been called in, and suggested that the revisions still contravene a Core Policy on accessibility. He assured residents that the application will be taken to the Planning Committee should the officer be minded to approve it, and recommended that any further resident comments should be added to the planning portal.

4 members of the public left the meeting.

MINUTES

24.177 Apologies for Absence

Apologies were received from Councillors Coffey, Hill-Wheeler and Rothwell.

24.178 Declarations of Interest and Dispensation Requests

The following Declaration of Interest was made:

Name	Min. Ref.	Type	Nature of Interest	Action
Cllr Sprules	24.185	Pecuniary	PL/2024/09802 - Planning application for neighbouring property	Did not take part in discussions and did not vote

24.179 Chairman's Announcements

- Pleased to announce that a hearing induction loop has now been installed at the Jubilee Club House.
- A clothing bank in support of the Wiltshire Air Ambulance is now in the Jubilee Club House car park for unwanted clothing donations.
- Wiltshire Council have confirmed the Council can now co-opt to fill the remaining Councillor vacancy.

24.180 Minutes

Members CONSIDERED the minutes of the Parish meeting held on 7 November 2024. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

24.181 Wiltshire Councillor Update

Councillor Bucknell confirmed no appeal has been received for the land east of Restrop Road application.

In relation to the Hook Road closure, all directions of travel from the Coped Hall roundabout will be open as of 6 December, except the A3102 travelling to and from Royal Wootton Bassett. It is expected that this remaining closure will open again a week thereafter. The verges along Flaxlands Lane are in poor condition due to the volume of traffic using the lane as a result of the closures therefore a Highways engineer will be carrying out an inspection imminently and it is likely emergency repairs will be required.

24.182 **Financial Accounts**

Members NOTED and APPROVED the Income & Expenditure Reports and Payments List.
Members NOTED the completion of the 2nd Quarter Bank Reconciliations verification by Councillors Hill-Wheeler and Selwood
Members NOTED the report and:

- APPROVED the cost of the annual Portable Appliance Testing of a maximum of £75.00 (seventy-five pounds) ex. VAT. Costs to be met from the JCH Inspections budget.
- APPROVED the cost of the annual Gas Safety Service of a maximum of £250. Costs to be met from the JCH Inspections budget. Any overspend against this budget line will be met from EMR JCH Repairs.
- AGREED to defer a decision on the JCH play area infant swings to the January parish meeting for further investigation to be carried out.

24.183 **Draft 2025-2026 Precept**

Members NOTED the report and CONSIDERED the draft precept. An inaccuracy in the budget line 4055 Professional Fees was identified to be corrected, and it was AGREED to add a budgetary provision for the following:

- Neighbourhood Plan update
- VE Day commemoration events
- Community Field

The Clerk will continue to correspond with the Council’s rural land agency to finalise expected income for Lydiard Plain.

24.184 **Microshade Hosting Fees**

Members NOTED the report.

24.185 **Planning Applications**

Members RECEIVED a report from Planning Group B, and after discussions:

Application: PL/2024/09767 – Notification of proposed works to trees in a conservation area	Applicant: Turner Closing Date: 6 December
Address: 16 Lydiard Green, Lydiard Millicent, SN5 3LP	
Proposal: T1 Lilac - Reduce height by 50% and minor prune on sides to reduce encroachment and improve light levels into the garden. T2 Hawthorn - Pollard back to previous points (approximately 1.5m) to improve light levels in the garden. T3 Plum - Re-pollard garden side stem, pollard field side stem to match (approximately 1.5m) to improve light levels in the garden.	
Members RESOLVED to make NO COMMENT	

Standing Orders were SUSPENDED and REINSTATED before Members discussed further.

Application: PL/2024/09802 – Full Planning Permission	Applicant: Mr J Buckland
Address: 8A Greenhill, RWB, SN4 8EH	Closing Date: 6 December
Proposal: Retention of hardstanding and change of use to equestrian and for the parking of one horse trailer and vehicle.	
Members RESOLVED to make NO COMMENT	
Application: PL/2024/10204 – Householder Planning Permission	Applicant: Mr J Mattingley
Address: Maple View, The Street, Lydiard Millicent, SN5 3LU	Closing Date: 13 December
Proposal: Proposed Single Storey Rear Extension and Balcony above.	
Members RESOLVED to make NO COMMENT	
Application: PL/2024/07753 – Householder Planning Permission (Amended)	Applicant: Mr Russell
Address: 9 Lydiard Green, Lydiard Millicent, SN5 3LP	Closing Date: 10 December
Proposal: 2 Storey Extension and Garage	
Members RESOLVED to make a comment of NO OBJECTION and request that the tree protection recommendations detailed within the arboricultural method statement are adhered to by the appointed building contractor.	
Application: PL/2024/10704 – Notification of proposed works to trees in a conservation area	Applicant: Mr Russell
Address: 9 Lydiard Green, Lydiard Millicent, SN5 3LP	Closing Date: 18 December
Proposal: T17 Weeping Willow – crown thin heavy reduction, reducing the tree by up to 1/3.	

Members RESOLVED to make a comment of NO OBJECTION and request that the tree protection recommendations detailed within the arboricultural method statement are adhered to by the appointed building contractor.

Members NOTED the following Wiltshire Council decisions:

Application: PL/2024/07830 – Lawful Development Certificate for a Proposed Use Applicant: Mr Gilbert
Address: Balinrait Farm House, Stone Lane, Lydiard Millicent, SN5 3LD
Proposal: Application pursuant to Section 192 for a Certificate of Lawfulness for proposed development involving the erection of replacement incidental residential outbuildings.
WC Approved

2 member of the public left the meeting Wiltshire Councillor Steve Bucknell left the meeting.

Clerk's Report

24.186 Members NOTED the report.

24.80 Jubilee Club House Hearing Induction Loop and Sound Quality Resolution
Members APPROVED the installation of a hearing induction loop, one switched spur and of acoustic ceiling and wall panels. UPDATE: Site inspection to produce design has taken place. Installation scheduled for 25 and 26 November. FURTHER UPDATE: Installation has been rescheduled for 2 and 3 December. MEETING UPDATE: Works are complete, Members AGREED to CLOSE this item.

24.142 Wiltshire Air Ambulance Clothing Bank Request
Members NOTED the correspondence and RESOLVED to site a clothing bank at the Jubilee Club House. Clerk to make the necessary arrangements. UPDATE: Site visit for bank location and agreement signing has taken place. Delivery expected Dec / Jan. MEETING UPDATE: Clothing bank has been delivered. Members AGREED to CLOSE this item.

24.170 Jubilee Club House Electrical Works – Sound Quality Resolution
Members NOTED the report and CONSIDERED the quotes received. Members AGREED to accept quote option 2, to relocate four existing fittings, and replace 3 existing light fittings at a cost of £593.33. UPDATE: Work can be carried out after the hearing loop / acoustics installations. Anticipate work will be carried out early / mid-December. MEETING UPDATE: Works are complete, Members AGREED to CLOSE this item.

24.187 **Local Highways and Footpath Improvement Group (LHFIG)**

Members NOTED the LHFIG pre-meeting notes. An application for substantive funding for priority scheme 11-23-08 - Common Platt was made in November and a decision is expected early next year. Refreshed road markings for priority scheme 11-23-17 - Greatfield have not yet been carried out, it is anticipated this will be done in the Spring. Design work continues for priority scheme 11-24-16 – Greenhill Crossroads.

Members CONSIDERED and APPROVED the design proposal for priority scheme 11-24-17 B4696 – Braydon Road. Councillor Suleman to clarify with the Highways engineer that the proposal extends to the Braydon Crossroads.

24.188 **Brinkworth with Grittenham Neighbourhood Development Plan**

Members NOTED the correspondence and AGREED to defer drafting a response to the next meeting.

24.189 **Planning Groups**

Members APPROVED the appointment of Councillor Smith to Planning Group A.
Members APPROVED the appointment of Councillor Rothwell to Planning Group B

24.190 **Community Field Working Party**

Members RECEIVED an update from Councillor Selwood. The Working Party met earlier this week to review a draft agreement Councillor Selwood produced. A meeting with the Parish Hall trustees is scheduled for next week and the Working Party aim to be in a position to bring a more detailed update to the next meeting.

Members APPROVED the appointment of Councillor Sprules to the Community Field Working Party.

24.191 **VE Day 80 Working Party**

Members RECEIVED an update from Councillor Westwood. Plans are progressing well and the working party aim to bring a firmer plan to the next meeting, along with budget requirements. Two charities have been identified to benefit from any fundraising proceeds; Royal British Legion and Scotty's Little Soldiers.

Members APPROVED the appointment of Councillor Rothwell to the VE Day 80 Working Party.

24.192 **Appointment of Members to the Personnel Committee**

Members APPROVED the appointment of Councillor Sprules to the Personnel Committee.

24.193 **Council and Community Representative – Parish Hall**

Members APPROVED the appointment of Councillor Allsop as Council representative of the Parish Hall group.

24.194 **Draft Emergency Resilience Plan**

Members NOTED the plan. Councillor Suleman will support Councillor Westwood with its further development.

24.195 **Council and Community Representatives**

Members RECEIVED the following updates:

Area Board – Councillors Westwood and Allsop
The next meeting is taking place next week.

Parish Hall – Councillor Allsop
The next meeting is taking place on 9 December.

Speed Indication Devices – Councillor Chalker
From the data gathered from the SID located at The Beeches, highest speed recorded is 72mph, and 1.35% of cars are travelling over 40mph. At Common Platt, the highest recorded speed is 60mph. Data will shortly be shared with the Police.

Operational Flood Working Group – Councillor Westwood
To date, no updates have been received since meeting Wiltshire Council drainage engineers in July. Councillor Westwood will escalate this at the next Operational Flood Working Group

Neighbourhood Plan
Plans are underway and an update will be taken to the next meeting.

24.196 **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 left the meeting.

24.197 **Staff Issues**

Members AGREED to defer this agenda item to the next meeting.

24.198 **Land Issues**

Members NOTED the correspondence.

Meeting Closed at 20.40 hrs

Finance Report 9 January 2024

Item 7

EXPENDITURE

Supplier	Invoice		Description	Net	VAT	Total	Paid	Method
	Number	Date						
Avon Extinguishers	38193	24 Oct 24	JCH Extinguisher Service	111.00	22.20	133.20	10 Dec 24	BP
Badgemaster	1995060	03 Dec 24	3 x Councillor Badges	24.42	4.88	29.30	10 Dec 24	BP
Betterclean	2879	30 Nov 24	November Cleaning	425.10	85.02	510.12	10 Dec 24	BP
B&Q	n/a	24 Oct 24	Handyman CCTV Supplies	9.67	1.93	11.60	10 Dec 24	BP
BOnline	1718612	01 Dec 24	Broadband	29.44	5.89	35.33	13 Dec 24	DD
British Gas - Electricity	9318924	16 Nov 24	October / November Charges	79.89	3.99	83.88	02 Dec 24	DD
Business Waste	1548066	01 Dec 24	Cemetery & JCH	96.85	19.37	116.22	16 Dec 24	DD
Castle Water	494997	03 Dec 24	JCH Water	37.42	0.00	37.42	17 Dec 24	DD
Castle Water	4546025	04 Dec 24	Cemetery Water	5.38	0.00	5.38	18 Dec 24	DD
Colin Tydeman	n/a	08 Oct 24	WC PEAS Collection Mileage	13.95	0.00	13.95	10 Dec 24	BP
Cotswold Tree Surgeons	1128	27 Nov 24	Tree Work at JCH / Rec Field	875.00	175.00	1,050.00	10 Dec 24	BP
Cotswold Tree Surgeons	1139	03 Dec 24	Tree Survey at JCH / Rec Field	485.00	97.00	582.00	10 Dec 24	BP
EE	58295	13 Dec 24	November / December Charges	19.42	3.88	23.30	23 Dec 24	DD
Hayley Graham	n/a	08 Nov 24	SLCC Training Event Mileage	28.80	0.00	28.80	10 Dec 24	BP
HMRC	n/a	15 Nov 24	Tax & NI - November	350.02	0.00	350.02	15 Dec 24	BP
Inception	3040887	16 Dec 24	November / December Printing	52.64	10.53	63.17	30 Dec 24	BP
John O'Conner	114164	12 Nov 24	November Maintenance	884.83	176.96	1,061.79	10 Dec 24	BP
J Rouse & Son Ltd	458232	27 Nov 24	Padlock for SID	4.99	1.00	5.99	10 Dec 24	BP
JS Stage & Event	25i-981	08 Dec 24	Acoustic Boards Installation	2,499.74	499.95	2,999.69	30 Dec 24	BP
JS Stage & Event	25i-980	08 Dec 24	Hearing Loop Installation	1,218.90	243.78	1,462.68	30 Dec 24	BP
Peninsula	4645060	08 Dec 24	HR	106.64	20.14	126.78	09 Dec 24	DD
Redhand	918	14 Nov 24	CCTV Annual Maintenance	605.00	121.00	726.00	10 Dec 24	BP
Redhand	925	23 Oct 24	CCTV Move	500.00	100.00	600.00	10 Dec 24	BP
Smart Fuse	625	22 Nov 24	JCH Electrical Works	503.28	0.00	503.28	10 Dec 24	BP
Smart Fuse	633	04 Dec 24	JCH Electrical Works	593.33	0.00	593.33	10 Dec 24	BP
Staff	n/a	20 Dec 24	Salaries - December	2,194.56	0.00	2,194.56	30 Dec 24	BP
Street Solutions UK	31540	07 Oct 24	Road Signs / Anti Vib. Gloves	107.47	21.49	128.96	10 Dec 24	BP
Three Business Services	44045	14 Nov 24	November Charges	8.71	1.74	10.45	16 Dec 24	DD
Unity Trust Bank	90	31 Oct 24	Transaction Charges	11.40	0.00	11.40	30 Nov 24	DD
Wiltshire Council	n/a	01 Dec 24	Business Rates	99.00	-	99.00	01 Nov 24	DD
Expenditure				11,981.85	1,615.75	13,597.60		

Payments for Approval

Compass Boiler Services	4445	30 Dec 24	Gas Safety Inspection / Service	190.00	38.00	228.00		
Initial	35292424	20 Nov 24	Annual Service Dec 24 - Dec 25	951.29	190.25	1,141.54		

John O'Conner	115306	12 Dec 24	December Maintenance	884.83	176.96	1,061.79
Keith Griffin	n/a	11 Dec 24	Electrical PAT	50.00	0.00	50.00

2,076.12	405.21	2,481.33
-----------------	---------------	-----------------

LMPC Income Summary	2024-2025	Received 30 November 2024
Category	Amount	

Cemetery Burials	£1,060.00
Exclusive Rights	£670.00
Cemetery Memorials	£931.00
Cricket	£3,055.00
Defra	£1,635.24
Field and Hall Hire	£140.00
Football	£6,341.00
Lydiard Plain Rental	£1,000.00
PSDF Income	£2,497.88
Wayleave	£12.00

Total £17,342.12

Precept	£64,151.00
---------	------------

Vat Refund 23/24	£12,696.75
------------------	------------

Total £94,189.87

Recommendation

The Public Sector Deposit Fund

To transfer £10,000 from the Public Sector Deposit Fund to the Unity account to maintain an appropriate level of funds in the Unity account.

