

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

Councillors Present:

S Westwood, Chairman D Coffey J Sprules M Suleman
M Allsop, Vice Chairman

Others in Attendance: 7 members of the public.

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident raised concerns that whilst PL/2022/00239 Land East of Restrop Road has been refused, there is a risk that the outcome of the planning application PL/2024/06287 Land at Greensend and associated Enforcement Notice could result in its sale to the applicant of Restrop Road. This would overcome a key point in the refusal decision for the Restrop Road application. Councillor Westwood advised that the Parish Council has already commented on the land at Greensend application, and that there were many other factors detailed in the Restrop Road refusal which would all need to be overcome for permission to be granted.
- A resident asked for information on the gas works that are currently taking place at Lydiard Green crossroads. Councillor Westwood confirmed the Parish Council were not advised of these works, the Clerk will contact Wiltshire Council for information.

MINUTES

24.124 Apologies for Absence

Apologies were RECEIVED from Councillors Chalker, Hacker, Hill-Wheeler and Selwood.
No apologies were received from Wiltshire Councillor Steve Bucknell.

24.125 Declarations of Interest and Dispensation Requests

The following Declaration of Interest was made:

Name	Min. Ref.	Type	Nature of Interest	Action
Cllr Westwood	24.106	Non-Pecuniary	PL/2024/07482 - Planning application for neighbouring land	Did not take part in discussions and did not vote

No dispensation requests were received.

24.126 Chairman's Announcements:

- There is still one Councillor vacancy
- Planning application PL/2022/00239 Land East of Restrop Road has been refused.
- Thanks were given to the Parish Steward for clearing drains and culverts in Common Platt this week

24.127 Minutes

Members CONSIDERED the minutes of the Parish meeting held on 5 September 2024. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.
Members CONSIDERED the minutes of the Parish extraordinary meeting held on 12 August 2024. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

24.128 Co-Option of New Councillor

Members CONSIDERED the application from Mr K Smith. The matter was put to the vote and Members unanimously RESOLVED that Mr K Smith be co-opted onto the Parish Council with immediate effect. The Declaration of Acceptance of Office was signed by the newly elected Councillor and witnessed by the Clerk, and the Chairman invited Councillor Smith to join the meeting.

24.129 Wiltshire Councillor Update

No report was received from Councillor Steve Bucknell.

24.130 **Financial Accounts**

Members NOTED and APPROVED the Income & Expenditure Reports and Payments List.
Members APPROVED the raising of a cheque for the sum of £25.00 (twenty-five pounds) for the 2024 Poppy Appeal. Costs to be met from the Chairman’s Expenses budget line.
Members APPROVED a maximum expenditure of £250.00 (two hundred and fifty pounds) for the service and exchange of materials in the JCH fire extinguishers. Costs to be met from JCH Inspections budget line.
Members APPROVED the removal of one smoke detector and relocation of one emergency light fitting at a cost of £135.00 (one hundred and thirty-five pounds), no VAT payable. Costs to be met from Ear Marked Reserves CIL Funding.
Members APPROVED the expenditure for a deep clean of the men’s bathroom at JCH at a cost of £395.00 (three hundred and ninety-five pounds) ex. VAT. Costs to be met from Ear Marked Reserves JCH. After discussions, Members AGREED for contractors to be approached for quotes to return to flushing urinals, and explore other potential longer term solutions.

24.131 **Planning Group B**

Members RESOLVED to appoint Councillor Sprules to Planning Group B.

24.132 **Planning Applications**

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

Application: PL/2024/08513 – Householder planning permission Address: 4 Walnut Tree Gardens, Lydiard Millicent, SN5 3LH Proposal: Two storey rear extension, two storey front gable extension and first floor extension to existing garage with Link from the main house.	Applicant: R Chipchase
Members RESOLVED to COMMENT on this application, highlighting the significant increase in size of the property, and the reduction in parking provision.	
Application: PL/2024/07482 – Full planning permission Address: Land at Clay Pitts, Greenhill, RWB, SN4 8EH Proposal: Material change of use of land for the stationing of caravans for residential purposes with dayrooms and hardstanding ancillary to that use (resubmission of PL/2023/04820)	Applicant: Mr M McDonagh
Members RESOLVED to OBJECT to this application, due to contravention of a number of Core Policies, and that the site has not been identified in the GTAA report (July 2024) commissioned by Wiltshire Council as one requiring development to meet gypsy and traveller development needs.	

Members NOTED the Planning and Costs decision – PL/2023/00424 – Land at Washpool – Appeal Dismissed

24.133 **Clerk’s Report**

23.179 Jubilee Club House Trees Members approved the recommendation to have the trees behind the Jubilee Club House professionally assessed. Quotes Requested. UPDATE: Quotes received and paper included in meeting agenda. Members AGREED to CLOSE this item.
23.184 Holborn Footpath There are two specific places along the footpath where the holes are very deep and currently filled with water. After discussions, Members AGREED for contractors to be approached for quotes to fill in the holes and to redress the whole length. Quotes Requested. UPDATE: Quotes received and paper included in meeting agenda. Members AGREED to CLOSE this item.
24.63 Speed Indicator Devices (SIDs) Members APPROVED the purchase of four additional mounting bars. UPDATE: One SIDs is now placed and operational at The Beeches, the other at Greenhill will be in situ by the end of w/c 30 Sept. Members AGREED to CLOSE this item.
PQT – 1 Aug A resident raised concerns about the new occupants of Unit 5 Bagbury Park regarding the unauthorised expansion of the site and speeding high powered vehicles travelling along Lydiard Green towards Lydiard Millicent. Wiltshire Councillor Bucknell confirmed both he and the Clerk have reported the site expansion to WC planning enforcement. Trees being felled and the hedgerow removal in nesting season may have breached the Countryside and Wildlife Act and

so the police have been notified of this. Wiltshire Councillor Bucknell has also reported the antisocial behaviour to Sergeant Jamie Ball at Wiltshire Police, and suggested that the resident compiles a noise log to be able to raise a noise complaint. Clerk to contact the occupiers of the other units at Bagbury Park and Uplands School to establish the impact of these issues on their businesses. UPDATE: Clerk has had no response to letters sent to all occupiers of units within Bagbury Park. Wiltshire Council's response to Enforcement Complaint included as an agenda item. FURTHER UPDATE: Resident has reported that the antisocial issues appear to have stopped. Members AGREED to CLOSE this item.

24.83 Flaxlands Solar Farm Plans Update
Members AGREED a project briefing would be required. UPDATE: Briefing scheduled for 7.15pm on 14 Oct, Councillors Westwood and Allsop will be attending. Members AGREED to CLOSE this item.

24.106 Bagbury Lane – Antisocial Behaviour
Members NOTED the correspondence. The Clerk will contact the resident for an update. UPDATE: The resident has reported that the individuals on quad bikes have not returned. Members AGREED to CLOSE this item.

24.134 **Correspondence**

Members NOTED the correspondence received:

- a. Operational Flood Working Group Meeting Notes – 11 July 2024
- b. Purton Community Fridge Household Support Fund
- c. SLCC Update – Delay to Procurement Act 2023
- d. Community Care Meeting Notes – 5 September 2024

1 member of the public left the meeting.

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

Members NOTED the 11 September Meeting Notes

Members CONSIDERED the contribution requested for priority issue 11-22-01 – Greenhill Crossroads and APPROVED a 25% contribution of £2,000.00 (two thousand pounds). Costs of £1,925 (one thousand, nine hundred and twenty-five pounds) to be met from budget line LHFIG projects. The balance of £75 (seventy-five pounds) to be met from Ear Marked Reserves LHFIG. Members CONSIDERED the contribution requested for priority issue 11-24-17 – Braydon Road and APPROVED a 12.5% contribution of £687.50 (six hundred and eighty-seven pounds 50p). Costs to be met from Ear Marked Reserves LHFIG.

Members NOTED the agreement for priority scheme 11-23-08 – Common Platt to be submitted under the substantive Highways Scheme Fund Bid Application Process in Autumn 2024.

Members NOTED the improvement work agreed for priority scheme 11-23-17 – Greatfield

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 ownership of the hedges. Standing orders were REINSTATED before Members discussed further.

Members NOTED the wildfowl warning signs report and RESOLVED not to proceed (minute ref. 24.13).

24.136 **Wiltshire Council Consultation on the Pre-Submission Draft Gypsies and Travellers Development Plan Document (DPD)**

Members NOTED the report and AGREED to respond to the consultation with thanks for the report, and that there are no suggested amendments.

24.137 **CCTV Move**

Members NOTED the report and CONSIDERED the quote received. Members APPROVED the expenditure to move the CCTV system of £500.00 (five hundred pounds) ex. VAT. Costs to be met from Ear Marked Reserves JCH.

24.138 **Auditing Solutions Limited**

Members NOTED the letter of engagement and AGREED to the proposed fees.

24.139 **Handyman Requirements and Waste Removal**
Members NOTED the report and CONSIDERED the recommendation.
Members APPROVED the purchase of anti-vibration gloves, two portable men at work signs and a telescopic ladder at a cost of £177.47 (one hundred and seventy-seven pounds 47p) (ex. VAT). Costs to be met from Handyman Requirements budget line.
Members APPROVED the expenditure for a licenced waste disposal company to a maximum budget of £550.00 (five hundred and fifty pounds) (ex. VAT), delegated to the Clerk, Chairman and Vice-Chairman. Costs to be met from General Reserves.

24.140 **Holborn Footpath**
Members NOTED the report and CONSIDERED the quotes received. Members CONSIDERED the recommendation and RESOLVED not to accept quotes at this time. Clerk to explore funding contribution options.

Standing orders were SUSPENDED and REINSTATED before members discussed further.

24.141 **Jubilee Club House Trees**
Members NOTED the report and CONSIDERED the quotes received. Members APPROVED the expenditure to carry out the required tree works at a cost of £1,200.00 (one thousand two hundred pounds) (ex. VAT). Members APPROVED the expenditure to extend the survey to all trees around the perimeter of the Recreation Field at a cost of £235.00 (two hundred and thirty-five) (ex. VAT). Costs to be met from General Reserves.

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.

24.143 **Purton Parish Council Neighbourhood Plan Revision Consultation**
Members NOTED the revised plan. Concerns were raised around the provision for 300 homes to be built between Purton and Lydiard Millicent, which contradicts the draft Wiltshire Plan which identified a requirement for zero additional homes in Purton. Members AGREED to respond to the consultation raising this concern.

24.144 **Community Field Working Party Meeting**
Members RECEIVED an update from Councillor Allsop. Councillor Selwood has been appointed Chairman, and a meeting to obtain quotes for field maintenance has been scheduled.

24.145 **Cemetery Plots Exception Requests**
Members NOTED the report and RESOLVED to grant an exception for the purchase of 2 burial plots for RD and AD in Lydiard Millicent Cemetery.

2 members of the public left the meeting.

24.146 **VE Day Plans**
Members RECEIVED an update from Councillor Westwood. The current plans are to hold events in the afternoon of Thursday 8 May, the evening of Friday 9 May and on Saturday 10 May 2025.

