

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

Councillors Present:

S Westwood, Chairman	S Chalker	D Coffey	S-Hill-Wheeler	K Smith
M Allsop, Vice Chairman	R Selwood	J Sprules	M Suleman	

Others in Attendance: 4 members of the public and Wiltshire Councillor Steve Bucknell

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident asked if road sweepers were due to visit Greatfield. Clerk to contact the resident for more detail to raise on MyWilts.

MINUTES

24.150 Apologies for Absence

No apologies were received.

24.151 Declarations of Interest and Dispensation Requests

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

24.152 Chairman's Announcements:

- Councillor Hacker has resigned with immediate effect due to work commitments. Thanks were given for all her help and support over the the past number of years. Unfortunately this means there is another vacancy for a Councillor.
- A public consultation drop in session for the proposed solar development at Flaxlands will be held from 2 – 7pm on 19 November at Hook Village Hall.

24.153 Minutes

Members CONSIDERED the minutes of the Parish meeting held on 3 October 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 26 September 2024. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

24.154 Co-Option of New Councillor

Members CONSIDERED the application from Mr D Rothwell. The matter was put to the vote and Members unanimously RESOLVED that Mr D Rothwell 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 Rothwell to join the meeting.

24.155 Wiltshire Councillor Update

Councillor Bucknell advised that the appeal deadline for the planning application for the land east of Restrop Road is mid-November. If an appeal is received, it may take another couple of weeks for the Planning Inspectorate to review.

In relation to the application for 9 homes on Stone Lane, a standing objection from Highways was made due the width of the footpath being insufficient, poor visibility into the development and the requirement of 3rd party land. A report as to how these issues can be overcome is expected from the developers, but an update is not expected any time soon.

It is likely that the Flaxlands solar development application will go to the Strategic Planning Committee, and is unlikely to be dealt with until after the next elections in May 2025, at which time Councillor Bucknell will not be standing for Councillor. The local Conservative group hope Alison Broome will be successful standing for Councillor in the next elections.

24.156 **Financial Accounts**

Members NOTED and APPROVED the Income & Expenditure Reports and Payments List.
Members NOTED the 2nd Quarter Income and Expenditure Detailed Report.
Members NOTED the completion of the 1st Quarter Bank Reconciliations verification by Councillors Hill-Wheeler and Selwood
Members NOTED the report and APPROVED the expense for the Clerk to attend an Election training webinar at a cost of £40.00 (forty pounds) ex. VAT. Costs to be met from the Training budget.
Members NOTED the report and APPROVED the cost for the annual inspection of the JCH play area at £150.00 (one hundred and fifty pounds) ex. VAT. Costs to be met from Play Area Inspections budget.

24.157 **Change of Signatories to the Bank Account**

Members APPROVED the removal of Councillor Hacker from the bank mandate signatories.
Members APPROVED the addition of Councillor Suleman to the bank mandate signatories.

24.158 **Planning Applications**

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

Application: PL/2024/08098 – Householder planning permission	Applicant: Mr D Simons
Address: 26 Riffs Bar, Greatfield, SN4 8EQ	
Proposal: Application to build free-standing garage within boundary lines. 7m x 5.4m concrete base with a proposed height of 3.5m to highest point of structure. Single skin garage with wooden frame.	
Members RESOLVED to make a comment of NO OBJECTION.	

Members NOTED the following Wiltshire Council decisions:

Application: PL/2024/06529 – Prior approval – Class R – Agricultural buildings to a flexible commercial use	Applicant: Messrs C and W Marty and Smith
Address: Lydiard House Farm, Lydiard Green, SN5 3LW	
Proposal: Change of Use of Agricultural Building 5 to form 1no. Commercial Unit (Class B8)	Prior Approval Granted
Application: PL/2024/03183 – Householder application	Applicant: Mr & Mrs Hornby
Address: Lydiard Farm, The Street, Lydiard Millicent, SN5 3LU	
Proposal: Extensions and alterations to the existing buildings to include a two-storey side extension, two storey rear extension, ground floor rear extension to replace a conservatory, new slate roof finish, new pentice roof and stone cladding to frontage and render to external walls. New hipped roof over annex and new garage with ancillary accommodation over	WC Approved with Conditions
Application: PL/2022/00239 – Full planning permission	Applicant: Mr P Varey
Address: Land East of Restrop Road, Lydiard Green, Lydiard Millicent, SN5 3LP	
Proposal: Change of use of land to use as a residential caravan site for 12 gypsy families, each with two caravans including no more than one static caravan, together with laying of hardstanding, construction of driveway and installation of a package sewage treatment plant	WC Refused
Application: PL/2022/08382 – Removal or Variation of a Condition	Applicant: Mr P Frattini
Address: Casa Paolo, Purton, SN5 5JX	
Proposal: Variation of Condition 2 of 19/00567/FUL in Relation to Amendments of Approved Plans	WC Approved with Conditions

Standing Orders were SUSPENDED whilst discussions were had as to whether Casa Paolo falls within Lydiard Millicent Parish, Councillor Bucknell confirmed it does. Standing Orders were REINSTATED before Members discussed further.

Clerk's Report**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. MEETING UPDATE: Works are complete. Members AGREED 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. MEETING UPDATE: Works have been completed. Members AGREED to CLOSE this item.

Correspondence

Members NOTED the correspondence received:

- a. Northern Area Planning Committee Draft Minutes – 18 September 2024
- b. SLCC Update – The Law Commission's Consultation Paper on Burial and Cremation
- c. SLCC Update – Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

External Audit Report and Certificate

Members NOTED the External Audit Report and Certificate.

Holborn Footpath

Members NOTED the report and CONSIDERED the recommendation. Members APPROVED the expenditure to purchase the materials for the Parish Handyman to lay at a cost of £70 (seventy pounds) ex. VAT. Costs to be met from Ear Marked Reserves LHFIFG.

Community Field Working Party Meeting

Members RECEIVED an update from Councillor Selwood. Quotes have been received for the installation of gates and the maintenance of the field. A pre-planning application has been submitted which will help determine any insurance requirements for permitted activities. A first draft of an agreement is in progress, which will need legal support to review. Following the resignation of Councillor Hacker, another member of the Working Party is required. Councillor Sprules volunteered for this role and will be formally appointed at the next Parish meeting.

VE Day Plans

Members RECEIVED an update from Councillor Westwood. Two meetings have taken place, comprising of Council representatives, Parish Hall representatives and members of the public. Events are being planned from Thursday 8 May through to Saturday 10 May 2025. Members CONSIDERED the VE Day Working Party Terms of Reference (ToR). Members APPROVED the VE Day 80 Working Party Terms of Reference subject to the following changes being made:

- Quorate is a minimum of 3 members of the Working Group
- The Secretary will attend meetings and take the notes on activities and progress.

Members APPROVED the co-option of K Allsop, M Brewser, H Graham, R Gulliford, C Savoy, C Sharp and M Sharp to the VE Day 80 Working Party

Jubilee Club House Outdoor Store Doors

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

Cemetery Fees and Regulations

Members NOTED the report and following discussions AGREED to increase Cemetery fees from 1 April 2025.

Description	1 Apr 2025 Fees
Full Burials	
Grant of Exclusive Rights – 80 yrs	345.50
Interment over 18 years	325.50
Cremated Remains	
Grant of Exclusive Rights – 80 yrs	236.00
Interment over 18 years	220.50
Interment in Full Grave	220.50
Memorials	
Right to Erect a Headstone or Flat Memorial	195.00
Replacement	131.50
Additional Inscription	110.50
Cleaning/Re-leading and Repairs	110.50

Administration Fees

Search of Burial Records	1 Apr 2025
Initial period – up to 1 hour	£35.00
Each additional 30 mins	£25.00
Copy of information found	£1.50 per copy
Copy of Register Information (When full information supplied)	£1.50 per copy
Copy of Deeds	£10.00
Transfer of Deeds	£35.00

24.166 Charges Review

Members NOTED the report after discussions AGREED to increase Jubilee Club House fees from 1 April 2025.

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 to be left clean and tidy, tables and chairs stacked, and tables wiped. All items to be left clean after use - teacloths not provided.		

Members AGREED to keep Recreation Field Hire (no access to JCH) fees at £20 per hour £30 per hour for non-residents from 1 April 2025.

Members AGREED to keep Football match fees at the same rate from 1 April 2025 – Training £50 per session, Mini £40 per session and Senior £45 per session.

Members AGREED to keep Cricket match fees at the same rate from 1 April 2025 – weekend rate of £132.50 and weekday rate of £100.

Members AGREED not to determine Lydiard Plain rental fees at this time. The Clerk is to investigate further with the Council's land agent for further advice.