Members are requested to NOTE the report, CONSIDER the quotes received and CONSIDER the recommendations.

SLCC Membership

Background

The Clerk's SLCC membership is due for renewal on 1 February 2025 at a cost of £190 (ex. VAT). Membership has been incredibly useful, in particular having access to the members advice line, and being able to attend the free Clerk's Training Day held in November. In addition, fees for the CiLCA qualification which the Clerk will begin in the next financial year are reduced by £75 being a member of the SLCC.

Recommendation

Members to APPROVE the expenditure of £190 (ex. VAT) for the renewal of the Clerk's SLCC membership. Costs to be met from General Reserves.

JCH Play Area Infant Swings

Background

Black rubber run off from the infant swings when they are wet is staining the wetpour which was installed in July 2023. The contractor recommended a light brushing with a mild detergent which the Parish Handyman has done, but the stains are not lifting. Whilst the swings themselves are still fit for purpose, it was noted on the last inspection that the rubber seats are showing signs of deterioration.

In the December Parish meeting, Members agreed not to take any action at that time pending further inspection of the issue by Councillors (Min ref. 24.182)

Update

Entire replacement swing seats can be purchased for £490.60 (ex. VAT). Depending on how weathered the bolts of the seats are, it is possible that they can be dismantled and just the rubber cradle seat bases and top rings replaced, which would be at a cost of £347.62 (ex. VAT). Costs to be met from New Play Equipment budget.

Hayley Graham
January 2025

Members are requested to NOTE the report and CONSIDER the recommendation

Background

Regulation 2.6 of the Council's Financial Regulations currently states:

"At least once in each quarter, and at each financial year end, two members other than cheque signatories shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council."

Councillors Hill-Wheeler and Selwood are responsible for verifying bank reconciliations, and each Councillor verifies all account transactions for every month of the year. The NALC (National Association of Local Councils) model Financial Regulations confirm it is not necessary for two Councillors to verify each months' transactions and that it could be carried out by either Councillor, rather than both.

Clerk's Recommendation

Members are asked to CONSIDER the Clerk's recommendation to update regulation 2.6 to read:

"At least once in each quarter, and at each financial year end, two members other than cheque signatories shall be appointed to jointly and severally verify bank reconciliations (for all accounts) produced by the RFO. The verifying member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council."

Hayley Graham
January 2025

EXPENDITURE	Budget 2023-2024	Actual 2023-24	Budget 2024-25	Exp. to end of Sept 24	Full Year Forecast to End of 2024-25	From Reserves GR/EMR	Difference Against Budget 2024-25	Suggested 2025-26 Budget	% inc in Forecast	Variance on Budget %
Expenditure	£79,462	£100,852	£83,513	£49,876	£99,811		£16,298	£96,401	-3.4	15.4%
Income	£16,496	£23,850	£19,362	£12,133	£22,704		£3,342	£29,096	28.2	50.3%
Totals	£62,966	£77,002	£64,151	£37,743	£77,107	£0	£12,956	£67,305	-12.7	4.9%

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Total Planned Expenditure	£70,800	£73,965	£79,462	£83,513	£96,401
Total Planned Income	£5,000	£18,100	£16,496	£19,362	£29,096
Net Expenditure to be funded	£65,800	£55,865	£62,966	£64,151	£67,305
Met by:					
Anticipated prior year budget underspend	£0	£0	£0	£0	£0
Funded From EMR/General Reserves	£0	£0	£0	£0	£0
	£65,800	£55,865	£62,966	£64,151	£67,305
To be funded from precept	£55,540	£55,865	£61,048	£64,151	£67,305
No. of Band D Households	777.44	774.24	785.15	784.85	784.4
Annual Council Tax per Band D property	£71.44	£72.15	£76.32	£81.74	£85.80
Annual increase in Council Tax	£1.40	£0.71	£4.17	£5.42	£4.07
Percentage increase in Council Tax	4.0%	0.99%	5.78%	7.09%	4.97%

Code 101	General Administration	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	Actual Spend 2023-24	Precept 2024-25	6mths Spend Sept 24	Forecast to End March 2025	Estimated Full Year Spend	Suggested Precept 2025-26	NOTES
4000	Staff Salary	18,500	17,028	21,996	21,674	22,053	11,203	13,371	24,574	27,160	Overspend due to Clerk cross over, includes pension contribution
4007	Tax and NI	2,000	5,050	4,000	6,334	6,600	4,201	1,400	5,601	2,854	
4008	Home Working Allowance	216	180	216	216	180	144	108	252	216	
4001	Mileage	150	76	100	0	50	0	65	65	70	
4006	Telephones/Broadband	430	622	500	733	900	340	370	710	790	
4010	Training/Conferences	2,000	472	1,500	1,223	1,500	759	350	1,109	1,500	£750 for Clerk CiLCA,
4011	Subscriptions	1,000	172	350	75	300	667	75	742	870	SLCC, WALC, Lyd Mag, Open Space Society
4012	Books and Journals	100	6	100	0	50	0	0	0	50	
4020	Chairmans Expenses	100	25	100	25	100	10	25	35	100	£25 Poppy Wreath to be paid in November
4021	Refreshments	24	27	24	29	25	0	0	0	25	
4022	Office Equipment	600	3,234	750	122	500	333	0	333	500	To purchase Laptop & Monitor
4026	Elections Fees	0	0	0	0	1,150	0	0	0	0	
4030	Hall Hire	450	341	400	336	180	73	0	73	0	
4032	Printing and Lease Hire	175	394	200	349	325	257	235	492	500	
4034	Postage	370	369	50	37	25	0	22	22	30	
4035	Stationary and Sundries	300	365	250	177	250	81	130	211	200	
4036	Advertising & Parish Magazine	0	0	150	635	175	375	0	375	375	
4051	Audit Fees	800	1,220	900	725	750	501	420	921	930	Internal and External Audit to pay
4052	Insurance	1,400	1,277	1,277	1,422	1,500	1,573	0	1,573	1,620	Insurance due 1 June 2025
4053	Website Hosting & IT Support	1,550	1,417	1,800	1,527	1,500	1,101	640	1,741	1,830	Microshade and X-Net
4054	Legal Fees	0	0	2,500	4,563	1,500	3,150	6,455	9,605	1,750	
4055	Professional Fees	3,000	6,020	2,810	3,045	2,945	1,121	2,222	3,343	9,160	HR auto renewal 8/4/2026 - 6mths notice req. Includes. DM Payroll, Webpaton, NP Consultant and planning application. Forecast inc. Cemetery work. Does not include H&S provision.
4057	Bank Service Charges	80	72	120	170	150	54	72	126	200	Service, transaction and card charges
4064	Software Packages	1,135	129	1,150	457	475	543	0	543	555	Rialtas - Finance Package and Cemetery
4065	Events inc Meet and Greet	4,500	4,002	1,600	35	1,000	403	0	403	850	£600 for VEDay60
4071	Registrations/Licences	35	70	35	35	35	35	0	35	50	ICO - Government consulting on increase in fees
	General Reserves/EMR		-2,680							9,250	General Reserves
	Total	38,915	39,888	42,878	43,944	44,218	26,925	25,960	52,884	61,435	

Code 102	Grants	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	Actual Spend 2023-24	Precept 2024-25	6mths Spend Sept 24	Forecast to End March 2025	Estimated Full Year Spend	Suggested Precept 2025-26	NOTES
4136	Grants	1,000	78	1,000	100	500	498	0	498	750	3 grant applications received in 6mths to Sept 24, 1 rejected due to lack of available budget
	Total	1,000	78	1,000	100	500	498	0	498	750	

Code 201	Cemetery	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	Actual Spend 2023-24	Precept 2024-25	6mths Spend Sept 24	Forecast to End March 2025	Estimated Full Year Spend	Suggested Precept 2025-26	NOTES
4003	Water Rates	0	53	50	50	60	28	30	58	65	
4101	Grass Cutting	2,000	465	303	303	385	301	84	385	424	Assumed 10% increase for 25/26.
4105	Parish Maintenance	0	900	600	525	650	207	210	417	500	Business Waste Removal
4111	Tree Hedge Works	500	154	154	135	263	0	263	263	289	Assumed 10% increase for 25/26.
	Total	2,500	1,572	1,107	1,013	1,358	536	587	1,123	1,278	

Code 301	Recreation Field & JCH	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	Actual Spend 2023-24	Precept 2024-25	6mths Spend Sept 24	Forecast to End March 2025	Estimated Full Year Spend	Suggested Precept 2025-26	NOTES
4002	Business Rates	1,500	1,098	1,200	986	1,250	590	594	1,184	1,250	
4003	Water Rates	1,600	0	500	734	750	451	451	902	930	
4004	Electricity	1,400	1,723	1,600	2,112	3,000	544	600	1,144	1,180	
4005	Gas	1,200	1,393	900	1,655	1,700	649	800	1,449	1,700	Contract expires 1/12/27
4009	CCTV Maintenance/Support	0	0	605	4,141	605	0	605	605	635	Includes 5% as per contract
4070	Inspections	500	223	500	389	350	0	550	550	550	Annual Fire Ext & Gas Certificate / Fixed Wiring due 2026/PAT 2025
4101	Grass Cutting	5,000	4,540	4,958	4,800	4,298	4,288	10	4,298	4,728	Assumed 10% increase for 25/26
4105	Parish Maintenance	0	520	600	574	700	329	285	614	635	Waste Removal (Business Waste)
4111	Tree Hedge Works	250	250	309	258	265	0	265	265	292	Assumed 10% increase for 25/26
4120	JCH - Cleaning	3,500	7,409	6,500	4,860	4,250	2,164	2,550	4,714	5,360	Initial 12 month rolling contract, 90 days notice.
4121	Janitorial Supplies	800	924	950	767	950	236	1,016	1,252	1,400	
4122	Building Maintenance	1,000	4,065	2,000	1,128	2,000	440	1,890	2,330	1,000	Forecast assumes new outdoor store room steel doors, not yet agreed
4123	JCH - Major Works	0	7,975	0	765	0	5,121	0	5,121	0	
4124	Handyman Requirments	350	328	250	365	250	5	180	185	250	
	General Reserves/EMR	0	6,228					7,670	7,670		
	Total	17,100	36,676	20,872	23,534	20,368	14,817	17,466	32,283	19,910	

Code 303	Play Area	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	Actual Spend 2023-24	Precept 2024-25	6mths Spend Sept 24	Forecast to End March 2025	Estimated Full Year Spend	Suggested Precept 2025-26	NOTES
4070	Inspections	150	120	150	132	150	0	150	150	150	Annual Inspection
4101	Grass Cutting	0	236	243	480	285	108	177	285	314	includes 10% increase for 25/26
4130	Play Equipment - New	2,000	0	2,000	20,476	1,000	0	0	0	1,000	24-25 £1k EMR if not spent
4131	Play Equipment - Maintenance	1,000	41	1,000	2,933	500	125	350	475	500	Forecast inc. timed gate closers
	General Reserves/EMR	0		0		0	0	0	0		
	Total	3,150	397	3,393	24,021	1,935	233	677	910	1,964	

Code 304	Cricket	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	Actual Spend 2023-24	Precept 2024-25	6mths Spend Sept 24	Forecast to End March 2025	Estimated Full Year Spend	Suggested Precept 2025-26	NOTES
4101	Grass Cutting - Collect	500	600	618	618	637	0	637	637	701	Assumed 10% increase for 25/26
4312	Maintenance of Square	2,300	2,218	2,500	2,384	2,300	1,157	416	1,573	1,750	
	Total	2,800	2,818	3,118	3,002	2,937	1,157	1,053	2,210	2,451	

Code 305	Football	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	Actual Spend 2023-24	Precept 2024-25	6mths Spend Sept 24	Forecast to End March 2025	Estimated Full Year Spend	Suggested Precept 2025-26	NOTES
4101	Grass Cutting	0	1,250	1,547	809	1,592	0	1592	1,592	1,751	Assumed 10% increase for 25/26
4126	Pitch Marking	1,000	636	597	597	615	0	615	615	677	Assumed 10% increase for 25/26
	Total	1,000	1,886	2,144	1,406	2,207	0	615	615	2,428	