24.147 **Council and Community Representatives**

Members RECEIVED the following updates:

Community Carers Group – Councillor Allsop
The Community Directory update has begun.

Operational Flood Working Group – Councillor Westwood
Updated guidance for riparian owners has been published by the Environment Agency. Flooding and drainage issues in Common Platt were on the agenda, and an update on this is expected from Wiltshire Council.

24.148 **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.

3 members of the public left the meeting.

24.149 **Land Issues**
Members NOTED the report from Councillor Westwood and CONSIDERED the recommendation. Members RESOLVED to proceed with Stage 1 and Stage 2 of proceedings as agreed in the Parish meeting held 5 June 2024 (min ref. 24.44).

Meeting Closed at 20.40 hrs

**LYDIARD MILLICENT PARISH COUNCIL
EXTRAORDINARY MEETING
26 September 2024
held at the Jubilee Club House, Lydiard Millicent
at 19:00 hrs**

Councillors Present:

S Westwood, Chairman S Chalker D Coffey J Sprules
M Allsop, Vice Chairman

Others in Attendance: 16 members of the public.

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident asked for an update on the decision for the Restrop Road application. The Clerk will request an update from Wiltshire Council.
- A resident highlighted that a number of private hedgerows are growing over paths at Greatfield. The Clerk will ask the Parish Handyman to visit.
- A resident reported that a number of hedges at Common Platt haven't been cut by Wiltshire Council and are causing drivers to use the middle of the road. The resident was asked to report this issue on the My Wilts portal and upon receipt of the case number, the Clerk will do the same.
- Councillor Westwood confirmed that the purpose of the meeting is to gather views from residents and Councillors, and agree the comments to be made in response to the applications.

MINUTES

24.121 Apologies for Absence

Apologies were RECEIVED from Councillors Hacker, Hill-Wheeler, Selwood, Suleman and Wiltshire Councillor Bucknell.

24.122 Declarations of Interest and Dispensation Requests

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

24.123 Planning Applications

Members NOTED the following applications:

Application: PL/2024/07350 – Householder Planning Permission	Applicant: Mr A Lyon
Address: The Hollies, Greenhill, RWB, SN4 8EH	
Proposal: Single storey rear extension. Second floor extension with dormer to rear	
Members RESOLVED to make a comment of NO OBJECTION	

Application: PL/2024/07426 – Full Planning Permission	Applicant: Hills Homes
Development Ltd	
Address: Paddock land adjoining Stone Lane, Lydiard Millicent	
Proposal: Development of site to provide 9 no. dwellings, with associated landscaping, sustainable drainage and primary vehicular access from Stone Lane	

Standing orders were SUSPENDED for public comment on application PL/2024/07426.

A resident highlighted that they had not been consulted by Wiltshire Council on the application, although 4 of the proposed dwellings would look into their bedrooms. Wiltshire Council's planning department are yet to return their calls. Another resident also raised that they had not been consulted. A number of neighbouring residents are on holiday, the Clerk will request an extension to the closing date for comments.

It was suggested there are a number of inaccuracies within the application, including:

- The width of Stone Lane has been miscalculated where it is intended for a path to be built, therefore narrowing the road at a point where it is already at its most narrow

- An old plan of the land has been used, which suggests the orchard belongs to Anchorage when it is in fact Beechcroft
- The plans have been edited to remove the driveway at 39 Stone Lane, which is shown as green verge on all iterations of the plans
- The neighbouring property to 39 Stone Lane is a subdivided dwelling and the plans do not reflect the division, suggesting access to 39 is via the access to the neighbouring property.

Areas of concern highlighted were:

- The drainage report was undertaken in Spring which is traditionally not when the wettest of weather is experienced, and it is known that Common Platt already faces significant drainage issues after heavy rainfall
- Many of the gardens along Common Platt have limestone c. 18 inches below the surface, giving concerns to the potential flooding of existing gardens
- The hedge of the orchard will obstruct the view of the road exiting the proposed development
- The location of the proposed path will encroach on the land of Beechcroft
- There are bats in the area, although it is unclear where they roost, but they will shortly be going into hibernation.
- One of the traffic survey cables was broken, so there are questions around the validity of the traffic data presented
- Both Stone Lane and Washpool are roads where speeding is an issue, and an increased number of vehicles as a result of the development would further the risk of an accident.
- The proposed access is directly opposite 39 Stone Lane, and the resident is concerned about the loss of privacy, with headlights shining directly into their property

Standing orders were REINSTATED before Members discussed further.

Application: PL/2024/07426 – Full Planning Permission Development Ltd	Applicant: Hills Homes
Address: Paddock land adjoining Stone Lane, Lydiard Millicent	
Proposal: Development of site to provide 9 no. dwellings, with associated landscaping, sustainable drainage and primary vehicular access from Stone Lane	
Members RESOLVED to make a comment of OBJECT	

Members AGREED to include the following points that were of concern in the planning comments:

- There are a number of inaccuracies within the application
- There are already significant drainage issues experienced in Common Platt, which additional development will only exacerbate
- The application contravenes the Neighbourhood Plan
- The decision to exclude the land marked in blue on the proposed plans brings the size of the plot marginally under the minimum area to mandate the provision of affordable housing, and the integrity of this decision raises concerns
- The speed and volume of vehicles already using Stone Lane does not lend itself to further additional vehicles
- The application compromises the privacy of a number of existing residents
- There are potential impacts to the environment that have not been explored.

Meeting Closed at 19.45 hrs

Finance Report 7 November 2024

Item 7

EXPENDITURE

Supplier	Invoice		Description	Net	VAT	Total	Paid	Method
	Number	Date						
Betterclean	2827	30 Sep 24	September Cleaning	425.10	85.02	510.12	16 Oct 24	BP
BOnline	233120	01 Oct 24	Broadband	29.44	5.89	35.33	14 Oct 24	DD
British Gas - Electricity	8743855	16 Sep 24	August / September Charges	73.66	3.68	77.34	30 Sep 24	DD
Business Waste	1490344	20 Sep 24	Credit - Cemetery	-15.65	-3.13	-18.78	14 Oct 24	CR
Business Waste	1498900	01 Oct 24	Cemetery & JCH	90.65	18.13	108.78	14 Oct 24	DD
Business Waste	1490345	20 Sep 24	Cemetery	15.65	3.13	18.78	14 Oct 24	DD
Business Waste	1507780	30 Sep 24	Cemetery	0.44	0.09	0.53	14 Oct 24	DD
Castle Water	3628478	03 Oct 24	Cemetery Water	5.38	0.00	5.38	17 Oct 24	DD
Corona	18707705	08 Oct 24	September Charges	93.70	4.69	98.39	16 Oct 24	BP
EE	61186	13 Sep 24	August / September Charges	19.42	3.88	23.30	23 Sep 24	DD
EE	34872	13 Oct 24	September / October Charges	19.42	3.88	23.30	21 Oct 24	DD
Inception	3040118	15 Oct 24	September / October Charges	37.68	7.54	45.22	31 Oct 21	BP
John O'Conner	112516	20 Sep 24	September Maintenance	884.83	176.96	1,061.79	09 Oct 24	BP
J Rouse & Son Ltd	15808	26 Sep 24	Padlock for SID Security	9.98	2.00	11.98	01 Oct 24	BP
K Thompson	2024022	01 Sep 24	Cricket Square Maintenance	416.00	0.00	416.00	09 Oct 24	BP
Lloyds Bank	n.a.	27 Aug 24	Debit Card Fees	3.00	0.00	3.00	10 Sep 24	DD
Microshade	19946	07 Oct 24	Quarterly Hosting Fees	318.57	63.71	382.28	09 Oct 24	BP
Neil Armstrong Plumbing	870	19 Sep 24	JCH Bathroom Mixer Tap Fix	60.00	0.00	60.00	01 Oct 24	BP
Peninsula	4521068	08 Oct 24	HR	106.64	20.14	126.78	08 Oct 24	DD
PKF Littlejohn LLP	20242843	26 Sep 24	External Audit 23-24	420.00	84.00	504.00	09 Oct 24	BP
Staff	n/a	27 Sep 24	Salaries - September	2,084.87	0.00	2,084.87	01 Oct 24	BP
Steve Edwards	n/a	22 Sep 24	JCH Major Works	25,930.00	0.00	25,930.00	16 Oct 24	BP
Three Business Services	44043	14 Sep 24	September Charges	8.71	1.74	10.45	14 Oct 24	DD
WALC	348	25 Sep 24	Budget Training for Clerk	30.00	6.00	36.00	01 Oct 24	BP
Wellers Hedleys	49364.001	30 Sep 24	Legal	1,500.00	300.00	1,800.00	09 Oct 24	BP
Wiltshire Council	n/a	01 Oct 24	Business Rates	99.00	-	99.00	01 Oct 24	DD

Expenditure 32,666.49 787.35 33,453.84

Payments for Approval

John O'Conner	113566	23 Oct 24	October Maintenance	884.83	176.96	1,061.79	
Equinox	14137	08 Oct 24	Supply & Fit Door Lock Cylinder	93.00	18.60	111.60	

977.83 195.56 1,173.39

LMPC Income Summary 2024-2025 Received 30 September 2024

Category Amount
Cemetery Burials £214.00

Exclusive Rights	£224.00
Cemetery Memorials	£289.00
Cricket	£2,655.00
Defra	£1,635.24
Football	£4,211.00
Lydiard Plain Rental	£1,000.00
Wayleave	£12.00
Total	£10,240.24
Precept	£64,151.00
VAT 2023-2024	£12,696.75
Total	£87,087.99

10/10/2024

Lydiard Millicent Parish Council

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Summary Income & Expenditure by Budget Heading 30/09/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration						
	Income	66,054	66,163	109			99.8%
	Expenditure	26,954	43,068	16,114		16,114	62.6%
	Net Income over Expenditure	<u>39,100</u>	<u>23,095</u>	<u>(16,005)</u>			
	plus Transfer from EMR	283					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>39,383</u>					
102	Grants						
	Expenditure	498	500	2		2	99.6%
104	Democratic Activities						
	Expenditure	0	1,150	1,150		1,150	0.0%
201	Cemetery						
	Income	727	4,100	3,373			17.7%
	Expenditure	537	1,358	821		821	39.5%
	Movement to/(from) Gen Reserve	<u>190</u>					
301	Recreation Field & JCH						
	Income	0	500	500			0.0%
	Expenditure	14,817	20,368	5,551		5,551	72.7%
	Net Income over Expenditure	<u>(14,817)</u>	<u>(19,868)</u>	<u>(5,051)</u>			
	plus Transfer from EMR	5,556					
	Movement to/(from) Gen Reserve	<u>(9,261)</u>					
303	Play Area						
	Expenditure	302	1,935	1,633		1,633	15.6%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(302)</u>					
304	Cricket						
	Income	2,657	3,250	593			81.7%
	Expenditure	1,157	2,937	1,780		1,780	39.4%
	Movement to/(from) Gen Reserve	<u>1,500</u>					
305	Football						
	Income	4,211	7,000	2,789			60.2%
	Expenditure	0	2,207	2,207		2,207	0.0%
	Movement to/(from) Gen Reserve	<u>4,211</u>					
401	Highways & Open Spaces						
	Expenditure	5,709	9,390	3,681		3,681	60.8%
	plus Transfer from EMR	1,743					
	Movement to/(from) Gen Reserve	<u>(3,965)</u>					
501	Lydiard Plain						
	Income	2,635	2,500	(135)			105.4%
	Expenditure	0	600	600		600	0.0%
	Movement to/(from) Gen Reserve	<u>2,635</u>					
Grand Totals:- Income		<u>76,284</u>	<u>83,513</u>	<u>7,229</u>			<u>91.3%</u>
Expenditure		<u>49,973</u>	<u>83,513</u>	<u>33,540</u>	0	<u>33,540</u>	<u>59.8%</u>
Net Income over Expenditure		<u>26,311</u>	<u>0</u>	<u>(26,311)</u>			
plus Transfer from EMR		7,581					
less Transfer to EMR		0					
Movement to/(from) Gen Reserve		<u>33,893</u>					

