

The Town and Country Planning Act 1990
Approval of Full Planning Permission with Conditions

Application Reference Number: PL/2023/10048

Decision Date: 02 February 2024

Applicant: Lydiard Millicent Parish Council
Jubilee Club House, Meadow Springs, Lydiard Millicent,
Swindon, Wilts, SN5 3NH

Particulars of Development: Change 2 no. existing high ventilation windows to 2 no. larger tilt and turn windows, addition of double doors and steps (with rails) and addition of 2 no. high ventilation windows (reusing removed windows)

At: Jubilee Club House, Meadow Springs, Lydiard Millicent,
Swindon, SN5 3NH

In pursuance of its powers under the above Act, the Council hereby **GRANT PLANNING PERMISSION** for the above development to be carried out in accordance with the application and plans submitted (listed below).

In accordance with paragraph 38 of the National Planning Policy Framework, Wiltshire Council has worked proactively to secure this development to improve the economic, social and environmental conditions of the area.

Subject to the following conditions:

Conditions: (3)

- 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 and documents:

23 449 09 Site Location Plan. Received on 11 December 2023

23 449 10 Block Plan and Roof Plan. Received on 11 December 2023

23 449 01 Rev A. Existing Elevations and Floor Plans. Received on 11 December 2023

23 449 101 Rev D. Proposed Floor Plan. Received on 11 December 2023
23 449 102 Rev C. Proposed Elevations and Section. Received on 11 December 2023

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

- 3 The materials to be used in the construction of the external surfaces of the development hereby permitted shall match in material, colour and texture those used in the existing building.

REASON: In the interests of visual amenity and the character and appearance of the area.

Informatives: (4)

- 4 The applicant is advised that the development hereby approved may represent chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. If the development is determined to be liable for CIL, a Liability Notice will be issued notifying you of the amount of CIL payment due. If an Additional Information Form has not already been submitted, please submit it now so that we can determine the CIL liability. In addition, you may be able to claim exemption or relief, in which case, please submit the relevant form so that we can determine your eligibility. The CIL Commencement Notice and Assumption of Liability must be submitted to Wiltshire Council prior to commencement of development. Should development commence prior to the CIL Liability Notice being issued by the local planning authority, any CIL exemption or relief will not apply and full payment will be required in full and with immediate effect. Should you require further information or to download the CIL forms please refer to the Council's Website <https://www.wiltshire.gov.uk/dmcommunityinfrastructurelevy>.
- 5 Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.
- 6 The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in

question.

- 7 The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence.

If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

Parvis Khansari ~ Corporate Director, Place

NOTES

- 1 **Other Necessary Consents.** This document only conveys permission for the proposed development under Part III of the Town and Country Planning Act 1990 and the applicant must also comply with all the byelaws, regulations and statutory provisions in force in the area and secure such other approvals and permissions as may be necessary under other parts of the Town and Country Planning Act 1990 or other legislation.
 - 1.1 the need in appropriate cases to obtain approval under Building Regulations. **(The Building Regulations may be applicable to this proposal. Please contact the Council's Building Control team before considering work on site);**
 - 1.2 the need to obtain an appropriate order if the proposal involves the stopping up or diversion of a public right of way or other highway (including highway verge);
 - 1.3 the need to obtain a separate "Listed Building Consent" to the demolition, alteration or extension of any listed building of architectural or historic interest;
 - 1.4 the need to make any appropriate arrangements under the Highways Act 1980, in respect of any works within the limits of a highway. The address of the Highway Authority is County Hall, Trowbridge, BA14 8JD (It is the responsibility of the applicant to ascertain whether the proposed development affects any listed building or public right of way / other highway, including highway verge).
- 2 **Appeals.** If the applicant is aggrieved by the decision of the local planning authority to grant permission subject to conditions, he may appeal to the Secretary of State for the Environment in accordance with Section 78(1) of the Town and Country Planning Act 1990 within six months of the date of this decision. (Information and forms relating to the appeals process can be found at the Planning Portal - <http://www.planningportal.gov.uk/planning/appeals>).
- 3 **Climate Change.** Wiltshire Council acknowledges the climate emergency and is seeking to make the county carbon neutral. You are encouraged to include energy efficiency that exceeds building regulations and to meet residual energy demand through renewable energy and low-carbon technologies, including high levels of electric vehicle charging points. The developer is encouraged to contact the climate team to discuss this further. climate@wiltshire.gov.uk
- 4 **CIL.** The applicant is advised that the development hereby approved may represent chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. A separate Community Infrastructure Levy Liability Notice will be issued by the Local Planning Authority. Should you require further information with regards to CIL please refer to the Council's Website www.wiltshire.gov.uk/planninganddevelopment/planningpolicy

