

LYDIARD MILLICENT PARISH COUNCIL MEETING
11 January 2024
held in the All Saints Church, Lydiard Millicent
at 19:00 hrs

Councillors Present:

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

Others in Attendance: Three members of the public

Meeting Clerk: Andrew Roberts

Public Question Time:

- A member of the public advised that he had telephoned Wiltshire Councillor Bucknell in the first week of November about a water issue in The Butts but had not yet received a response. Councillor Westwood said that the Parish Council would chase up the matter.
- A member of the public mentioned that the area outside Bagbury Park is a mess with a lot of debris outside. Councillor Westwood said that the Parish Council would try to contact the Estate.
- A member of the public asked if there was any news about the gypsy encampment, Councillor Westwood said that she will contact the Director of Planning, Nic Thomas.
- A member of the public asked that the resident of 4 Chestnut Springs be contacted as the bushes outside the residence are becoming unruly.

Councillor Question Time:

Councillor Hacker asked that the Men's Sheds proposal outside Jubilee Club House be minuted and that Members are happy to go ahead with the proposal. It was agreed that, if planning permission is required, these costs will be covered by the developer and not LMPC. As the application is required by mid-March, it was deemed necessary for a decision to be reached at the February meeting and that the proposal be added to the Agenda. Councillor Hacker was asked to produce a proposal that could be discussed at the next meeting.

MINUTES

23.137 Apologies for Absence

Apologies were received from Councillor Suleman, Wiltshire Councillors Bucknell and the Parish Clerk.

23.138 Declarations of Interest and Dispensation Requests

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

23.139 Chairman's Announcements

- The Chairman paid tribute to the Clerk's husband, Wiltshire Councillor Bob Jones, who had died the week before and who had been on the Interim Council for Lydiard Millicent. The Chairman said that thoughts were with the Clerk and her family.
- The Chairman advised that there were still two vacancies for Councillors on the Parish Council

23.140 Minutes

Members considered the minutes of the Parish meeting held on 7 December 2023. The minutes of the meetings were ADOPTED as a true record and signed by the Chairman.

23.141 Wiltshire Councillor Report

Members NOTED the report from Wiltshire Councillor Bucknell – main points:

- the Washpool planning application was refused
- the Clay Pits application was also refused under delegated powers by Wiltshire Council.
- the Wiltshire Councillor Planning Officer dealing with outstanding applications has left Wiltshire Council. Councillor Bucknell has asked the Director for Planning, Nic Thomas, to investigate.
- Councillor Bucknell has corresponded with the Officer responsible for the Local Highways Footpath Improvement Group to arrange a site meeting at Lydiard Green

23.142 **Clerks Report**

22.41 The Mews and Recreation Field
Solicitors involved in the process have been instructed to apply for title absolute (WT455796) for the Recreation Field. MEETING UPDATE: Further to the application to upgrade the title for WT455796, the Land Registry has dismissed the request. More information has been supplied to see if the submission to see if the titles can be split.
22.82/23.19 Footpath Working Party
WC has been contacted regarding land management and the sowing of seeds. The Head of WC Natural & Historic Environment Department has given advice to be discussed at WP meeting. Replacement trees to be planted, types to be approved by Committee, before the planting season. Wiltshire Council has provided a tree planting guide. Both of these issues to be discussed at next WP meeting.
29 June – Question Time
A Resident asked if the Council knew what was happening with the land by the car sales area, as it has become very overgrown, with some of the trees having low branches that overhang the bus stop. The Clerk was asked to investigate - A resident has given the Clerk some information, which did not result in ownership confirmation
23.57 D-Day 80
Members AGREED to light the beacon on 6 th June 2024. A Working Group was formed, Councillors Allsop (also as Parish Hall representative), Chalker, Hacker and Westwood volunteered. The D-Day80 Working Group to contact the school and consider an evening event of commemoration
23.72 Lydiard Green Footpath Proposal
Historically, WC agreed to create a footpath from Lydiard Green to the rest of the village. Phases 1 – 4, were completed in 2017/2018, but Phases 5 – 10 were not completed. Enquires were made with the Local Highway & Footpath Improvement Group (LHFIG), but he could provide no information. WC Councillor Bucknell to investigate, at the Nov meeting he advised Members of his finding, he is to meet with Resident, Councillor Suleman and LHFIG Engineer to discuss further. See WC Councillor Report – Min. Ref.23.141
23.114 Jubilee Club House - Planning App is being considered by WC. Three Contractors are preparing quotes for February meeting.
Library Telephone Box - Quotes are being obtained to replace the door joint – A Contractor has visited.

23.143 **Financial Accounts – Members:**

- a. APPROVED the expenditure report to 4 January 2024.
- b. APPROVED invoices for payment
- c. NOTED the income report to 31 December 2023.

23.144 **Defibrillator**

Members NOTED the report for purchase/lease of a further defibrillator for the village to be installed by the Jubilee Club House. Of the three companies considered, Members APPROVED Company A, a four-year loan scheme at a cost of £1800 (one thousand, eight hundred pounds, excluding VAT) which means that the loaning company maintains and replaces in the event of any repair etc

23.145 **Jubilee Club House**

- Members NOTED and APPROVED – costs met from Jubilee Club House Ear Marked Reserves
- a. the installation of a double wall socket to accommodate the CCTV system
 - b. The refurbishment of one of the showers to see if it works for the required Legionella tests on showers, by replacing the inside valve and fitting a new shower head, and the changing of the ball valve in the loft at a cost of £435 (four hundred and thirty-five pounds),
 - c. for investigations to take place on a possible water leak.
 - d. electrical work to be carried out regarding lighting in the Disabled WC and Referee Room as both light tubes needed replacing.

Members delegated actions to the Chairman, Vice-Chairman, Clerk, Handyman and Parish Administrator. Costs to be set at £500 for Items a and d and £1000 if a leak is identified in c.

- 23.146 **Telephone Box**
Members NOTED and APPROVED the quote for £80.00 (eighty pounds) to repair the telephone box located on The Street which is used as a library. Costs to be met from Open Space 4100 Handyman Requirements.
- 23.147 **2024-2025 Precept**
Members NOTED the report and precept analyses. Members RESOLVED to set a precept for 2024-2025 of £64,151, an increase of £3.99 = 5.12%.
- 23.148 **Correspondence:** Members NOTED the following:
a) PCC Precept Survey is open until 29 January -<https://bit.ly/PolicingPriorityPounds>
b) The Parochial Church Council thanked the Council for donating the 1887-2000 maps of Lydiard Millicent which will be sold to raise money for the Nave Roof Appeal.
- 23.149 **Planning Applications**

To NOTE the following Wiltshire Council Decisions

Application Ref PL/2023/05939 - Full Planning Permission Address: 3 Greatfield, SN4 8EQ	Applicants: Mr and Mrs C Renno Proposal: Demolition of Existing Dwelling and Outbuildings and Erection of a Replacement Dwelling (Class C3) + Associated Works. Decision: Withdrawn by Applicant
Application: PL/2023/04820 – Full Planning Permission Address: Land at Clay Pitts, Greenhill.	Applicant: Mr M McDonagh Proposal: A material change of use of land for the stationing of caravans for residential purposes with dayrooms and hardstanding ancillary to that use. Decision: Refused
Application Ref PL/2023/00424 - Full Planning Permission Address: Land at Washpool, SN5 3PN	Applicant: Mr E Keogh Proposal: Demolition of various outbuildings and erection of a 3-bedroom detached dwelling and associated works (Revised resubmission) Decision: Refused
Application Ref PL/2023/03323 - Householder Application Address: Lydiard Farm, The Street, Lydiard Millicent, SN5 3LU Proposal: Proposed widened access to property	Applicant: Mr A Hornby Decision: Approved with Conditions

Members NOTED the following application.