Detailed Income & Expenditure by Budget Heading 30/09/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 General Administration							
1000 Precept	64,151	64,151	0			100.0%	
1015 Interest	1,891	2,000	109			94.5%	
1020 Other	12	12	0			100.0%	
General Administration :- Income	66,054	66,163	109			99.8%	0
4000 Staff Salary	11,203	22,053	10,850		10,850	50.8%	
4001 Mileage	0	50	50		50	0.0%	
4006 Telephones / Broadband	340	900	560		560	37.7%	
4007 Tax & NI	4,201	6,600	2,399		2,399	63.6%	
4008 Home Working Allowance	144	180	36		36	80.0%	
4010 Training / Conferences	759	1,500	741		741	50.6%	
4011 Subscriptions	667	300	(367)		(367)	222.3%	
4012 Books & Journals	0	50	50		50	0.0%	
4020 Chairman - Expenses	10	100	90		90	9.7%	
4021 Refreshments	0	25	25		25	0.0%	
4022 Office Equipment	333	500	167		167	66.6%	283
4030 Hall Hire	73	180	108		108	40.3%	
4032 Printing and Lease	257	325	68		68	79.2%	
4034 Postage	0	25	25		25	0.0%	
4035 Stationery Sundries	81	250	169		169	32.4%	
4036 Advertising & Parish Magazine	375	175	(200)		(200)	214.3%	
4051 Audit Fees	501	750	249		249	66.8%	
4052 Insurance	1,573	1,500	(73)		(73)	104.9%	
4053 Web Hosting & Domain Name	1,101	1,500	399		399	73.4%	
4054 Legal Fees	3,180	1,500	(1,680)		(1,680)	212.0%	
4055 Professional Fees	1,121	2,945	1,824		1,824	38.1%	
4057 Bank Service Charges	54	150	96		96	36.0%	
4064 Software Packages	543	475	(68)		(68)	114.2%	
4065 Events	403	1,000	597		597	40.3%	
4071 Registrations / Licences	35	35	0		0	100.0%	
General Administration :- Indirect Expenditure	26,954	43,068	16,114	0	16,114	62.6%	283
Net Income over Expenditure	39,100	23,095	(16,005)				
6000 plus Transfer from EMR	283						
Movement to/(from) Gen Reserve	39,383						
102 Grants							
4136 Grants & Donations	498	500	2		2	99.6%	
Grants :- Indirect Expenditure	498	500	2	0	2	99.6%	0
Net Expenditure	(498)	(500)	(2)				

Detailed Income & Expenditure by Budget Heading 30/09/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Democratic Activities							
4026 Election Fees	0	1,150	1,150		1,150	0.0%	
Democratic Activities :- Indirect Expenditure	<u>0</u>	<u>1,150</u>	<u>1,150</u>	<u>0</u>	<u>1,150</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,150)</u>	<u>(1,150)</u>				
201 Cemetery							
1011 Grants of Right	224	900	676			24.9%	
1012 Interments	214	2,000	1,786			10.7%	
1013 Memorials	289	1,200	911			24.1%	
Cemetery :- Income	<u>727</u>	<u>4,100</u>	<u>3,373</u>			<u>17.7%</u>	<u>0</u>
4003 Water	28	60	32		32	46.5%	
4101 Grass Cutting	301	385	84		84	78.2%	
4105 Parish Maintenance	207	650	443		443	31.9%	
4111 Tree / Hedge Works	0	263	263		263	0.0%	
Cemetery :- Indirect Expenditure	<u>537</u>	<u>1,358</u>	<u>821</u>	<u>0</u>	<u>821</u>	<u>39.5%</u>	<u>0</u>
Net Income over Expenditure	<u>190</u>	<u>2,742</u>	<u>2,552</u>				
301 Recreation Field & JCH							
1007 Hire	0	500	500			0.0%	
Recreation Field & JCH :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4002 Business Rates etc	590	1,250	660		660	47.2%	
4003 Water	451	750	299		299	60.2%	
4004 Electricity	544	3,000	2,456		2,456	18.1%	
4005 Gas	649	1,700	1,051		1,051	38.2%	
4009 CCTV	0	605	605		605	0.0%	
4070 Inspections	0	350	350		350	0.0%	
4101 Grass Cutting	4,288	4,298	10		10	99.8%	
4105 Parish Maintenance	329	700	371		371	47.0%	
4111 Tree / Hedge Works	0	265	265		265	0.0%	
4120 JCH - Cleaning	2,164	4,250	2,086		2,086	50.9%	
4121 Janitorial Supplies	236	950	714		714	24.8%	
4122 Building Maintenance	440	2,000	1,560		1,560	22.0%	435
4123 JCH - Major Works	5,121	0	(5,121)		(5,121)	0.0%	5,121
4124 Handyman Requirements	5	250	245		245	2.1%	
Recreation Field & JCH :- Indirect Expenditure	<u>14,817</u>	<u>20,368</u>	<u>5,551</u>	<u>0</u>	<u>5,551</u>	<u>72.7%</u>	<u>5,556</u>
Net Income over Expenditure	<u>(14,817)</u>	<u>(19,868)</u>	<u>(5,051)</u>				
6000 plus Transfer from EMR	5,556						
Movement to/(from) Gen Reserve	<u>(9,261)</u>						

Detailed Income & Expenditure by Budget Heading 30/09/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Play Area							
4070 Inspections	0	150	150		150	0.0%	
4101 Grass Cutting	177	285	108		108	62.2%	
4130 Play Equipment - New	0	1,000	1,000		1,000	0.0%	
4131 Play Equipment - Maintenance	125	500	375		375	24.9%	
Play Area :- Indirect Expenditure	302	1,935	1,633	0	1,633	15.6%	0
Net Expenditure	(302)	(1,935)	(1,633)				
304 Cricket							
1002 Rental	2,657	0	(2,657)			0.0%	
1007 Hire	0	3,250	3,250			0.0%	
Cricket :- Income	2,657	3,250	593			81.7%	0
4101 Grass Cutting	0	637	637		637	0.0%	
4312 Maintenance of Cricket Square	1,157	2,300	1,143		1,143	50.3%	
Cricket :- Indirect Expenditure	1,157	2,937	1,780	0	1,780	39.4%	0
Net Income over Expenditure	1,500	313	(1,187)				
305 Football							
1002 Rental	4,211	0	(4,211)			0.0%	
1007 Hire	0	7,000	7,000			0.0%	
Football :- Income	4,211	7,000	2,789			60.2%	0
4101 Grass Cutting	0	1,592	1,592		1,592	0.0%	
4126 Pitch Marking	0	615	615		615	0.0%	
Football :- Indirect Expenditure	0	2,207	2,207	0	2,207	0.0%	0
Net Income over Expenditure	4,211	4,793	582				
401 Highways & Open Spaces							
4100 Equipment & Repairs	91	100	9		9	91.3%	
4101 Grass Cutting	543	1,040	497		497	52.2%	
4105 Parish Maintenance	75	2,000	1,925		1,925	3.8%	
4109 Street Furniture - New	0	1,000	1,000		1,000	0.0%	
4111 Tree / Hedge Works	0	500	500		500	0.0%	
4127 Holborn Footpath	257	250	(7)		(7)	102.7%	
4128 Footpath Group	157	0	(157)		(157)	0.0%	157
4129 Community Field	0	1,000	1,000		1,000	0.0%	
4139 Lydiard Green	304	500	196		196	60.7%	304
4140 Speed Indicator Devices SIDS	4,283	3,000	(1,283)		(1,283)	142.8%	1,283
Highways & Open Spaces :- Indirect Expenditure	5,709	9,390	3,681	0	3,681	60.8%	1,743
Net Expenditure	(5,709)	(9,390)	(3,681)				
6000 plus Transfer from EMR	1,743						

Detailed Income & Expenditure by Budget Heading 30/09/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(3,965)						
501 Lydiard Plain							
1002 Rental	1,000	1,000	0			100.0%	
1003 Grants	1,635	1,500	(135)			109.0%	
Lydiard Plain :- Income	<u>2,635</u>	<u>2,500</u>	<u>(135)</u>			<u>105.4%</u>	<u>0</u>
4055 Professional Fees	0	350	350		350	0.0%	
4105 Parish Maintenance	0	250	250		250	0.0%	
Lydiard Plain :- Indirect Expenditure	<u>0</u>	<u>600</u>	<u>600</u>	<u>0</u>	<u>600</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>2,635</u>	<u>1,900</u>	<u>(735)</u>				
Grand Totals:- Income	76,284	83,513	7,229			91.3%	
Expenditure	49,973	83,513	33,540	0	33,540	59.8%	
Net Income over Expenditure	<u>26,311</u>	<u>0</u>	<u>(26,311)</u>				
plus Transfer from EMR	7,581						
Movement to/(from) Gen Reserve	<u>33,893</u>						

Date:10/10/2024

Lydiard Millicent Parish Council

Page 1

Time: 11:58

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 2 - Investment A/C**

User: HAYLEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Public Sector Deposit Fund	30/09/2024		72,983.59
			<u>72,983.59</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			72,983.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			72,983.59
		Balance per Cash Book is :-	72,983.59
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:10/10/2024

Lydiard Millicent Parish Council

Page 1

Time: 11:59

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 3 - Unity Bank**

User: HAYLEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank **873	30/09/2024	892	73,411.57
			<u>73,411.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			73,411.57
<u>Unpresented Receipts (Plus)</u>			
22/07/2024 85 - 3		1.80	
			<u>1.80</u>
			73,413.37
		Balance per Cash Book is :-	73,413.37
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:10/10/2024

Lydiard Millicent Parish Council

Page 1

Time: 11:57

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 5 - Lloyds Charge Card**

User: HAYLEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Charge Card	30/09/2024		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Members are requested to:

- NOTE the report and CONSIDER the recommendations

WALC Election Webinar

The Clerk would like to join an Election training webinar hosted by WALC on 27 November. The cost for the training is £40 (ex. VAT).