Finance Report 7 March 2024

Item 7

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
All Saints Church	2024-03	01 Feb 24	Hall Hire - 1 Feb	30.00	0.00	30.00	12 Feb 24	BP
Betterclean	2613	31 Jan 24	JCH Cleaning - January	390.00	78.00	468.00	12 Feb 24	BP
BOnline	1449918	01 Feb 24	Broadband	27.23	5.45	32.68	11 Feb 24	DD
British Gas - Electricity	6881274	16 Feb 24	Jan/Feb Charges	72.66	3.63	76.29	01 Mar 24	DD
Business Waste	1320272	01 Feb 24	Cemetery and JCH	94.53	18.91	113.44	15 Feb 24	DD
Castle Water	1268456	02 Feb 24	JCH Water (wastewater)	37.64	0.00	37.64	19 Feb 24	DD
Castle Water	2396536	n.a	Cemetery Water	5.00	0.00	5.00	28 Feb 24	DD
Clarke Wilmott	1062444	29 Jan 24	Footpath Licence	656.00	131.20	787.20	12 Feb 24	BP
Corona	18182765	15 Feb 24	January Charges	181.66	9.08	190.74	20 Feb 24	BP
DM Payroll	3344	16 Jan 24	2nd Quarters Fees	66.00	0.00	66.00	12 Feb 24	BP
EE	86382342	13 Jan 24	Dec/Jan Charges	27.78	5.56	33.34	21 Jan 24	DD
EE	1733990	13 Feb 24	Jan/Feb Charges	27.79	5.56	33.35	21 Feb 24	DD
HMRC	n.a.	05 Feb 24	Tax and NI	538.84	0.00	538.84	19 Feb 24	BP
HMRC	n.a.	05 Mar 24	Tax and NI	538.64		538.64	19 Mar 24	BP
Inception	3037163	17 Feb 24	Jan/Feb Charges	32.42	6.48	38.90	20 Feb 24	BP
Lydiard Magazine		01 Feb 24	Annual Subscription	6.00	0.00	6.00	12 Feb 24	BP
John O'Conner	105774	31 Jan 24	Jan Maintenance	859.15	171.83	1,030.98	20 Feb 24	BP
N J Armstrong Plumbing	808	13 Feb 24	JCH Potential Leak	130.00		130.00	20 Feb 24	BP
Peninsula	4046536	08 Feb 24	HR	106.64	20.14	126.78	08 Feb 24	DD
Peninsula	4085462	25 Feb 24	H&S	138.53	27.71	166.24	25 Feb 24	DD
Post Office	n/a	19 Jan 24	Regd Post, Footpath Licence	7.35		7.35	12 Feb 24	BP
Refund for JCH	21-23	12 Feb 24	Refund of Deposot & Session	93.00	0.00	93.00	12 Feb 24	BP
Staff	n.a		Salaries - January		0.00		01 Dec 23	BP
Staff	n.a	28 Feb 24	Salaries - February	1,977.67	0.00	1,977.67	29 Feb 24	BP
Staff	n/a	20 Feb 24	Expenses	26.65		26.65	20/2.24	BP
SLCC	247501-2	06 Feb 24	Annual Membership	12.15	0.00	12.15	12 Feb 24	BP
SLCC	247501-2	06 Feb 24	Annual Membership	12.15	0.00	12.15	20 Feb 24	DD
T Hayter	60224	06 Feb 24	Telephone Box Repair	80.00		80.00	12 Feb 24	BP
Three Business Services	42744036	14 Feb 24	Jan/Feb Charges	8.34	1.67	10.01	15 Mar 24	DD
Wellers Hedleys	823537	29 Dec 23	Legal Fees	1,225.00	245.00	1,470.00	01 Feb 24	BP
Expenditure				7,408.82	730.22	8,139.04		