24.167 Wiltshire Council “Substantive Highways Scheme Fund” Bid Application Process for Funding in 2025-26

Members CONSIDERED the information from Wiltshire Council and AGREED for Councillor Suleman to contact the LHFID representative at Wiltshire Council to ensure there is no further action required from the Council for the Common Platt safety issue to be considered as part of this scheme.

24.168 Traffic Speed Survey

Members CONSIDERED the request and AGREED that a response is to be delegated to Councillor Chalker.

24.169 **Grounds Maintenance Contract**

Members NOTED the report and AGREED for the contract to be sent for tender subject to the following additions:

- That all cutting and strimming of the Cemetery is to be completed in one visit
- To ensure a 1m width of the Lydiard Green footpath is cleared for walkers **monthly** from the beginning of March to the end of October.

24.170 **Jubilee Club House Electrical Works – Sound Quality Resolution**

Members NOTED the report and CONSIDERED the quotes received. Members AGREED to accept quote option 2, to relocate four existing fittings, and replace 3 existing light fittings at a cost of £593.33 (five hundred and ninety-three pounds, 33p) no VAT payable. Costs to be met from Ear Marked Reserves CIL.

24.171 **Council and Community Representatives**

Members RECEIVED the following updates:

Community Safety Group – Councillor Hill-Wheeler

The next meeting is taking place on 8 November.

Speed Indication Devices – Councillor Chalker

New SIDs are in place and data is being collected, how this data is submitted to Wiltshire Police is to be established. From the data gathered from the SID located at The Beeches, the average incoming speed is 28mph, and outgoing speed is 28.5mph. The highest incoming speed recorded is 72mph, and outgoing 86mph.

Operational Flood Working Group – Councillor Westwood

Councillor Westwood joined a recent Lunch and Learn group, and expects to bring a draft emergency resilience plan and flood plan combined to the next Parish meeting.

Neighbourhood Plan – Councillor Allsop

The first meeting took place on 5 November. Next meeting is planned for mid-January.

24.172 **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.

4 members of the public and Wiltshire Councillor Steve Bucknell left the meeting.

24.173 **Land Issues**

Members NOTED the report from Councillor Westwood and AGREED to call an Extraordinary Meeting of the Council on 28 November to agree a way forward.

Meeting Closed at 20.22 hrs

Finance Report 5 December 2024**Item 6****EXPENDITURE**

Supplier	Invoice		Description	Net	VAT	Total	Paid	Method
	Number	Date						
Betterclean	2852	31 Oct 24	October Cleaning / Deep Clean	840.10	168.02	1,008.12	14 Nov 24	BP
BOnline	1691701	01 Nov 24	Broadband	29.44	5.89	35.33	14 Nov 24	DD
British Gas - Electricity	9031175	16 Oct 24	September / October Charges	74.38	3.72	78.10	30 Oct 24	DD
Business Waste	1525594	15 Nov 24	Cemetery & JCH	75.00	15.00	90.00	14 Nov 24	DD
Castle Water	3624764	03 Oct 24	JCH Water	14.95	0.00	14.95	17 Oct 24	DD
Castle Water	4142185	15 Nov 24	JCH Water	76.45	0.00	76.45	29 Nov 24	DD
Castle Water	3908150	05 Nov 24	Cemetery Water	5.56	0.00	5.56	19 Nov 24	DD
Clarke Willmott	1092517	22 Oct 24	Legal Fees Mews Title Split	400.00	80.00	480.00	27 Nov 24	BP
Corona	18775511	07 Nov 24	October Charges	105.08	5.25	110.33	27 Nov 24	BP
EE	22952	13 Nov 24	October / November Charges	19.42	3.88	23.30	21 Nov 24	DD
Equinox	14137	08 Oct 24	Store Room Door Lock Fix	93.00	18.60	111.60	14 Nov 24	BP
HMRC	n/a	15 Nov 24	Tax & NI - October	209.10	0.00	209.10	15 Nov 24	BP
Inception	3040509	15 Nov 24	October / November Charges	49.41	9.88	59.29	27 Nov 24	BP
JL Waste Removal	3999	30 Oct 24	JCH Waste Removal	380.00	0.00	380.00	14 Nov 24	BP
John O'Conner	113566	23 Oct 24	October Maintenance	884.83	176.96	1,061.79	14 Nov 24	BP
J Rouse & Son Ltd	453798	31 Oct 24	Referee Room / CCTV Supplies	17.95	3.59	21.54	14 Nov 24	BP
Peninsula	4584310	08 Nov 24	HR	106.64	20.14	126.78	08 Nov 24	DD
Post Office	2-704266	07 Oct 24	Postage for Rec / Mews Deeds	8.35	0.00	8.35	07 Oct 24	CC
RBL Poppy Appeal	n/a	20 Nov 24	Poppy Appeal Donation	25.00	0.00	25.00	20 Nov 24	CHQ
Staff	n/a	22 Oct 24	Salaries - October	2,084.87	0.00	2,084.87	31 Oct 24	BP
Staff	n/a	25 Nov 24	Salaries - November	2,528.48	0.00	2,528.48	27 Nov 24	BP
The Garden Range	121212	07 Oct 24	JCH Play Area Grass Pegs	7.08	1.42	8.50	11 Nov 24	CC
Three Business Services	44043	14 Sep 24	October Charges	8.71	1.74	10.45	13 Nov 24	DD
Unity Trust Bank	89	30 Sep 24	Transaction Charges	4.35	0.00	4.35	31 Oct 24	DD
Wellers Hedleys	830072	31 Oct 24	Legal	525.00	105.00	630.00	14 Nov 24	BP
Wiltshire Council	n/a	01 Nov 24	Business Rates	99.00	-	99.00	01 Nov 24	DD
Expenditure				8,672.15	619.09	9,291.24		

Payments for Approval

Avon Extinguishers	38193	24 Oct 24	JCH Extinguisher Service	111.00	22.20	133.20		
B&Q	n/a	24 Oct 24	Handyman CCTV Supplies	9.67	1.93	11.60		
Colin Tydeman - Mileage	n/a	08 Oct 24	WC PEAS Supplies Collection	13.95	0.00	13.95		
Hayley Graham - Mileage	n/a	08 Nov 24	SLCC Training - Trowbridge	28.80	0.00	28.80		
John O'Conner	114164	12 Nov 24	November Maintenance	884.83	176.96	1,061.79		
Redhand	918	14 Nov 24	CCTV Annual Maintenance	605.00	121.00	726.00		
Redhand	925	23 Oct 24	CCTV Move	500.00	100.00	600.00		

Smart Fuse	625	22 Nov 24	JCH Electrical Works	503.28	0.00	503.28
Street Solutions UK	31540	07 Oct 24	Road Signs / Anti Vib. Gloves	107.47	21.49	128.96

2,764.00 443.58 3,207.58

LMPC Income Summary	2024-2025	Received 31 October 2024
Category	Amount	

Cemetery Burials	£214.00
Exclusive Rights	£335.00
Cemetery Memorials	£289.00
Cricket	£3,055.00
Defra	£1,635.24
Field and Hall Hire	£140.00
Football	£6,341.00
Lydiard Plain Rental	£1,000.00
PSDF Income	£2,190.43
Wayleave	£12.00

Total	£15,211.67
Precept	£64,151.00
VAT 2023-2024	£12,696.75
Total	£92,059.42

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

Portable Appliance Testing (PAT)

Background

All electrical appliances in the Jubilee Club House are due their annual Portable Appliance Testing (PAT) in December.

Recommendation

Members to APPROVE the expenditure of a maximum of £75 for PAT. Costs to be met from JCH Inspections budget.

JCH Annual Gas Safety Service

Background

The Gas Safety service of the boiler at JCH is due in December.

Recommendation

Members to APPROVE the expenditure of a maximum of £250 for the Gas Safety service of the boiler. Costs to be met from JCH Inspections budget. Any overspend against this budget line will be met from EMR JCH Repairs.

JCH Male Toilet Facilities

Background

There has historically been a significant malodour in the male toilets at JCH which appears to come from the urinal area. In October's Parish meeting, Members approved the expenditure for a deep sanitising clean of the entire bathroom, and a targeted treatment for the urinals, with a follow on action for the Clerk to investigate longer term solutions.

Update

The deep sanitising clean has taken place and there has been a significant improvement in the odour in the bathroom.

The contractor who changed the urinal systems from flushing to flushless has advised:

"I am aware that there was a smell before, but not after they had been changed to flushless. I believe that when they were changed the smell had stopped. There is potentially a chance it will still smell when reinstating the flushing urinals as the flushless urinals were to try eliminate it originally. It could be possible that the smell is coming from somewhere else. "

JCH Play Area Infant Swings

Issue

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

Clerk's Recommendation

Members to CONSIDER the expenditure to replace the infant swing seats and associated chains to prolong the appearance of the wetpour. Further investigation and purchase to be

delegated to the Clerk, Chairman and Vice-Chairman, and to set a maximum budget of £700 (ex. VAT). Cost to be met from New Play Equipment budget.