Recommendation

Members to APPROVE the cost of £40 (ex. VAT). Costs to be met by the Training budget.

Play Area Inspection

The annual inspection of the play area at the JCH / Recreation field is due. The cost for this is £150 (ex. VAT).

Recommendation

Members to APPROVE the cost of £150 (ex. VAT). Costs to be met from Play Area Inspections budget.

Pay Award 2024-2025

The SLCC has advised an agreement has been reached on this year's pay claim covering the year from 1 April 2024 to 31 March 2025.

For all grades up to SCP 43, the agreed amount is £1,290 per annum and employers are encouraged to pay the award as swiftly as possible.

In addition, if requested by an ex-employee to do so, it is strongly recommended that employers should pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.

The pay will be pro-rated and paid automatically in the next payroll run.

Recommendation

To NOTE the pay award for 2024-2025.

Hayley Graham
October 2024

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.

PQT – 5 June – Updates

- A resident raised concerns around the layby across Common Platt at the bottom of Stone Lane being driven across by vehicles. The road markings are being eroded and are not being maintained and as a result, cars are being driven over utilities and causing damage. The resident was advised to report this to Wiltshire Council using the MyWilts app and the Clerk would do the same. UPDATE: Clerk has reported to Wiltshire Council. 4 JULY MEETING UPDATE: Resident was present and Members asked him to report via the MyWilts app – Clerk awaiting response from Wiltshire Council.

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.

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.

24.82 JCH Fire Safety Requirements

Members APPROVED the installation of two emergency light fittings and the removal of one smoke detector. UPDATE: Works will be taking place w/c 4 or 11 Nov.

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 raised that the hedging to the right of the entrance to Bagbury Park is overgrown and obstructing the footpath. The Clerk will contact the occupiers of the relevant units. UPDATE: The tenants of Unit 4 have voluntarily tended to the verge on the left, and the Parish Steward has tended to the verge on the right. Recommendation to CLOSE this item.
- 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.

24.109 Pedestrians in Road Signage – The Street

Members NOTED the report and CONSIDERED the quote received. Members APPROVED the expenditure of £380 for the installation of signage to warn drivers of pedestrians in the road.

UPDATE: Works have been instructed and are expected to be completed in early October.
FURTHER UPDATE: Works are still scheduled and due to be completed imminently.

PQT – 3 Oct

- A resident asked for information on the gas works that are currently taking place at Lydiard Green crossroads. Councillor Westwood confirmed the Parish Council were not advised of these works, the Clerk will contact Wiltshire Council for information. UPDATE: Wales & West Utilities have confirmed they expected the works to be completed by 18 November, however some complications have arisen which require the works to be completed in 2 phases. They aim to be off the road by 24 October, and will need to return at a later date. The Clerk has requested that the Parish Council are notified ahead of the commencement of the second phase. Recommendation to CLOSE this item.

24.130 Financial Accounts

Members APPROVED the raising of a cheque for the sum of £25.00 for the 2024 Poppy Appeal. UPDATE: Cheque to be issued w/c 4 November.

Members APPROVED a maximum expenditure of £250.00 for the service and exchange of materials in the JCH fire extinguishers. UPDATE: Service took place on 24 October. Recommendation to CLOSE this item.

Members APPROVED the removal of one smoke detector and relocation of one emergency light fitting at a cost of £135.00. UPDATE: Scope of works has changed. Revised quote has been included in Financial Accounts report.

Members APPROVED the expenditure for a deep clean of the men's bathroom at JCH at a cost of £395.00. After discussions, Members AGREED for contractors to be approached for quotes to return to flushing urinals, and explore other potential longer term solutions. UPDATE: Deep clean took place on 14 October. Clerk has approached contractors to discuss longer term solutions.

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 visited a number of times but the layby has been full of vehicles preventing the hedges being taken out. Ownership enquiries are yet to be carried out.

24.137 CCTV Move

Members NOTED the report and CONSIDERED the quote received. Members APPROVED the expenditure to move the CCTV system of £500.00. UPDATE: CCTV move took place on 23 October. Recommendation to CLOSE this item.

24.139 Handyman Requirements and Waste Removal

Members APPROVED the purchase of anti-vibration gloves, two portable men at work signs and a telescopic ladder at a cost of £177.47. UPDATE: Signs and ladder received, anti-vibration gloves outstanding.

Members APPROVED the expenditure for a licenced waste disposal company to a maximum budget of £550.00, delegated to the Clerk, Chairman and Vice-Chairman. UPDATE: Waste was removed on 30 October. Recommendation to CLOSE this item.

24.140 Holborn Footpath

Members NOTED the report and CONSIDERED the quotes received. Members CONSIDERED the recommendation and RESOLVED not to accept quotes at this time. Clerk to explore funding contribution options. UPDATE: A further quote has been received, which has been included as an agenda item. Recommendation to CLOSE this item.

24.141 Jubilee Club House Trees

Members APPROVED the expenditure to carry out the required tree works at a cost of £1,200.00. Members APPROVED the expenditure to extend the survey to all trees around the perimeter of the Recreation Field at a cost of £235.00. UPDATE: Work is scheduled to be completed on 6 Nov.

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.

Northern Area Planning Committee

MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 18 SEPTEMBER 2024 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Chuck Berry (Chairman), Cllr Steve Bucknell, Cllr Clare Cape, Cllr Gavin Grant, Cllr Jacqui Lay, Cllr Nic Puntis, Cllr Mike Sankey, Cllr Martin Smith, Cllr Elizabeth Threlfall and Cllr Ruth Hopkinson (Substitute)

Also Present:

Cllr Peter Hutton

In the absence of the Chairman Cllr Chuck Berry, who was unable to chair until Agenda item 6 (number 71 as per the minutes), and in the absence of Vice-Chair Cllr Howard Greenman, who had given apologies, it was:

Resolved

To elect Cllr Nic Puntis as Chairman for this meeting of the Northern Area Planning Committee, and only until Cllr Chuck Berry was able to sit as Chair.

66 Apologies

Apologies were received from:

Cllr Howard Greenman

Cllr David Bowler (Substituted by Cllr Ruth Hopkinson)

67 Minutes of the Previous Meeting

The minutes of the last meeting of the Committee held on 21 August 2024 were considered for approval by the committee.

Resolved

To approve the minutes of the previous meeting held on 21 August 2024 as a true and correct record.

68 Declarations of Interest

There were no declarations of interest.

69 Chairman's Announcements

There were no Chairman's announcements.

70 **Public Participation**

The Committee noted the rules on public participation.

71 **Planning Appeals and Updates**

Councillor Chuck Berry in the Chair.

The Chairman invited Adrian Walker, Development Management Team Leader, to update the Committee on the pending and determined appeals as per the appeals report included within the Agenda Pack.

Following which, it was:

Resolved:

The Committee noted the appeals report for the period 9 August to 6 September 2024.

For Councillors to receive an update on land supply and windfall housing statistics.

72 **PL/2023/05471: Land South West of Park Road, Malmesbury, Wiltshire**

Public Participation

Mr James Durant spoke in support of the application.

Officers from the Development Management Area Team introduced the report which recommended that the Committee approve planning permission, subject to conditions, for a Reserved Matters Application of all reserved matters comprising of the erection of 23 dwellings together with associated infrastructure and landscaping following Outline Planning Permission ref 20/08341/OUT.

The main issues which were considered material in the determination of the application were:

- Principle of development
- Scale, design, impacts on the character and the appearance of the area
- Residential amenity/living conditions

Members of the Committee then had the opportunity to ask technical questions to the officer. The following was clarified:

That the road next to the proposed site was a public road and was included on the map to show access to the highway.

As the application was deferred, Councillors agreed not to repeat all the information discussed previously, and welcomed the additional information and clarification provided by Officers and the Applicant.

During debate, a motion to approve subject to conditions was proposed by Cllr Gavin Grant and seconded by Cllr Ruth Hopkinson, following which it was:

Resolved

To Approve the application subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out in accordance with the following approved plans:

Application Form & Certificate Received 5th July 2023

As per the plans schedule, received on 2nd July 2024 Plans Ref:

Drawing Number Drawing Description

897 – 100 Rev A Site Layout

897 - 150 Site Location Plan

897 – 101 Rev B Boundary Treatments Plan

897 – 102 Rev A Wall Materials Plan

897 – 103 Rev B Roof Materials Plan

897 – 104 Rev A Tenure Plan

897 – 105 Rev A Ownership Plan

897 – 107 Rev A PV Panel and Air Source Heat Pump Locations Plan

897 – 005 Plots 6 7 8 and 9 - Affordable 1 and 2 Bed - Floorplans

897 – 006 Plots 6 7 8 and 9 - Affordable 1 and 2 Bed - Elevations

897 – 007 Plots 13 and 14 - Affordable 3 Bed - Floorplans

897 - 008 Plots 13 and 14 - Affordable 3 Bed - Elevations

897 – 009 Plots 10 11 and 12 - Affordable 2 Bed - Floorplans

897 - 010 Plots 10 11 and 12 - Affordable 2 Bed - Elevations

897 – 011 Plot 15 - Type B - Floorplans

897 – 012 Plot 15 - Type B - Elevations

897 – 013 Plots 16 and 22 - Type D - Floorplans

897 – 014 Plots 16 and 22 - Type D - Elevations

897 – 015 Plot 1 - Type D Bay - Floorplans

897 – 016 Plot 1 - Type D Bay - Elevations

897 – 017 Plots 20 and 21 - Type K and KV1 - Floorplans

897 – 018 Plots 20 and 21 - Type K and KV1 - Elevations

897 – 019 Plots 2 3 4 and 5 - Type OM 3 bed - Floorplans

897 – 020 Plots 2 3 4 and 5 - Type OM 3 bed - Elevations

897 – 021 Plot 18 - Type BV1 - Floorplans

897 – 022 Plot 18 - Type BV1 - Elevations

897 – 023 Plot 19 - Type BV1 - Floorplans

897 – 024 Plot 19 - Type BV1 - Elevations
897 – 025 Plot 17 and 23 - Type DV1 - Floorplans
897 – 026 Plot 17 and 23 - Type DV1 - Elevations
897 – 050 Single Garage Floorplan and Elevations
897 – 051 Double Garage Floorplan and Elevations
897 – 250 Site Section
897 Material Finishes Schedule
23_271_101_B Soft Landscaping Plan

REASON: For the avoidance of doubt and in the interests of proper planning.

3. All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

4. No development shall continue on-site beyond slab level until the exact details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.

5. Prior to development above slab level a final Sustainable Energy Strategy, explaining the low carbon approach of the scheme taken in the technical design stages shall be submitted to and approved in writing by the Local Planning Authority. This shall include but not necessarily be limited to consideration of operational energy/carbon, embodied carbon, climate change adaptation and sustainable transport. The development shall be carried out in accordance with the agreed details.

REASON: To ensure that the objectives of sustainable development set out in

policies CP41, CP55, CP57 and CP60 of the Wiltshire Core Strategy are achieved.