Payments for Approval

SLCC	214866-4	09 Feb 24	Cemetery Compliance Training	165.00	33.00	198.00		
John O'Conner	106141	19 Feb 24	Feb Maintenance	859.15	171.83	1,030.98		
				859.15	171.83	1,228.98		

LMPC Income Summary 2023-2024

Received as at 28.2.24

Category	Amount
Cemetery Burials	£685.00
Exclusive Rights	£224.00
Cemetery Memorials	£1,030.00
Cricket	£3,066.00
Defra	£2,126.07
Field and Hall Hire	£289.00
Football	£7,785.00
Lydiard Plain	£1,000.00
Misc Income	£2,595.19
Old Cheques	£490.00
PSDF Income	£2,823.50
War Memorial Clock Fund	£2,262.31
Wayleave	£12.00
Total	£24,388.07
Precept	£59,919.40
Vat Refund 22/23	£9,494.98
Total	£93,802.45

Members are requested to NOTE this report and CONSIDER the recommendations

Health and Safety Agreement

In 2021, following an inspection of the Jubilee Club House, the Parish Council agreed to a contract for the provision of health and safety advice. A vast number of issues were identified, all of which have been addressed. Regular Contract are in place to undertake the required annual inspections and certificates, with the Parish Handyman undertaking the required monthly inspections. Staff members have undertaken a number of Health and Safety training courses. The building has had CCTV, Emergency lighting and smoke detectors and fire points installed.

The Health and Safety agreement is due to finish in July 2024, to cancel the contract the Council must give notice.

Recommendation

The consultancy service for the provision of Health and Safety is no longer required, Members to APPROVE the cancellation of the contract.

Main Mobile Telephone Contract

Members are requested to NOTE that the main mobile telephone contract has reached end of contract.

The old contract was over 24 months £33.34 (ex VAT) for unlimited calls/texts, plus 6GB of data.

A new contract is in place which is £18.00 (ex VAT) for 36 months for unlimited calls/texts, plus 10GB of data.