Application: PL/2023/10048– Full Planning Application Address: Jubilee Club House, Meadow Springs, SN6 3NH Proposal: Change 2 no. existing high ventilation windows to 2 no. larger tilt and turn windows, addition of double doors and steps (with rails) and addition of 2 no. high ventilation windows (reusing removed windows).	Applicant: LMPC
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Members NOTED the report from Group A

Application: PL/2023/010396 - Householder Application Address: Balinrait Farm House, Stone Lane, Lydiard Millicent, SN5 3LD Proposal: Demolition of four of the existing ancillary outbuildings including removal of concrete hardstanding. Erection of a new outbuilding of 184.2 square metres and refurbishment of the largest existing outbuilding. Members RESOLVED to make NO COMMENT to this application.	Applicant: Mr M Gilbert
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- 23.150 **Council and Community Representatives** - Members RECEIVED the following updates:

Area Board – Next meeting 17 th January 2024 in Purton Village Hall
Community Carers Group. Next meeting 31 January 2024
Community Safety Group – Next Meeting 12 January – Councillor Sharp unable to attend
Local Highways Footpath Improvement Group (LHFIG) – Members NOTED a report from Councillor Suleman - main points: • he attended the LHFIG meeting at Cricklade on 10 January. • the process for bringing forward projects would change to once annually from the next LHFIG meeting on 8 May. • Councillor Westwood asked that Councillor Suleman bring the list of potential projects to the March Council meeting for discussion • the revised proposals for Common Platt were welcomed by all although Wiltshire Council were not as supportive to making a bigger contribution

• Greenhill was discussed at length and that the LHFIG Officer, Martin Rose had made a site visit alone, but essentially came up with a similar proposal as before which Councillor Suleman, supported by Wiltshire Councillor Steve Bucknell, felt would be insufficient and that traffic coming out of Greenhill would still be at the risk of speeding traffic. • There has been no progress on the Greatfield topographical survey.
Speed Indication Devices (SIDS) – Councillor Chalker reported that the fastest speed collected in Washpool was 70 mph and 90 mph along Stone Lane

- 23.150

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.

Three members of the public left the meeting.
- 23.151

Land Issues

Councillors RECEIVED a verbal report from Councillor Hill-Wheeler regarding land issues.
- 23.152

Staff Issues

Councillors RECEIVED a verbal report from Councillor Allsop on staff matters.

Meeting Closed at 20.20

22.41 The Mews and Recreation Field Solicitors involved in the process have been instructed to apply for title absolute (WT455796) for the Recreation Field. MEETING UPDATE: Further to the application to upgrade the title for WT455796, the Land Registry has dismissed the request. More information has been supplied to see if the submission to see if the titles can be split.
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23.114 Jubilee Club House - Planning App is being considered by WC. Three Contractors are preparing quotes for February meeting. – Agenda item - CLOSED
23.128 Community Emergency Plan and Community Emergency Contacts Next steps are to invite the Community to be part of the Emergency Plan and the Flood Plan, this will be via the Spring newsletter. The Parish is to create a Flood Plan to sit alongside the Emergency Plan, a Flood Plan will help identify priority gullies, which will result in them being cleared annually rather than every three years. Councillor Hill-Wheeler offered to assist with the gathering of data. A Wiltshire Council Engineer will also be visiting the Parish. Agenda Item
Public Question Time – 11 January • A member of the public advised that he had telephoned Wiltshire Councillor Bucknell in the first week of November about a water issue in The Butts but had not yet received a response. Councillor Westwood said that the Parish Council would chase up the matter. • A member of the public mentioned that the area outside Bagbury Park is a mess with a lot of debris outside. Councillor Westwood said that the Parish Council would try to contact the Estate. • A member of the public asked if there was any news about the gypsy encampment, Councillor Westwood said that she will contact the Director of Planning, Nic Thomas. • A member of the public asked that the resident of 4 Chestnut Springs be contacted as the bushes outside the residence are becoming unruly
23.144 Defibrillator Members APPROVED, a four-year loan scheme at a cost of £1800 (one thousand, eight hundred pounds, excluding VAT) which means that the loaning company maintains and replaces in the event of any repair etc
23.146 Library Telephone Box A Contractor has visited and a quote accepted for £80.00.
23.147 Jubilee Club House Members APPROVED: a. the installation of a double wall socket to accommodate the CCTV system. Cost to be met from the Ear Marked Reserves set aside for the Jubilee Club House.

- b. The refurbishment of one of the showers to see if it works for the required Legionella tests on showers, by replacing the inside valve and fitting a new shower head , and thechanging of the ball valve in the loft at a cost of will be £435, met from the Ear Marked Reserves set aside for the Jubilee Club House.
- c. for investigations to take place on a possible water leak. Costs to be met from Ear Marked Reserves set aside for the Jubilee Club House.
- d. electrical work to be carried out regarding lighting in the Disabled WC and Referee Room as both light tubes needed replacing.

Members delegated actions to the Chairman, Vice-Chairman, Clerk, Handyman and Parish Administrator. Costs to be set at £500 for Items a, b & d and £1000 if a leak is identified in Item c.

Finance Report 1 February 2024

Item 7

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
All Saints Church	2023-02	11 Jan 24	Hall Hire -11 Jan	30.00	0.00	30.00	24 Jan 24	BP
Betterclean	2582	31 Dec 23	JCH Cleaning - December	390.00	78.00	468.00	24 Jan 24	BP
BOnline	1399824	01 Nov 23	Broadband	24.20	4.84	29.04	14 Dec 23	DD
BOnline	1425007	01 Jan 24	Broadband	26.69	5.34	32.03	22 Jan 24	DD
British Gas - Electricity	6618252	16 Jan 24	11.12.23-11.1.24	76.94	3.85	80.79	30 Jan 24	DD
Business Waste	1303414	31 Dec 23	Cemetery	4.62	0.92	5.54	15 Jan 24	DD
Business Waste	1309715	19 Jan 24	Cemetery	1.47	0.29	1.76	31 Jan 24	DD
Castle Water	1091259	05 Jan 24	JCH Water (wastewater)	37.64	0.00	37.64	19 Jan 24	DD
Castle Water	2396536	n.a	Cemetery Water	5.00	0.00	5.00	28 Jan 24	DD
Compass Boiler Services	4133	02 Jan 24	Gas Safety Service Inspection	190.00	38.00	228.00	17 Jan 24	BP
Inception	3036729	16 Jan 24	Dec/Jan Charges	25.31	5.06	30.37	24 Jan 24	BP
Initial Services	34905086	22 Nov 23	Annual Janitorial less CREDIT	763.04	152.61	915.65	24 Jan 24	BP
John O'Conner	104480	18 Dec 23	Dec Maintenance	859.15	171.83	1,030.98	24 Jan 24	BP
J Rouse	405656	31 Dec 23	Screws, Washers, Bulbs	13.98	2.80	16.78	24 Jan 24	BP
K Griffin	1900	05 Dec 23	PAT Testing	46.20	0.00	46.20	24 Jan 24	BP
Marlborough D A	56/2023	31 Dec 23	Spiking of Cricket Square	37.50	0.00	37.50	24 Jan 24	BP
Microshade	18740	07 Jan 24	Quarterly Charges	201.81	40.36	242.17	24 Jan 24	BP
Open Spaces Society	79390	05 Dec 23	Annual Membership	45.00		45.00	24 Jan 24	BP
Peninsula	3988795	08 Jan 24	HR	106.64	20.14	126.78	08 Jan 24	DD
Peninsula	4026159	25 Jan 24	H&S	138.53	27.71	166.24	25 Jan 24	DD
SLCC	213825	13 Dec 23	Training	35.00	7.00	42.00	24 Jan 24	BP
SLCC	213859	18 Dec 23	Training	35.00	7.00	42.00	24 Jan 24	BP
Three Business Services	842744024	13 Jan 24	Dec/Jan Charges	8.34	1.67	10.01	15 Feb 24	DD
Viking	3366772	21 Nov 23	H & S Signs	56.11	11.22	67.33	24 Jan 24	BP
Wicksteed	823909	08 Dec 23	Play Area Inspection	132.00	26.40	117.00	22 Jan 24	BP
Wiltshire Council	n/a	01 Apr 23	Business Rates	99.00	0.00	99.00	01 Jan 24	DD
Expenditure				3,389.17	605.04	3,952.81		

Payments for Approval

DM Payroll	3344	16 Jan 24	2nd Quarters Fees	66.00	0.00	66.00
Wellers Hedleys	823537	29 Dec 23	Legal Fees	1,225.00	245.00	1,470.00
John O'Conner		18 Jan 24	Jan Maintenance	859.15	171.83	1,030.98
				2,084.15	416.83	2,566.98