6. No development above slab level shall occur until final details of the air source heat pumps and roof-mounted solar PV has been submitted to and approved in writing by the local planning authority. Details shall include, but not necessarily be limited to location, number, dimensions and manufacturer's details. The development shall be carried out in accordance with the approved details.

REASON: In order to define the terms of the permission and in order to support and encourage sustainable construction in accordance with policies CP41 and CP57 of the Wiltshire Core Strategy.

7. No development above slab level shall occur until final details of the electric vehicle charge points has been submitted to and approved in writing by the local planning authority. Details shall include, but not necessarily be limited to location and manufacturer's details. The development shall be carried out in accordance with the approved details.

REASON: In order to define the terms of the permission and in order to support and encourage sustainable construction in accordance with policies CP41, CP55, CP57 and CP60 of the Wiltshire Core Strategy. - No development above slab level shall occur until final details of the cycle parking has been submitted to and approved in writing by the local planning authority. Details shall include location and building elevations. The development shall be carried out in accordance with the approved details. **REASON:** To ensure that the objectives of sustainable development set out in policies CP41, CP55, CP57 and CP60 of the Wiltshire Core Strategy are achieved.

8. The dwellings shall be constructed to meet, as a minimum, the higher Building Regulations standard Part G for water consumption limited to 110 litres per person per day using the fittings approach.

REASON: The site is in an area of serious water stress requiring water efficiency opportunities to be maximised, to mitigate the impacts of climate change, in the interests of sustainability and to use natural resources prudently in accordance with the National Planning Policy Framework.

73 **PL/2022/06908: Phase 6, Land at Hunters Moon, Chippenham**

Public Participation

Mrs Janet Morgan spoke in objection of the application.

Mr Mike Gover, Mr Max Thurgood and Mr Nick Paterson-Neild spoke in support of the application.

Officers from the Development Management Area Team introduced the report

which recommended that the Committee approve planning permission, subject to conditions, for the erection of 56 dwellings, associated parking, public open space, landscaping access, drainage works and associated infrastructure.

The main issues which were considered material in the determination of the application were:

- Relationship to adjoining properties
- Environmental / highway impact

Members of the Committee then had the opportunity to ask technical questions to the officer, where the following was clarified:

- That originally, the land for the proposed application was designated as hybrid for mostly commercial and partly residential use and was now residential and should the application be approved, the housing would form part of the Council's land supply pipeline and would be included in figures when the development begins.
- That the S106 did provide for community assets including early years, but that the area was considered sustainable regarding major amenities.
- Regarding Section 7.7 of the officers' report, that the underlined paragraph was included to avoid erasing comments made even if they were subsequently deemed incorrect.

Debate

During debate, Councillors considered local resident's submissions on the application. Councillors discussed potential flooding and drainage problems, including delegating these considerations to officers. Councillors raised potential issues with the enforcement of the proposed conditions should it be necessary.

During debate, a motion to approve subject to conditions was proposed by Cllr Chuck Berry and seconded by Cllr Sankey, following which it was:

Resolved

That information relating to drainage be published and communicated to Councillors

That the application be approved subject to the first completion of a S106 agreement requiring the following –

- **Affordable housing – 40% Affordable housing 'AH' units on site including 22 AHs with tenure split of 14 no. Affordable Rent and 8 no. Shared**

Ownership with the submitted mix of AH.

- **Education – financial contributions towards local education provision.
Early Years: £122,654.00.**
- **Highways – £7,200 financial contribution towards the original Transport Assessment / the provision and implementation of a Travel Plan.
This amount would be indexed up from 2017 to 2023.**
- **Waste Collection Facilities - £5,656**
- **Public Open Space - LAP will be 100 sqm and the off-site contribution of £33,120 to cover the shortfall. In addition, a requirement for 2,616m² of sports pitches which equates to an off-site contribution of £26,160.**
- **A monitoring fee for the S106**

And subject to the following planning conditions:

1. Time Limit

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

2. List of Approved Plans and Documents

The development hereby permitted shall be carried out in accordance with the list of approved plans and documents set out at Annex A to this decision notice.

REASON: For the avoidance of doubt and in the interests of proper planning.

3. Noise Mitigation Measures

Prior to the first occupation of the development hereby approved, the following noise mitigation measures shall be implemented in accordance with the 'summary of mitigation measures' plan (ref RA00761 - Fig 1 - v2). These shall include:

Noise mitigation measures shall be implemented in accordance with the 'summary of mitigation measures' plan (ref RA00761 - Fig 1 - v2). These shall include:

- A 2.5 metre high acoustic fence along part of the A350 boundary prior to occupation of plots 43-49
- A 2.5 metre high acoustic fence along part of the Easton Lane boundary prior to occupation of plots 1-7 and 36-40
- A 2 metre high recon stone along the north-western boundary of plot 32 prior to occupation of such plot
- Mechanical ventilation (Zehnder ComfoAir 185 WM wholehouse ventilation system, or equal and approved) prior to occupation of plots 7, 9-10 and 30-36)
- Plot 40 will be finished with glazing with performance of 26dB Rw+Ctr required

Prior to the first occupation of the relevant each dwellings hereby approved, a written report confirming the technical specification and site schematics of the proposed mechanical ventilation system to protect future occupiers from A350 road traffic noise at Plots: 39,44,50,51,54,57,59, and to protect future occupiers from potential commercial/industrial noise at Plots: 7, 11, 12, 32, 33, 34, 35, 36, 37 and 40, shall be submitted to and approved in writing by the local planning authority. The approved scheme shall be implemented in full prior to future occupation and maintained for the lifetime of the development.

REASON: To protect the amenity of future residents, in accordance with Core Policy 57.

4. Arboricultural Works

No demolition, site clearance or development shall commence on site, and; no equipment, machinery or materials shall be brought on to site for the purpose of development, until tree protection measures have been put in place in full accordance with the details set out in the 'Arboricultural Impact Assessment' (the Assessment) by Treework Environmental Practice dated 22th March 2024.

The protective fencing shall be erected in accordance with the approved details in the Assessment. The protective fencing shall remain in place for the entire development phase and until all equipment, machinery and surplus materials have been removed from the site. Such fencing shall not be removed or breached during construction operations.

No retained tree/s specified in the Assessment shall be cut down, uprooted or destroyed, nor shall any retained tree/s be topped or lopped other than in accordance with the approved Assessment, plans and particulars. Any agreed topping or lopping shall be carried out in

accordance British Standard 3998: 2010 “Tree Work – Recommendations” or arboricultural techniques where it can be demonstrated to be in the interest of good arboricultural practice.

If any retained tree is removed, uprooted, destroyed or dies, another tree shall be planted at the same place, at a size and species and planted at such time, that must be agreed in writing with the Local Planning Authority.

No fires shall be lit within 15 metres of the furthest extent of the canopy of any retained trees or hedgerows or adjoining land and no concrete, oil, cement, bitumen or other chemicals shall be mixed or stored within 10 metres of the trunk of any tree or group of trees to be retained on the site or adjoining land.

[In this condition “retained tree” means an existing tree which is to be retained in accordance with the approved Assessment, plans and particulars; and paragraphs above shall have effect until the expiration of five years from the first occupation or the completion of the development, whichever is the later].

REASON: To enable the Local Planning Authority to ensure the retention of trees on the site in the interests of visual amenity.

5. Implementation of Landscaping Scheme

All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

6. Construction Method Statement

No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall include the following:

- a) the parking of vehicles of site operatives and visitors;
- b) loading and unloading of plant and materials;
- c) storage of plant and materials used in constructing the development;

- d) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;**
- e) wheel washing facilities;**
- f) measures to control the emission of dust and dirt during construction;**
- g) a scheme for recycling/disposing of waste resulting from demolition and construction works; and**
- h) measures for the protection of the natural environment.**
- i) hours of construction, including deliveries;**

has been submitted to, and approved in writing by, the Local Planning Authority.

The approved Statement shall be complied with in full throughout the construction period.

The development shall not be carried out otherwise than in accordance with the approved construction method statement.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to minimise detrimental effects to neighbouring properties, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.

7. Construction Environment Management Plan

Prior to the commencement of works, including demolition, ground works/excavation, site clearance, vegetation clearance and boundary treatment works, a Construction Environmental Management Plan (CEMP) shall be submitted to the local planning authority for approval in writing. The Plan shall provide details of the avoidance, mitigation and protective measures to be implemented before and during the construction phase, including but not necessarily limited to, the following:

- a. Identification of ecological protection areas/buffer zones and tree root protection areas and details of physical means of protection, e.g. exclusion fencing.**
- b. Working method statements for protected/priority species, such as nesting birds and reptiles.**
- c. Mitigation strategies already agreed with the local planning authority prior to determination, such as for great crested newts, dormice or bats;**

this should comprise the pre-construction/construction related elements of strategies only.

d. Work schedules for activities with specific timing requirements in order to avoid/reduce potential harm to ecological receptors; including details of when a licensed ecologist and/or ecological clerk of works (ECoW) shall be present on site.

e. Key personnel, responsibilities and contact details (including Site Manager and ecologist/ECoW).

f. Timeframe for provision of compliance report to the local planning authority; to be completed by the ecologist/ECoW and to include photographic evidence.

Development shall be carried out in strict accordance with the approved CEMP.

REASON: To ensure adequate protection and mitigation for ecological receptors prior to and during construction, and that works are undertaken in line with current best practice and industry standards and are supervised by a suitably licensed and competent professional ecological consultant where applicable.

8. Details of secure covered cycle parking

No development shall commence on site until details of secure covered cycle parking have been submitted to and approved in writing by the Local Planning Authority. These facilities shall be provided in accordance with the approved details and made available for use prior to the first occupation of the development hereby permitted and shall be retained for use at all times thereafter.

REASON: To ensure that satisfactory facilities for the parking of cycles are provided and to encourage travel by means other than the private car.

9. Construction of roads, footpaths, turning and parking spaces

The roads, including footpaths and turning spaces, shall be constructed so as to ensure that, before it is occupied, each dwelling has been provided with properly consolidated and surfaced footpath and carriageway to at least base course level between the dwelling and existing highway. For the avoidance of doubt, the surface of the site access onto Haystack Avenue shall be finished with block paving to define the areas of Haystack Avenue and into the side road. The proposed footpath links to Haystack Avenue and the eastern side of the site and any unadopted visitors parking spaces shall be maintained by a management company and maintained as such thereafter.

REASON: To ensure that the development is served by an adequate means of access.

10. Completion of access, turning area and parking spaces

No individual dwelling hereby permitted shall be first occupied until the access, turning area and parking spaces serving that dwelling have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

11. Details of highway works adjacent to plot 54

Prior to the commencement of plot 54, a revised swept path analysis in the vicinity of plot 54 shall be submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details prior to the first occupation of the plot 54.

REASON: In the interests of highway safety.

12. Drainage details

Prior to the commencement of proposed development hereby approved, following drainage details shall be submitted to and approved in writing by the Local Planning Authority:

(i) calculations which demonstrate that the proposed drainage design provides a sufficient level of water treatment to prevent pollution of the receiving watercourse.