Members to CONSIDER the immediate removal of the infant swing seats to limit the damage.

Hayley Graham
November 2024

Members are requested to:

- NOTE this report and the attached spreadsheet
- RECEIVE a verbal update from Councillor Westwood
- CONSIDER if any additions or increases are required

Summary

The spreadsheet shows the exact figures for 2022-2024, and the first six months of 2024-2025. The predicted spend is based on regular payments and known costs made in the second half of the year.

Next Meeting

At the Parish meeting to be held on Thursday 9 January, Members will consider and set the Precept for the Parish for 2025-2026.

The attached draft precept will be updated following the Parish meeting, with the addition of any other information provided by Councillors and any other information that may be presented before the January meeting.

The deadline for Parish / Town Councils to return approved 2025/2026 precept requests to Wiltshire Council is 20 January 2025.

EXPENDITURE	Budget 2023-2024	Actual 2023-24	Budget 2024-25	Exp. to end of Sept 24	Full Year Forecast to End of 2024-25	From Reserves GR/EMR	Difference Against Budget 2024-25	Suggested 2025-26 Budget	% inc in Forecast	Variance on Budget %
Expenditure	£79,462	£100,852	£83,513	£49,876	£99,699		-£16,186	£87,155	-12.6	4.4%
Income	£16,496	£23,850	£19,362	£12,133	£22,704		£3,342	£20,712	-8.8	7.0%
Totals	£62,966	£77,002	£64,151	£37,743	£76,995	£0	-£12,844	£66,443	-13.7	3.6%

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Total Planned Expenditure	£70,800	£73,965	£79,462	£83,513	£87,155
Total Planned Income	£5,000	£18,100	£16,496	£19,362	£20,712
Net Expenditure to be funded	£65,800	£55,865	£62,966	£64,151	£66,443
Met by:					
Anticipated prior year budget underspend	£0	£0	£0	£0	£0
Funded From EMR/General Reserves	£0	£0	£0	£0	£0
	£65,800	£55,865	£62,966	£64,151	£66,443
To be funded from precept	£55,540	£55,865	£61,048	£64,151	£66,443
No. of Band D Households	777.44	774.24	785.15	784.85	784.4
Annual Council Tax per Band D property	£71.44	£72.15	£76.32	£81.74	£84.71
Annual increase in Council Tax	£1.40	£0.71	£4.17	£5.42	£2.97
Percentage increase in Council Tax	4.0%	0.99%	5.78%	7.09%	3.62%

Code		Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	Actual Spend 2023-24	Precept 2024-25	6mths Spend Sept 24	Forecast to End March 2025	Estimated Full Year Spend	Suggested Precept 2025-26	NOTES
101	General Administration										
4000	Staff Salary	18,500	17,028	21,996	21,674	22,053	11,203	13,371	24,574	26,324	Overspend due to Clerk cross over
4007	Tax and NI	2,000	5,050	4,000	6,334	6,600	4,201	1,400	5,601	2,854	
4008	Home Working Allowance	216	180	216	216	180	144	108	252	216	
4001	Mileage	150	76	100	0	50	0	65	65	70	
4006	Telephones/Broadband	430	622	500	733	900	340	370	710	790	
4010	Training/Conferences	2,000	472	1,500	1,223	1,500	759	350	1,109	1,500	£750 for Clerk CiLCA,
4011	Subscriptions	1,000	172	350	75	300	667	75	742	870	SLCC, WALC, Lyd Mag, Open Space Society
4012	Books and Journals	100	6	100	0	50	0	0	0	50	
4020	Chairmans Expenses	100	25	100	25	100	10	25	35	100	£25 Poppy Wreath to be paid in November
4021	Refreshments	24	27	24	29	25	0	0	0	25	
4022	Office Equipment	600	3,234	750	122	500	333	0	333	500	To purchase Laptop & Monitor
4026	Elections Fees	0	0	0	0	1,150	0	0	0	0	
4030	Hall Hire	450	341	400	336	180	73	0	73	0	
4032	Printing and Lease Hire	175	394	200	349	325	257	235	492	500	
4034	Postage	370	369	50	37	25	0	22	22	30	
4035	Stationary and Sundries	300	365	250	177	250	81	130	211	200	
4036	Advertising & Parish Magazine	0	0	150	635	175	375	0	375	375	
4051	Audit Fees	800	1,220	900	725	750	501	420	921	930	Internal and External Audit to pay
4052	Insurance	1,400	1,277	1,277	1,422	1,500	1,573	0	1,573	1,620	Insurance due 1 June 2025
4053	Website Hosting & IT Support	1,550	1,417	1,800	1,527	1,500	1,101	640	1,741	1,830	Microshade and X-Net
4054	Legal Fees	0	0	2,500	4,563	1,500	3,150	6,455	9,605	500	
4055	Professional Fees	3,000	6,020	2,810	3,045	2,945	1,121	710	3,231	1,350	HR auto renewal 8/4/2026 - 6mths notice req. Includes. DM Payroll. Includes forecast for Cemetery work. Does not include H&S provision.
4057	Bank Service Charges	80	72	120	170	150	54	72	126	200	Service, transaction and card charges
4064	Software Packages	1,135	129	1,150	457	475	543	0	543	555	Rialtas - Finance Package and Cemetery
4065	Events inc Meet and Greet	4,500	4,002	1,600	35	1,000	403	0	403	750	£500 for VEDay80
4071	Registrations/Licences	35	70	35	35	35	35	0	35	50	ICO - Government consulting on increase in fees
	General Reserves/EMR		-2,680							10,000	General Reserves
	Total	38,915	39,888	42,878	43,944	44,218	26,925	24,448	52,772	52,189	

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

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

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

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

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

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

Code 401	Highways & Open Spaces	Precept 2022-23	Actual Spend 2022-23	Precept 2023-24	Actual Spend 2023-24	Precept 2024-25	6mths Spend Sept 24	Forecast to End March 2025	Estimated Full Year Spend	Suggested Precept 2025-26	NOTES
4100	Equipment Hire	0	31	100	0	100	91	0	91	100	Handyman Requirements
4128	Footpath Group	0	0	1,000	157	0	157	0	157	0	
4101	Grass Cutting	2,000	858	1,750	842	1,040	543	543	1,086	1,120	
4105	LHFIG Projects	3,000		1,000	430	2,000	75	1,925	2,000	2,000	Forecast inc. £1,925 Greenhill contribution
4106/7	Other	650	0	0	0	0	0	0	0	165	Bus stop cleaning
4109	Street Furniture - New	1,000	2,780	0	0	1,000	0	800	800	200	Forecast inc. approx costs for Bagbury Park verge furniture and planter supplies
4111	Tree / Hedge Works	500	0	500	1,800	500	0	0	0	500	For EMR if not spent
4127	Holborn Footpath	0	250	250	293	250	257	0	257	250	Costs = Licence for 5 years
4140	Speed Indicator Device	0	0	0	0	3,000	4,283	0	4,283	0	
4129	Community Field			0	0	1,000	0	0	0	1,000	Legal fees for drafting contract. For EMR if not Spent
4139	Lydiard Green	0	0	0	0	500	304	0	304	500	For EMR if not Spent. Remaining funds for LG replacement trees to be met from EMR min ref 23.204
	General Reserves/EMR	0		0				2,030	2,030		
Total		7,150	3,919	4,600	3,522	9,390	5,710	3,268	8,978	5,835	

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

Total	73,965	87,544	79,462	100,852	83,513	49,876	48,424	99,699	87,155
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Code	All Income	Precept 2023-24	Actual Income 2023-24	Precept 2024-25	Income Apr - Sep 2024	Forecast to End March 2025	Estimated Full Year Income	Suggested Precept 2024-25	NOTES
1000	Precept	59,919	59,919	64,151	64,151	0	64,151		
1015	Interest	650	3,860	2,000	1,891	1,800	3,691	3,250	
1020	Other	12	3,118	12	12	0	12	12	Wayleave
1011	Grants of Right	1,000	448	900	224	1,675	1,899	1,000	
1012	Interments	2,000	1,420	2,000	214	1,274	1,488	1,500	
1013	Memorials	700	1,135	1,200	289	642	931	1,000	
1007	Recreation/JCH Hire	1,600	301	500	0	250	250	500	
1007	Hire - Cricket	3,034	3,066	3,250	2,657	400	3,057	3,150	
1007	Hire - Football	5,500	7,375	7,000	4,211	4,530	8,741	8,250	
1002	Rental - Lydiard Plain	1,000	1,000	1,000	1,000	0	1,000	1,000	Awaiting info from Webpaton
1003	Grants - Lydiard Plain	1,000	2,126	1,500	1,635	0	1,635	1,050	Awaiting info from Webpaton
Total		16,496	23,850	19,362	12,133	10,571	22,704	20,712	

Members are requested to NOTE this update

Update

The following information has been received from Microshade who the Council uses for their IT cloud-based hosting services.