LMPC Income Summary 2023-2024

Received as at 31.12.23

Category	Amount
Cemetery Burials	£685.00
Exclusive Rights	£224.00
Cemetery Memorials	£1,030.00
Cricket	£3,066.00
Defra	£2,126.07
Field Hire	£160.00
Football	£6,575.00
Lydiard Plain	£1,000.00
Misc Income	£2,595.19
Old Cheques	£490.00
PSDF Income	£2,823.50
War Memorial Clock Fund	£2,262.31
Wayleave	£12.00
Total	£23,049.07
Precept	£59,919.40
Vat Refund 22/23	£9,494.98
Total	£92,463.45

Summary Income & Expenditure by Budget Heading 31/12/2023

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration						
	Income	65,903	60,581	(5,322)			108.8%
	Expenditure	32,182	42,878	10,696		10,696	75.1%
	Net Income over Expenditure	<u>33,721</u>	<u>17,703</u>	<u>(16,018)</u>			
	plus Transfer from EMR	122					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>33,843</u>					
102	Grants						
	Expenditure	100	1,000	900		900	10.0%
201	Cemetery						
	Income	2,254	3,700	1,446			60.9%
	Expenditure	768	1,107	339		339	69.3%
	Movement to/(from) Gen Reserve	<u>1,486</u>					
301	Recreation Field & JCH						
	Income	341	1,600	1,259			21.3%
	Expenditure	18,750	20,872	2,122		2,122	89.8%
	Net Income over Expenditure	<u>(18,409)</u>	<u>(19,272)</u>	<u>(863)</u>			
	plus Transfer from EMR	1,116					
	Movement to/(from) Gen Reserve	<u>(17,293)</u>					
303	Play Area						
	Expenditure	23,820	3,393	(20,427)		(20,427)	702.0%
	plus Transfer from EMR	20,476					
	Movement to/(from) Gen Reserve	<u>(3,344)</u>					
304	Cricket						
	Income	3,066	3,034	(32)			101.1%
	Expenditure	2,346	3,118	772		772	75.2%
	Movement to/(from) Gen Reserve	<u>720</u>					
305	Football						
	Income	5,870	5,500	(370)			106.7%
	Expenditure	0	2,144	2,144		2,144	0.0%
	Movement to/(from) Gen Reserve	<u>5,870</u>					
306	Memorial Clock Fund						
	Income	2,262	0	(2,262)			0.0%
	less Transfer to EMR	2,262					
	Movement to/(from) Gen Reserve	<u>0</u>					
401	Highways & Open Spaces						
	Expenditure	5,029	4,600	(429)		(429)	109.3%
	plus Transfer from EMR	1,650					
	Movement to/(from) Gen Reserve	<u>(3,379)</u>					
501	Lydiard Plain						
	Income	3,126	2,000	(1,126)			156.3%
	Expenditure	310	350	40		40	88.6%
	Movement to/(from) Gen Reserve	<u>2,816</u>					

Summary Income & Expenditure by Budget Heading 31/12/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	82,822	76,415	(6,407)			108.4%
Expenditure	83,304	79,462	(3,842)	0	(3,842)	104.8%
Net Income over Expenditure	<u>(482)</u>	<u>(3,047)</u>	<u>(2,565)</u>			
plus Transfer from EMR	23,364					
less Transfer to EMR	2,262					
Movement to/(from) Gen Reserve	<u>20,619</u>					



Lydiard Millicent Recreation Field and Jubilee Club House Booking Form

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

Hirer's Name (Hirer must be over 18 years of age)		
Address		
	Post Code	
Telephone	Day	Evening
E mail:		
Name of Organisation (if applicable)		
Description of Event		
Please confirm you have Public Liability insurance to cover the event (organisations only)		Y/N
Please confirm you have seen and accept the Terms and Conditions		Y/N
Estimate of numbers attending		
Any other information		

Hirer's Signature:

Date:

Print name:

Please return this form to the Parish Council at the above address, or via email to council@lydiardmillicent-pc.gov.uk along with a copy of your insurance where applicable.



Jubilee Club House

Meadow Springs, Lydiard Millicent, SN5 3NH

Terms & Conditions for Use by a Third Party

General

1. 'The Hirer' is the person who signed the Hire Agreement.
2. 'LMPC' is Lydiard Millicent Parish Council
3. 'The premises' includes Jubilee Club House and the recreation field.
4. No agreement to use the premises exists until:
 - a fully completed application has been approved by a representative of LMPC
 - you have received confirmation of the booking (this may be by phone or e-mail).
5. The Hirer must be over 18 years of age.
6. The Hirer or their nominated representative must be on the premises throughout the period of hire
7. The Hirer is not permitted to use the premises other than for the event detailed on the booking form, or at any time other than that listed on the booking form, without prior agreement from an authorised representative of LMPC
8. Any changes must be notified to LMPC who reserve the right to refuse consent to such change. **In the event that changes are approved, LMPC reserves the right to charge an administration fee of £15 to make the change.**
9. The Hirer, during the period of hire, will be responsible for the care of the premises and the good conduct of attendees, including the provision of adequate stewarding where required.
10. Should it prove necessary to summon the emergency services, quote post code **SN5 3NH**
11. The Hirer is required to undertake a Risk Assessment reflecting the specific nature of their event to ensure compliance with all relevant Health & Safety legislation. In particular the Hirer has a legal responsibility for conducting their activities in a way safe from fire. Under the **Regulatory Reform (Fire Safety) Order 2005** the Hirer is required to appoint a **Temporary Responsible Person** and prepare an **Emergency Plan** for each event. The **Emergency Plan** should include, but is not limited to, the following information:
 - the duties & identity of individuals who have specific responsibilities if there is a fire;
 - who is supervising and how to identify them;
 - location of exits and escape routes;
 - the location of assembly points;
 - the emergency warning signal;
 - the arrangements for fighting fire;
 - the arrangements for the safe evacuation of persons identified as being especially at risk, including those with disabilities, children and members of the public;
 - who will be responsible for calling the fire and rescue service;
 - who will meet the fire and rescue service on their arrival;
 - plans to deal with people once they have left the premises, especially children;
 - arrangements for ensuring escape routes and exits do not become blocked;
 - arrangements for limiting or controlling the number of persons in the premises, where necessary.
12. Copies of the Hirer's Risk Assessment, Emergency Plan and Public Liability Insurance must be made available to LMPC upon request.
13. The Hirer is responsible for the provision of adequate First Aid arrangements during the period of hire.
14. Any accident occurring during the period of hire must be reported to LMPC at the earliest opportunity and an accident report form completed.
15. The use of candles, naked flames, fireworks or any form of pyrotechnics is not permitted. (Small birthday cake candles may be used).



16. If the event involves children or vulnerable adults (who are or may be at risk of neglect or abuse) the Hirer must provide written confirmation to LMPC that a Safeguarding Policy is in place and the Hirer's risk assessment must provide for adequate stewarding and care of vulnerable people.
17. The Hirer is responsible for the security of the premises during the period of use.
18. LMPC will not be liable for any loss or damage to property or goods used or exhibited on the premises or left by the Hirer or persons attending the event.
19. The Hirer is responsible to LMPC for any damage caused by or arising from the Hirer's event, whether to the fabric of the building, internal finishes or fittings or to any property or furniture or other items owned by LMPC. In the event of such loss or damage, LMPC may require the Hirer to reimburse LMPC for the cost of repair or replacement.
20. Users of the recreation field must make reasonable endeavours to ensure that the integrity of the pitches are maintained for other users and must report any concerns to the LMPC Parish Clerk.
21. The Hirer will indemnify LMPC against all claims, proceedings, damages, cost expenses and loss in respect of personal injury (including death) or loss or damage to property arising from your use of the premises save in so far as such injury, loss or damage is reasonably attributable to LMPC employees, councillors or volunteers.
22. No alterations to the existing lighting arrangements or the installation of additional electrical socket outlets are permitted. Extra lighting, public address systems, audio-visual or similar equipment may only be used with prior agreement and any approved additional electrical equipment intended for connection to the main electrical circuit shall be subject to a current Portable Appliance Test (PAT) certificate.
23. No alterations to the clubhouse heating system are permitted.
24. Extra fittings, staging, scaffolding, curtaining, props or decorations may only be erected or brought into the premises by prior arrangement. No prop, decoration, sign or other article may be fixed, glued, taped or in any other way attached to any part of the premises or any furniture except with the prior permission of LMPC.
25. All equipment, fittings etc erected or brought in by the Hirer shall be removed immediately upon completion of the event (unless by prior arrangement). If the Hirer fails to clear such items LMPC reserves the right to do so at the expense of the Hirer.