(ii) a construction management plan which demonstrates how pollution to groundwater and local watercourses will be mitigated, and how flood risk to people and property will be mitigated.

(iii) Clear arrangements for the ownership and ongoing maintenance of the proposed drainage system (including SuDS features).

(iv) Calculations and drawings for the drainage system design showing conveyance routes are designed to convey without flooding the critical 1 in 30 year + climate change rainfall event.

(v) Calculations and drawings for the drainage system design showing attenuation features are designed to attenuate without flooding the critical 1 in 100 year rainfall event + climate change.

(vi) Calculations include an allowance for increased surface water runoff, as a result of urban creep, in accordance with LASOO guidance.

(vii) Hydraulic Models set the MADD factor / additional storage volume factor to 0m³ / ha in order to prevent an overestimation of storage capacity in the proposed drainage network.

(viii) As a result of the discharge to the surface water sewer, the applicant shall confirm the above hydraulic parameters are met when considering a surcharged outfall.

(ix) provide additional blue-green SuDS features in accordance with national and local development requirements. It is expected this shall predominantly include additional filter strips around the site

(x) Notwithstanding the submitted a flood routing plan entitled “Phase 6 Flood Exceedance”, the applicant shall provide a plan displaying detailed overland exceedance routes, including individual plots, to demonstrate flood risk to people and property is mitigated across the extent of the Phase 6 area, not just along highways

REASON: To ensure satisfactory drainage of the site.

13. No external lighting

No external lighting shall be installed on-site until plans showing the type of light appliance, the height and position of fitting, illumination levels and light spillage in accordance with the appropriate Environmental Zone standards set out by the Institution of Lighting Professionals in their publication “The Reduction of Obtrusive Light” Guidance Note 01/21 (reference GN01/21), have been submitted to and approved in writing by the Local Planning Authority. The approved lighting shall be installed and shall be maintained in accordance with the approved details and no additional external lighting shall be installed.

REASON: In the interests of the amenities of the area and to minimise unnecessary light spillage above and outside the development site.

14. Waste Management

No development shall commence on site until details of the storage of refuse, including details of location, size, means of enclosure and materials, have been submitted to and approved in writing by the Local Planning Authority. No individual unit within the development shall not be first occupied. until the approved refuse storage has been completed and made available for use in accordance with the approved details and it shall be subsequently maintained in accordance with the approved details thereafter.

REASON: In the interests of public health and safety.

15. Permitted Development Rights Removed (Means of Enclosure)

Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order

revoking or reenacting or amending that Order with or without modification), no gates, fences, walls or other means of enclosure, other than those shown on the approved plans, shall be erected or placed forward of any wall of the dwelling(s) (including a rear or side wall) which fronts onto a highway, carriageway or footpath.

REASON: In the interests of visual amenity.

16. Permitted Development Rights removed (No garage conversion into habitable accommodation)

Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.3) (England) Order 2020 (or any Order revoking or re-enacting or amending that Order with or without modification), the garage(s) hereby permitted shall not be converted to habitable accommodation.

REASON: To secure the retention of adequate parking provision, in the interests of highway safety.

17. Detailed elevation of plot 14 and 15

Notwithstanding submitted drawing, BSP670-1.PL-01 Oagstone Brick, the first-floor window on the side north elevation of plot 14 and 15 shall be obscure glazed to level 3 with restricted opening, and it shall be retained as such thereafter.

REASON: To safeguard the amenity of the neighbouring properties.

74 **Urgent Items**

There were no urgent items.

(Duration of meeting: 14.00 – 16.30pm)

The Officer who has produced these minutes is Max Hirst of Democratic Services, e-mail committee@wiltshire.gov.uk

Press enquiries to Communications, direct line 01225 713114 or email communications@wiltshire.gov.uk

The Law Commission has published a consultation paper on burial and cremation which has been informed by discussions with stakeholders in a number of forums. It contains provisional proposals in a number of areas:

- The regulation of different types of burial grounds, including standards of maintenance, burial specifications, burial rights and record keeping
- The reuse and reclamation of old graves
- Closure and reopening of burial grounds
- Exhumation and building on disused burial grounds
- Cremation law

The consultation paper can be downloaded from the project’s webpage at Burial and Cremation – Law Commission. A shorter summary of key proposals is available on the website (a Welsh language translation has also been published). The webpage also includes a link to the consultation platform, which is the preferred way of receiving consultation responses: Law Commission consultation on burial and cremation – Ministry of Justice – Citizen Space.

This may be a once-in-a-generation opportunity for reform, and your input is needed to ensure that eventual recommendations to government will improve the law.

During the consultation period in-person events will be held across the country as well as some online events, to give you a chance to hear about the proposals and ask questions of the project team.

SLCC will be responding to this consultation and would like to hear your views to help inform our response. Please email Michael King, Head of Policy and External Communications at michael.king@slcc.co.uk by 6 December 2024.

Please note the consultation closes on 9 January 2025.

The Society of Local Council Clerks (SLCC) welcome the government's announcement to introduce proposals enabling remote council meetings, marking a significant victory in our long-standing campaign for greater flexibility in local democracy.

Deputy Prime Minister and Secretary of State for Housing, Communities and Local Government, the Rt Hon Angela Rayner MP, announced at the Local Government Association's (LGA) 2024 Conference in Harrogate on Thursday 24 October, that the government will seek views on allowing councils to determine their own approach to virtual meetings and proxy voting.

"This announcement represents a breakthrough moment for local democracy in England and would offer the prospect of matching the effective flexibilities retained in Wales after the Covid measures ended," said Adam Keppel-Green FSLCC, SLCC Chair. "We have consistently advocated for these changes, which will make local government more accessible and inclusive. The SLCC's position has always been that councils should have the flexibility to choose meeting formats that best serve their communities. "

The proposed reforms align with SLCC's long-held position that remote meeting options are essential for:

- Enabling participation from those with caring responsibilities
- Supporting councillors managing illness or disability
- Increasing diversity in local democracy
- Enhancing accessibility to local decision-making

The government has opened its consultation on these changes on its website here. The consultation is live and runs until 19 December 2024.

It is also possible to complete a response online at the UK.Gov citizens' space.

Responses are invited from councils, individual councillors, members of the public and local government representative organisations. SLCC will be making its own response to the consultation under the last category and would welcome input from members, which can be submitted to Michael King, Head of Policy and External Communications, michael.king@slcc.co.uk by 5 December.

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of **Lydiard Millicent Parish Council - WI0150**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR has been amended.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

25/09/2024

Members are requested to:

- NOTE this report and CONSIDER the quote received
- NOTE and CONSIDER the Clerk's recommendations

Background

At the Parish meeting held 7 March 2024, members noted that there are 2 specific places along the footpath where the holes are very deep and fill with water. Members agreed for contractors to be approached for quotes to fill in the holes and to redress the whole length. (Min ref. 23.184)

At the Parish meeting held 3 October 2024, members considered quotes received and resolved not to accept quotes at the time, and the Clerk was to explore funding contribution options. (Min ref. 24.140)

Update

Since the Parish meeting held on 3 October 2024, the possibility of the Handyman patching the areas in question with bags of gravel has been discussed. An alternative contractor has also provided a quote to address the issue in a different way and has made a recommendation.

Contractor Recommendation and Quote

The smaller puddle of water can be rectified by a small amount of gravel as there is a dip in the gravel itself.

The bigger puddle is forming as it's the lowest point of a dip in the path, this is due to ground levels rather than a deficiency in gravel, to put more gravel down it would just cause the puddle to gather elsewhere on the path. I suggest using a mini digger digging a trench in the hedge row running down to the road so excess water can travel down there instead of sitting on the path.

To rectify the smaller puddle with gravel and the larger puddle with a drainage trench would be £812.00 (ex. VAT)

Possible Resolution by Handyman

Alternatively, sub base materials and self binding path gravel could be purchased and delivered for £70 (ex. VAT), which could be laid by the Handyman.

Clerk's Recommendation

Members are asked to CONSIDER the Clerk's recommendation to purchase sub base materials and self binding path gravel at a cost of £70 (ex. VAT), to be laid by the Handyman. Costs to be met from Ear Marked Reserves LHFIFG.

Hayley Graham
October 2024

**Lydiard Millicent Parish Council
VE Day 80 Working Party
Terms of Reference**

The VE Day 80 Working Party aim is to work with organisations within the Parish to organise a schedule of events for the benefit of the local community, to commemorate VE Day 80 on and around 8 May 2025.

Objectives

- To plan a schedule of events which is to be inclusive of all members of the local community.
- To deliver a schedule of events within an agreed budget set by the Parish Council.

Ways of Working

- The Working Party will elect a Chairman at its first meeting.
- At least 3 Councillors will form the Working Party. Quorate is a minimum of 3 Councillors.
- The Chairman and Vice-Chairman of the Council will be invited to any meetings.
- The Parish Clerk will attend meetings and take the notes on activities and progress, which will be reported back to the Parish Council as a standing item on the agenda.
- The Parish Clerk will action any requirements as directed by the Parish Council.
- Members of the Public may be co-opted as approved by the Parish Council.
- Recommendations by the Working Party on the management of a project will be made to the Parish Council.
- The Working Party will have no spending power, all decisions and approval of associated expenditure will be made and minuted at full Parish Council meetings and shall be managed in accordance with Standing Orders and Financial Regulations.

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

Background

The UPVC doors to the outdoor store are in a state of disrepair and have been for some time. The hinges are coming away from the doors themselves, and the locking mechanism is out of alignment which over the Summer, resulted in the store accidentally not being secured.

Quotes

Each of the contractors who visited suggested the doors were beyond economical repair, and UPVC doors are not for the purpose for which they have been installed and therefore recommended alternative materials.

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)

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)

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
- £1,890 (ex. VAT)

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.

Hayley Graham
October 2024

Members are requested to:

- NOTE this report
- CONSIDER the recommendation to increase Cemetery Fees by 3%
- CONSIDER the recommendation to increase admin fees

Background

Exclusive Rights for Full Burial Plot for 80 years at £335.00 – equates to £4.19 per year towards the maintenance and upkeep of the plot and Cemetery, by increasing to £345.50 = £4.32.

Exclusive Rights for a Cremated Remains Plot for 80 year at £229 – equates to £2.86 per year towards the maintenance and upkeep of the plot and Cemetery, by increasing to £236.00 = £2.95.

Description	Proposed New Fee	LMPC 2024
Full Burials	3%	
Grant of Exclusive Rights – 80 yrs	345.50	335.00
Interment over 18 years	325.50	316.00
Cremated Remains		
Grant of Exclusive Rights – 80 yrs	236.00	229.00
Interment over 18 years	220.50	214.00
Interment in Full Grave	220.50	214.00
Memorials		
Right to Erect a Headstone or Flat Memorial	195.00	189.00
Replacement	131.50	127.50
Additional Inscription	110.50	107.00
Cleaning/Re-leading and Repairs	110.50	107.00

Administration Fees

Search of Burial Records	Proposed	2024
Initial period – up to 1 hour	£35.00	£35.00
Each additional 30 mins	£25.00	£25.00
Copy of information found	£1.50 per copy	£1.50 per copy
Copy of Register Information (When full information supplied)	£1.50 per copy	£1.50 per copy
Copy of Deeds	£10.00	No Charge
Transfer of Deeds	£35.00	No Charge

Cemetery Regulations

Following a review, there are no recommended amendments to the regulations.