“As with all businesses, our costs have risen significantly over recent years. We are aware that our customers also face these challenges and have aimed to keep costs to a minimum and absorb price rises wherever possible. We have, however, now taken the difficult decision to increase some of our prices. The following changes will be made to invoices from January 2025:

- Monthly hosting fee and rental of Microsoft Office: £48.64 per user per month (from £36.82 per user per month
- Hosting Rialtas software: £2.20 per user per month (from £2.10 per user per month)”

Clerk's Comments

This increase will impact budgets as detailed below:

- FY24/25 - additional £107.28 for 3 users
- FY25/26 - additional £386.08 for 2 users

23.204 Footpath Working Group

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

PQT – 2 May – Updates

- A resident raised concerns for the safety of users on footpath LMIL60. For at least the last ten years the metal gate blocking LMIL60 has been locked shut. This means that those wishing to use the footpath have to clamber over the gate or the adjoining metal bars. The Clerk asked the resident to email her the details and she would contact Wiltshire Council. UPDATE: The Clerk is in communication with WC regarding this issue. WC officer has made a site visit and will now contact the landowner. FURTHER UPDATE: The Clerk has requested an update from WC.

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. FURTHER UPDATE: Road marking have been repainted, recommendation to CLOSE this item.

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. FURTHER UPDATE: Work carried out on 21 Nov. Recommendation to CLOSE this item.

PQT – 5 Sept

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

24.130 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. FURTHER UPDATE: Cheque raised and sent. 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

<p>in Financial Accounts report. FURTHER UPDATE: Revised scope and costs approved in November's meeting. Recommendation to CLOSE this item.</p> <p>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 contractor for information which has been included as an agenda item. Recommendation to CLOSE this item.</p>
<p>24.135 Local Highway and Footway Improvement Group (LHFIG)</p> <p>Standing Orders were SUSPENDED for public comment on overgrown hedges in the layby at Greatfield. The Clerk will raise this with the Parish Steward, and enquire with Land Registry as to the ownership of the hedges. UPDATE: The Parish Steward has been able to take back the hedges. Ownership enquiries are yet to be carried out.</p>
<p>24.139 Handyman Requirements and Waste Removal</p> <p>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. FURTHER UPDATE: Gloves have now been received. Recommendation to CLOSE this item.</p>
<p>24.142 Wiltshire Air Ambulance Clothing Bank Request</p> <p>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.</p>
<p>PQT – 7 November</p> <ul style="list-style-type: none"> A resident asked if road sweepers were due to visit Greatfield. Clerk to contact the resident for more detail to raise on MyWilts. UPDATE: MyWilts case has been raised.
<p>24.156 Financial Accounts</p> <p>Members NOTED the report and APPROVED the expense for the Clerk to attend an Election training webinar at a cost of £40.00. UPDATE: Webinar booked. Recommendation to CLOSE this item.</p> <p>Members NOTED the report and APPROVED the cost for the annual inspection of the JCH play area at £150.00. UPDATE: Inspection has been booked and will be carried out in approx. 12 weeks.</p>
<p>24.162 Holborn Footpath</p> <p>Members NOTED the report and CONSIDERED the recommendation. Members APPROVED the expenditure to purchase the materials for the Parish Handyman to lay at a cost of £70. UPDATE: Handyman is looking at logistics for a roadside delivery. Anticipate work will be carried out in December / early January.</p>
<p>24.165 Jubilee Club House Outdoor Store Doors</p> <p>Members NOTED the report and AGREED not to accept any quotes at this time. Clerk to investigate if the Council's insurance details any security requirements for the store room, and to contact the contractors who have provided quotes to establish what the maintenance requirements are for each door.</p>
<p>24.170 Jubilee Club House Electrical Works – Sound Quality Resolution</p> <p>Members NOTED the report and CONSIDERED the quotes received. Members AGREED to accept quote option 2, to relocate four existing fittings, and replace 3 existing light fittings at a cost of £593.33. UPDATE: Work can be carried out after the hearing loop / acoustics installations. Anticipate work will be carried out early / mid December</p>

PRE- MEETING NOTES FOR 7th NOVEMBER 2024

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

Date of meeting: **Wednesday 7th November 2024.**

6pm Via MS Teams

Chair – Councillor Allison Bucknell, Highways Officer – Martin Rose

Notes taken by - Martin Rose

	Item	Update	Actions and recommendations	Who
1.	Attendees and Apologies			
	Attendees:			
	Apologies			

2.	Notes of Previous Meeting																																			
		<p>The notes and recommendations of the previous LHFIG meeting held on 07 September 2024 were presented to the Area Board at its 9th October 2024 meeting and agreed.</p> <p>The meeting minutes can be found here: https://cms.wiltshire.gov.uk/ieListDocuments.aspx</p>																																		
3.	Financial Position																																			
		<p>The current LHFIG balance for 2024/25 as of 11th September 2024 is £8,487.99 (see below)</p> <table><tr><td colspan="4">FINANCIAL SUMMARY (as of 11/09/24)</td></tr><tr><td>LHFIG Budget 24/25</td><td>A</td><td>£30,186.00</td><td></td></tr><tr><td>Carryover from 23/24</td><td>B</td><td>£65,325.39 (Underspend)</td><td></td></tr><tr><td>Total Budget for 24/25</td><td>C</td><td>£95,511.39 (A+B)</td><td></td></tr><tr><td>Committed Spend 24/25</td><td>D</td><td>£115,453.62</td><td></td></tr><tr><td>less 3rd Party Contributions (Estimate)</td><td>E</td><td>£28,430.22</td><td></td></tr><tr><td></td><td>F</td><td>£87,023.40 (D-E)</td><td></td></tr><tr><td>Balance</td><td></td><td>£8,487.99 (C-F)</td><td></td></tr></table> <p>Refer to APPENDIX 1 for the latest finance sheet.</p>	FINANCIAL SUMMARY (as of 11/09/24)				LHFIG Budget 24/25	A	£30,186.00		Carryover from 23/24	B	£65,325.39 (Underspend)		Total Budget for 24/25	C	£95,511.39 (A+B)		Committed Spend 24/25	D	£115,453.62		less 3rd Party Contributions (Estimate)	E	£28,430.22			F	£87,023.40 (D-E)		Balance		£8,487.99 (C-F)			To Note
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	Item	Latest Update	Actions and recommendations	Who
4.	Priority Schemes for 24/25 (funding committed where indicated)			
a)	11-21-8 C34 Purton, Manor Hill Speed Limit Submitted 23/06/21	<p>22/05/24 – Purton Parish Council and Cllr Lay requested a meeting with new Cabinet member for Highways and Transport Cllr Holder, however meeting was not agreed. MJR met with Geoff Greenaway and Cllr Lay on 02/05/24 to discuss and look at issues of concern.</p> <p>To move issue forward it is suggested the speed limit proposal is formally advertised as per the recommendation (40mph) and objections reported via Cabinet member who will make a final decision. Purton PC have agreed to proceed with advertisement of the 40mph limit. MJR to inform Purton PC of date for formal advertisement.</p> <p>11/09/24The proposal for Church St / Manor Hill Purton was advertised on 1st August, with the end of objection period the 26th of August. A large number of representations has been received and will be considered by the Cabinet Member for Highways, Street Scene and Flooding, Cllr Nick holder.</p> <p>MJR to prepare report and keep local member and PC updated.</p>	<p>07/11/24 MJR Comments- CM report has been prepared and is currently with Director of Highways and Transport for approval before being issued to the Cllr Nick Holder. Cabinet Member for Highways, Street Scene and Flooding, Decision likely to be published in Dec 24.</p>	MJR
b)	11-23-08 Lydiard Millicent Common Platt safety Submitted 14/02/23	<p>22/05/24 – Topo survey completed. Outline design completed and civils element costed at £14,000 (less street lighting) Issue with availability of electrical supply as street light in The Willows is not maintained by Wiltshire Council highways but maintained by Swindon under a local agreement. (Common Platt was the same until recently) Supply has to come from further afield increasing overall cost of Street lighting which is now</p>	<p>07/11/24 MJR Comments - Application for substantive funding submitted in Nov 25. Decision likely Jan / Feb 25. Delivery in 25/26 financial year</p>	MJR