Legal

26. The premises are not licensed for the sale of alcohol. Any tickets or advertising must not state, for example, "price includes a glass of wine" (this constitutes a sale), but can state "refreshments provided free of charge".
27. If the proposed event involves the preparation and/or serving of foodstuffs, the Hirer is required to comply with all relevant food hygiene legislation including The Food Safety Act 1990 and The Food Hygiene (England) Regulations 2006.
28. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.
29. The Hirer must not permit any illegal activity on the premises during the period of hire.

Termination

30. Should it come to the attention of an LMPC representative that an event is contrary to any of these Terms & Conditions, or that the Terms & Conditions are being breached, LMPC reserves the right to terminate the agreement. If the period of hire has already begun, then the events may be terminated immediately. In these circumstances LMPC will not refund any hire charges paid, and will accept no liability for any loss incurred by the Hirer.

Payments, bookings and cancellations

31. For single events, payment is due at least 7 days in advance of the event. For recurring events, payment for hire is due within 30 days of invoicing, or within 30 days of completion of event hire period, whichever is the sooner.
32. Late payments will incur a late payment charge equivalent to 8% + current Bank of England interest rate of the outstanding balance, plus a £40 debt recovery charge. A £10



administration charge will be incurred every time LMPC contacts the Hirer regarding the outstanding charge.

33. Bookings that are affected by adverse weather conditions can be rescheduled at no additional charge, subject to availability.
34. LMPC reserves the right to charge for a minimum commitment on block bookings that may be impacted by the weather, in order to cover related costs.
35. LMPC reserves the right to cancel any booking and cannot undertake to give prior notice. If such a situation occurs, a full refund will be given.

Data Protection

36. LMPC will use the information on this form to ensure that all requirements relating to the booking are complied with and arrangements for the event itself. They will only share the information with those who need to see it for those purposes.

Members are requested to CONSIDER the new proposal for Common Platt – as attached

Common Platt

The revised proposals for Common Platt were welcomed by everyone, including Purton PC. Purton PC also said that because the proposal was now to their liking, they in principle could make a contribution, subject to formal sign off at their next Parish Council meeting. Unfortunately Wiltshire Council were not as supportive in making a bigger contribution given their error in not spending the Section 106 funds. There was a lot of discussion about how bad they felt that the monies weren't spent and had to be given back to the developer, but no movement on increasing their contribution. WC Officer Martin Rose said that the total scheme cost was now likely to be £1200 rather than that budgets £1000. He will share the detailed proposal with both LMPC and PPC so we can discuss and approve at the next meetings.

Councillor M Suleman
January 2024

APPENDIX B – Notes of 10th January 2024

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

Date of meeting: **Wednesday January 10th 2024**. 6pm (Microsoft Teams) [Click here to join the meeting](#)

Chair – Councillor Allison Bucknell, Highways Officer – Martin Rose

Notes taken by - Martin Rose

	Item		Actions and recommendations	Who
1.	Attendees	Cllr Allison Bucknell (Chair), Cllr Jacqui Lay, Cllr Steve Bucknell, Cllr Mary Champion, Cllr David Bowler, Geoff Greenaway (Purton), Kevin Woolnough (Tockenham), Nic Hughes (RWB), Steve Walls (RWB) Mo Suleman (Lydiard Millicent), Rupert Pearce (Broad Town), Jonathan Hill (Cricklade), Tony Iles (Broad Hinton & Winterbourne Bassett) Martin Rose - Principal Traffic Engineer Wiltshire Council Martin Cook (Wiltshire Council – Local Highways) Christopher Bull (Cricklade) Rose Love (Lydiard Tregoz)		

	Apologies	None		
2.	News and Updates	A tribute was paid to the late Cllr Bob Jones who recently chaired this meeting and was instrumental in moving LHFIG forwards. Cllr Bucknell (Chair) led discussion on how the LHFIG can best plan, prioritise and deliver projects for the financial year ahead by moving to an annualised programme with schemes for the year ahead agreed in May 24. This will lead to fewer meetings overall and greater emphasis on delivery.	10/01/24 - Group agreed to support proposal put forward by Chair.	All
3.	LHFIG Budget	Current Balance as of 10 th January 2024 is £27,574.25		
4.	Priority Schemes for 23/24			
	Item	Latest Update	Actions and recommendations	Who
	11-22-16 Cricklade Chelworth X-roads Submitted 03/08/22	New sign and road markings installed wk. commencing 09/10/23. Meeting 11/10/23 - Concern raised that the work undertaken will fail to address the longer-term problems and suggested that alter the geometric layout of the crossroads is required. Future consideration to be given to traffic study at junction funded by LHFIG with a view to	10/01/24 MJR discussion with David Thomas re. Chelworth crossroads. Identified cluster site (#12) prior to recent sign / line changes. Extension of existing 50mph speed limit from Leigh to cover crossroads is unlikely, but formal assessment not ruled out. Significant geometric	MR

		making a bid for a substantive scheme. Suggestion was made re, a reduction in current speed limit from 60mph (de-restricted) to 50 / 40mph. MJR to discuss in first instance with David Thomas (Head of asset management & commissioning) and report back to members. https://www.google.com/maps/	changes to the junction would be difficult and require land purchase. Short term option to remove nearside National speed limit terminal signs on side roads which are currently placed underneath the Give way signs. <u>Recommendation</u> – MJR to remove national speed limit sign on nearside on side road approaches to the crossroads to encourage lower speed. No cost to group.	
	11-21-8 C34 Purton, Manor Hill Submitted 23/06/21	Request for speed reduction. PC 25% contribution agreed. Site work for Speed limit review undertaken. Report being completed for distribution to Purton PC for consideration. The assessment shows 40mph between Purton and Lydiard Millicent. Cost for traffic order process and implementation approx. £8k. Purton PC want 30mph between Purton and Church End, but this is not considered acceptable in the report. Purton PC to make request via email to enable further consideration. Meeting 11/10/23 - Purton Parish council remain unhappy following the speed limit assessment	10/01/24 MR discussed issue with David Thomas who indicated he would not wish to change the recommendations in the Atkins report (40mph limit) Email sent to Cllr Greenaway 24/10 to confirm. Email (22/11/23) sent by Cllr Jacqui Lay to Cllr Caroline Thomas (Cabinet member for highways & Transport) requesting site meeting to discuss Manor Hill speed limit and agree a way forward. Meeting date not yet agreed. Cllr Jacqui Lay and Cllr Greenway (Purton PC) reiterated wish for on-site meeting with Cabinet Member and David Thomas. Cllr Bucknell suggested a cutoff date and 40mph limit implemented if matter isn't resolved by next meeting in May.	MR

		undertaken by Atkins and recommendation for a 40mph limit. Geoff Greenway expressed the PCs safety concerns and set out the reasons (email dated 21/09/23) why the existing 30mph (by the cemetery entrance) should be extended to cover the Church End junction (distance of 218m) shown as Section 1 on the assessment plan to link up with the proposed 40mph from the Church Lane junction to Lydiard Millicent (section 2 on the assessment plan).	MJR to speak to David Thomas again to try and move issue forward.	
	11-23-08 Lydiard Millicent Common Platt safety Submitted 14/02/23	SH / Mo Suleman. Teams meeting undertaken. SH has carried out site visit. Current speed limit order 30mph. Street lighting not correct spacing. Further discussions required. https://www.google.com/maps/ MJR – Site meeting held with Cllr Suleman 08/08/23. Common Platt fall within wider 30mph limit but not signed correctly. (Missing repeaters) No formal footway link from The Willows on south side across 'Little Ground (North side) despite dropped kerb. Crossing point is also on the inside of a bend and obstructed by foliage. Options for discussion.	Provisional Budget allocation up to £10k agreed at 11/10/23 meeting. 25% contribution from parish council(s) Email received from Purton Parish Council 14/11/23 re. the steps/pathway on north side leading to the proposed crossing point which constitutes a breach of the planning permission as granted by Wiltshire Council in respect of access from Ridgeway Farm onto the highway. Concern the access from Little Ground as constructed does not form part of the permission granted and should be removed/permanent barrier/hedgerow installed. 10/01/24 - MJR presented draft proposal to improve crossing by means of nearside buildout and priority scheme. Initial support to proposal indicated by LMPC and PPC. MJR to send copy of outline	MR