Code 401	Highways & Open Spaces	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	Actual Spend 2023-24	Precept 2024-25	6mths Spend Sept 24	Forecast to End March 2025	Estimated Full Year Spend	Suggested Precept 2025-26	NOTES
4100	Equipment Hire	0	31	100	0	100	91	0	91	100	Handyman Requirements
4128	Footpath Group	0	0	1,000	157	0	157	0	157	0	
4101	Grass Cutting	2,000	858	1,750	842	1,040	543	543	1,086	1,120	
4105	LHFIG Projects	3,000		1,000	430	2,000	75	1,925	2,000	2,000	Forecast inc. £1,925 Greenhill contribution
4106/7	Other	650	0	0	0	0	0	0	0	165	Bus stop cleaning
4109	Street Furniture - New	1,000	2,780	0	0	1,000	0	800	800	200	Forecast inc. approx costs for Bagbury Park verge furniture and planter supplies
4111	Tree / Hedge Works	500	0	500	1,800	500	0	0	0	500	For EMR if not spent
4127	Holborn Footpath	0	250	250	293	250	257	0	257	250	Costs = Licence for 5 years
4140	Speed Indicator Device	0	0	0	0	3,000	4,283	0	4,283	0	
4129	Community Field			0	0	1,000	0	0	0	1,000	Legal fees for drafting contract. For EMR if not Spent
4139	Lydiard Green	0	0	0	0	500	304	0	304	500	For EMR if not Spent. Remaining funds for LG replacement trees to be met from EMR min ref 23.204
	General Reserves/EMR	0		0				2,030	2,030		
Total		7,150	3,919	4,600	3,522	9,390	5,710	5,298	8,978	5,835	

Code 501	Lydiard Plain	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	Actual Spend 2023-24	Precept 2024-25	6mths Spend Sept 24	Forecast to End March 2025	Estimated Full Year Spend	Suggested Precept 2025-26	NOTES
4105	Parish Maintenance	0	165	0	0	250	0	0	0	0	For EMR if not spent,
4055	Professional Fees	350	310	350	310	350	0	310	310	350	
Total		350	310	350	310	600	0	310	310	350	

Total	73,965	87,544	79,462	100,852	83,513	49,876	51,966	99,811	96,401
-------	--------	--------	--------	---------	--------	--------	--------	--------	--------

Code	All Income	Precept 2023-24	Actual Income 2023-24	Precept 2024-25	Income Apr - Sep 2024	Forecast to End March 2025	Estimated Full Year Income	Suggested Precept 2025-26	NOTES
1000	Precept	59,919	59,919	64,151	64,151	0	64,151		
1015	Interest	650	3,860	2,000	1,891	1,800	3,691	3,250	
1020	Other	12	3,118	12	12	0	12	12	Wayleave
1011	Grants of Right	1,000	448	900	224	1,675	1,899	1,000	
1012	Interments	2,000	1,420	2,000	214	1,274	1,488	1,500	
1013	Memorials	700	1,135	1,200	289	642	931	1,000	
1007	Recreation/JCH Hire	1,600	301	500	0	250	250	500	
1007	Hire - Cricket	3,034	3,066	3,250	2,657	400	3,057	3,150	
1007	Hire - Football	5,500	7,375	7,000	4,211	4,530	8,741	8,250	
1002	Rental - Lydiard Plain	1,000	1,000	1,000	1,000	0	1,000	1,000	
1003	Grants - Lydiard Plain	1,000	2,126	1,500	1,635	0	1,635	784	
	Community Field	0	0	0	0	0	0	1,540	
	Grants - N. Plan	0	0	0	0	0	0	7,110	
Total		16,496	23,850	19,362	12,133	10,571	22,704	29,096	

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. FURTHER UPDATE: The Clerk has requested an update from WC.

24.61 Repairs to Play Area Fence Posts

A budget of £60 (sixty pounds) was allocated from the Play Area Maintenance budget for the Parish Handyman to do the work. UPDATE: The two fence posts are not in such condition that the repair needs to be undertaken urgently therefore it is expected this will be completed by Autumn. FURTHER UPDATE: The Parish Handyman is keeping a close eye on the fence posts and will replace when the need becomes more urgent. Recommendation to CLOSE this item.

PQT – 5 Sept

- A resident raised concerns that timescales for restorative work at Unit 5 Bagbury Park given by the owner in response to the Council's enforcement complaint were vague. The Clerk will visit the site in 6 months to check the progress of this work. UPDATE: Clerk has scheduled to make a site visit in 6 months.
- A resident highlighted that vehicles parking on the grass verge outside Bagbury Park will start to churn the verge up shortly as has been the case in previous years. The Clerk will explore options for furniture installation on the verge to prevent this. UPDATE: The Clerk is in discussion with WC on this matter.

24.135 Local Highway and Footway Improvement Group (LHFIG)

Standing Orders were SUSPENDED for public comment on overgrown hedges in the layby at Greatfield. The Clerk will raise this with the Parish Steward, and enquire with Land Registry as to the ownership of the hedges. UPDATE: The Parish Steward has been able to take back the hedges. Ownership enquiries are yet to be carried out.

PQT – 7 November

- A resident asked if road sweepers were due to visit Greatfield. Clerk to contact the resident for more detail to raise on MyWilts. UPDATE: MyWilts case has been raised. FURTHER UPDATE: 2 MyWilts cases have been opened and closed by Wiltshire Council as they do not meet the criteria for intervention. Recommendation to CLOSE this item.

24.156 Financial Accounts

Members NOTED the report and APPROVED the cost for the annual inspection of the JCH play area at £150.00. UPDATE: Inspection has been booked and will be carried out in approx. 12 weeks.

24.162 Holborn Footpath

Members NOTED the report and CONSIDERED the recommendation. Members APPROVED the expenditure to purchase the materials for the Parish Handyman to lay at a cost of £70. UPDATE: Handyman is looking at logistics for a roadside delivery. Anticipate work will be carried out in December / early January.

24.165 Jubilee Club House Outdoor Store Doors

Members NOTED the report and AGREED not to accept any quotes at this time. Clerk to investigate if the Council's insurance details any security requirements for the store room, and to contact the contractors who have provided quotes to establish what the maintenance requirements are for each

door. UPDATE: Included as an agenda item in this meeting's agenda. Recommendation to CLOSE this item.

24.182 Financial Accounts

- APPROVED the cost of the annual Portable Appliance Testing of a maximum of £75.00 ex. VAT. Costs to be met from the JCH Inspections budget. UPDATE: PAT is complete. Recommendation to CLOSE this item.
- APPROVED the cost of the annual Gas Safety Service of a maximum of £250. Costs to be met from the JCH Inspections budget. Any overspend against this budget line will be met from EMR JCH Repairs. UPDATE: Service is complete. Recommendation to CLOSE this item.
- AGREED to defer a decision on the JCH play area infant swings to the January parish meeting for further investigation to be carried out. UPDATE: A paper has been included in this meeting's agenda. Recommendation to CLOSE this item.

The government has issued their local government finance policy statement, which sets out government proposals for 2025 to 2026, alongside longer-term plans for funding reform.

It has been confirmed within the statement that, 'There are no council tax referendum principles for mayoral combined authorities or town and parish councils' for the upcoming financial year. This means that there is, again, no centrally imposed cap on the amount by which local council precepts in England may rise.

Read the full finance policy statement [here](#)

The government has published the revised NPPF. In a press statement published to accompany the document the government said:

Under new planning rules, updated via the National Planning Policy Framework:

- Councils will be told to play their part to meet housing need, with new immediate mandatory housing targets for councils to ramp up housebuilding and deliver growth across the country putting more money in working people's pockets.
- Areas with the highest unaffordability for housing and greatest potential for growth will see housebuilding targets increase, while stronger action will ensure councils adopt up-to-date local plans or develop new plans that work for their communities.
- A new common-sense approach will be introduced to the greenbelt. While remaining committed to a brownfield first approach, the updated NPPF will require councils to review their greenbelt boundaries to meet targets, identifying and prioritising lower quality 'grey belt' land.
- Any development on greenbelt must meet strict requirements, via the new 'golden rules', which require developers to provide the necessary infrastructure for local communities, such as nurseries, GP surgeries and transport, as well as a premium level of social and affordable housing.
- To further tackle the housing crisis, councils and developers will also need to give greater consideration to social rent when building new homes and local leaders have greater powers to build genuinely affordable homes for those who need them most.

The government has been clear that it supports builders not blockers, as it makes the necessary decisions to deliver for working people across the country.'

The government consulted on the revised NPPF over the summer, receiving 10,000 responses, including from SLCC and many local councils.

The NPPF is the key planning document in England as it sets out the government's planning policies for the country and how these are expected to be applied.

More information, including a copy of the NPPF, can be found [here](#). SLCC intends to produce a more detailed briefing on the new NPPF and its implications for local councils shortly.

SLCC has welcomed the publication of the *English Devolution White Paper – Power and Partnership: Foundations for Growth*, which was presented to Parliament on Monday 16 December 2024.

This White Paper is designed to embed devolution into the country's constitution. It will, in the government's own words, achieve 'growth, more joined-up delivery of public services, and politics being done with communities, not to them.'

Commenting on the White Paper, SLCC Chair, Adam Keppel-Green FSLCC said: 'We welcome these proposals and their intent, but the White Paper lacks detail on how this will empower ultra-local communities, and it is vital that its message is carried through to the most local level.'

'We are promised a rewired relationship between local councils and their principal councils. This is really needed. Town and parish councils are the first tier of local government and can empower communities from within, with accessible political leadership and dedicated community-based staff. Our message is that devolution cannot stop with Strategic Authorities, it must reach down to the ultra-local level.'

SLCC will be consulting with its partners in the sector and responding to government. Amongst the issues SLCC will want to highlight are:

- That there are no proposals to require 'Strategic Authorities' to further devolve – even though that could improve their strategic focus and remove organisational constraints to the delivery of bespoke, local services.
- The elimination of discretionary funding pots, though removing uncertainty for principal councils, does nothing for our sector, if it is replaced by an integrated financial settlement that doesn't reach town and parish councils.
- If planning becomes top-down at the regional level – it risks undermining neighbourhood planning.
- The role of local councils in making byelaws and the need to have enforcement mechanisms for these shouldn't be overlooked.
- The potential for powers being devolved to the most local level on issues such as creating public rights of way, public space protection orders and tree preservation orders.

More detail is needed on how 'ultra-local communities' will be engaged. There are generalities about parish and town councils, but no commitments to structural changes to devolve specific responsibilities – or to mechanisms to empower local communities in urban settings that aren't currently parished.

The White Paper's outline proposals for changes in the Standards regime are welcome. Proposals for reform of local council audit need to be proportionate and well founded. There is a risk of introducing additional bureaucracy with 'local accountability' to Strategic Authorities. SLCC is looking forward to detailed consultation on both sets of proposals in due course.

The government's commitment to workforce development is welcome and should include the local council sector, which faces its own recruitment and retention challenges.

The White Paper promises a more unified approach to English Devolution, which will bring a managed redistribution of governance from Whitehall to the English regions, but it mustn't stop there. There remain significant opportunities to rebalance local government in England

and to reinvigorate the first tier of community representation to strengthen, 'expectations on engagement and community voice'.

You will find more information about the English Devolution White Paper [here](#) and [here](#).

As part of its devolution plan, the government is looking to transform the local audit system, ‘to give greater clarity on the purpose of audit and accounts, and ensure they take centre stage in local scrutiny’. In-line with Sir Tony Redmond’s recommendations, the government will legislate to radically simplify the system, bringing as many audit functions as possible into one body, and is now engaging with the sector on how to do this, subject to legislation.

[You can access the consultation here](#). SLCC will be making a response to this consultation by the deadline of **29 January 2025**. Any members of SLCC who want to comment or provide information in support of our response should email these to Michael King, Head of Policy & External Communications, michael.king@slcc.co.uk by **17 January 2025**.

Consultation: 'Strengthening The Standards and Conduct Framework For Local Authorities in England'

The government is also seeking views on proposals to introduce measures to strengthen the standards and conduct regime for local authorities in England. The proposals being consulted upon include:

- The introduction of a mandatory minimum code of conduct for local authorities in England
- A requirement that all principal authorities convene formal standards committees to make decisions on code of conduct breaches, and publish the outcomes of all formal investigations
- The introduction of the power for all local authorities (including combined authorities) to suspend councillors or mayors found in serious breach of their code of conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations
- A new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5-year period
- A role for a national body to deal with appeals

[You can access the consultation here.](#) SLCC will be making a response to this consultation by the deadline of **26 February 2025**. Any members of SLCC who want to comment or provide information in support of our response should email these to Michael King, Head of Policy & External Communications, michael.king@slcc.co.uk by **12 February 2025**.

Clerks and their councils are encouraged to make their own responses to both consultation documents too.