		<p>estimated to be in the region of £20,000. Total scheme cost likely to be £34,000</p> <p>Group has agreed to consider submitting project for funding as a 'substantive scheme' in 24/25 and maintain current allocation of £8,550. (£10,000 - £1,450)</p> <p>07/11/24 Application for Substantive Bid process 2024/25. This will take place in Autumn 24</p>		
c)	<p>11-23-12</p> <p>B4533 Purton Stoke, speed reduction</p> <p>Submitted 02/09/22</p>	<p>https://www.google.com/maps/</p> <p>22/05/24. Sign and road marking work complete. Awaiting billing from contractor. Geoff Greenaway (PPC) has asked if there is potential to move give way line on Stoke Common Way further out into main carriageway with single white line either side of give way line/junction to try and improve visibility. MJR to look and report back. Extra road markings would need to be funded separately.</p> <p>A single new sign is partially obscured by hedge leading to reduced forward visibility to sign on approach to junction from the north. MJR to speak to Martin Cook to see if Parish Steward can undertake work. MJR to take a further look as moving the existing give way line forward and if possible, combine with other road marking work to reduce overall cost.</p> <p>11/09/24 A site visit has taken place to look at the possibility of moving the existing give way line forward on the Stoke Common Lane junction. Markings could be re-aligned forward by approx. 300mm which may help with visibility issues at junction. The best method of removing the old markings is the use of a Hydoblaster rather than blacking out, but this is high cost. Members agreed it was better to combine with other lining</p>	<p>07/11/24 MJR comments - Site retained on tracker. Give way line changes will be implemented with other lining sites when opportunity arises due to cost implications .</p>	MJR

		works in the area requiring removal to reduce overall cost to LHFIG. Retain on tracker.		
d)	11-23-19 Tockenham Passing Bay Submitted 17/09/23	<p>Request for formal passing bay. approx. 150m south of Shaw Farm (just after a field entrance) https://what3words.com/perfected.plant.coaching</p> <p>22/05/24 Update - Topo received, and outline design prepared.</p> <p>Option 1 - Replicates the current visible vehicle over run area and is approx. 5.5m at its widest point. Estimated Cost = £14,500.00</p> <p>Option 2 - is a more formal passing bay with a width of approx. 6.0m. Estimated Cost = £12,000</p> <p>Both options will take 5-8 days under temporary road closure. Plans issued to TPC who have expressed their preference for Option 2</p> <p>22/05/24 - Proceed with implementation of Option 2 at a cost of £12,000. Tockenham PC contribution 25% - £3,000</p>	07/11/24 MJR Comments Works programmed for May 2025.1 week Temp road closure required.	To note
e)	11-23-17 Greatfield near Lydiard Millicent Topo Survey	<p>10/01/24 - Group discussed submission and agreed that consideration is to be given to improved pedestrian provision along the section between Greatfield Garden Centre and #20 Greatfield . Recommendation – Allocate £1900 for topo survey to enable design to be prepared.</p> <p>22/05/24 - Topo received. Outline design for coloured virtual footway issued to LMPC. Restricted carriageway will only permit sub-standard width. Estimated cost £25-£30k</p>	27/11/24 MJR comments Instruction .(D24144304). from local highways to refresh road markings along Greatfield has not been completed. Martin Cook has chased contractor 20/11/24 but likely to slip until Spring 25.	To note

		<p>Reduced cost option – Clear weeds, sweep footway, refresh road markings and install pedestrian symbols, '30' carriageway roundels 'no footway' signs to Diagram 544.1. Estimate - £4,500. No further action at this stage.</p> <p>11/09/24 Mo Suleman expressed his ongoing concerns about this location and the desire to undertake improvement work. Martin Cook has instructed Milestone to refresh the road markings in this area.(D24144304). Members agreed to wait until the road markings were complete and assessed before considering further action. Retain issue on tracker</p>		
f)	<p>11-23-10 A3102 Wootton Bassett Infants School Submitted 31/03/24</p>	<p>Vehicles parked on High St close to school entrance restricting access (especially for emergency services) and visibility. 22/05/24 Agreed to fund School Keep markings at a cost of £1500. (25% RWB TC). 11/09/24 - Meeting has taken place with school and proposal agreed. RWB TC have indicated approval. Order issued to contractor and implementation likely Sept 24</p>	<p>27/11/24 MJR comments Repeated visits to site by road marking contractor to install School Keep Clear markings, however unable to complete work due to parked vehicles. Gang have knocked on adjacent doors to request removal, but this is ignored. No waiting cones placed to discourage parking but ignored / moved. Contact with school made to explain delay.</p>	To note
g)	<p>11-24-22 Cricklade Town centre Sign review Submitted 08/05/2024</p>	<p>Design work for sites requested by late Cllr Jones covering '28' sites submitted to CTC. CTC have asked to reduce overall number of sites to 22. 11/09/24 Work order issued and programmed for Sept 24. Note: increase in cost to £4,604.54. Chair agreed the LHFIG will cover the additional expenditure with no further requirement from</p>	<p>27/11/24 MJR comments All work complete and CTC invoiced for their contribution.</p>	MJR

		<p>Cricklade Town Council to increase their previously agreed contribution of £963.90.</p> <p>11/09/24 Work order issued and programmed for Sept 24. Note: increase in cost to £4,604.54. Chair agreed the LHFIG will cover the additional expenditure with no further requirement from Cricklade Town Council to increase their previously agreed contribution of £963.90</p>		
h)	<p>11-23-4 11-24-11</p> <p>C415 Broad Town Road (towards Wootton Bassett)</p> <p>Submitted 07/02/2023</p>	<p>Request for 40mph speed limit to replace NSL) due to increased ped activity along length.</p> <p>22/05/24 Agreed to fund speed limit assessment by Atkins. Cost £3,100 (Broad Town PC -25%)</p> <p>11/09/24: Instruction issued to Atkins. Report expected Nov /Dec 24. Speak to PC re. contribution. Members agreed that depending on come of assessment implementation of any speed limit change can be coordinated with issue 11-24-08 in order to reduce legal costs.</p>	<p>27/11/24 MJR comments</p> <p>Site assessment and speed surveys completed by Atkins. Awaiting final report. Likely 1st week of December.</p>	MJR
j)	<p>11-24-04</p> <p>High Street, Purton (East of Willis Way)</p> <p>Submitted 08/01/24</p>	<p>Request for Bus stop Clearway as buses are being forced to stop in road for passengers</p> <p>22/05/24 - Agreed to fund Bus stop clearways x 2 at a cost of £1500 (Purton PC 25%)</p> <p>11/09/24 - HIAMS order issued with implementation programmed Sept 24. Maintenance issue to resolved before road markings can be installed. Members agreed to delay road markings until surface issues are resolved to avoid duplication of work.</p>	<p>27/11/24 - MJR comments</p> <p>Bus stop clearway work delayed due to future maintenance work to carriageway. Martin Cook to update group.</p>	MJR MC

k)	<p>11-22-01 Greenhill Crossroads, Lydiard Millicent Submitted 04/02/22</p> <p>Resubmitted as 11-24-16 on 12/04/23</p>	<p>Greenhill Crossroads speed reduction https://www.google.com/maps/ Site visit taken place 04/01/24. Options for improvement to be discussed at Jan 24 meeting.</p> <p>10/01/24 – issue around junction safety discussed by group. MJR to prepare options for improvement and present to next meeting. MJR to arrange for site meeting with rep from LMPC. Issue with damaged sign raised by Cllr Lay. MJR to resolve as part of routine sign works.</p> <p>22/05/24 - further site meeting has taken place with Mo Suleman to discuss options for improvement including:</p> <ol style="list-style-type: none"> 1.Additional Warning signs (cross road – reduce speed now) on both approaches. (Est £1,000) 2.Re-introducing rumble strips (Purton direction only) (Est £500) 3.Moving give way lines forward on Greenhill side. Note - Area approx. 20m x 1.0m will require surface repairs first. Refresh road markings (Est £3,500). 4.Relocating 30mph terminal point and village gates further north on Restrop Road (approx. 30m). Note this requires amendment to TRO (Est. £5,000) 5.Coloured gateway treatment with 30mph roundel. (Est. £4,000) 6.Reinstating coloured surface across junction (£6,000) <p>12/09/24 A further visit to site has been made. C/way area on Greenhill side still requires a repair before any changes to the give way can take place. Road width 6.7m. Signs at junction in poor condition which may be addressed under routine maintenance. TRO would be required for speed limit extension.</p> <p>1. Move give way lines forward (250mm -300mm)</p>	<p>27/11/24 - MJR comments</p> <p>Design work ongoing. Implementation target Spring 25. Relocation of 30mph limit northwards will require amendment to 2006 TRO. Look to combine with other formal advertisement to reduce overall cost.</p>	
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		<p>2. Relocate 30mph speed limit approx. 36m north with new gateway / village gates.</p> <p>3. Cross roads warning signs (reduce speed now) on both approaches to junction</p> <p>4. Miscellaneous road markings</p> <p>5. Purton Village nameplate.</p> <p>Martin Cook has issued instruction for Bobcat (Carriageway repairs) at Greenhill junction.</p> <p>Lydiard Millicent PC have indicated support for the proposal.</p> <p>Agreed – Allocate £8,000 with a 25% contribution (£2,000) from Lydiard Millicent PC</p>		
l)	<p>11-23-01</p> <p>B3553 Purton Road Cricklade</p> <p>Submitted 10/01/23</p>	<p>Traffic travelling faster than 30mph limit. Request to extend existing 20mph limit on High Street to include Purton Road (as far as Hitchings Rdbt)</p> <p>22/05/24 - Agreed to investigate speed mitigation measures on Purton road up to Hitchings Rdbt with a view to extending 20mph limit on High St google.co.uk/map</p> <p>11/09/24: Order for Speed / Volume counts (x 2) placed. Locations agreed with Town Council. Likely Nov / Dec. Report back to next meeting.</p>	<p>27/11/24 - MJR comments</p> <p>Awaiting metro-counts data. Delay due to backlog and change in provider. Now confirmed for early Dec 24. Report back data to Feb meeting.</p>	
m)	<p>11-24-01</p> <p>Noremarsh Primary School & St Bartholomew's Primary School (The Rosary)</p>	<p>Ongoing issues relating to Dangerous and inconsiderate parking on the junction, parking across driveways/dropped kerbs. Request for parking controls.</p> <p>22/05/24 - Agreed to undertake WR review as part of 24/25 commitments and report back to RWB TC and group.</p> <p>11/09/24</p>	<p>27/11/24 - MJR comments</p> <p>Site survey/ observations discussion with residents at both sites in early October. Some inconsiderate parking observed, but no major issues identified. Parent parking typically starts around 2.30pm and the sites are clear by</p>	