		1.Create new footpath link The Willows. Install ped barriers and cut back hedge. Possible 'Peds crossing ahead signs x 2 2.Speed limit repeater signs and carriageway roundels (if applicable). Response from LMPC to proposal positive, subject to a few minor changes. Copy of proposal emailed to Purton PC 12/10 for their input. Financial contribution from Purton PC may be possible. Meeting 11/10/23 . Members agreed to develop proposal towards implementation, subject to agreement on 3rd party contribution. https://www.google.com/maps/	proposal to PCC. Topo survey required. Estimate £1800 <u>Recommendation –</u> MJR to arrange for topo and prepare formal design and costing at next meeting. Topo to be funded from £10,000 already allocated to project. .	
	11-22-3 Cricklade, Swindon Rd Submitted 09/02/22 Speed limit on approach to Cricklade from the east.	Existing traffic order information obtained but nothing available to determine the speed limit within the street lit area. https://www.google.com/maps/ Site visit undertaken with Cllr Jones. Length of road under WC control not NH. Extension of 30mph limit can be achieved as part of restricted roads order (Street lighting system in place)	10/01/24 Works programmed for week commencing 15th Jan 24. Town council to be invoiced upon completion of works. To note.	MR

		Proposal Plan agreed by Cricklade TC. Cost estimate £2632.84. Meeting 11/10/23 - Proposal presented to group who agreed to move to Priority 1 and implementation. Cricklade TC 25% contribution (£675)		
	11-23-12 B4533 Purton Stoke, speed reduction Submitted 02/09/22	Signing and road marking scheme being developed and to be shared when complete. Sign Proposal prepared. Issued to Purton PC and John Crawford (Purton Stoke Traffic Action group) for comments. No response to date. Cost estimated at £4,710.00. Meeting 11/10/23 - Discussion took place re. hedges obscuring visibility at common Lane junction. Geoff Greenway indicated would still like to the 50mph speed limit reduced. It was agreed by members to proceed with the current signing and lining scheme to review the speed limit issue once the changes have had time to bed in i.e., 6-12 months https://www.google.com/maps/	MJR met owner of Meadow Farm 27/11/23 to speak about the need to substantially reduce the overall extent of the hedge on the east side (running alongside his land) to erect the proposed signs W1 and ADS1 on the B4553 Owner objected in the strongest terms. He explained the hedge provided important screening to his field and cattle and reducing its size would have a massive impact on the wellbeing of his animals. Signing Plan amended to remove requirement to cut back hedge on east side. ADS1 moved to offside and W1 moved further north with a distance plate, rather than 'reduce speed now'. Amended proposal plan emailed to Purton PC on 28/11/23. To be discussed at Jan 24 meeting. 10/01/24 - PCC have agreed to amended proposal via email dated 8th Jan. Scheme will now move to	MR

			implementation and be monitored for residual issues upon completion.	
	11-23-14 Review of disabled parking bays High Street Cricklade (duplicate of 11-23-7)	Meeting 11/10/23 - Request to review update disabled bay signs on High Street Cricklade	10/01/24 Work complete. Cost £300. Awaiting final account. Cricklade Town Council to be invoiced for 25% contribution (£65). Remove from next tracker	
	11-21-10 Broad Hinton Submitted 14/08/21 Extension to 50mph from Elm Cross to beyond Winterbourne Bassett turning.	Investigation being undertaken regarding signage and road marking improvements. These have been shared with the Parish Council. It was noted that there may be surfacing work planned at this spot soon. Officers to liaise further to establish most cost-effective approach to implementation. Signing completed. However, road markings not implemented because the maintenance surfacing work was not undertaken at this location. It is understood that maintenance surfacing work was undertaken, and the road marking amendments were overlooked by the organiser. Revised road markings will now have to be undertaken from April under the Milestone contract. Road markings on Milestone programme for end of June. Confirmation of completion required. Works Estimate £3404.24	10/01/24 Sign work completed however road markings (centre lines) remain outstanding due to the weather. Issue to remain on priority list to chase work in early spring 24. Final account to be agreed. PC to be invoiced for 25% contribution once work complete.	MR

	11-22-01 Greenhill Crossroads, Lydiard Millicent Submitted 04/02/22	Greenhill Crossroads speed reduction https://www.google.com/maps/ Replacement sign post ready for SID has been installed by Martin Cook. No cost to LHFIG. Meeting 11/10/23 Mo Suleman (LMPC) raised his continuing concerns about the crossroads and asked if another examination could take place with a view to identify further possible improvements. MR to prepare outline proposal and report back to next LHFIG meeting. No financial commitment made at this stage.	Site visit taken place 04/01/24. Options for improvement to be discussed at Jan 24 meeting. including. 1. Tidy up / rationalising signs at junction. 2. Additional warning sign - 'Crossroads Ahead' with 'Reduce speed now' plate on northern approach. 3. Possibility of moving existing 30mph terminal point further north away from x-roads with full gateway treatment. 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.	MR
	11-21-01 Lyneham Visibility at Tesco Submitted 19/02/21	Being assessed. Possible low-cost lining scheme, removing edge line and including H bar in front of access. https://www.google.com/maps/ Meeting 11/10/23 Options provided to Cllr Bucknell who will issue to PC for comment. Update at next meeting. No financial commitment currently.	10/01/24 Awaiting feedback from parish council on presented options. Cllr Allison Bucknell to chase	AB

	11-22-14 Broad Hinton Junction signing Submitted 22/08/22	Give way sign obscured by hedge growth at the junction of Broad Hinton / B4041. Maintenance required to cut hedge which is encroaching into the carriageway. Give Way sign can be relocated up to 12m from the give way lines. https://www.google.com/maps/ Local highways to issue Section 154 letter to property owner requesting hedge cut back. Meeting 11/10/23 Members agreed to consider Advance Give Way sign (possibly on offside) and SLOW marking to provide additional warning of junction to drivers. MR to prepare plan / cost and report back to group. No financial commitment currently	Option to install advanced give way sign and accompanying SLOW marking. Refer to plan. Estimated cost £750.00 ('SLOW' marking to be combined with other lining works to avoid establishment fee). To be discussed 10/01/24 – Proposal presented to group and support received from PC. <u>Recommendation</u> – Agree funding of £750 (25% from PC) to implement.	MR
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5.	Dropped Kerb Requests			
	Community Dropped Kerb requests 2023/24	Group agreed to allocate £30,000 for the provision of dropped kerbs. Meeting 11/10/23 - Group agreed that further work is required to prioritise dropped kerbs sites. Purton PC have 5 no. sites which they wish to submit for consideration which missed 29/09/23 deadline. MR to meet with Steve Walls to agree priority sites for RWB incl. Fairfield & Showfield MR to prepare outline cost estimates for sites and report back to Jan 24 meeting for final agreement & prioritisation.	Site meeting held on 16/11/23 with Steve Walls (RWB TC) to look at potential dropped kerb sites for Fairfield / Showfield in addition to 6 sites already identified for RWB <u>Confirmed sites for prioritisation. Note- cost shown includes 10% contingency</u> RWB (12 sites) 1. <u>Betjemen Avenue / Coleridge Close</u> = £1,114.47 2. <u>Stoneover Ln / Shakespeare Rd</u> = £3,442.83 3. <u>Longleaze / Queens Road</u> = £3,868.50 4. <u>Queens Road / Eveleigh Road (North)</u> £3,426.35 5. <u>Queens Road / Eveleigh Road (South)</u> £3,426.35 6. <u>Queens Road / Rylands Way</u> £3,426.35 Total £18,704.85 (25% = £3,888.71) RWB - Fairfield / Showfield 7. <u>Lime Kiln / Fairfield</u> = £2,567.84 8. <u>Fairfield (link to footpath by #29)</u> = £2,964.41 9. <u>Fairfield (by #37)</u> = £5,090.76 10. <u>Fairfield (by #84)</u>= £3,987.95 11. <u>Laburnum Drive / Briars Close</u> £2,470.32 12. <u>Laburnum Drive / Maple Dr</u> = £4,403.51 Total = £21,484.79 (25% = £5,371.20) PURTON (5 sites) 13. <u>Restrop Rd / Highridge Close</u> = £5,772.10 14. <u>Restrop Road (1)</u> = £1,297.52	MR