Hayley Graham
October 2024

Members are requested to:

- NOTE this report
- CONSIDER the recommendations for fees from April 2025 – March 2026

Jubilee Club House

At present, there are no regular bookers for JCH. There have been a small number of casual bookings in the last few months, and work will soon begin on a dedicated webpage on the Parish Council's website to advertise the availability of the newly refurbished main room. Regular users of the premises / car park for field events do, and will continue to take priority over ad-hoc bookings.

In 2024-25, the Parish Council rates were:

Location	Residents	Non-residents
Main Room & Toilets (per hr)	8.00	16.00
As above with Kitchen (per hr)	12.00	18.00
Children's Parties - All Facilities	50.00	60.00
All rooms were to be left clean and tidy, tables and chairs stacked, and tables wiped. All items to be left clean after use - teacloths not provided.		

Recommendation

Proposed Rates for 2025-2026

Location	Residents	Non-residents
Main Room & Toilets (per hr)	8.50	16.50
As above with Kitchen (per hr)	12.50	18.50
Children's Parties - All Facilities	51.50	62.00
All rooms were to be left clean and tidy, tables and chairs stacked, and tables wiped. All items to be left clean after use - teacloths not provided.		

Field Hire

This year, the Recreation Field (no access to JCH) has been available for hire around regular user bookings at a rate of £20 per hour (£30 for non-residents), although to date, no bookings have been received. South Swindon Parish Council charge £30 per hour

Recommendation

To keep the field fee at the same level of £20 for residents and £30 for non-residents for 2025 – 2026.

Football

JCH Recreation field is used by Lydiard Millicent Juniors Football Club (all year).

Current fees are £40 - £45 per match which appear to be comparable to other venues. Fees have remained the same for several years. Only directly attributable cost is pitch marking and grass cutting.

Football	Full year 23/24	Comments
Income	£7,375	Excludes income from previous seasons
Direct Expenditure (pitch marking and grass cutting)	£1,406	Taken from year end figures
Net income	£5,969	Excludes indirect costs

Recommendation for Football Fees

To keep match fees at the same level for 2025 – 2026:

Training - £50 per session

Mini - £40 per session

Senior - £45 per session.

Cricket

JCH Recreation Field users: Swindon CC, Lydiard Cricket Club and Monahans Cricket Club,
May – September.

- For 2021-2022 fees were increased by 25% - following a review that indicated cricket was running at a significant loss.
- For the 2023 season, fees were kept at the same level.
- For the 2024 season, fees were increased by 6%
- Indirect Costs = admin costs, Handyman, watering of cricket square, use of JCH facilities

Cricket	Actual 2024
Income	£3,055
Direct Costs	£1,476
Net Income	£1,579

Weekend Rate	£132.50	No. of Games	14
Weekday Rate	£100.00	No. of Games	12

Recommendation for Cricket Fees

To keep the match fees at the same level of a Weekend Rate of £132.50 and a Weekday Rate of £100.

Lydiard Plain

Currently Lydiard Plain is rented out at a fee of £1,000 per year. For 2025-2026, the Parish Council will receive a payment from the Rural Payments Agency under the Basic Payment Scheme (BPS) although this is being phased out and will stop altogether in 2027. Enquiries are being made with the consultants who make the Council's BPS applications as to whether there are any other schemes for which the land may be eligible.

According to Government statistics, the average rental per hectare per annum for Farm Business Tenancy lease agreements is £228. Lydiard Plain is 14.5 hectares and so the average rent would be £3,306.

Recommendation

To increase the rental fee to a figure agreed by Council.

Councillors Briefing Note No. 24-19

Service: Highways and Transport

Further Enquiries to: Gareth Rogers

Date Prepared: 11 October 2024

Direct Line: (01225) 713384

THE 'SUBSTANTIVE HIGHWAYS SCHEME FUND' BID APPLICATION PROCESS FOR FUNDING IN 2025/26

Background

A Substantive Highways Scheme Fund will again be made available in 2025/26 to enable Area Boards to bid (via their respective Local Highways and Footpath Improvement Groups (LHFIGs)) for funding to deliver priority transport schemes that exceed their Discretionary Highways Budget.

A two-year design and build programme has been adopted for Substantive Highways Schemes whereby Area Boards submit funding bids in the current year for detail design prior to implementation in the following financial year. As such, the bidding process will take place in 2024 for funding in 2025/26 financial year.

Subject to source funding remaining available¹, the Substantive Highways Scheme Fund for the 2025/26 financial year will be set at £250,000.

Mechanism for awarding Substantive Highways Scheme Funding

The mechanism to be used to award Substantive Highway Scheme Funding will be that agreed by the Cabinet Member for Highways and Transport in July 2011.

With this mechanism, competing scheme bids are assessed and awarded funding according to two factors:

- Value for money
- Deliverability

Value for money is the ratio of the cost and benefit of the prospective schemes. Under this system, the benefit is determined from the priority score following assessment under the Scheme Assessment Framework (see **Appendix 1**) and the cost is that which would be borne by the council in implementing the scheme. In this way, the cost/benefit ratio of any scheme is calculated to both acknowledge and stimulate contributory funding from town/parish councils and other external bodies.

¹ Local Transport Plan Integrated Block – Annual Grant Funding from Department for Transport

Deliverability is an assessment of how challenging a scheme would be to implement within the next financial year, considering technical, legal/procedural, operational, financial and public factors. Schemes are given a 'confidence score' based on these factors.

Appendix 2 sets out the Substantive Highways Scheme Bid Evaluation Formula incorporating the above value for money and deliverability criteria. It should be noted that, as the council is looking to fund those schemes that are easily deliverable, and offer the maximum benefit for the minimum cost, the successful bids will be those that achieve the lowest score.

Eligibility to bid for Substantive Highway Scheme Funding

An Area Board is eligible to bid for Substantive Highway Scheme Funding when the cost of implementing a scheme is estimated to exceed its annual Discretionary Highways Budget allocation.

Schemes that can be achieved within an Area Board's Discretionary Highways Budget or where it is reasonable and realistic to implement discrete, stand-alone sections in phases over time are not eligible for Substantive Highways Scheme Funding. However, projects that comprise a number of separate but linked elements that form an integral highway improvement will be eligible.

Each bid must include a local financial contribution to the scheme. This can come from the relevant LHFIG or another source, such as a parish or town council, or be a combination of different sources. In addition, the sum of the local contribution and the bid for Substantive Highways Scheme Funding must cover the full estimated cost of implementing the scheme.

Schemes for which bids are submitted must have been developed to a stage that demonstrates the detail design work can be achieved in 2024/25 and the scheme delivered in the 2025/26 financial year when the funding will be available. Development of a scheme should include topographical surveys, completion of statutory processes, early-stage design and scheme drawing, and detailed cost estimates. The extent of scheme development prior to the submission of a substantive bid will depend on the type of scheme being proposed and advice should be taken from council officers. Schemes submitted without reaching the required development stage will score poorly and are unlikely to secure funding.

Area Boards can submit up to two bids, although bidding more than once may reduce an Area Board's chances of success as the bids would effectively compete against each other.

Bidding process

Bids should be completed on the attached pro-forma application form (see **Appendix 3**) and submitted by Friday 13 December 2024 to the highways officer serving the relevant Area Board LHFIG. The bids will then be scored in accordance with **Appendix 2**.

It is anticipated that a provisional decision on the awarding of funding will be made in February 2025 by the Cabinet Member for Highways & Transport, Street Scene and Flooding.

INTEGRATED TRANSPORT SCHEME ASSESSMENT FRAMEWORK

OBJECTIVES	FACTOR	DESCRIPTION	SCORE
SAFETY	Accidents	Number of pedestrian/cycle accidents over proposed length of scheme (last 3 years); 2 points per accident up to a maximum of ten points for five or more accidents	(0 – 10)
	Threat and Intimidation	Traffic volumes: < 300v/hr = 0pts, 300-600v/hr = 2pts, > 600 v/hr = 3pts Traffic speeds: 0-5mph asl* = 0pts, 5-10mph asl* = 2pts, > 10mph asl* = 3pts % HGVs: < 1% = 0pts, 1-5% = 1pt, > 5% = 2pts % through traffic: < 10% = 0pts, 10-50% = 1pt, > 50% = 2pts Existing facilities: 1 point deducted for each existing facility	(0 - 10)
ACCESSIBILITY	Population Benefiting	Number of people potentially benefiting from a scheme: 0-10 = 1pt, 10-100 = 2pts, 100-200 = 3pts, 200-500 = 4pts, 500-1000 = 5pts, 1000-2000 = 6pts, 2000-4000 = 7pts, 4000-8000 = 8pts, > 8000 = 10pts	(0 – 10)
	School Travel	Would a scheme offer improved facilities or a safer environment for children walking/cycling to school(s)? Yes = 5pts; No = 0pts Does the school have a 'live' School Travel Plan? Yes = 5pts; No = 0pts	(0 – 10)
	Amenity Links	To what level would a scheme serve local amenities: 2 points each for a food shop, leisure centre, community centre, public house and Post Office	(0 – 10)
ECONOMY	Economic Considerations	Would a scheme improve pedestrian/cycle access to an urban commercial/retail area? Yes = 5pts; No = 0pts Would a scheme improve the pedestrian/shopping environment in an urban commercial/retail area? Yes = 5pts; No = 0pts	(0 – 10)
INTEGRATION	Network Linkages	Would a scheme improve existing networks? Link on a town cycle network = 5 pts (Link on a recreational cycle/walk route = 2pts) Improved pedestrian link = 5 pts Improved disabled access = 5pts Link to a bus/rail station = 5pts (link to bus stop = 2pts)	(0 – 20)
ENVIRONMENT	Environmental Considerations	Could the scheme help achieve modal shift and reduce car use? Yes = 5pts; No = 0pts Is the scheme in an Air Quality Management Area? Yes = 5pts; No = 0pts	(0 – 10)

* asl = Above speed limit

APPENDIX 2

Cost/Benefit

Scheme Name	Total Cost of Scheme (£000s)	Contribution (from CATG or other party) (£000s)	Cost to WC (£000s)	Benefit Score (from Scheme Assessment Framework)	Cost to Benefit Ratio
	A	B	A-B	0-90	A-B/Benefit Score
Example Scheme X	60	30	30	50	0.60
Example Scheme Y	60	0	60	50	1.20