FINAL MEETING NOTES FOR 27th NOVEMBER 2024

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

Date of meeting: **Wednesday 27th November 2024.**

6pm Via MS Teams

Chair – Councillor Allison Bucknell, Highways Officer – Martin Rose

Notes taken by - Martin Rose

	Item	Update	Actions and recommendations	Who
1.	Attendees and Apologies			
	Attendees:	Cllr Allison Bucknell (Chair) Martin Rose (WC) Martin Cook (WC) Cllr Steve Bucknell, Cllr Jacqui Lay, Cllr David Bowler, Cllr Nick Dye Shendie Green (Lyneham & Bradenstoke PC) Mo Suleman (Lydiard Millicent PC) Steve Walls (RWB TC) Nic Hughes (RWB TC) Rupert Pearce (Broad Town PC) Mark Clarke (Cricklade TC) Geoff Greenaway (Purton PC) Jim Gunter (Broad Hinton & Winterbourne Bassett PC) Kevin Woolnough (Tockenham PC)		

	Apologies	Chris Moncrieffe (Purton PC) Mark Hopkins (RWB TC) Cllr Mary Champion Jon Coole (Cricklade TC)																																		
2.	Notes of Previous Meeting																																			
		The notes and recommendations of the previous LHFIG meeting held on 07 September 2024 were presented to the Area Board at its 9 th October 2024 meeting and agreed. The meeting minutes can be found here: https://cms.wiltshire.gov.uk/ieListDocuments.aspx		To note																																
3.	Financial Position																																			
		The current LHFIG balance for 2024/25 as of 7th November 2024 is £8,487.99 (see below) <table><tr><th colspan="4">FINANCIAL SUMMARY (as of 11/09/24)</th></tr><tr><td>LHFIG Budget 24/25</td><td>A</td><td>£30,186.00</td><td></td></tr><tr><td>Carryover from 23/24</td><td>B</td><td>£65,325.39</td><td>(Underspend)</td></tr><tr><td>Total Budget for 24/25</td><td>C</td><td>£95,511.39</td><td>(A+B)</td></tr><tr><td>Committed Spend 24/25</td><td>D</td><td>£115,453.62</td><td></td></tr><tr><td>less 3rd Party Contributions (Estimate)</td><td>E</td><td>£28,430.22</td><td></td></tr><tr><td></td><td>F</td><td>£87,023.40</td><td>(D-E)</td></tr><tr><td>Balance</td><td></td><td>£8,487.99</td><td>(C-F)</td></tr></table> Refer to APPENDIX 1 UPDATE for the latest finance sheet.	FINANCIAL SUMMARY (as of 11/09/24)				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)	Committed Spend 24/25	D	£115,453.62		less 3rd Party Contributions (Estimate)	E	£28,430.22			F	£87,023.40	(D-E)	Balance		£8,487.99	(C-F)	27/11/24 – MJR informed the group that he had missed the 25% contribution for Purton PC re. Purton Stoke Signs / lines (issue 11-23-12). Invoice now issued	To Note
FINANCIAL SUMMARY (as of 11/09/24)																																				
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)																																	
Committed Spend 24/25	D	£115,453.62																																		
less 3rd Party Contributions (Estimate)	E	£28,430.22																																		
	F	£87,023.40	(D-E)																																	
Balance		£8,487.99	(C-F)																																	

	Item	Latest Update	Actions and recommendations	Who
4.	Priority Schemes for 24/25 (funding committed where indicated)			
a)	11-21-8 C34 Purton, Manor Hill Speed Limit Submitted 23/06/21	22/05/24 – Purton Parish Council and Cllr Lay requested a meeting with new Cabinet member for Highways and Transport Cllr Holder, however meeting was not agreed. MJR met with Geoff Greenaway and Cllr Lay on 02/05/24 to discuss and look at issues of concern. To move issue forward it is suggested the speed limit proposal is formally advertised as per the recommendation (40mph) and objections reported via Cabinet member who will make a final decision. Purton PC have agreed to proceed with advertisement of the 40mph limit. MJR to inform Purton PC of date for formal advertisement. 11/09/24The 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. MJR to prepare report and keep local member and PC updated.	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.	MJR
b)	11-23-08 Lydiard Millicent Common Platt safety Submitted 14/02/23	22/05/24 – Topo survey completed. Outline design completed and civils element costed at £14,000 (less street lighting) Issue with availability of electrical supply as street light in The Willows is not maintained by Wiltshire Council highways but maintained by Swindon under a local agreement. (Common Platt was the same until recently) Supply has to come from further afield increasing overall cost of Street lighting which is now	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)	MJR

		estimated to be in the region of £20,000. Total scheme cost likely to be £34,000 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) 07/11/24 Application for Substantive Bid process 2024/25. This will take place in Autumn 24	Contribution from LMPC = £2,317.50 (C) Amount requested from Substantive highway fund = £29,270.00 (A-B-C)	
c)	11-23-12 B4533 Purton Stoke, speed reduction Submitted 02/09/22	https://www.google.com/maps/ 22/05/24. Sign and road marking work complete. Awaiting billing from contractor. Geoff Greenaway (PPC) has asked if there is potential to move give way line on Stoke Common Way further out into main carriageway with single white line either side of give way line/junction to try and improve visibility. MJR to look and report back. Extra road markings would need to be funded separately. A single new sign is partially obscured by hedge leading to reduced forward visibility to sign on approach to junction from the north. MJR to speak to Martin Cook to see if Parish Steward can undertake work. MJR to take a further look as moving the existing give way line forward and if possible, combine with other road marking work to reduce overall cost. 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. Members agreed it was better to combine with other lining	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 .	MR

		works in the area requiring removal to reduce overall cost to LHFIFG. Retain on tracker.		
d)	11-23-19 Tockenham Passing Bay Submitted 17/09/23	Request for formal passing bay. approx. 150m south of Shaw Farm (just after a field entrance) https://what3words.com/perfected.plant.coaching 22/05/24 Update - Topo received, and outline design prepared. Option 1 - Replicates the current visible vehicle over run area and is approx. 5.5m at its widest point. Estimated Cost = £14,500.00 Option 2 - is a more formal passing bay with a width of approx. 6.0m. Estimated Cost = £12,000 Both options will take 5-8 days under temporary road closure. Plans issued to TPC who have expressed their preference for Option 2 22/05/24 - Proceed with implementation of Option 2 at a cost of £12,000. Tockenham PC contribution 25% - £3,000	27/11/24 - Works programmed for May 2025. 1 week Temp road closure required.	MR
e)	11-23-17 Greatfield near Lydiard Millicent Topo Survey	10/01/24 - Group discussed submission and agreed that consideration is to be given to improved pedestrian provision along the section between Greatfield Garden Centre and #20 Greatfield . Recommendation – Allocate £1900 for topo survey to enable design to be prepared. 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	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.	To note

		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. 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		
f)	11-23-10 A3102 Wootton Bassett Infants School Submitted 31/03/24	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.	MJR
g)	11-24-22 Cricklade Town centre Sign review Submitted 08/05/2024	Design work for sites requested by late Cllr Jones covering '28' sites submitted to CTC. CTC have asked to reduce overall number of sites to 22. 11/09/24 Work order issued and programmed for Sept 24. Note: increase in cost to £4,604.54. Chair agreed the LHFIG will cover the additional expenditure with no further requirement from	27/11/24 All work complete, CTC have been invoiced and have paid their agreed contribution. Remove from next tracker	To Note

		Cricklade Town Council to increase their previously agreed contribution of £963.90. 11/09/24 Work order issued and programmed for Sept 24. Note: increase in cost to £4,604.54. Chair agreed the LHFIG will cover the additional expenditure with no further requirement from Cricklade Town Council to increase their previously agreed contribution of £963.90		
h)	11-23-4 11-24-11 C415 Broad Town Road (towards Wootton Bassett) Submitted 07/02/2023	Request for 40mph speed limit to replace NSL) due to increased ped activity along length. 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 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.	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.	MJR
j)	11-24-04 High Street, Purton (East of Willis Way) Submitted 08/01/24	Request for Bus stop Clearway as buses are being forced to stop in road for passengers 22/05/24 - Agreed to fund Bus stop clearways x 2 at a cost of £1500 (Purton PC 25%) 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.	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.	MJR MC

k)	11-22-01 Greenhill Crossroads, Lydiard Millicent Submitted 04/02/22 Resubmitted as 11-24-16 on 12/04/23	Greenhill Crossroads speed reduction https://www.google.com/maps/ Site visit taken place 04/01/24. Options for improvement to be discussed at Jan 24 meeting. 10/01/24 – issue around junction safety discussed by group. MJR to prepare options for improvement and present to next meeting. MJR to arrange for site meeting with rep from LMPC. Issue with damaged sign raised by Cllr Lay. MJR to resolve as part of routine sign works. 22/05/24 - further site meeting has taken place with Mo Suleman to discuss options for improvement including: 1.Additional Warning signs (cross road – reduce speed now) on both approaches. (Est £1,000) 2.Re-introducing rumble strips (Purton direction only) (Est £500) 3.Moving give way lines forward on Greenhill side. Note - Area approx. 20m x 1.0m will require surface repairs first. Refresh road markings (Est £3,500). 4.Relocating 30mph terminal point and village gates further north on Restrop Road (approx. 30m). Note this requires amendment to TRO (Est. £5,000) 5.Coloured gateway treatment with 30mph roundel. (Est. £4,000) 6.Reinstating coloured surface across junction (£6,000) 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. 1. Move give way lines forward (250mm -300mm)	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)	MR
----	---	---	--	----

		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. Martin Cook has issued instruction for Bobcat (Carriageway repairs) at Greenhill junction. Lydiard Millicent PC have indicated support for the proposal. Agreed – Allocate £8,000 with a 25% contribution (£2,000) from Lydiard Millicent PC		
l)	11-23-01 B3553 Purton Road Cricklade Submitted 10/01/23	Traffic travelling faster than 30mph limit. Request to extend existing 20mph limit on High Street to include Purton Road (as far as Hitchings Rdbt) 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 11/09/24: Order for Speed / Volume counts (x 2) placed. Locations agreed with Town Council. Nov / Dec. Report back to next meeting.	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.	MR
m)	11-24-01 Noremarsh Primary School & St Bartholomew's Primary School (The Rosary) Submitted 03/01/24	Ongoing issues relating to Dangerous and inconsiderate parking on the junction, parking across driveways/dropped kerbs. Request for parking controls. 22/05/24 - Agreed to undertake WR review as part of 24/25 commitments and report back to RWB TC and group. 11/09/24	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	MR

		Initial site visits undertaken for both sites. Further visits required following commencement of new school term in Sept 24. Report back to next meeting.	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.	
n)	11-23-15 Manor Hill (North of Manor Hill Farm) Purton Submitted 28/03/24	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. 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/ 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	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.	MR MC
o)	11-24-07 Cricklade Road / Widham bridge, Purton Submitted 18/01/24	Request for traffic calming measures to reduce the speed and allow safer access out of New Road. google.co.uk/maps 22/05/24 - Agreed to investigate signs / road markings to mitigate speeding and report back to group	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.	MR

		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. -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) Total £4,000.00 (Estimate) 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.	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)	11-24-08 A4361 Broad Hinton (towards Swindon) Submitted 15/02/24	Request for speed limit reduction on A4361 between Swindon border and Broad Hinton (currently part 50mph / NSL) Request relates to NSL section. PC feel they have not received an explanation for why Section A3461-08 was assessed as 60mph and not 50mph 22/05/24 - MJR to investigate previous review A4361 in 2019 and report back to the group to agree a way forward.google.co.uk/maps	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.	MR

		11/09/24 When questioned on the 2019 assessment, Atkins commented as follows: “The assessed speed shows 60mph so there was no reason to justify lowering the speed limit. There are few collisions hence a high assessed speed. In the initial work we did we recommend lowering the speed limit to 50mph purely for consistency with adjoining sections. However, Client officer wanted us to base the recommendations on the assessed speed” 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 comparison to 50mph speed limit commencing at Swindon boundary. 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.		
q)	11-24-25 A3102 Calne Road / Preston Lane Mini RDBT Submitted 14/04/24	Near misses and high speeds approaching and crossing the mini roundabout on the A3102 at Preston Lane in Lyneham. 22/05/24 - MJR to undertake review at mini Rdbt and report back to group. 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.	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.	MR

		Agreed – Allocate £8,000 with a 25% contribution (£2,000) from Lyneham PC		
r)	11-24-12 C414 Hook Street / Village Hall Lydiard Tregoze Submitted 13/03/24	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 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.	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.	MR SB
s)	11-24-13 C414 Hook Street to Coped Hall Submitted 10/01/24	Request for footway upgrade due to overgrown, narrow and uneven surface. 22/05/24 - MJR to establish cost of topo survey and liaise with Lydiard Tregoze PC google.co.uk/maps 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	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. Unfortunately base survey work was completed. Current cost of £4,000 incurred. LTPC informed of situation via email.	MR
t)	11-24-17 B4696 Braydon Road (Includes Lydiard	Request for measures to slow down traffic on B4696 south of Braydon xroads following recent fatal collision including improved signage / road markings. Request for SID to be used	27/11/24 Outline signs / road marking plan prepared and issued to Lydiard Millicent PC, Purton PC, and Lydiard Tregoze PC for comment and approval.	MR