22.41 The Mews and Recreation Field Solicitors involved in the process have been instructed to apply for title absolute (WT455796) for the Recreation Field. MEETING UPDATE: Further to the application to upgrade the title for WT455796, the Land Registry has dismissed the request. More information has been supplied to see if the submission to see if the titles can be split.
22.82/23.19 Footpath Working Party WC has been contacted regarding land management and the sowing of seeds. The Head of WC Natural & Historic Environment Department has given advice to be discussed at WP meeting. Replacement trees to be planted, types to be approved by Committee, before the planting season. Wiltshire Council has provided a tree planting guide. Both of these issues to be discussed at next WP meeting.
29 June – Question Time A Resident asked if the Council knew what was happening with the land by the car sales area, as it has become very overgrown, with some of the trees having low branches that overhang the bus stop. The Clerk was asked to investigate - A resident has given the Clerk some information, which did not result in ownership confirmation. MEETING UPDATE. Advised work done, Parish Handyman is checking
23.57 D-Day 80 Members AGREED to light the beacon on 6th June 2024. A Working Group was formed, Councillors Allsop (also as Parish Hall representative), Chalker, Hacker and Westwood volunteered. The D-Day80 Working Group to contact the school and consider an evening event of commemoration
23.72 Lydiard Green Footpath Proposal Historically, WC agreed to create a footpath from Lydiard Green to the rest of the village. Phases 1 – 4, were completed in 2017/2018, but Phases 5 – 10 were not completed. Enquires were made with the Local Highway & Footpath Improvement Group (LHFIG), but he could provide no information. WC Councillor Bucknell to investigate, he is to meet with Resident, Councillor Suleman and LHFIG Engineer to discuss further
Public Question Time – 11 January • A member of the public mentioned that the area outside Bagbury Park is a mess with a lot of debris outside. Councillor Westwood said that the Parish Council would try to contact the Estate. • A member of the public asked that a resident of Chestnut Springs be contacted as the bushes outside the residence are becoming unruly. Members NOTED that the Administrator and Handyman had both visited the property and it was decided that a letter should be sent to the residents and another nearby property whose surroundings also need tidying. A further letter is to be dropped into Lydiard Farm. Letters sent CLOSED
23.144 Defibrillator Members APPROVED, a four-year loan scheme at a cost of £1800 which means that the loaning company maintains and replaces in the event of any repair etc Meeting UPDATE: Following the decision to proceed with the hire of a defibrillator, members heard that the Lydiard Millicent Juniors Football Club had sent a link advising that the Football Association might provide help for a defibrillator. Councillor Allsop has contacted them. Agenda Item - CLOSED
23.146 Library Telephone Box A Contractor has visited and a quote accepted for £80.00. Members NOTED that the repair work may have been completed. CLOSED
23.147 Jubilee Club House Members APPROVED the installation of a double wall socket to accommodate the CCTV system and for electrical work to be carried out regarding lighting in the Disabled WC and Referee Room, as both light tubes needed replacing at a maximum cost of £500, cost to be met from the Ear Marked Reserves set aside for the Jubilee Club House. The refurbishment of one of the showers to see if it works and the changing of the ball valve in the loft at a cost of £435, met from the Ear Marked Reserves set aside for the Jubilee Club House. For investigations to take place on a possible water leak. Costs to be met from Ear Marked Reserves set aside for the Jubilee Club House. No leak identified CLOSED.
23.165 Holborn Footpath Members APPROVED a sum of £75 to repair a path handrail, met from the Open Spaces budget. AGENDA ITEM – TO CLOSE

Members are requested to NOTE this report and CONSIDER the recommendations

Background

At the Parish meeting held in January, Members approved funds for several projects, to a total of £500 for items a and d – a maximum of £1000 for item b. Minute Reference 23.145.

a. CCTV

Members approved the installation of a double wall socket with costs met from the Ear Marked Reserves set aside for the Jubilee Club House.

b. Mains Water

Members approved investigations for a water leak with costs met from Ear Marked Reserves set aside for the Jubilee Club House.

d. Lights

Members approved electrical work with costs met from Ear Marked Reserves set aside for the Jubilee Club House for: replacement of tubes as they were running very hot and intermittently, and due to age related discolouration and warped/melted plastic the fittings for both the disabled WC and referee room 2. As reported in January both complete units need to be completely replaced and configured to the automatic system.

Update

Mains Water

Following investigations, no undergrounds leaks could be identified, the water bills were reduced in January and February, therefore no further investigation is required at this time. Invoice received for **£130.00**

CCTV

To install: 1 No. Double socket for the CCTV dropped down the wall in white PVC conduit, wired in 2.5mm² PVC/PVC cable back to the distribution board protected by 1 No. C Curve 16A Type A RCBO and tested with completion certificate, **£194.02**.

Lights

To NOTE there are three light fittings requiring urgent change, to install: 3 No. replacement 18-watt LED drum fittings to replace 3 No. existing faulty 28-watt 2D light fittings. **£190.78**

Quotes received for electrical works, as described above, all fall within the set aside funds of £500, expenditure total is £384.80.

Electricians Recommendation

There are 10 other 28-watt 2D light fittings in the building. Eventually these will have the same problem of burning out and need replacing, so it may be cheaper to replace all at the same time rather than replacing them one by one with a call out charge attached. Also, the running cost of the 2D fittings is closer to double that of the LED fittings, with maintenance needed too, whereas if LED doesn't work it just needs replacing but not for a long while. The cost to replace 10 No. 28-watt 2D fittings with 18-watt LED fittings will be: **£622.24**.