			15. <u>Reid's Piece</u> (2) = £2,293.04 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 (2 sites) 19. <u>Hook (adjacent to War Memorial)</u> = £9,300.00 20. <u>Bolingbroke Close</u> = £4,838.00 Total = £14,138.00 (25% = £3,534.50) Total for all requested sites = £68,651.63 10/01/24 – Discussion took place between members on sites indicated and costing. Agreement to remove site 19. 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 £59,351.00, less 3rd party contributions totalling £18,790.50. Net cost to LHFIG = £40,5460.50	
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7.	New issues submitted since last meeting			
	11-24-01 Royal Wootton Bassett (various waiting restriction sites) Submitted 03/01/24	<u>Request for waiting restrictions review (parking controls).</u> Noremarsh Primary School (Parson Ways / Washbourne Road / Clarendon Drive) Washbourne Road / Noremarsh) Ongoing issues relating to Dangerous and inconsiderate parking on the junction, parking across driveways/dropped kerbs St Bartholomew's Primary School (The Rosary) Ongoing issues relating to dangerous and inconsiderate parking on the junction, parking across driveways/dropped kerbs and parking on the private section of road (Monday-Friday 0800-1000 / 1430-1600 hours) NOTE - WR1 forms completed by Lucy Wright-Wiltshire Police collar number 2843, supported by schools. WR2 submitted by RWB Town Council	Note - Previous request for parking controls outside Wootton Bassett Infants School 11-23-10 (submitted 31/03/23) 10/01/24 – To be discussed as part of new scheme submissions for 24/25 at next meeting (May 8th 24)	

8.	Prioritisation of other issues To agree prioritisation of issues below should any priority issues at item 6. be completed			
	PARISHES	PRIORITY 1	PRIORITY 2	
	Broad Town	11-23-4 40mph speed limit request along C415 (Broadacres northwards) PC to arrange metro-count to check current speeds. Metro count results received. 85 th Percentile of 51 and 47mph. Speed assessment (Approx £2700) for C415 Broadtown Road, Broad Town to be considered for 24/25 scheme on May 24 Meeting,		
	Clyffe Pypard & Bushton	11-22-15 Youth Hostel to be removed from signs. Youth hostel blanked out from signs at junction and issue resolved. Remove from next tracker.		
	Cricklade	11-23-01 Purton Road Cricklade - Speed concerns, extension of 20mph limit. To be considered for 24/25 scheme at May Meeting,	11-23-03 - Hitchings new footpath linking the new estate to The Forty, lack of lighting. To be considered for 24/25 scheme at May Meeting,	
	Latton	11-22-7 traffic calming https://www.google.com/maps/ On hold		
	Lydiard Millicent	11-23-09 Speeding outside the Church https://www.google.com/maps/ MR to visit site with Cllr Steve Bucknell and Cllr Mo at same time as Lydiard Green site meeting and report back to group	11-23-17 Lydiard Millicent – Greatfield Submitted 07/08/23. Speed reduction / ped improvements. Topo survey cost = £1900 + VAT . Priority to be agreed by group.	

			Recommendation - Proceed with topo survey, cost £1900 (25% contribution from LMPC) and present outline design and costs to next meeting.													
	Lydiard Tregoze	11-23-2 Hook , C414/ Hook Street https://www.google.com/maps/ PC to resubmit as single issue in combination with 11-23-5.	11-23-5 Hook, pedestrian safety - Refer to 11-23-2													
	Lyneham & Bradenstoke	Preston signs MR to arrange for NTR to be relocated under routine works.														
	Marston Meysey															
	Purton	11-22-9 Mustang Way, Moulden View – No waiting – Give way to be installed. Martin Cook to install under routine lining works from April 24 . https://www.google.com/maps/														
	Royal Wootton Bassett	11-23-6 Speed of vehicles along Whitehill Lane https://www.google.com/maps <table border="1"><thead><tr><th>Direction</th><th>Number of Vehicles</th><th>Average speed over 7 days</th><th>85 percentile speeds</th></tr></thead><tbody><tr><td>E0</td><td>8799</td><td>31mph</td><td>35.9mph</td></tr><tr><td>W1</td><td>8514</td><td>31.1mph</td><td>36.2mph</td></tr></tbody></table> Metro count results received 10/01/24.	Direction	Number of Vehicles	Average speed over 7 days	85 percentile speeds	E0	8799	31mph	35.9mph	W1	8514	31.1mph	36.2mph	11-22-13 Community Garden nature reserve – ROW issue MR awaiting response from Alison Rasey (Countryside team).	
Direction	Number of Vehicles	Average speed over 7 days	85 percentile speeds													
E0	8799	31mph	35.9mph													
W1	8514	31.1mph	36.2mph													

		Site does not meet requirement for formal Traffic Calming. RWB TC to consider as potential site(s) for SID or Community Speedwatch		
	Tockenham	11-23-18 Tockenham 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 Site meeting held with Kevin Woolnough. Topo survey required for further design work to take place. Topo Cost -£1800.00. Estimate of works cost £7,000 - £10,000. Recommendation - Proceed with topo survey £1800 (25% contribution from TPC) and present outline design and costs to next meeting.	11-23-19 Tockenham Submitted 17/09/23. Request for no parking / Passing place signs at several locations. Site meeting held with Kevin Woolnough. Site 1 - https://www.google.com/maps 1 sign Site 2 - https://www.google.com/maps/ 1 sign Site 3 - https://www.google.com/maps/ 2 signs Site 4 - https://www.google.com/maps/ 1 sign Cost £992.00 Recommendation - Proceed with implementation Cost £992.00 (25% contribution from TPC)	
	Broad Hinton and Winterbourne Bassett			
9.	Minor Signing schemes to be paid for by Town/ Parish Councils			
	A – Directional & Misc signs in Cricklade -		Meeting with Cllr Jones has taken place. Design work to commence by Spring 24	

	B – Hoggs Lane Purton – Unsuitable for HGV signs - MR to progress	Sign options and costs provided to Cllr Greenaway via email 24/10/23. MR to present final design and costing to PPC.	
10.	Date of Next Meeting		
	Wednesday 8th May 2024 (format to be agreed)		

Royal Wootton Bassett & Cricklade Local Highways & Footway Improvement Group

Highways Traffic Officer – 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: **£6,860.80**
Refer to Appendix A

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

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

16. Safeguarding implications

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

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

No issue # **Community dropped kerbs (18 sites)** Increase overall funding to £59,351.00 (3rd Party contributions = £18,790.50)

11-23-08 **Common Platt Lydiard Millicent.** Progress alternative scheme for Common Platt. Allocate funding of £10,000 including Topo survey costs of £1800.00. (Combined 25% contribution from Lydiard Millicent PC / Purton PC – TBC)

11-23-17 **Lydiard Millicent – Greatfield –** Allocate funding of £1,900.00 for topo survey (25% contribution from Lydiard Millicent PC)

11-23-18 **Tockenham new passing bay.** - Allocate funding of £1,800.00 for topo survey (25% contribution from Tockenham PC)

11-23-19 **Tockenham passing bay signs** - Allocate funding of £922.00 for new signs/posts (25% contribution from Tockenham PC)

11-22-14 **Broad Hinton Junction with B4041 Advance GW sign / SLOW –** Allocate funding of £750.00 (25% contribution from Broad Hinton and Winterbourne Bassett PC)

Revised National Planning Policy Framework

Briefing Note 24-01

Service: Planning
Further Enquiries to: Nic Thomas, Director of Planning
Date Circulated: 16 January 2024
E-mail: nic.thomas@wiltshire.gov.uk

Introduction

On 19 December 2023 the government issued a revised National Planning Policy Framework (NPPF), as well as a number of other policy guidance documents. This new NPPF (subject to a further minor revision on 20 December 2023) proposes some key changes that immediately impact upon the council's statutory planning function.