	Millicent & Purton Parishes) Submitted 17/04/24	and measure to prevent overtaking. 6 residential properties at Four oaks Caravan Park google.co.uk/map 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. MJR to undertake signs and road marking review along length and report back to group. 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 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 Lydiard Millicent PC	Order to be issued before 31/12/24 for delivery early spring 2025.	
u)	11-24-21 Length of C114 Water Eaton Submitted 06/05/2024	Request for additional measures to address problem with drivers not adhering to speed limits. google.co.uk/maps 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. 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'	27/11/24 Site visit undertaken. Outline plan to be issued to LPC by mid-December. To be considered at Feb meeting.	MR

		roundels and SIDS. (sockets only, Devices to be provided by LPC) <u>Estimated cost:</u> Gates (up to 1.0m wide) x 4 = £4,000 Road markings Roundels x 6 = £1,000 SID sockets x 2 = £500 Total = £5,500 MJR to prepare outline plan of proposals, liaise with Latton PC and report back to next meeting		
5.	Dropped Kerb Requests			
	Community Dropped Kerb requests 2023/24	RWB (12 sites) <u>Betjemen Avenue / Coleridge Close</u> = £1,114.47 <u>Stoneover Ln / Shakespeare Rd</u> = £3,442.83 <u>Longleaze / Queens Road</u> = £3,868.50 <u>Queens Road / Eveleigh Road</u> (North) £3,426.35 <u>Queens Road / Eveleigh Road</u> (South) £3,426.35 <u>Queens Road / Rylands Way</u> £3,426.35 Total £18,704.85 (25% = £4,676.21) RWB - Fairfield / Showfield <u>Lime Kiln / Fairfield</u> = £2,567.84 <u>Fairfield (link to footpath by #29)</u> = £2,964.41 <u>Fairfield (by #37)</u> = £5,090.76 <u>Fairfield (by #84)</u> = £3,987.95 <u>Laburnum Drive / Briars Close</u> £2,470.32 <u>Laburnum Drive / Maple Dr</u> = £4,403.51 Total = £21,484.79 (25% = £5,371.20) PURTON (5 sites) <u>Restrop Rd / Highridge Close</u> = £5,772.10 <u>Restrop Road</u> (1) = £1,297.52 <u>Reid's Piece</u> (2) = £2,293.04	27/11/24 All dropped kerb sites are now complete. Bolingbrook Close completed Nov 24. LTPC invoiced for contribution. RWB (Sites 1-12) = £32,840.36 (25% -£8,210.09) Purton (Sites 13 –17)= £9,929.88 (25%-£2482.47) Cricklade (Site 18) = £2,212.44 (£307.16 Original contribution agreed) Bolingbrook Close (site 18) = £4,084.71 (25% - £1,021.18) Total = £49,067.39 (FINAL) Thanks were received from representatives of Purton PC, Cricklade Pc and RWB TC	To note

	16. <u>Reids Piece/ Access Rd</u> (2) £1,733.31 17. <u>Church St</u> (1) = £1,997.16 Total = £13,093.13 (25% = £3,273.28) CRICKLADE (1 site) 18. <u>B4553 (opposite Dance Court)</u> = £1,230.86 Total £1,230.86 (25% = £307.15) LYDIARD TREGOZE (1 site) 19. <u>Bolingbroke Close</u> = £4,838.00 Total = £4838.00 (25% = £1209.50) 10/01/24 – Discussion took place between members on sites indicated and costing. Agreement to remove site at War Memorial Lydiard Tregoze . LTPC to look at funding with CIL monies. Recommendation – To increase budget allocation to cover the sites indicated, remove site 19. and move towards implementation. Total cost £59,351.63, less 3rd party contributions totalling £14,837.91. Net cost to LHFIFG = £44,513.72 22/05/24 - Work commenced in Mid-April on dropped kerb sites. At the time of preparation of this report 4 of the 19 sites are uncompleted They are as follows: RWB – 1 site (Stoneover Ln / Shakespeare Rd) Purton - 2 sites (Church Street , Restrop) Hook – 1 site (Bollingbrook Close) Cricklade – 1 site (Purton Road by Dance Court). Awaiting billing from contractor. Some remedial work required at Reids Piece, Purton.	Remove from next tracker.	
--	--	---------------------------	--

		Note – Increase in cost (£982.58) for Cricklade DK due to change of TM and missing items from original estimate. Chair agreed that LHFIG will cover the additional cost with no change in contribution from CTC. Invoices issued to RWB TC, Purton PC and Cricklade PC for contributions.		
6.	Minor Signing schemes to be paid for by Town/ Parish Councils			
	Hoggs Lane Purton – Unsuitable for HGV signs - 11/09/24 Sign options considered and discussed with Geoff Greenaway. MJR to progress and invoice Purton PC upon completion. Awaiting return of sign wayleave to allow wall mounting of sign before issuing order to contractor. Copy of Wayleave sent to PC to try and move issue forward.		27/11/24 Works complete. Awaiting billing. Some negative comments re. Sign at Hoggs Lane end which PC are addressing direct. Remove from next tracker	MR
7.	Any Other Business			
	Submitting LHFIG Requests / Deadline for requests NOTE: All new highway requests for 2024/25 are now agreed by the group. Subsequent requests received from Town / Parish councils will be logged and considered at the LHFIG meeting to be held during Spring 2025		Requests to be sent to the following email address. LHFIGrequests@wiltshire.gov.uk NOTE - Town and parish councils are requested to examine their previously submitted issues shown at APPENDIX 2 and whether they wish them to re- considered by the group as part of the assessment of new 25/26 LHFIG schemes in Spring 2025	
8.	Date of Next Meeting			
	6pm on 12th February 2025 (via MS teams) Please Note the meeting has been brought forward by 2 weeks to accommodate the revised Area Board meeting scheduled for 26/02/25			To note

Royal Wootton Bassett & Cricklade Local Highways & Footway Improvement Group

Highways 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 **£8,487.99**
Refer to APPENDIX 1.

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 No recommendations to the Royal Wootton Bassett & Cricklade Area Board from the 27/11/24 meeting.

RWB CRICKLADE LHFIG - NEW HIGHWAY ISSUES 2024/25 (NOT PRIORITISED) - APPENDIX 2 UPDATE NOV 24

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)	LHFIG Recommendation from 22/05/24 meeting
11-24-09	16/02/2024	Royal Wootton Bassett	High Street	google.co.uk/maps	<i>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.</i>	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	RWB agreed 11-24-01 and 11-23-10 will take priority. No further action at this time
11-24-20	30/04/2024	Royal Wootton Bassett	Glenville Close	google.co.uk/maps	<i>Complaint that vehicles are parking too close to junction of Glenville close/ Marlborough road</i>	Costly to promote as a single WR site.	Could be included as part of wider parking review for issues 11-24-09 & 11-24-01	£3,000 (legal / implementation)	4	Issue not yet agreed by RWB TC. No further action
11-22-13	16/06/2022	Royal Wootton Bassett	Community Garden nature reserve – Row WBAS28	google.co.uk/maps	<i>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.</i>	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	4	Further discussion with Countryside team required.
11-23-16	09/06/2023	Royal Wootton Bassett	Breach Lane & Log Lane Royal Wootton Bassett	google.co.uk/maps	<i>Request for Accompanied horses signs on Breach Lane & Log Lane (Breach Lane Equine centre nearby)</i>	Breach Lane 3.6km long	Consider installing 2no. Signs on posts as requested	£250.00	1	Speak to requester to see if they are willing to fund. No further action at this time
11-24-03	10/01/2024	Royal Wootton Bassett	Layby A3102 (After Stoneover Lane turning) old 55 route bus stop	google.co.uk/maps	<i>Complaint from 'The Windmills', Marlowe Way which backs onto stop of overnight lorry parking resulting in rubbish, excrement and damage to trees. Request for measures to prevent parking in layby i.e. bollards</i>	Bus stop no longer in use. Layby is over 40m long and would require a significant number of bollards, expensive & may lead to ongoing maintenance issues. Note - This is the first layby for traffic travelling westbound from M4, J16. Permanent removal i.e. kerbing will be expensive as Stopping up order required.	Consider parking controls (time limited waiting) or signage in first instance (<i>no overnight parking by HGVs</i>)	£3,000 (WRs) £300 (no HGV signs)	3	Group agreed this request was not a priority No further action at this time
11-24-10	16/02/2024	Royal Wootton Bassett	Zebra Crossing, Noremarsh Road	google.co.uk/maps	<i>Report of vehicles failing to stop at zebra crossing. Request for signalised crossing</i>	Single <u>recorded</u> incident of failing to stop at Zebra in last 11 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 visibility of crossing. School can also cut back tree on their land to improve visibility of beacon on west side	£3,500 (LED BB)	2	Costs for signalised crossing prohibitive. Belisha Beacon upgrade not considered a priority. No further action at this time.
11-24-15	19/03/2024	Royal Wootton Bassett	Cycle Route Signs RWB	N/A	<i>Reports of poor signage of recommended routes for cyclists. Request for signs and road markings at key locations in town</i>	LCWIP for RWB being prepared in 24/25. Following on there will be an allocation for cycle infrastructure in the town and some /all of this request could be picked up at the same time.	Requester to make direct contact with Sustainable transport team to progress	N/A	N/A	Sign improvements to be requested via LCWIP and ATE funding. No further action.
11-24-22	08/05/2024	Cricklade	Cricklade Town Centre Sign Review	N/A	<i>Issue previously included under 'Minor Signing schemes to be paid for by Town/ Parish Councils'. CTC now seeking LHFIG funding.</i>	Design work for sites requested by late Cllr Jones covering '28' sites submitted to CTC. CTC have asked to reduce overall number of sites to 22.	Reduce overall number of signs (CTC have agreed to 25% funding)	£3,855.59	2	Agreed to fund sign improvements at a cost of £3855.59. (25% CTC)
11-23-03	13/05/2022	Cricklade	Footpath link between Hitchings and The Forty	google.co.uk/map	<i>Request to install lighting along footpath constructed by Greensquare Accord as part of local development</i>	Discussion has taken place with Development control. Footpath is <u>not</u> adopted and area part of the path beyond Hitchings has been sold to nearby dwelling. LHFIG unable to progress	No further Action	N/A	N/A	CTC to contact Wiltshire council Countryside team to request establishment of new RoW
11-24-23	05/03/2024	Cricklade	Stones Lane	google.co.uk/maps	<i>Concern about traffic speeds on Stones lane with residents walking to and from leisure centre crossing from Reeds. Request for Speed Humps</i>	Road is rural and predominantly single track. Limited street lighting which would prohibit use of speed humps.	Speed survey to establish vehicle speed (no cost to LHFIG) pedestrian's crossing ahead signs (x 2)	£800 (signs x 2)	2	No further action at this time.
11-24-24	26/04/2024	Cricklade	High St, Cricklade. Pedestrian refuge island	google.co.uk/maps	<i>Local resident would like existing refuge island removed as 1. It poses significant risk to road users, 2. Surface water splashes up an 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</i>	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	Cost of island removal prohibitive and not agreed as a priority for LHFIG.Awaiting outcome of complaint to LGO. No further action at this time.

RWB CRICKLADE LHFIG - NEW HIGHWAY ISSUES 2024/25 (NOT PRIORITISED) - APPENDIX 2 UPDATE NOV 24

11-24-02	09/01/2024	Lyneham & Bradenstoke	A3102 Calne Rd Lyneham (Adj Mallard Pub)	google.co.uk/maps	Lyneham & Bradenstoke PC requesting pedestrian improvements, with either a refuge island or zebra crossing	Road width insufficient to accommodate ped refuge and widening on south side required, further complicated by open watercourse. Zebra crossing possible but unlikely to meet threshold figure of 50 peds per hour over 4 busiest hours.	Further feasibility work and crossing assessment required Topo survey necessary £1800. Pedestrian survey £1500, Speed Survey (no cost to LHFIG)	£1800 (topo)	4	Costs likely to be prohibitive given engineering difficulties. No further action at this time,
11-24-05	18/01/2024	Purton	Manor Hill (by pond)	google.co.uk/maps	Request for drainage works on Manor Hill. Flooding issues preventing access by foot or vehicles.	Issues have been long standing and requires involvement of Drainage team, local highways and OFWG to agree way forward. Local landowners will also need to reinstate ditches under their ownership & clear pond	Requires further feasibility work with cooperation of various parties	unknown	N/A	No further action at this time
11-26-06	18/01/2024	Purton	Pavenhill	google.co.uk/maps	Request for bollards to be installed on footway outside 'one stop' shop to prevent cars blocking access for peds and wheel chair users	Footway area in front of shop is not maintainable highway (adopted). Bollards are already in place as a security measure but confined to area directly in front of shop.	Further information required. Land registry search	N/A	N/A	Footway not maintainable highway. No further action. MJR to request yellow line refresh by Parking services
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	No further 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. Sections along length not possible due to restricted road width (virtual pavement possible). 2. Majority of verge areas along length are privately owned and would require free dedication of land.	Parish council to undertake consultation with residents to establish willingness for free dedication. Longer term strategy required for project delivery	N/A	5	Parish council to discuss issue of free dedication of privately owned verges with residents. No further action at this time,
11-24-19	17/04/2024	Lydiard Millicent	Church Place / The Street	google.com/maps	Request for Wild fowl warning signs Diagram 551.2 following recent incident with speeding vehicle	LMPC have indicated they will fund 100% of cost	Sign location(s) to be agreed	£350	1	MJR to progress with LMPC outside of LHFIG
11-24-14	13/03/2024	Lydiard Tregoze	A3102 Swindon Road junction with Spittleborough Farm	google.com/maps	Concern re. 'U' turning traffic at junction, speeding traffic. Claim area is an accident blackspot. Request to prohibit 'U' turns, reduce speed limit from current 60mph	Site ranked #38 on Collision cluster site list. 2no. Recorded collisions in last 5 years. 1no. Turning right, 2no. Rear end shunts.	Prohibition of 'U' turning not feasible. Prohibition of Right turn into junction possible but nearest RDBT at Bincknoll Lane 1km to west and restriction likely to be ignored. Speed limit assessment £3,100	£3,000 (Right turn - legal & implementation) £3,100 (Speed limit assessment)	3	No further action at this time,

Members are requested to NOTE the correspondence and CONSIDER submitting a response.

Dear Sir/Madam,

I am writing to inform you that Brinkworth Parish Council have submitted the draft Brinkworth with Grittenham Neighbourhood Development Plan (2020 – 2038) to Wiltshire Council. Wiltshire Council will be coordinating a public consultation on this document between **Monday 18th November 2024 and Monday 13th January 2025.**

The draft Brinkworth with Grittenham Neighbourhood Development Plan (2020 – 2038) submission can be viewed and commented on from the [Wiltshire Council consultation portal](#).