Recommendation

Members to CONSIDER having the additional 10 fittings replaced at the same time as the other work, this will also give benefit of reducing the electricity costs throughout the building.

Members are requested to NOTE this report and CONSIDER the recommendations

Background

There is a fallen tree fall behind the Jubilee Club House. It seems to have snapped of about half way up but fortunately fell in the hedge-line.

The Handyman thinks it would be a good idea to remove it, as he is unsure how stable it is.

As all the trees behind the Jubilee Club House are rooted in the bank of quite a deep drainage ditch. It might be an idea to get them professionally assessed, because although we were lucky this time if the same ever happened to the one or two nearest to the Jubilee Club House, there is a good chance they would damage the roof

Recommendation

Members to AGREE for contractors to be approached for a quote to survey all the trees along the ditch line.

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

Background

At the Parish meeting held in January, Members approved the purchase of a four-year loan scheme at £1800.00 (ex-VAT). This offer was only valid until end of January and the offer has expired

At the Parish meeting held in February, Members were advised that it might be possible that the Football Association might provide help for a defibrillator. Councillor Allsop had contacted them and was and was awaiting an update.

The Football Association confirmed that as the Parish Council had previously received a grant to help build JCH, it would be entitled to a grant for a defibrillator. However, The Football Association offered to provide a free defibrillator and cabinet to the Parish Council, the defibrillator comes with a 7-year warranty, which was increased to 10 years, free of charge by registering the device, on the national defibrillator network (known as The Circuit), which was set up by the British Heart Foundation, and provides the NHS ambulance services with vital information about defibrillators across the UK so that in those crucial moments after a cardiac arrest, they can be accessed quickly to help save lives.

The ongoing costs to the Council will be the electricity supply and replacement pads and batteries, when required.

Recommendation

To NOTE this report and consider the quote below for £215.00, cost met from JCH Ear Marked Reserves.

To install 1 No. client supplied Defib unit installed (in any of the three locations discussed with Colin) connected to 1 No. SFU dropped down the wall in white PVC conduit, wired in 2.5mm² PVC/PVC cable back to the distribution board protected by 1 No. C Curve 16A Type A RCBO and tested with completion certificate.

Members are requested to:

- NOTE this report
- RECEIVE a verbal update from the Parish Handyman
- CONSIDER the recommendations

Background

This inspection report was carried out in December, it is carried out on an annual basis by same company but often different inspectors. The Parish Handyman does weekly recorded inspections.

Handyman's Comments on Inspection

Basically, there are a number of points raised which surprised me as I do the weekly inspection and some of the issues raised I think are a bit "nit-picky" (such as the splits in the seats on the swings) or have never been raised as a problem before.

Others such as the picnic seats which this time were excluded from the inspection as they are not fixed items, but in the past have been identified as requiring additional fixings to make them secure. The swing seats have a rubber coating over a metal seat frame and I really cannot see how this warrants a comment especially as they have been like this for as long as I can remember.

In reality, the issues raised which I think will need to be addressed in the short term are:

1. levelling of the grass in some areas (step on - off points, under the see-saw, and areas adjacent to the ground level "containment" boards.
2. This will require topsoil, and turf or seed and, possibly, rubber mats to reduce the effects of wear 2. although never mentioned before in detail, the gates should be fitted with time adjustable closers which cost about £50 - £60 each.
3. Careful monitoring of the multi-play tower. As noted, one of the tall posts had to be removed recently as it experienced a sudden failure due to wood rot. Unfortunately, the rather odd weather we have been experiencing seems to have accelerated the deterioration of this item overall and I think that very shortly we are going to have to make a decision to either significantly repair or replace the structure.

Other issues raised require, in the main, ongoing monitoring as already happens.

I have carried out repairs on the fence as recommended but in the last two weeks have identified three fence posts that really need to be replaced (one is completely sheared at ground level. In the past, this has been carried out by contractors due to the equipment needed.