	Submitted 03/01/24	Initial site visits undertaken for both sites. Further visits required following commencement of new school term in Sept 24. Report back to next meeting.	3.20pm. It is not feasible to cover extensive areas with parking controls as this will lead to migration of problems elsewhere, however some protection of key areas including junction bell mouths close to the schools is advised. Once broad agreement is reached consultation required with RWB TC and schools	
n)	11-23-15 Manor Hill (North of Manor Hill Farm) Purton Submitted 28/03/24	<p>A Dew Pond was filled in at Manor Hill Farm when planning permission was granted for new entrance and driveway to field, the water from the fields now run out on to Manor Hill causing flooding. The flooding is creating c/way large overruns.</p> <p>22/05/24 - Agreed to investigate kerbing, surface reinstatement and warning signs either side of access and report back to group. https://www.google.co.uk/maps/</p> <p>11/09/24. Approx 40-45m of new kerbing (total) either side of access, backfill behind kerb with topsoil, reinstate carriageway in front of kerbs. Road narrows warning signs x 2. Temp road closure required for approx. 1 week. Estimated cost £6,000. (TBC)</p> <p>Agreed – Allocate £6,000 with a 25% contribution (£1,500) from Purton PC</p>	<p>27/11/24 - MJR comments</p> <p>Small topo survey required for detailed design work. Estimated cost £1700.00. Design Early Jan with construction Spring /Summer 25. Retain existing allocation of £6000.00</p>	MR
o)	11-24-07 Cricklade Road / Widham bridge, Purton Submitted 18/01/24	<p>Request for traffic calming measures to reduce the speed and allow safer access out of New Road. google.co.uk/maps</p> <p>22/05/24 - Agreed to investigate signs / road markings to mitigate speeding and report back to group</p>	<p>07/11/24 - MJR comments</p> <p>Site inspection undertaken to look at section of verge south of junction with New Road. Suggest area of EcoGrid to maintain 'green' appearance</p>	MR

		<p>11/09/24- Site visit undertaken. Warning lines through double bend not visible due to war. No evidence of reflective road studs. Some signs in poor condition.</p> <ul style="list-style-type: none"> -Reinstate warning lines through double bend and increase to 150mm wide. (£1500) -Misc other road markings (£200) -Install bi-directional road studs (£500) -Provide NAL socket for SID (northbound) (£500) -Provide NAL Socket for SID (southbound) £500 -Upgrade 'road narrows' warning sign / post on northbound approach.(£400) -New Road narrows / Junction-R ahead sign /post (£400) <p>Total £4,000.00 (Estimate)</p> <p>Purton PC have indicated provisional support for proposal. Cllr Jacqui commented on the need to improve visibility to the south for traffic exiting Widham and issues with the grass verge. Land ownership dispute by Dairy House was raised. Issue on hold pending further investigation of the issues raised. MJR to report back to next meeting.</p>	<p>but retard grass growth. Likely increase in cost £800.00.</p> <p>Area by Dairy House checked and shown as maintainable highway.</p> <p>No allocation made at this stage</p>	
p)	<p>11-24-08</p> <p>A4361 Broad Hinton (towards Swindon)</p> <p>Submitted 15/02/24</p>	<p>Request for speed limit reduction on A4361 between Swindon border and Broad Hinton (currently part 50mph / NSL) Request relates to NSL section. PC feel they have not received an explanation for why Section A3461-08 was assessed as 60mph and not 50mph</p> <p>22/05/24 - MJR to investigate previous review A4361 in 2019 and report back to the group to agree a way forward.google.co.uk/maps</p>	<p>07/11/24 – MJR Comments</p> <p>On hold. Possible Implementation is to be combined with issue 11-24-11 following outcome of speed limit assessment. No allocation at this stage.</p>	MR

		<p>11/09/24 When questioned on the 2019 assessment, Atkins commented as follows: “The assessed speed shows 60mph so there was no reason to justify lowering the speed limit. There are few collisions hence a high assessed speed. In the initial work we did we recommend lowering the speed limit to 50mph purely for consistency with adjoining sections. However, Client officer wanted us to base the recommendations on the assessed speed”</p> <p>There does appear to be issues relating to consistency of speed limits along the A4361 to both the south of Broad Hinton and to the north, especially with road characteristics of NSL lengths in comparison to 50mph speed limit commencing at Swindon boundary.</p> <p>Agreed – Proceed with implementation of 50mph limit on A4361 between Broad Hinton and Swindon Boundary. NOTE:- No financial allocation made at this stage. Awaiting outcome of issue 11-24-11 for possible combination of projects.</p>		
q)	<p>11-24-25</p> <p>A3102 Calne Road / Preston Lane Mini RDBT</p> <p>Submitted 14/04/24</p>	<p>Near misses and high speeds approaching and crossing the mini roundabout on the A3102 at Preston Lane in Lyneham.</p> <p>22/05/24 - MJR to undertake review at mini Rdbt and report back to group. google.co.uk/maps</p> <p>11/09/24 Proposal, Options 1 and 2 prepared, included High Friction surfacing, changes to road markings and sign improvements. Approx Cost £8,000. PC have expressed preference for Option A.</p>	<p>07/11/24 – MJR Comments</p> <p>Order (M2/00726) for HFS raised to combine with recent pedestrian crossing upgrade. Work cancelled due to adjacent water leak. Likely spring 25.</p>	MR

		Agreed – Allocate £8,000 with a 25% contribution (£2,000) from Lyneham PC		
r)	11-24-12 C414 Hook Street / Village Hall Lydiard Tregoze Submitted 13/03/24	<p>1. Concerns about speeding and lack of pedestrian provision at Hook St / Hook village hall) No footway on west side) -1. Request for rumble strips (north approach, - 2. Road sign improvements at bend 3. Raised junction at C414 / Hook Street. 4. Footway link on west side google.com/maps</p> <p>11/09/24 - Footway link on west side difficult due to visibility issues. Option prepared for sign / road marking improvements and issued to PC for comments. PC are unhappy with elements of the design and are seeking reinstatement of the coloured patches on the northbound approach to Hook St junction, 'peds in road' signs and a footway on the west side of the C414. Members resolved to keep issue on hold pending further discussion with PC.</p>	07/11/24 – MJR Comments. Further discussion with LTPC required re. footway on west side before scheme can progress. No allocation at this stage.	MR
s)	11-24-13 C414 Hook Street to Coped Hall Submitted 10/01/24	<p>Request for footway upgrade due to overgrown, narrow and uneven surface.</p> <p>22/05/24 - MJR to establish cost of topo survey and liaise with Lydiard Tregoze PC google.co.uk/maps</p> <p>11/09/24: Topo cost is £5,800 + VAT. LTPC have agreed to fund in full. Longer term project and possible substantive bid for 25/26. Agreed – Allocate £0 with 100% contribution (£6,960.00) from Lydiard Tregoze PC</p>	11/09/24 – MJR comments Instruction to proceed with topo survey received from LTPC. Order issued. Email received from LTPC asking for topo to be stopped following recent routine maintenance work. Unfortunately base survey work was completed. Current cost of £4000 incurred. LTPC informed of situation via email.	MR
t)	11-24-17 B4696 Braydon Road (Includes Lydiard	Request for measures to slow down traffic on B4696 south of Braydon xroads following recent fatal collision including improved signage / road markings. Request for SID to be used	11/09/24 – MJR comments Outline signs / road marking plan prepared and will be issued to parish councils in due course for comment. Delivery likely early spring 2025.	MR