Please be aware that documents viewed via the consultation portal may not be available to view with Internet Explorer. Please use an alternative internet web browser such as Google Chrome or Microsoft Edge.

Alternatively you can comment by completing an editable representation form downloaded from the supporting documents section of the consultation portal which can then be emailed to neighbourhoodplanning@wiltshire.gov.uk or posted to the address:

Neighbourhood Planning
Strategic Planning
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Please ensure that any comments on the Draft Neighbourhood Development Plan are received by Wiltshire Council **no later than 5pm on Monday 13th January 2025.**

Please be aware that all representations will be publicly available and may also appear on the Wiltshire Council website via the consultation portal.

Following this consultation, the comments received will be passed to an independent examiner, to be appointed by the council, who will consider the representations and recommend whether the Draft Neighbourhood Development Plan should be put to a community referendum.

If you have any questions please do not hesitate to contact Neighbourhood Planning on Tel: 01225 713698 or by email to neighbourhoodplanning@wiltshire.gov.uk.

Neighbourhood Planning
Economic Development and Planning

Wiltshire Council

Tel: 01225 713698
Email: neighbourhoodplanning@wiltshire.gov.uk
Web: www.wiltshire.gov.uk

Members are requested to NOTE the correspondence and CONSIDER submitting a response.

Dear Sir/Madam,

I am writing to inform you that Brinkworth Parish Council have submitted the draft Brinkworth with Grittenham Neighbourhood Development Plan (2020 – 2038) to Wiltshire Council. Wiltshire Council will be coordinating a public consultation on this document between **Monday 18th November 2024 and Monday 13th January 2025.**

The draft Brinkworth with Grittenham Neighbourhood Development Plan (2020 – 2038) submission can be viewed and commented on from the [Wiltshire Council consultation portal](#).

Please be aware that documents viewed via the consultation portal may not be available to view with Internet Explorer. Please use an alternative internet web browser such as Google Chrome or Microsoft Edge.

Alternatively you can comment by completing an editable representation form downloaded from the supporting documents section of the consultation portal which can then be emailed to neighbourhoodplanning@wiltshire.gov.uk or posted to the address:

Neighbourhood Planning
Strategic Planning
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Please ensure that any comments on the Draft Neighbourhood Development Plan are received by Wiltshire Council **no later than 5pm on Monday 13th January 2025.**

Please be aware that all representations will be publicly available and may also appear on the Wiltshire Council website via the consultation portal.

Following this consultation, the comments received will be passed to an independent examiner, to be appointed by the council, who will consider the representations and recommend whether the Draft Neighbourhood Development Plan should be put to a community referendum.

If you have any questions please do not hesitate to contact Neighbourhood Planning on Tel: 01225 713698 or by email to neighbourhoodplanning@wiltshire.gov.uk.

Neighbourhood Planning
Economic Development and Planning

Wiltshire Council

Tel: 01225 713698

Email: neighbourhoodplanning@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

Follow Wiltshire Council

LMPC VE 80 Programme of Events					
Thursday 8th May					
What	Where	When	Status	VE Lead	Comments
Marquee setup	Field	???			Is the marquee going to be used for additional seating?
Audio tent setup	Field	???		Keith/Becky	Is this going to be there Thurs - Sat?
Afternoon tea	Parish Hall	15:00 - 17:00	In progress	Cath	
Museum setup	Parish Hall	17:00 - 19:30	In progress		
Museum open	Parish Hall	19:30 - 21:30	In progress		Teas and coffees,Wine and soft drinks??? Layouts??
Grace Vocal	Marquee???	20:00 - 20:30	In progress		Attendance confirmed. Set could be a bit longer if required. Sound system??
Other entertainment?	Marquee???	20:30 - 21:15	Not started		Should we try for anything else?
Beacon lighting	Field	21:15 - 21:30	In progress		Competition for lighting it TBC
Event close		21:30			
Friday 9th May					
Museum open	Parish Hall	14:00 - 17:00?	In progress		
WW2 trail?	Around the village	14:00 - 18:00	Not started		Has been discussed. Could potentially be a walk round key bits in the parish finishing at the pub. Do we want to do it?
Event at pub	Sun Inn		Not started	Dave	Fish & chip supper??
Saturday 10th May					
Setup	Marquee & Field	11:00 - 14:00	Not started		Mike to draw up plan.
Pizza and dirty fries	Field	14:00 - 21:00	In progress	Richard	
Military vehicles	Field	14:00 - 21:00??	In progress	Mike	
Museum open	Parish Hall	14:00 - 17:00	In progress		
Bouncy castle	Field	14:00 - 18:00	In progress	Hayley	
WW2 Treasure trail?	Around the village	14:00 - 18:00	Not started		One for children. Has been discussed. Do we want to do it?
Morris dancers	Field & marquee?	14:00??	In progress	Sally	Malmesbury Morris confirming availability
Dance troupe(s)	????	????	In progress		Kimmy Brewser can provide an adult dance group doing a 40s theme. Cath is asking lady that does classes at the hall. Am concerned about safety of dancing in marquee
Scout entertainment	Outside Parish Hall	14:00 - 17:00??	In progress		Scout troop has been asked to provide something that would interest teenagers.
Museum set down	Parish Hall	17:00 - 19:00			
Bar setup	Parish Hall	17:00 - 19:00			Dave to confirm whether he will provide this.
Barn dance	Parish Hall	19:00 - 21:30	In progress	Cath??	Ticketed, self funded event.
Dance troupe(s)	Parish Hall	20:00???			Becky investigating jitterbug dancers. Possible interval entertainment?
Close down		21:30			

Other items

Pill box board unveiling??

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

Background

At the Parish meeting on 7 November, Members were advised that the UPVC doors to the outdoor store are in a state of disrepair and have been for some time. 3 contractors provided quotes for replacement doors, and each suggested the doors were beyond economical repair, UPVC doors are not for the purpose for which they were installed and therefore recommended alternative materials. Members agreed not to accept quotes at the time, and instructed the Clerk to explore maintenance requirements for each door type and establish if the Council's insurance detailed any specific security requirements (min ref. 24.165).

Update

Maintenance and insurance adherence information is detailed below:

Quote A

- Remove existing door and dispose of - Supply and fit 1no set of steel doors - Set up and test - Leave site clean and tidy £2,146 (ex. VAT)	Steel doors have no, or very low maintenance requirements and are more robust than other door types. No response received in relation to insurance adherence.
--	---

Quote B

- Remove existing door and dispose of - Supply and fit 1no set of steel doors - Set up and test - Leave site clean and tidy £2,077.45 (ex. VAT)	No response received in relation to maintenance requirements or insurance adherence.
---	---

Quote C

- Remove existing door and dispose of - Supply and fit 1no set of steel and foam filled doors, which are more domestic than full steel doors but still secure - Set up and test - Leave site clean and tidy £1,665 (ex. VAT)	The door should be washed every 2 months with a car shampoo or similar. No lubrication of the hinges is required, however a light spray oil should periodically be applied to the door stay mechanism. These doors do not meet the below insurance requirement: All outward opening external doors are fitted with hinge bolts top and bottom on each leaf However, the hinges are concealed which means they cannot be access from outside to be cut.
--	--

Quote D

- Remove existing door and dispose of - Supply and fit 1no set of steel doors - Set up and test - Leave site clean and tidy £1,890 (ex. VAT)	Steel doors have no, or very low maintenance requirements and are more robust than other door types.
--	---

	This door will meet all insurance requirements.
--	---

Clerk's Comments

The doors do need to be replaced, although the need is not an urgent one. Should the Council choose not to accept quotes at this time, it would be my suggestion that the matter is revisited ahead of next year's Cricket season when the doors are much more frequently used.

It is worth highlighting that the insurance policy does not cover any buildings or contents damage which occurs whilst the building is unoccupied.

Hayley Graham

January 2025

Tree Health and Safety Survey and Report

Jubilee Clubhouse and Playing Field

December 2024



Survey and report by
Jack Bool

Contents

1.0 Introduction

2.0 Tree survey methodology

3.0 Site details

4.0 Conclusion and recommendations

APPENDIX 1 Tree survey details

SITE PLAN 1 Tree positions

APPENDIX 1a Tree survey key

APPENDIX 1b Abbreviations and definitions for tree works

APPENDIX 1c Work priority colour key

1.0 Introduction

- 1.1 Cotswold Tree Surgeons have been instructed by Lydiard Millicent Parish Council to carry out a tree safety survey to provide data on the current condition of the trees growing at the Jubilee Clubhouse and Playing Field.
- 1.2 The site was visited and inspected on 02 December 2024.
- 1.3 The purpose of the survey and report is to;
 - 1.3.1 Identify the species of the individual trees.
 - 1.3.2 Provide an age classification of the trees.
 - 1.3.3 Record the current condition of the trees and identify structural defects, decay and/or signs of disease or ill health.
 - 1.3.4 Provide safety and arboricultural management recommendations.
 - 1.3.5 Plot and number the individual trees onto a site plan.
- 1.4 The survey details are to be found in APPENDIX 1.
- 1.5 A site map has been supplied upon which the surveyed tree position and number have been plotted.
- 1.6 The survey took the form of a visual tree assessment from ground level only.
- 1.7 No invasive inspections, other than probing, were made of the trees. Mallet sounding is used to detect possible decay cavities, or areas of loose bark. Where necessary further investigation with regard to decay cavities or root decay will be advised within the management recommendations.
- 1.8 No climbing inspections were made of the tree. Where necessary, an aerial inspection will also be advised.
- 1.9 No topographical or soil surveys were carried out.
- 1.10 Trees are living organisms and their health and condition may change within a short period of time. This report reflects the current condition at the date of survey.
- 1.11 The survey was carried out by Jack Bool of Cotswold Tree Surgeons Ltd who holds a Lantra certificate in Tree Surveying and hold a NPTC certificate in Arboricultural Risk Assessment.

2.0 Tree survey methodology

2.1 Age classification

2.1.1 The trees age is identified using the following classification:

- Newly planted / newly regenerated – trees under the age of 10 years
- Young – a tree older than 10 years but less than one third of the life expectancy of its species
- Semi-mature – a tree within one to two thirds of the life expectancy of its species
- Mature – trees beyond two thirds of the life expectancy of its species
- Over-mature – a tree which is approaching or has reached its life expectancy, and may be in decline

3.0 Site details

- 3.1 **Jubilee Clubhouse and Playing Fields** is located in Lydiard Millicent and is accessed through one entrance via Chestnut Springs.
- 3.2 The site is an enclosed site, surrounded with mature native hedgerows, and trees within.
- 3.3 The site is used on a daily basis for recreational sports such as Football and Cricket.
- 3.4 The site is a very high traffic area with members of the public passing through at all times during the day.
- 3.5 This survey has been performed to take this into account from a safety perspective although, trees encroaching on buildings/structures/roads etc, have also been highlighted.
- 3.6 Priority has been given to the trees on the entrance to site as this is the area with most vehicle and foot traffic.
- 3.7 It is important to monitor the health of the Ash trees going forward, especially on the entrance road to site, as unfortunately, Ash Dieback (Chalara), a fungal infection, is becoming more prolific in this area. A Forestry Commission leaflet has been provided at the bottom of this report to give you and your team an idea on what symptoms to look out for.
- 3.8 Unless specifically highlighted withing the survey data, all surrounding hedgerows can be pruned/trimmed back when required.
- 3.9 Trees are not tagged on this site.
- 3.10 This site is **NOT** in a conservation area and does **NOT** have any TPO's (Tree Preservation Orders) within its boundary.
- 3.11 This survey provides recommendations to improve tree health and reduce potential hazards however, this does not guarantee the absence of structural failure in the future.
- 3.12 The weather conditions at the time of the site visits were dry and partially cloudy.

4.0 Conclusions and Selected Recommendations

- 4.1 All following recommendations are based on sound arboricultural principles, and give regard to future tree health and condition, and the safety of the public.
- 4.2 **Please refer to the survey data at APPENDIX 1 for full management recommendations and timescale for works (Key to tree work timescale colour coding can be found at APPENDIX 1c).** Future management recommendations may also be included, but as interim inspections are recommended, these must only serve as a guide.
- 4.3 Where removal of Ivy/undergrowth has been recommended, this is to allow clear inspection of main stems on future inspections, and to reduce weight or windsail within their canopy's.
- 4.4 ALL tree works **MUST** be carried out in accordance with *BS3998:2010 Tree work – Recommendations*, by an experienced and trained arboriculturist. Works not carried out in accordance with the Standard, or by inexperienced operatives, may result in the future health, condition or structure of the tree being compromised. This is also as important during formative pruning of younger trees.
- 4.5 It is recommended that the trees are inspected on a bi-annual basis.
- 4.6 The next inspection should be carried out no later than December 2026, unless otherwise stated within the survey data.