0 = no risk
1 = low risk
2 = medium risk
3 = high risk

Deliverability

Technical	From a technical standpoint, what is the level of confidence in our ability to implement the proposal? Are there any likely departures from standards involved in developing or implementing the proposal? Is there sufficient land to implement a scheme that meets standards?	x
Legal/Procedural	Are there any statutory procedures that are likely to prove a barrier to delivery? What is the level of confidence that they can be dealt with?	x
Operational	Are there any aspects of the proposals which would result in the Council incurring significant additional costs over its projected life?	x
Financial:	Evidence from past transport projects illustrates that there is a systematic tendency for project appraisers to be overly optimistic when estimating costs. This assessment should appraise the likelihood of the project being delivered within the estimated cost.	x
Public	Has the proposal been made public? If so, how acceptable is the proposal? Are there likely to be objections from particular sections of the community or from particular areas?	x
Deliverability Score		$\sum x \div 5$

Overall Score = Cost/Benefit x Deliverability

Application for Substantive Highways Scheme Funding

This form should be completed and submitted to the highways officer serving your Area Board's Local Highway and Footpath Improvement Group (LHFIG) by Friday 13th December 2024 and copied to Gareth Rogers (Traffic Engineering Manager)

Applicant Details:

Name:	
Area Board:	
Email:	
Tel:	

Description and Location of Proposed Scheme:

Scheme name	
Town/village:	
Road name/area of town/village:	
Brief description of scheme:	

Scheme Costs and Funding Sought:

Estimated total cost of Scheme	£
Contribution from LHFIG's Discretionary Highways Budget	£
Contributions from third parties (e.g. town/parish councils)	£
Funding sought from Substantive Highway Scheme Fund	£

.....
Signature of Area Board Chair/Community Area Manager:

.....
Date:

Members are requested to:

- NOTE the request and CONSIDER a response

Dear Parish Representative,

I am the Wiltshire Councillor for Corsham Without and I have been campaigning for changes in Wiltshire Highways to address the issues of speeding through our Towns and Villages.

I will shortly be sending you an online Survey which I would be very grateful if you could complete. There is absolutely no obligation to do so – it is NOT a request from Wiltshire Council – however it would be enormously helpful to identify how widespread the speeding issue is and what Parishes are doing, or not doing, about it.

Regards

Derek Walters

Members are requested to:

- NOTE the report
- NOTE the existing contract and CONSIDER any amendments required

The current Grounds Maintenance Contract is due to expire on 28 February 2025.

The Clerk will need to commence the tender process for a new contract in the coming weeks. Before this takes place, the current contract and schedule of works should be reviewed to ensure it is still fit for purpose and that no new requirements have arisen.

Hayley Graham
October 2024



GROUNDS MAINTENANCE CONTRACT COMMENCING 1st March 2022 (Updated April 2024)

GENERAL CONDITIONS

1. Any injury to members of the public or to workers while carrying out this contract must be reported to Lydiard Millicent Parish Council by phone at the time of the incident.
2. All losses, damage or breakages of fences, gates, equipment and other property to be reported immediately, or no later than 24 hours after, to Lydiard Millicent Parish Council.
3. All work to be carried out during Monday to Friday, 8.00am to 6.00pm, exceptions to these times are by the prior agreement of Lydiard Millicent Parish Council.
4. The contractor will provide and maintain all necessary equipment at their own expense.
5. The contractor shall arrange Public Liability Insurance, Method Statements and Risk Assessments at their own expense and shall provide copies to the Clerk at the commencement of the contract and annually thereafter as appropriate.
6. This contract is for three years from 1st March 2022 to 28th February 2025. The contract may be terminated by either party, subject to 3 months' written notice delivered to the Contractor or the Council respectively.
7. Payment for these contract services shall be paid in arrears, in 36 equal monthly instalments.
8. Day to day communications with Lydiard Millicent Parish Council will be via the Council's Handyman. A plan of works to be given to the Handyman detailing when work to be carried out so that this can be checked afterwards. No invoices will be paid without sign-off from the Handyman
9. Any further negotiations after the contract has been awarded must be conveyed to the Clerk of the Council only. The Clerk will either refer back to

the next Lydiard Millicent Parish Council meeting or, if appropriate, give a decision after consultation with members.

SCHEDULE OF WORKS BY AREA

Cemetery (Location G)

1. Cut the grass and strim all edges at beginning of April and then **every week** from the beginning of May to the end of September each year. Strim around Memorials as necessary. Clear grass cuttings and strimmings.
2. Maintain and trim the fir hedge to the rear of the Cemetery **at least once per year, in the autumn**, to prevent encroachment onto graves or interments.
3. At same time as mowing, remove or cut back brambles or other vegetation growing over the cemetery walls and hedge, and trim trees **as necessary**.
4. At same time as mowing, keep the path, entry drive and noticeboard area neat and clear of weeds and moss.

Recreation Field (Location J)

1. Strim the grassed area in the Children's Play Area **every 2 weeks** from the beginning of March to the end of October each year.
2. Cut the hedge along the approach road (from gate to end of play area) **biannually** in the autumn and spring (before bird nesting).
3. Remaining field hedges to be quoted for cutting on an ad-hoc basis.
4. Cut entire field during the growing season to maintain a height not exceeding 25mm. As a **minimum** this shall be no later than the first week of April and until the end of October.
5. During the cricket season (May to September) cut the marked outfield to maintain a height not exceeding 10mm. All grass cuttings to be removed.
6. Maintenance of the cricket square does not form part of this contract.
7. During the football season (September to April) white line marking is required for up to 5 pitches. Pitches are Youth and Junior sizes; notification will be provided weekly by Lydiard Millicent Parish Council as to which pitches need marking.

Mews Play Area (Location H)

1. Cut the grass **every 2 weeks** from the beginning of March to the end of October each year.
2. Keep footways clear of weeds on approaches and through middle of this area.

Bus Stops (Location A)

1. Strim the surrounding grassed areas at both the stops at Holborn, at Greenhill crossroads and at the junction with The Beeches to a distance of one metre from the slabbed area or shelter, and removing any overhanging vegetation, **monthly** from the beginning of March to the end of October.

Grassed Area Opposite the Parish Hall (Location B)

1. Cut and remove grass surrounding the flower beds from the beginning of May to the end of September **every week**.
2. Remove weeds from the rear wall as necessary taking care not to damage spring bulbs that have been planted against the wall.

Grassed Area between “Greensend” and the Greenhill Crossroads (Location C)

1. Maintain the shrub beds by pruning and weeding as necessary, but **at least annually**.
2. Cut the grass from the beginning of March to the end of October and remove any litter, **monthly**.
3. Cut a one-metre-wide strip on the verge on the opposite side of the road to the shrub beds and cut the splays either side of the road on the Lydiard Green side of the junction, **monthly**.
4. Cut or strim the verge opposite the bus shelter from the Greenhill Road junction to opposite the bus shelter, **monthly**.
5. Cut or strim the verge towards Greatfield from Greenhill Road **monthly** to ensure visibility for traffic leaving Greenhill.

Footpaths / Public Right of Way joining The Close to Buryfields (Location D)

1. Cut bushes to prevent encroachment onto the footpath and damage to fence behind.
2. Area under bushes to be kept weed and litter free.
3. Contractors should be mindful of the wildlife (insects) this area attracts, whilst ensuring the area is safe to use by residents who may be infirm or nervous for any reason.

Grassed Verges from Field Gate near Badger's Brook to the Bus Stop at Holborn and from the "White Gate" after Holborn Corner to the path at Washpool Road. (Location E)

- 1 Cut the grass verge to the edge of the hedge from the beginning of March to the end of October and remove any litter, **every two weeks**. This must be suitable for walkers at all times

Footpath from Holborn to Tewkesbury Way (Location F)

1. From the beginning of March to the end of October strim either side of the field path and trim brambles etc. from the hedge **every 2 weeks**.
2. Repairs to be reported to the Handyman for attention.

Lydiard Green (Location I)

1. Cut and strim the grass on the area surrounding the pillbox from the road to the hedge **every 2 weeks** from the beginning of March to the end of October each year.

Summary (to be used in conjunction with map and contract)

Location	Frequency	From	To	Activity
A	Monthly	1 Mar	31 Oct	Strim Grass, remove overhanging vegetation.
B	Weekly	1 May	30 Sep	Cut/strim Grass. Remove weeds from back wall (do not damage bulbs)
C	Monthly As required (at least annually)	1 Mar	31 Oct	Cut Grass and remove litter. Prune/weed Shrubs
D	Spring/Autumn As required	1 Mar	31 Oct	Cut shrubs as required Trim bushes to clear fences and footpath. Remove weeds and litter.
E	Two-weekly	1 Mar	31 Oct	Strim grass/cut hedge as required, remove litter
F	Two-weekly	1 Mar	31 Oct	Strim verges. Maintain field path, trim brambles/hedge for walkers
G	One-off	April		Cut grass/strim grass
	Weekly	1 May	30 Sep	Cut and strim grass. Remove weeds from drive. Remove vegetation from walls. Trim trees as required.
	One-off	1 Sep	31 Oct	Trim fir hedge
H	Two-weekly	1 Mar	31 Oct	Cut grass. Clear weeds from footpath
I	Weekly	1 May	30 Sep	Cut/strim Grass around pillbox
J	Two-weekly	1 Mar	31 Oct	Strim grassed area playground
	All year			Maintain height of grass on field to not exceed 25mm
	Weekly (during cricket season)	1 May	Sep	Cut marked outfield to maintain height not exceeding 10mm
	Weekly (during football season)	1 Sep	30 Apr	White line mark football pitches
	Bi-annually			Cut hedge on approach road in Autumn and Spring (before bird nesting)

Members are requested to:

- NOTE the report and CONSIDER the quotes received.

Background

In the Parish meeting held on 3 October, members were advised that an emergency light and smoke detector in the main hall at the Jubilee Club House were in a position that would prevent the acoustic panels being fitted on the ceiling in an orderly and symmetrical way. Members approved the removal of one smoke detector and relocation of one emergency light fitting at a cost of £135 (no VAT payable) (min ref. 24.130).

Update

The full design for the acoustic panel placement has been received and there are 7 fittings in total (lights, smoke detectors and emergency lights) on the ceiling that will prevent the acoustic panels from being fitted symmetrically and providing the best sound quality. The contractor can disconnect the fittings but will not relocate them.

Quotes

Option 1

Relocate all 7 no. existing fittings

- £419 (no VAT payable)

Option 2

Relocate 4 no. existing fittings

Replace 3 no. existing light fittings with 3 no. 6ft LED baton fittings with built in sensors.

- £593.33 (no VAT payable)

Costs to be met from Ear Marked Reserves CIL.

Additional Information

2 of the light fittings suggested to be replaced in option 2 are particularly old baton lights, and the electrician has suggested these are difficult to move without breaking given their age. In addition, should they become faulty it is likely to result in a replacement due to the difficulty of sourcing the parts as well as cost.

The combined wattage of the current light fittings is c. 310w, and should quote option 2 be accepted, the combined wattage will be c. 190w therefore reducing the electricity usage of the room.

The 2 quotes above are in replacement of the expenditure already approved of £135 (min ref. 24.130), and not in addition to.

Hayley Graham
October 2024