While this note focuses on changes relating to Housing Land Supply, there have been lots of other changes introduced within the new NPPF. Planning Resource has summarised the changes into 30 key points (structured according to whether the changes originally proposed are being taken forward). These 30 changes are attached as an Appendix to this document.

Housing Land Supply

For housing supply and delivery, the revised NPPF contains two important new paragraphs which are relevant to planning decision making in Wiltshire (parts relevant to this note are highlighted in bold text):

77. *In all other circumstances, local planning authorities should identify and update annually a supply of specific deliverable sites sufficient to provide either a minimum of five years' worth of housing, **or a minimum of four years' worth of housing if the provisions in paragraph 226 apply.** The supply should be demonstrated against either the housing requirement set out in adopted strategic policies, or against the local housing need where the strategic policies are more than five years old. Where there has been significant under delivery of housing over the previous three years, the supply of specific deliverable sites should in addition include a buffer of 20% (moved forward from later in the plan period). National planning guidance provides further information on calculating the housing land supply, including the circumstances in which past shortfalls or over-supply can be addressed.*
226. *From the date of publication of this revision of the Framework, for decision-making purposes only, **certain local planning authorities will only be required to identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of four years' worth of housing** (with a buffer, if applicable, as set out in paragraph 77) against the housing requirement set out in adopted strategic policies, or against local housing need where the strategic policies are more than five years old, instead of a minimum of five years as set out in paragraph 77 of this Framework. This*

policy applies to those authorities which have an emerging local plan that has either been submitted for examination or has reached Regulation 18 or Regulation 19 (Town and Country Planning (Local Planning) (England) Regulations 2012) stage, including both a policies map and proposed allocations towards meeting housing need. This provision does not apply to authorities who are not required to demonstrate a housing land supply, as set out in paragraph 76. These arrangements will apply for a period of two years from the publication date of this revision of the Framework.

For the purposes of the revised NPPF, Wiltshire Council is a 'paragraph 77 authority'; and, because Wiltshire Council has an emerging local plan that has reached an advanced stage, it is now 'only' required to identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of **four years'** worth of housing, rather than five years.

The council's most recent Housing Land Supply Statement (published May 2023) sets out the number of years' supply against our local housing need - 4.60 years. It is likely that this figure is a little higher than 4.6 years because the NPPF has removed the need to apply a 'buffer' to authorities that 'deliver' housing sites. As these figures exceed the four-year threshold, the planning balance is now 'level' rather than 'tilted'. In other words, the changes to the NPPF mean that there is now a lower threshold in place for being able to justify the refusal of planning applications. Pragmatically, this means that fewer 'speculative' residential planning applications are likely to be granted, until such time as the council's housing land supply dips below four years.

Neighbourhood Plans

An additional change to the NPPF is paragraph 14. This relates to situations where planning applications for housing are being determined in areas that have neighbourhood plans in place (less than five years old) and where those neighbourhood plans contain policies and allocations to meet that area's housing requirement. Where this situation applies, the 'tilted' balance will not apply, meaning that speculative housing planning applications are less likely to be recommended for approval where there is conflict with the neighbourhood plan.

Impact on Current (Undetermined) Planning Applications

All undetermined planning applications must have regard to any new 'material planning considerations' before decisions are made. The changes to the NPPF, relating to housing land supply, is a material planning consideration that must be taken into account.

In some situations, this will mean that planning applications that have already been considered by committee, but where decisions have not yet been issued (such as where a S106 agreement is required) will need to be reported back to committee. In that situation, Members will be asked to consider the changes set out in the new NPPF and any implications that this might have to the original decision to grant planning permission.

Decisions about if and when specific planning applications will be reported back to committee will be made on a case-by-case basis.

Impact on Current (Undetermined) Planning Appeals

Some planning applications are subject to live planning appeals. Again, the changes to the NPPF will be a material consideration that an Inspector will need to take into account before a decision is made. The council will be submitting comments to the Planning Inspector on the impact of the new NPPF on each planning application that is subject to an undetermined appeal. The appellant is also likely to be invited to provide comments on their appeal.

Other Matters

While the changes to the NPPF in respect of housing land supply are broadly welcome, there are a number of issues that need to be borne in mind:

- Developers whose planning applications are at appeal are likely to want to challenge the council's four-year housing land supply figure. While the council will robustly defend its position, any successful challenge could impact on the council's published figure.
- The changes to rules relating to the four-year housing land supply are time-limited (maximum of two years). It is therefore very important that the council gains the support of local communities to secure the adoption of its new Local Plan as soon as possible as this will provide a much longer period of 'protection'.
- The council's housing land supply figure can only be retained during the two-year period if suitable planning applications for housing development continue to be granted. If the council refuses too many planning applications, housing supply will drop to below four years and the 'tilted' balance in favour of approval will once again apply.
- While the responsibility for maintaining a housing land supply rests with the council, the evidence that underpins whether sites can be relied upon for delivery rests with developers. The council's powers to encourage developers to bring forward sites are limited.
- The changes introduced by the new NPPF have not been tested through appeals or in the courts. Some of the wording is not as clear as it could be and may therefore be open to interpretation and challenge.

Appendix

Extract from 'Planning Resource' Published Article (21 December 2023) "30 things you need to know about the new NPPF"

Planning Resource' analysis of the 30 things to know about the new NPPF:

Points where the NPPF differs significantly from what was proposed in December 2022

1 In a change to the proposed text, the NPPF makes clear that local authorities are not required to review their green belt boundaries during plan-making, but does not explicitly link this issue to housing supply.

In December last year the government proposed that authorities would not need to review their green belts, even if meeting housing need would be impossible without such a review. However, while the new text in paragraph 145 continues to make clear there is "no requirement for Green Belt boundaries to be reviewed or changed", it does not explicitly state that this trumps meeting housing need. It also adds that councils can still choose to review boundaries "where exceptional circumstances" justify it.

2 In a change to the proposed text, the NPPF drops suggested changes to paragraph 11 which would have meant that the need to avoid development seen as "uncharacteristically dense" for an area would have outweighed the requirement for authorities to meet local housing need.

Instead, the government has inserted new paragraph 130, setting out the objective to protect the character of local areas. This states that significant uplifts in the average density of residential development may be inappropriate if the resulting built form would be "wholly out of character with the existing area". The consultation response makes clear the proposal applies to plan-making only, and any resulting policies should be evidenced by local design codes.

3 In a change to the proposed text, the government has dropped plans to allow councils to be able to take past over-delivery of housing into account when assessing housing need as part of plan-making.

The consultation draft had suggested that in authorities where the number of granted permissions exceeded the provision made in the existing plan, that surplus may have been deducted from what needed to be provided in the new plan. However, the government's consultation response said it had received "little support for accounting for past 'over-delivery'".

4 In a change to the proposed text, the department has ditched proposals to water down the test of soundness required for local plans to be adopted.

The consultation draft had proposed that plans would no longer be required to be 'justified', and instead simply have to meet need 'so far as possible', taking into account other policies in the NPPF. The majority of consultees opposed the suggestion and the government said in its response that "as a result, we have decided not to proceed with the change". However, it said that it was still committed to streamlining evidential requirements for plan-making.

5 In an addition to the proposed text, the new NPPF includes a new clause in paragraph 70 instructing authorities to support small sites to come forward.

The new text says councils should use policies and decisions to support small sites for community-led housing and self-build and custom build housing, and makes a new reference to permissions in principle as a way to enable this.

6 In a change to the proposed text, the NPPF includes a change effectively dropping the previously existing “entry-level exception sites policy” and replacing it, in paragraph 73, with an exception site policy for community-led housing.

The NPPF says authorities should support the development of exception sites for “community-led development” on sites that would not otherwise be suitable as rural exception sites.

7 In a change to the proposed text, the NPPF includes a new definition of ‘community-led development’ in the glossary contained within Annex 2 of the Framework.

The definition states that community-led developments must be instigated and taken forward by a not for-profit organisation set up and run primarily for the purpose of meeting the housing needs of its members.

Points where the NPPF has been taken forward largely or entirely as proposed in 2022

8 Authorities with an up-to-date local plan will no longer need to continually show a deliverable five-year housing land supply.