	<p>Millicent & Purton Parishes)</p> <p>Submitted 17/04/24</p>	<p>and measure to prevent overtaking. 6 residential properties at Four oaks Caravan Park google.co.uk/map</p> <p>22/05/24 - Current speed limit is 60mph. SIDs cannot be deployed where speed limit > 40mph. Criteria for solid double lines to prohibit overtaking not met.</p> <p>MJR to undertake signs and road marking review along length and report back to group.</p> <p>11/09/24 - Site visit not yet undertaken . Suggest upgrade to existing bend warning signs on B4696 (x 6) with 'reduce speed now' supplementary plates and Enhanced 'SLOW' markings. Possible flag type sign at Four Oaks</p> <p>Signs / Posts / foundations =£2500 Traffic management = £1500 Road markings = £1500 Total £5,500 (Estimate) Agreed – Allocate £5,500 with a 12.5% contribution (£687.50) from Purton PC and a 12.5% (£687.50) contribution from Lydiard Millicent PC</p>		
u)	<p>11-24-21</p> <p>Length of C114 Water Eaton</p> <p>Submitted 06/05/2024</p>	<p>Request for additional measures to address problem with drivers not adhering to speed limits. google.co.uk/maps</p> <p>22/05/24 - 40 /50mph Speed limits installed in autumn 23, but some drivers ignoring restriction. Request for increased police enforcement, Poles / sockets for SIDs, warning signs, Improved gateway at 40mph terminal point, c/way roundels.</p> <p>MJR comments: Limited options for improvements within 50mph section other than c/way roundels. Suggest focus on 40mph section with village gates at terminal points x 2, '40'</p>	<p>11/09/24 – MJR comments Site visit undertaken but outline plan outstanding. To be issued to LPC by mid-December.</p>	MR

		<p>roundels and SIDS. (sockets only, Devices to be provided by LPC)</p> <p><u>Estimated cost:</u> Gates (up to 1.0m wide) x 4 - = £4,000 Road markings Roundels x 6 = £1,000 SID sockets x 2 = £500 Total = £5,500 MJR to prepare outline plan of proposals, liaise with Latton PC and report back to next meeting</p>		
5.	Dropped Kerb Requests			
	Community Dropped Kerb requests 2023/24	<p>RWB (12 sites)</p> <ol style="list-style-type: none"> <u>Betjemen Avenue / Coleridge Close</u> = £1,114.47 <u>Stoneover Ln / Shakespeare Rd</u> = £3,442.83 <u>Longleaze / Queens Road</u> = £3,868.50 <u>Queens Road / Eveleigh Road</u> (North) £3,426.35 <u>Queens Road / Eveleigh Road</u> (South) £3,426.35 <u>Queens Road / Rylands Way</u> £3,426.35 <p>Total £18,704.85 (25% = £4,676.21)</p> <p>RWB - Fairfield / Showfield</p> <ol style="list-style-type: none"> <u>Lime Kiln / Fairfield</u> = £2,567.84 <u>Fairfield (link to footpath by #29)</u> = £2,964.41 <u>Fairfield (by #37)</u> = £5,090.76 <u>Fairfield (by #84)</u> = £3,987.95 <u>Laburnum Drive / Briars Close</u> £2,470.32 <u>Laburnum Drive / Maple Dr</u> = £4,403.51 <p>Total = £21,484.79 (25% = £5,371.20)</p> <p>PURTON (5 sites)</p> <ol style="list-style-type: none"> <u>Restrop Rd / Highridge Close</u> = £5,772.10 <u>Restrop Road</u> (1) = £1,297.52 <u>Reid's Piece</u> (2) = £2,293.04 	<p>07/11/24 MJR comments:</p> <p>All dropped kerb sites are now complete.</p> <p>Bolingbrook Close completed Nov 24. LTPC invoiced for contribution.</p> <p>RWB (Sites 1-12) = £32,840.36 (25% -£8,210.09)</p> <p>Purton (Sites 13 –17)= £9,929.88 (25%-£2482.47)</p> <p>Cricklade (Site 18) = £2,212.44 (£307.16 Original contribution agreed)</p> <p>Bolingbrook Close (site 18) = £4,084.71 (25% -£1,021.18)</p> <p>Total = £49,067.39 (FINAL)</p> <p>Remove from next tracker.</p>	To note

		<p>16. <u>Reids Piece/ Access Rd</u> (2) £1,733.31</p> <p>17. <u>Church St</u> (1) = £1,997.16</p> <p>Total = £13,093.13 (25% = £3,273.28)</p> <p>CRICKLADE (1 site)</p> <p>18. <u>B4553 (opposite Dance Court)</u> = £1,230.86</p> <p>Total £1,230.86 (25% = £307.15)</p> <p>LYDIARD TREGOZE (1 site)</p> <p>19. <u>Bolingbroke Close</u> = £4,838.00</p> <p>Total = £4838.00 (25% = £1209.50)</p> <p>10/01/24 – Discussion took place between members on sites indicated and costing. Agreement to remove site at War Memorial Lydiard Tregoze . LTPC to look at funding with CIL monies.</p> <p>Recommendation – To increase budget allocation to cover the sites indicated, remove site 19. and move towards implementation. Total cost £59,351.63, less 3rd party contributions totalling £14,837.91. Net cost to LHFIFG = £44,513.72</p> <p>22/05/24 - Work commenced in Mid-April on dropped kerb sites. At the time of preparation of this report 4 of the 19 sites are uncompleted They are as follows:</p> <p>RWB – 1 site (Stoneover Ln / Shakespeare Rd) Purton - 2 sites (Church Street , Restrop) Hook – 1 site (Bollingbrook Close) Cricklade – 1 site (Purton Road by Dance Court).</p> <p>Awaiting billing from contractor. Some remedial work required at Reids Piece, Purton.</p>		
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		Note – Increase in cost (£982.58) for Cricklade DK due to change of TM and missing items from original estimate. Chair agreed that LHFIG will cover the additional cost with no change in contribution from CTC. Invoices issued to RWB TC, Purton PC and Cricklade PC for contributions.		
6.	Minor Signing schemes to be paid for by Town/ Parish Councils			
	Hoggs Lane Purton – Unsuitable for HGV signs - 11/09/24 Sign options considered and discussed with Geoff Greenaway. MJR to progress and invoice Purton PC upon completion. Awaiting return of sign wayleave to allow wall mounting of sign before issuing order to contractor. Copy of Wayleave sent to PC to try and move issue forward.		07/11/24 – MJR Comments Works complete. Awaiting billing.	MR
7.	Any Other Business			
	NOTE -New Issues discussed at 22/05/24 meeting but 'on hold / NFA' shown at Appendix 2 Submitting LHFIG Requests / Deadline for requests		Requests to be sent to the following email address. LHFIGrequests@wiltshire.gov.uk NOTE: All new highway requests commitments for 2024/25 have now been agreed. Subsequent requests received by Town / Parish councils will be logged and considered at the LHFIG meeting to be held during Spring 2025.	To note To note
8.	Date of Next Meeting			
	6pm on 26th February 2025 (via MS teams)			To note

Royal Wootton Bassett & Cricklade Local Highways & Footway Improvement Group

Highways Traffic Engineer – Martin Rose

Area Highway Engineer – Martin Cook

11. Environmental & Community Implications

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

12. Financial Implications

- 12.1. All decisions must fall within the Highways funding allocated to Royal Wootton Bassett & Cricklade Area Board.
- 12.2. If funding is allocated in line with LHFIG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Royal Wootton Bassett & Cricklade Area Board will have a remaining Highways funding balance of
Refer to APPENDIX 1.