APPENDIX 1 – Tree survey data

Jubilee Clubhouse Survey Data Dec 2024



Tree ID	Species	Maturity	Phys Cond	Defects	Defect details	Recommendations	Comments	Priority
G1	Mixed	SM	Fair	Ivy; Low hanging branches; Dead tree/s	Significant Ivy on main stems throughout. Low branching over footpath. 2x Dead Ivy clad Elm close to footpath, one has fallen onto path.	See Comment	A group of semi mature trees and self seeded trees from boundary of 58 Chestnut Springs up to entrance of JCH. Consisting of Ash, Elm, Hawthorn - Remove dead and fallen Elm, sever Ivy on all trees to prevent over-encumberment and windsail, cut back low branching over path and road back inline with inner edge of path.	3 Months
T2	Ash (Fraxinus excelsior)	M	Fair	Ivy; Low hanging branches	Significant Ivy on main stems. Low branching toward road	See Comment	Two stems. Sever Ivy on both stems to prevent over-encumberment and enable future inspection of main stems. Prune 2x low limbs back to inner line of footpath to reduce encroachment over road and entrance.	3 Months
T3	Ash (Fraxinus excelsior)	SM	Fair	Ivy; Leaning; Dead branches	2 semi mature stems with significant Ivy growth, leaning to the NE over access road. Dead branches over access road.	See Comment	Sever Ivy at base and allow to die off naturally, to reduce windsail and prevent over-encumberment. Remove deadwood over access road.	3 Months
T4	Ash (Fraxinus excelsior)	M	Fair	Ivy; Dead branches	4 stems. Significant Ivy on main stems. Dead branches over access road	See Comment	Sever Ivy on main stems and allow to die off naturally to reduce windsail and prevent over-encumberment. Remove deadwood over access road	3 Months
H5	Hedge	SM	Good	Low hanging branches; Leaning	Leaning over access road	Cut back growth	Growing from other side of fence. Cut back to boundary line to provide a straight edge and reduce encroachment over access road and barrier.	3 Months
H6	Hedge	M	Fair	Ivy	Significant Ivy throughout. May result in small trees dying in the future.	Cut back growth	Continue annual cutting back to curb line	1 Year
H7	Hedge	SM	Fair	Ivy	Ivy on fence	Cut back growth	Continue annual cutting back to curb line.	1 Year
T8	Goat Willow (Salix Caprea)	SM	Fair	Ivy; Low hanging branches	Significant Ivy on main stem. Low branching over road	See Comment	Sever Ivy on main stem to prevent over-encumberment and enable future inspection of main stem. Remove lower branches over road up to a height of 4m. Sever Ivy on tree directly behind.	6 Months
T9	Field maple (Acer campestre)	SM	Fair	Ivy	Significant Ivy on main stem	Ivy	Sever Ivy to enable future inspection. Remove large clumps of Ivy over road.	6 Months
T10	Field maple (Acer campestre)	SM	Fair	Ivy	Significant Ivy on main stem	Ivy	Sever Ivy to enable future inspection	6 Months
T11	Ash (Fraxinus excelsior)	SM	Poor	Ivy; Leaning	Ivy on main stem. Significantly leaning into adjacent trees due to possible failure from rotten base.	Fell	Fell to ground level to prevent further failure.	6 Months
G12	Ash (Fraxinus excelsior)	SM	Fair	Ivy	Significant Ivy on all stems	Ivy	A group of 3 Ash with multiple stems. Previous pruning works away from building - Sever Ivy on all stems to enable future inspection, reduce windsail and prevent over-encumberment.	6 Months
H13	Hedge	M	Fair	Ivy	Ivy throughout	No action	Mixed hedge behind building up to play area. Previous pruning and felling works to reduce encroachment over building.	
H14	Hedge	SM	Good	Low hanging branches	Low branching over play area	Cut back growth	Mixed hedge with semi mature Field Maple within. Low branches starting to encroach over play area - Cutback low branching back to fence line up to a height of 4m along the length of the play area.	1 Year

Tree ID	Species	Maturity	Phys Cond	Defects	Defect details	Recommendations	Comments	Priority
T15	Ash (Fraxinus excelsior)	SM	Fair	Ivy; Leaning	Ivy on main stem. Secondary stem leaning over playing field.	See Comment	Sever Ivy on main stem. Fell leaning secondary stem to ground level to prevent future risk of failure	2 Years
G16	Field maple (Acer campestre)	M	Fair	Ivy; Suppressed ; Damaged; Leaning	Ivy on main stem/s. Suppressed Goat Willow with broken branches leaning over playing field.	See Comment	A group of Field Maple with multiple stems - Sever Ivy on Field Maple stems. Fell suppressed Goat Willow leaning over playing field.	2 Years
T17	Field maple (Acer campestre)	SM	Good	Dead branches	Minor dead branching over rough ground	No action	Semi mature tree growing from other side of ditch.	
G18	Field maple (Acer campestre)	M	Good	Ivy; Overhanging branch/s	Ivy throughout. Mid crown branching overhanging playing field.	No action	Multiple stems growing from other side of ditch.	
G19	Field maple (Acer campestre)	SM	Good	Ivy	Ivy on main stems	No action	Multiple stems growing from other side of ditch	
T20	Ash (Fraxinus excelsior)	SM	Fair	Dead branches; Ivy; Cavities	Minor dead branching over rough ground. Ivy on main stems. Small Cavity on southern stem at 3m	No action	Three main stems growing from other side of ditch	
G21	Field maple (Acer campestre)	M	Good	Ivy	Minor Ivy on all stems	No action	A group of Field Maple, can be managed as part of the hedge	
H22 /N	Hedge	M	Fair	Ivy	Significant Ivy throughout	No action	Continue annual cutting back from field as required	
H22 /S	Hedge	M	Fair	Ivy	Significant Ivy throughout	No action	Continue annual cutting back from playing field as required	
H23	Hedge	SM	Fair	Bramble	Bramble throughout	No action	Hedgerow, mostly Bramble/Climbers with self seeded trees within, mainly consisting of Cherry	
G24	Mixed	M	Poor	Low hanging branches; Overhanging branch/s	Low branching over parking area. Mid crown branching overhanging parking area.	Cut back growth	Consisting of 2x Apple and 1x Hornbeam. Low branching over parking area should be removed from all trees to reduce encroachment. Mid crown branching from the Apple trees should be cut back to fence line to prevent fruit drop over parking area	1 Year
T25	Ash (Fraxinus excelsior)	Y	Fair	Fence	Self seeded tree growing in fence. Likely to cause further issues as it matures.	Fell	Fell to ground level and poison stump to prohibit regrowth	1 Year

SITE PLAN 1 – Tree Position

Cotswold Tree Surgeons Ltd

100 Paven Hill, Purton, Swindon, SN5 4DB
info@cotswoldtreesurgeons.co.uk

Jubilee Clubhouse
And Recreation Ground

SCALE :
1 : 900 @ A3

DATE :
12/2/2024

MAP FILENAME :
JCH.CTS01

N



Map data shown may contain Ordnance Survey © products supplied by
Pear Technology Services Ltd; Email: info@peartechnology.co.uk
© Crown Copyright and database rights from date shown above
Ordnance Survey © licence number 100023148



APPENDIX 1a - Survey Key

Tree No.

- 1,2,3 etc
- G – Group
- H – Hedge

Species – Common name

Age

- Y – Young
- SM – Semi-Mature
- M – Mature
- OM – Over-mature

Comments – The current condition of tree, including the presence of defects, decay, wood decay fungi or signs of disease or ill health

Recommendations – Management recommendation abbreviations (see APPENDIX 1b), colour coded to indicate works priority timescale (see APPENDIX 1c).

APPENDIX 1b - Abbreviations and definitions of tree works

- P** **Pollarding** – The removal of all crown growth of a tree back to the main stem, to a specified height above the ground, with the objective of producing vigorous shoots from the bole.
- F** **Tree Felling** – The cutting down of a tree or shrub to a point as close to ground level as is reasonably possibly to leave a stump.
- CT** **Crown Thinning** – The removal of a proportion of the small secondary live woody growth (in addition to weak, damaged, dead, crossing or duplicated branches and soft growth) to reduce the leaf area of the canopy by a stated percentage.
- CR** **Crown Reduction** – The reduction of the complete outline dimension of the canopy, from the tips of the limbs and branches towards the main trunk, by pruning growth to an appropriately sized lateral branch, twig or bud to leave a flowing silhouette. In addition all soft growth from the tree's trunk shall be removed from those trees being subject to a crown reduction.
- CS** **Crown Shaping** – The shaping of the canopy in one particular dimension, be that width (in one particular direction) or height but not both, by pruning growth to an appropriately sized lateral branch, bud or twig.
- CB** **Crown Balancing** – Works to the tree's crown having regard to the symmetry of the complete outline of the canopy, or silhouette of the tree by reducing the length of certain branches to improve that symmetry.
- BR** **Branch Removal** – The removal of discrete and complete parts of the tree's structure, be that epicormic growth or part of the crown. Branch removal may include the removal of twigs, epicormic growth, branches or limbs.
- CL** **Crown Lifting** – The removal of all branches or parts thereof within limits specified which are below or which may extend below the height specified in the work schedule. Crown lifting may result in the canopy base being not at one single level but stepped to allow for different clearances, for example where the tree overhangs both a footway and a road where different height clearances are required.
- FP** **Formative Pruning** – The pruning of the aerial of a tree in its youth to result in an appearance considered typical for the species or variety of tree concerned. The object of formative pruning is to produce a clean stemmed tree and the establishment of a good branch structure and canopy. Root pruning may also be undertaken as part of formative pruning where applicable.
- CO** **Cleaning Out** – The removal of dead, dying or diseased branchwood, broken branches or stubs, together with all unwanted objects, which may include fungal fruit bodies, ivy and/or other climbing plants, nails, redundant cable bracing, rope swings etc.
- DW** **Dead-wooding** – The removal from the tree of dead, dying or diseased branchwood, broken branches or stubs from the crown or main stem, or within any cavities in the tree.

TAKEN FROM 1996 ARBORICULTURAL ASSOCIATION – STANDARD SPECIFICATION FOR TREE WORKS

APPENDIX 1c Work Priority Colour Key

A traffic light system of colouring is used in the recommendations column. The timescale for required arboricultural works, other than the cutting of ivy, or the need for further inspection is identified as follows:

- **RED** - Urgent – Tree works **must** be carried out within three months or as soon as is reasonably practicable where stated
- **AMBER** – Re-inspection to be carried out **at** six months or tree works to be carried out **within** six months
- **GREEN** - Tree works to be carried out **within** twelve or twenty four months where stated

Where cutting of ivy only is recommended, although this has not been given a priority, it should be carried out within a **three month** period. This will allow the ivy to die back enough for clearer viewing of branch unions and crown defects during future inspections.

Chalara dieback of ash

Symptoms associated with **Chalara dieback** of ash (1–7)



1
Diseased saplings typically display dead tops and/or side shoots.



2
At the base of dead side shoots, lesions can often be found on the subtending branch or stem.



3
Lesions which girdle the branch or stem can cause wilting of the foliage above.



4
Mature trees affected by the disease initially display dieback of the shoots and twigs at the periphery of their crowns. Dense clumps of foliage may be seen further back on branches where recovery shoots are produced.

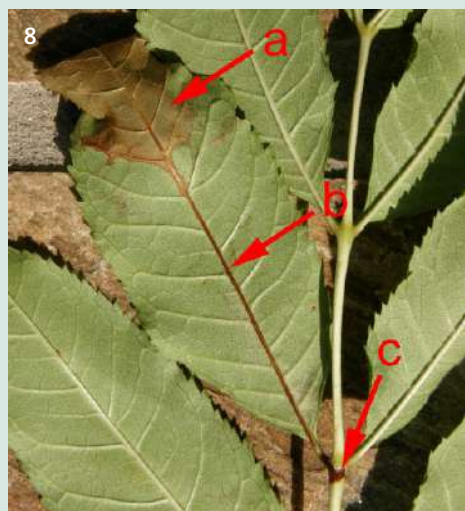


6
In late summer and early autumn (July to October), small white fruiting bodies can be found on blackened rachises (leaf stalks) of ash in damp areas of leaf litter beneath trees. These do not necessarily belong to the pathogen but can be tested to determine their identity.



7
If the disease is well established, some trees may have tongues of bark killed by *C. fraxinea* at the base of their stems.

Symptoms associated with **Chalara dieback** of ash (8–16)



Leaf necrosis (a) extending into leaflet vein (b) and leaf stalk (c).



Lesion on leaf stalk (ends arrowed) without leaflet symptoms.



Necrosis of leaf stalk (arrowed) and associated desiccation of leaflets.



Developing lesions associated with former insertion points of leaf stalks.



Older lesion associated with former insertion point of leaf stalk.



Developing lesion centred on a dead side shoot.



Older lesion centred on a dead side shoot.



Old lesion centred on a dead side shoot.



The wood and pith underlying bark lesions is usually strongly stained.

Symptoms associated with **other disorders** of ash (17–24)



Browning of leaves is also caused by the activity of mining insects. When held up to the light, the browned area is translucent but includes darker regions of frass material excreted by the insect larva which has caused the damage; the larva itself can sometimes be seen moving within the mined area.



Insect damage may also account for failure of ash buds to flush, or production of weak shoots which shrivel after flushing. When cut open with a knife, unflushed buds damaged by insects are found to have no contents and wilted shoots are hollowed out at their bases.



On young ash, cankers on shoots may be formed by the fungus *Phoma exigua* – the bark within these cankers often has a shredded appearance and fruiting bodies of the pathogen may be evident in the form of small 'pimples' on the surface of the dead bark.

Symptoms associated with **other disorders** of ash (25–29)



Cankers on the stems of larger trees with a roughened or target-like appearance are generally due to infection by the fungal pathogen *Nectria galligena*.



Irregular roughening of the bark, which can sometimes be extreme, can result from infection by the bacterial pathogen *Pseudomonas savastanoi*.



In established woodlands, death of bark at the base of ash stems may be due to infection by honey fungus (*Armillaria mellea*). The fungus only produces fruiting bodies occasionally but typically forms a leathery mycelial fan beneath the bark which can be revealed by cutting down to the underlying wood.



Notes

Dark staining of the wood and pith associated with stem lesions (photo 16) is a good indication of *Chalara* infection, particularly when stain is present in the wood beyond the obvious limits of bark killing.

Symptoms of *Chalara* infection of the foliage (photos 8 to 10) develop during the late summer and autumn following infection of leaves by spores of the pathogen earlier in the year. Browning of leaves in the spring and early summer is very unlikely to be associated with *Chalara* dieback of ash and is frequently the result of insect damage (photos 19 to 21).