In this case, ‘up-to-date’ means where the housing requirement as set out in strategic policies is less than five years old, the document says. The proposal takes effect from the date of publication of the revised National Planning Policy Framework.

9 Councils will no longer have to provide five-year housing land supply buffers of 5 per cent or 10 per cent.

Standard additional ‘buffers’ of five and ten per cent - in certain cases – which local authorities have to apply to their five-year housing land supply calculation, have been scrapped. However, in a change to what was consulted upon last year, the 20 per cent buffer which can be applied consequent of failure to hit targets under the Housing Delivery Test, will still apply.

10 Local planning authorities can include historic oversupply in their five-year housing land supply calculations.

The Framework has been amended to include a reference to the “circumstances in which past shortfalls or over-supply can be addressed”. The government’s consultation response said the department will produce additional planning practice guidance in due course to offer further clarification on how this can be done.

11 Some authorities with emerging local plans will benefit from a reduced housing land supply requirement.

For the purposes of decision-making, where emerging local plans have been submitted for examination or where they have been subject to a Regulation 18 or 19 consultation which included both a policies map and proposed allocations towards meeting housing need, those authorities will only have to demonstrate a four-year housing land supply requirement.

12 Protection against development that conflicts with neighbourhood plans has been extended to older such plans.

The NPPF previously said that the adverse impact of allowing development that conflicts with the Neighbourhood Plan is likely to outweigh the benefits, but not if that plan is more than two years old. The government has now extended that protection to plans that are up to five years old. It has also removed tests which had meant local planning authorities needed to demonstrate a minimum housing land supply and have delivered a minimum amount in the Housing Delivery Test in order that Neighbourhood Plans benefited from the protection.

13 The new NPPF confirms that the standard method for calculating housing need is an “advisory starting point” for local authorities in generating housing numbers.

The government’s consultation response makes clear this simply confirms explicitly in national policy the existing status as set out in guidance. The response also confirms the department plans to review the implications for the standard method of new household

projections data based on the 2021 Census, but said these are now not due to be published until 2025.

14 More explicit indications are given of the types of local characteristics which may justify the use of an alternative method of assessing housing need.

The new NPPF says “exceptional circumstances, including relating to the particular demographic characteristics of an area” may justify an alternative approach to assessing housing need other than the standard method. It adds a footnote with an example of “islands with no land bridge that have a significant proportion of elderly residents.”

15 The NPPF retains the uplift of 35 per cent to the assessed housing need for the 20 largest towns and cities in England.

The NPPF has been amended to state that the uplift should be accommodated within those cities and urban centres themselves, except where there are voluntary cross boundary redistribution agreements in place. Neither the NPPF nor the government’s consultation response gives any further detail on the alignment test which is due to replace the Duty to Co-operate between authorities.

16 Authorities will be expected to take particular care to ensure that they meet need for retirement housing, housing-with-care and care homes.

The government added a specific expectation to new paragraph 63 in the NPPF.

17 Authorities will be encouraged to use planning conditions to require clear details of a scheme’s design and materials.

The document now says in new paragraph 140 that relevant planning conditions should refer to “clear and accurate plans and drawings which provide visual clarity about the design of the development”, and which are “clear about the approved use of materials” to make enforcement easier. The new NPPF also includes a number of other smaller changes, as previously proposed, designed to embed the government’s “beauty” agenda.

18 The section promoting mansard roof extensions stays in the final version.

The government has stuck with proposals designed to promote mansard roof extensions, despite criticisms the plans were too locally specific to be put in a national policy document. The NPPF says authorities “should also allow mansard roof extensions on suitable properties” where they harmonise with the original building.

19 The availability of land for food production should be considered when allocating agricultural land for development.

A new footnote to paragraph 181 states that when agricultural land must be used, poorer quality land should be preferred over higher quality land. It states: “The availability of agricultural land used for food production should be considered, alongside the other policies in this Framework, when deciding what sites are most appropriate for development.”

20 The NPPF is amended with a new paragraph 164 to give “significant weight” to the importance of energy efficiency through adaptation of buildings.

The NPPF says that where the proposals would affect conservation areas, listed buildings or other relevant designated heritage assets, local planning authorities should also apply relevant policies.

21 The starting point for creating National Development Management Policies (NDMPs) will be existing national policy on development management.

The government’s consultation response said it had heard concerns from consultees that the creation of an NDMP could prevent authorities including a given topic in their plan. However it said it will remain possible for locally-produced policies to address matters of particular local importance, provided that they are not inconsistent with or repeat NDMP policy.

Points where the government plans to bring forward consultation proposals at a later date

22 In a change to the proposed NPPF text, the new framework does not proceed with reforms which would have meant that evidence of sufficient deliverable permissions would have saved councils from Housing Delivery Test sanctions.

However, the government says it still backs the idea. The original consultation had suggested 'switching off' the application of 'the presumption in favour of sustainable development' as a consequence of under-delivery against the Housing Delivery Test, for those authorities which had delivered more than 115 per cent of required permissions. The consultation response this week said there was no consensus from respondents as to how the policy should work, and the complexity of the policy meant it was not being taken forward at this time. But it added that "the government will continue to consider ways in which this approach could be introduced in a future policy update."

23 Past "irresponsible planning behaviour" by applicants could in future be taken into account when applications are being determined.

The government consulted upon different options of sanctions for developers that persistently breach planning controls or fail to "deliver their legal commitments to the community". However, its consultation response showed consultees were split over the way forward, and it said it will now merely "consider these [responses] carefully in any future policy development" but didn't commit to anything further.

24 Government to push ahead with measures designed to speed up build out of sites, but only after further consultation.

Last year, the government had proposed three interventions, namely: that data will be published on developers of sites over a certain size who fail to build out according to their commitments; that developers will be required to explain how they propose to increase the diversity of housing tenures to maximise a scheme's absorption rate; and that delivery will become a material consideration in planning applications. This week in its consultation response, the government said it wanted to take all three proposals forward, but that they would be subject to "full consultation on them and related issues of build-out".

25 The government will continue to consider the proposal that planning for provision of social rent homes be given higher priority in the NPPF.

The consultation response said consultees views "will be used to inform policy development as we consider this proposal further as part of any future updates to the Framework."

26 Government to explore how small-scale interventions for nature can be promoted in any future updates to the National Planning Policy Framework.

The original consultation had said the government was looking to clamp down on the use of artificial grass by developers in new development and the 'gaming of biodiversity net gain rules'. However the response included no specific policies which are to be worked up.

27 The possibility of embedding a broad form of carbon assessment in planning policy will be explored in a future review of national planning policy.

The original consultation had said the department was interested in whether effective and proportionate ways of deploying a broad carbon assessment existed and, if so, what they should measure. However, this week's response said: "we intend to review national planning policy in due course to make sure it contributes to climate change mitigation as fully as possible."

28 Plans to review policy for climate change adaptation and flood-risk management are also delayed.

The consultation response said the government intended to review national planning policy "in due course" to make sure it contributes to climate change adaptation as fully as possible, and that responses will be used "to inform any future consultation on the National Planning Policy Framework."

Points from the 2022 consultation which have already been answered or responded to

29 Proposed changes to the NPPF text around onshore wind power schemes to enable sites that have not been designated in the local plan to be approved have already been confirmed.

The government in September published changes to the NPPF that responded to the specific proposals contained in the December 2022 consultation designed to unblock the planning system for onshore wind project applications.

30 The intended timeline for changes and transitional arrangements for the move to the new local plan system had already been confirmed this summer.

The department proposed transitional arrangements for the new local plan system set out under the Levelling Up and Regeneration Act in its consultation last year, and has already said how it intends to proceed. In July it said the latest date for plan-makers to submit local plans, minerals and waste plans, and spatial development strategies for examination under the current system will be 30 June 2025, with these plans needing to be adopted by 31 December 2026. This same document also said the department will have in place the regulations, policy and guidance to enable the submission of new plans by autumn 2024.

Members are requested to APPROVE the funding and work for a replacement handrail on a footpath in the parish.

A member of the public has highlighted that a handrail on a steep part of the footpath between Meadow Springs and Holborn has rotted away. The handyman has identified the parts required to replace the rail and has confirmed that he can do the work. The material will cost no more than £75.