13. Legal Implications

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

14. HR Implications

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

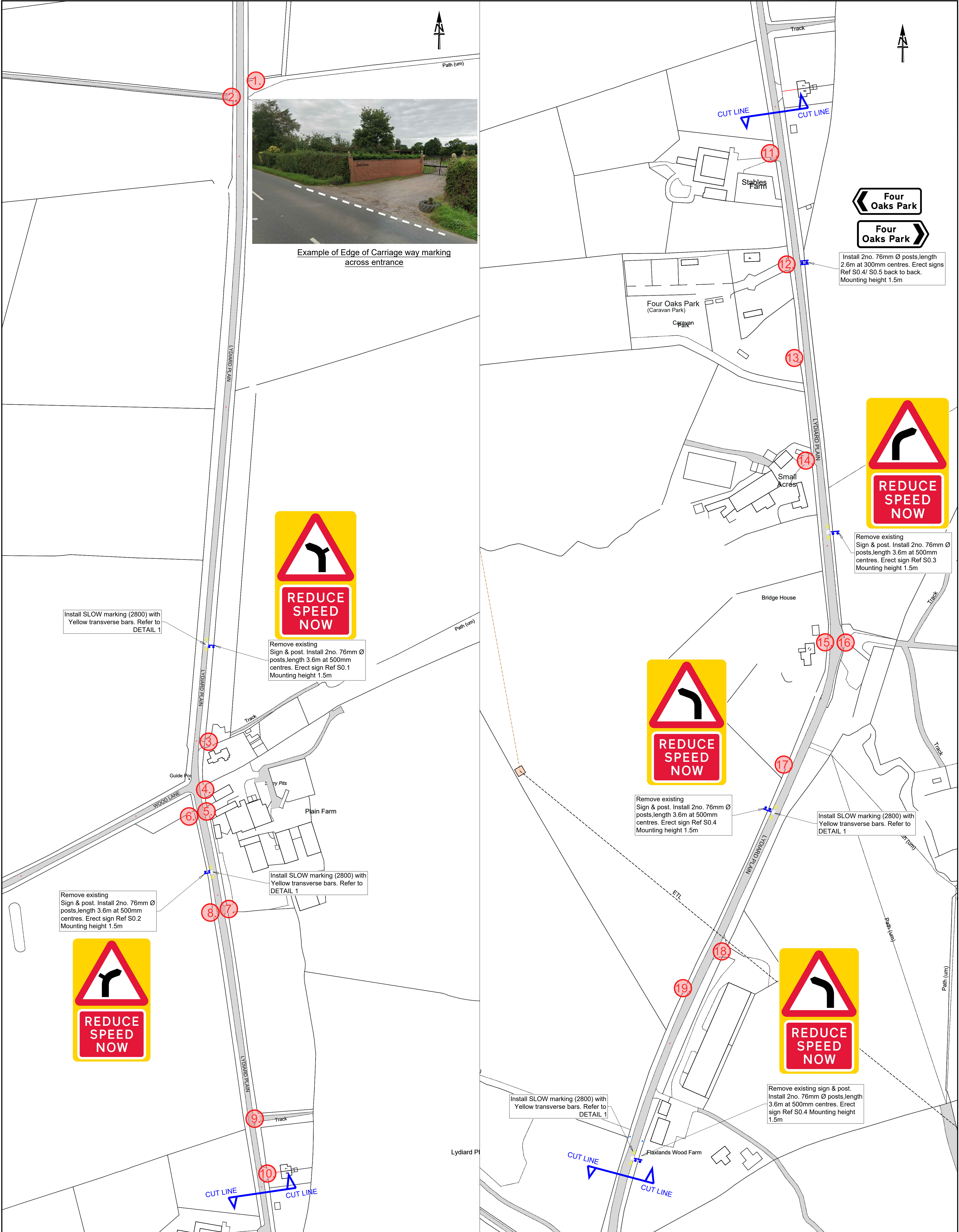
15. Equality and Inclusion Implications

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

16. Safeguarding implications

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

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



Example of Edge of Carriage way marking across entrance

1. Install edge of Carriageway marking to Diagram 1010

DETAIL 1 - 'SLOW' marking with transverse bars



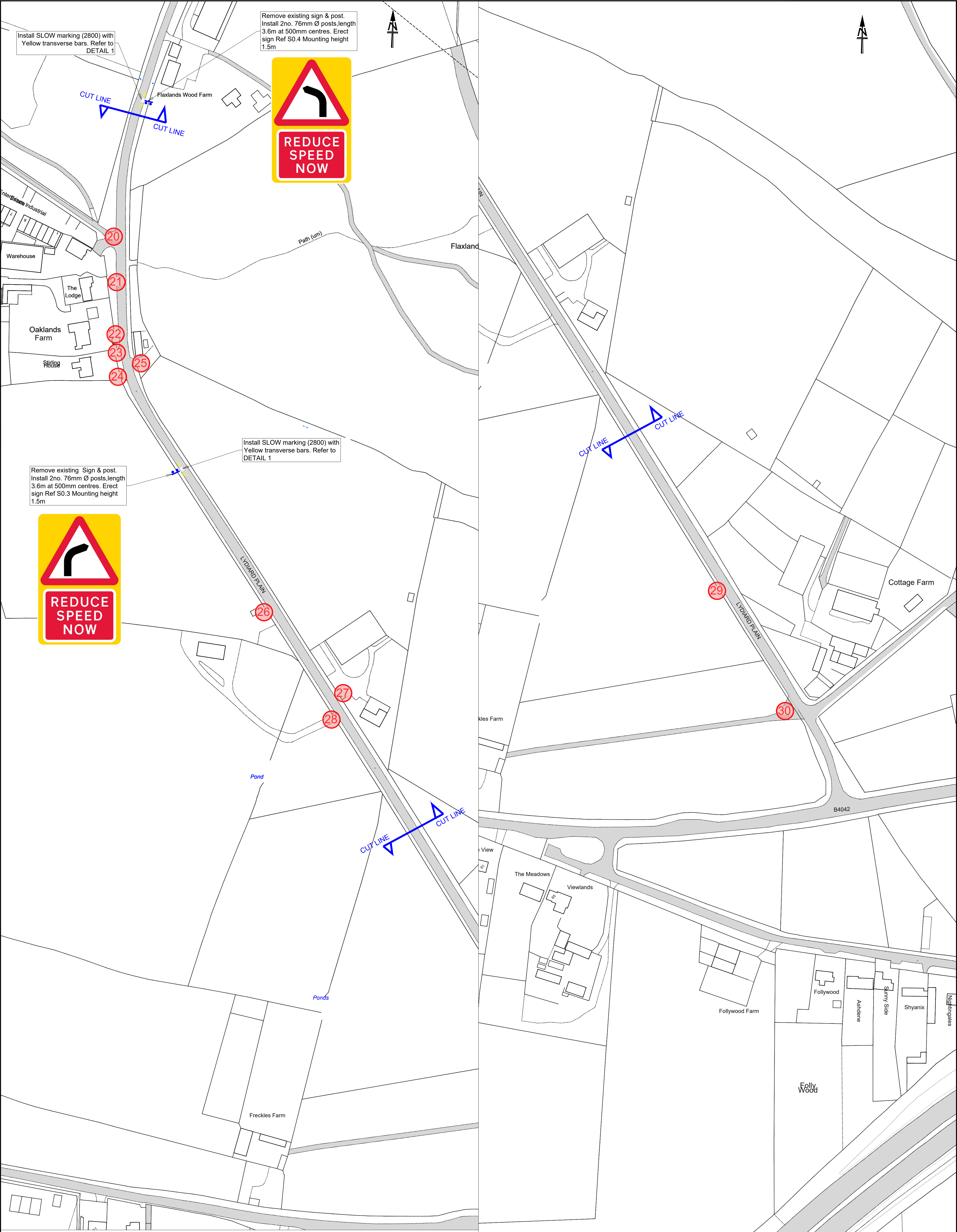
Wiltshire Council

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

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Wiltshire Council (100049050) 2024

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O	25/11/24	MJR	DMT	GTR	ORIGINAL
REV	DATE	DRAWN	CHECK	APPROV	DESCRIPTION
DRAWING PURPOSE:					
DRAFT					

PROJECT:			
ROYAL WOOTTON BASSETT & CRICKLADE LHF1G B4696 LYDIARD PLAIN , BRAYDON			
DRAWING TITLE:			
PROPOSED SIGN / ROAD MARKING AMENDMENTS GENERAL ARRANGEMENT (SHEET 1 OF 2)			
SCALES:	1:1250	SHEET SIZE:	A1
DRAWING No.	2024-189-BRAYDON-0001	REVISION:	0
FILE REF:			



1. 30

Edge of Carriageway marking to Diagram 1010

DETAIL 1 - 'SLOW' marking with transverse bars

Wiltshire Council

Traffic Engineering Team

County Hall, Bythesea Road, Trowbridge

Wiltshire, BA14 8JD

Tel: 0300 4560100

Website: www.wiltshire.gov.uk

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Wiltshire Council (100049050) 2024

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O	25/11/24	MJR	DMT	GTR	ORIGINAL
REV	DATE	DRAWN	CHECK	APPROV	DESCRIPTION

DRAWING PURPOSE:
DRAFT

PROJECT:
ROYAL WOOTTON BASSETT & CRICKLADE LHFIG
B4696 LYDIARD PLAIN , BRAYDON

DRAWING TITLE:
PROPOSED SIGN / ROAD MARKING AMENDMENTS
GENERAL ARRANGEMENT (SHEET 2 OF 2)

SCALES:	NOT TO SCALE	SHEET SIZE:	A1
DRAWING No.	2024-189-BRAYDON-D002	REVISION:	0
FILE REF:			

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

Dear Sir/Madam,

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

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

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

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

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

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

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

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

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

Neighbourhood Planning
Economic Development and Planning

Wiltshire Council

Tel: 01225 713698

Email: neighbourhoodplanning@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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