Jubilee Clubhouse Survey Data Dec 2024



Tree ID	Species	Maturity	Phys Cond	Defects	Defect details	Recommendations	Comments	Priority
G1	Mixed	SM	Fair	Ivy; Low hanging branches; Dead tree/s	Significant Ivy on main stems throughout. Low branching over footpath. 2x Dead Ivy clad Elm close to footpath, one has fallen onto path.	See Comment	A group of semi mature trees and self seeded trees from boundary of 58 Chestnut Springs up to entrance of JCH. Consisting of Ash, Elm, Hawthorn - Remove dead and fallen Elm, sever Ivy on all trees to prevent over-encumberment and windsail, cut back low branching over path and road back inline with inner edge of path.	3 Months
T2	Ash (Fraxinus excelsior)	M	Fair	Ivy; Low hanging branches	Significant Ivy on main stems. Low branching toward road	See Comment	Two stems. Sever Ivy on both stems to prevent over-encumberment and enable future inspection of main stems. Prune 2x low limbs back to inner line of footpath to reduce encroachment over road and entrance.	3 Months
T3	Ash (Fraxinus excelsior)	SM	Fair	Ivy; Leaning; Dead branches	2 semi mature stems with significant Ivy growth, leaning to the NE over access road. Dead branches over access road.	See Comment	Sever Ivy at base and allow to die off naturally, to reduce windsail and prevent over-encumberment. Remove deadwood over access road.	3 Months
T4	Ash (Fraxinus excelsior)	M	Fair	Ivy; Dead branches	4 stems. Significant Ivy on main stems. Dead branches over access road	See Comment	Sever Ivy on main stems and allow to die off naturally to reduce windsail and prevent over-encumberment. Remove deadwood over access road	3 Months
H5	Hedge	SM	Good	Low hanging branches; Leaning	Leaning over access road	Cut back growth	Growing from other side of fence. Cut back to boundary line to provide a straight edge and reduce encroachment over access road and barrier.	3 Months
H6	Hedge	M	Fair	Ivy	Significant Ivy throughout. May result in small trees dying in the future.	Cut back growth	Continue annual cutting back to curb line	1 Year
H7	Hedge	SM	Fair	Ivy	Ivy on fence	Cut back growth	Continue annual cutting back to curb line.	1 Year
T8	Goat Willow (Salix Caprea)	SM	Fair	Ivy; Low hanging branches	Significant Ivy on main stem. Low branching over road	See Comment	Sever Ivy on main stem to prevent over-encumberment and enable future inspection of main stem. Remove lower branches over road up to a height of 4m. Sever Ivy on tree directly behind.	6 Months
T9	Field maple (Acer campestre)	SM	Fair	Ivy	Significant Ivy on main stem	Ivy	Sever Ivy to enable future inspection. Remove large clumps of Ivy over road.	6 Months
T10	Field maple (Acer campestre)	SM	Fair	Ivy	Significant Ivy on main stem	Ivy	Sever Ivy to enable future inspection	6 Months
T11	Ash (Fraxinus excelsior)	SM	Poor	Ivy; Leaning	Ivy on main stem. Significantly leaning into adjacent trees due to possible failure from rotten base.	Fell	Fell to ground level to prevent further failure.	6 Months
G12	Ash (Fraxinus excelsior)	SM	Fair	Ivy	Significant Ivy on all stems	Ivy	A group of 3 Ash with multiple stems. Previous pruning works away from building - Sever Ivy on all stems to enable future inspection, reduce windsail and prevent over-encumberment.	6 Months
H13	Hedge	M	Fair	Ivy	Ivy throughout	No action	Mixed hedge behind building up to play area. Previous pruning and felling works to reduce encroachment over building.	
H14	Hedge	SM	Good	Low hanging branches	Low branching over play area	Cut back growth	Mixed hedge with semi mature Field Maple within. Low branches starting to encroach over play area - Cutback low branching back to fence line up to a height of 4m along the length of the play area.	1 Year

Tree ID	Species	Maturity	Phys Cond	Defects	Defect details	Recommendations	Comments	Priority
T15	Ash (Fraxinus excelsior)	SM	Fair	Ivy; Leaning	Ivy on main stem. Secondary stem leaning over playing field.	See Comment	Sever Ivy on main stem. Fell leaning secondary stem to ground level to prevent future risk of failure	2 Years
G16	Field maple (Acer campestre)	M	Fair	Ivy; Suppressed ; Damaged; Leaning	Ivy on main stem/s. Suppressed Goat Willow with broken branches leaning over playing field.	See Comment	A group of Field Maple with multiple stems - Sever Ivy on Field Maple stems. Fell suppressed Goat Willow leaning over playing field.	2 Years
T17	Field maple (Acer campestre)	SM	Good	Dead branches	Minor dead branching over rough ground	No action	Semi mature tree growing from other side of ditch.	
G18	Field maple (Acer campestre)	M	Good	Ivy; Overhanging branch/s	Ivy throughout. Mid crown branching overhanging playing field.	No action	Multiple stems growing from other side of ditch.	
G19	Field maple (Acer campestre)	SM	Good	Ivy	Ivy on main stems	No action	Multiple stems growing from other side of ditch	
T20	Ash (Fraxinus excelsior)	SM	Fair	Dead branches; Ivy; Cavities	Minor dead branching over rough ground. Ivy on main stems. Small Cavity on southern stem at 3m	No action	Three main stems growing from other side of ditch	
G21	Field maple (Acer campestre)	M	Good	Ivy	Minor Ivy on all stems	No action	A group of Field Maple, can be managed as part of the hedge	
H22 /N	Hedge	M	Fair	Ivy	Significant Ivy throughout	No action	Continue annual cutting back from field as required	
H22 /S	Hedge	M	Fair	Ivy	Significant Ivy throughout	No action	Continue annual cutting back from playing field as required	
H23	Hedge	SM	Fair	Bramble	Bramble throughout	No action	Hedgerow, mostly Bramble/Climbers with self seeded trees within, mainly consisting of Cherry	
G24	Mixed	M	Poor	Low hanging branches; Overhanging branch/s	Low branching over parking area. Mid crown branching overhanging parking area.	Cut back growth	Consisting of 2x Apple and 1x Hornbeam. Low branching over parking area should be removed from all trees to reduce encroachment. Mid crown branching from the Apple trees should be cut back to fence line to prevent fruit drop over parking area	1 Year
T25	Ash (Fraxinus excelsior)	Y	Fair	Fence	Self seeded tree growing in fence. Likely to cause further issues as it matures.	Fell	Fell to ground level and poison stump to prohibit regrowth	1 Year

Cotswold Tree Surgeons Ltd

100 Paven Hill, Purton, Swindon, SN5 4DB
info@cotswoldtreesurgeons.co.uk

Jubilee Clubhouse
And Recreation Ground

SCALE :
1 : 900 @ A3

DATE :
12/2/2024

MAP FILENAME :
JCH.CTS01

N



Map data shown may contain Ordnance Survey © products supplied by
Pear Technology Services Ltd; Email: info@peartechnology.co.uk
© Crown Copyright and database rights from date shown above
Ordnance Survey © licence number 100023148



Members are requested to NOTE the report and confirm whether they are able to assist with the Plan.

The LMPC Community Emergency Plan (the Plan) is starting to take shape. The Plan is designed to help guide the Community through what to do in case of an emergency. It covers incidents like Pandemics, Flooding, Severe Weather, and Utility Failure. Its purpose is to assist the Community to prepare in advance of an emergency and to steer the Community through potential actions in the event of an actual emergency,

A key component of the Plan is to ensure we have a core team of individuals who are prepared to assist in enacting the Plan. We are therefore looking for volunteers to join the Group. Initially, some volunteers will be required to review the plan and participate in a test emergency. Lessons learnt will then be used to modify the plan.

Members of the Group will be required to share their contact details with the Group and join a WhatsApp group which will be used for communication purposes. In case of an actual incident the Emergency Co-ordinator and/or his/her Deputy will determine whether to trigger an "Emergency." In this case members of the Group may be required to join an Incident meeting, either virtually or physically, to begin the process of enacting the Plan. It is envisaged that the vast majority of activities of the Group during an emergency will be to co-ordinate the activities of the various emergency services & agencies and key community volunteers, as determined by the Emergency Co-ordinator or his/her Deputy. In addition, members will be required to keep the Group updated on developments and assist in communicating development to the Parish Community.

We will work with the Parish Hall as our designated Emergency Hub to ensure a comprehensive & co-ordinated approach across the Parish. We are asking Parish Hall committee members to volunteer to join the Group and would also welcome volunteers from the Parish Council. Please note that all of this work will be done on a reasonable endeavours basis, as people cannot commit to being available in the event of an emergency.

Mo Suleman
January 2025

Wiltshire Council

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

Temporary Closure of: C28 (Part), Lydiard Millicent (Ref: TTRO 10002)

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 C414 to its junction with C34.

To enable: Wales & West Utilities to carry out gas mains replacement work and other associated works.

Alternative route: via C34 – Stone Lane – Common Platt – B4553 – C414 and vice versa.

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

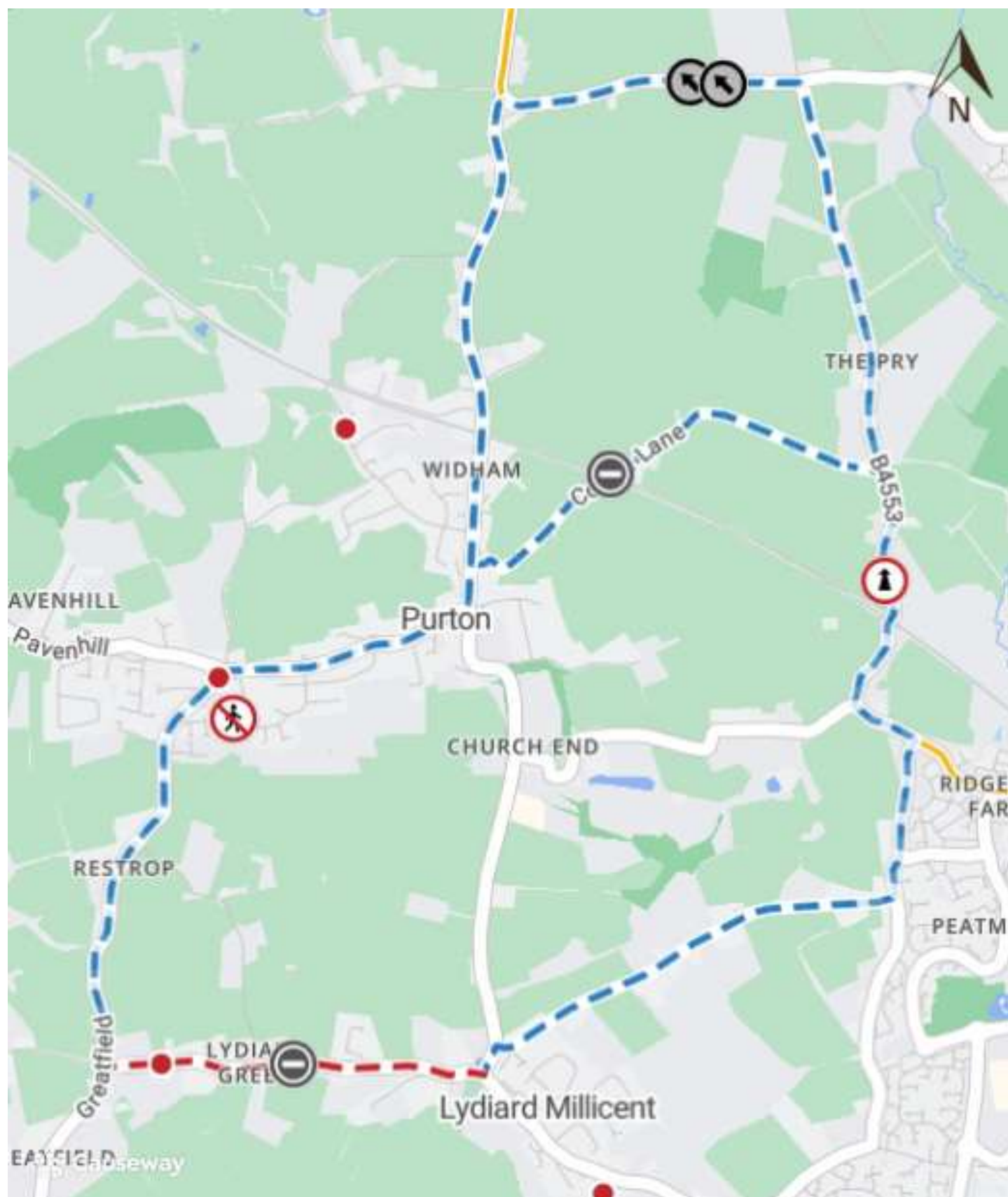
This Order will come into operation on 29th January 2025 and the closure will be required until 28th March 2025. It is anticipated that the works will take the stated duration to complete depending upon weather conditions. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works. The Order will have a maximum duration of 18 months.

For further information please contact Wales & West Utilities on 0800 912 2999.

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

23 January 2025

Indicative Plan : C28(Part), Lydiard Millicent



Members are requested to NOTE and APPROVE the revised logo.

When designing collateral for the upcoming VE Day 80 commemoration events, it became apparent that the current versions of the Council's logo are particularly low resolution and do not lend themselves to digital reproduction. An updated version of the logo has now been designed.

Current Logo



New Design



Recommendation

Members are requested to APPROVE the use of the updated logo.

Hayley Graham
January 2025