Recommendation

Members to:

- APPROVE expenditure of a maximum of £400.00 to level off the grass in identified areas (as described above) and for the purchase of two adjustable gate closures
- AGREE for contractors to be approached for a quote to replace 3 x fence posts.



Site ID	Site Name	Site Reference	Site Archived	Item ID	Item Type	Item	Part Number	Item Archived	Inspection Date	Life Expectancy	Finding ID	Finding Details	Remedial Action	Risk Factor	Finding Type	Priority	Surface	Manufacturer	Finding Photo	Item Photo
94213	Recreation Ground Play Area		No	1153262	Activity Equipment	Multi Play (Junior)		No	06/12/2023		55363057	There are bolt caps missing on the item	Replace missing bolt caps	4	Maintenance	No	Bark Mulch	A.E.Evans	Yes	Yes
94213	Recreation Ground Play Area		No	1153262	Activity Equipment	Multi Play (Junior)		No	06/12/2023		55363058	There are a number of dents in the slide surface	Monitor for any further deterioration and repair as required	4	Maintenance	No	Bark Mulch	A.E.Evans	Yes	Yes
94213	Recreation Ground Play Area		No	1153262	Activity Equipment	Multi Play (Junior)		No	06/12/2023		55363053	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process	Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	Maintenance	No	Bark Mulch	A.E.Evans	Yes	Yes
94213	Recreation Ground Play Area		No	1153262	Activity Equipment	Multi Play (Junior)		No	06/12/2023		55363054	One post is slightly loose in its foundations	Monitor for any further deterioration and repair as required, no woodrot evident but could be present below surface level	6	Maintenance	No	Bark Mulch	A.E.Evans	Yes	Yes
94213	Recreation Ground Play Area		No	1153262	Activity Equipment	Multi Play (Junior)		No	06/12/2023		55363055	The plywood has delaminated in some places and woodrot evident at the lower corners	Monitor for deterioration, replace when required	6	Maintenance	No	Bark Mulch	A.E.Evans	Yes	Yes
94213	Recreation Ground Play Area		No	1153262	Activity Equipment	Multi Play (Junior)		No	06/12/2023		55363056	There is some evidence of rot in the platform logs	Monitor for any further deterioration and replace as required	6	Maintenance	No	Bark Mulch	A.E.Evans	Yes	Yes
94213	Recreation Ground Play Area		No	1153262	Activity Equipment	Multi Play (Junior)		No	06/12/2023		55363059	Paint condition and surface corrosion	Consider treating the affected areas	8	Maintenance	No	Bark Mulch	A.E.Evans	Yes	Yes
94213	Recreation Ground Play Area		No	1153259	Activity Equipment	Rope Bridge		No	06/12/2023		55363071	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process	Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	Maintenance	No	Grass	Playforce	Yes	Yes
94213	Recreation Ground Play Area		No	1153259	Activity Equipment	Rope Bridge		No	06/12/2023		55363072	The surface has eroded in some areas	Reinstate the surface	6	Maintenance	No	Grass	Playforce	Yes	Yes
94213	Recreation Ground Play Area		No	1265794	Activity Equipment	Swinging Steps		No	06/12/2023		55363070	Manufacturer's name plate is loose	Secure loose name plate	5	Maintenance	No	Grass	Playforce	Yes	Yes
94213	Recreation Ground Play Area		No	1265794	Activity Equipment	Swinging Steps		No	06/12/2023		55363069	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process	Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	Maintenance	No	Grass	Playforce	Yes	Yes
94213	Recreation Ground Play Area		No	1153275	Ancillary Items	Log Seating		No	06/12/2023		55363051	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process	Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	Maintenance	No	Grass	A.E.Evans	Yes	Yes
94213	Recreation Ground Play Area		No	1153275	Ancillary Items	Log Seating		No	06/12/2023		55363052	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	6	Maintenance	No	Grass	A.E.Evans	Yes	Yes
94213	Recreation Ground Play Area		No	1153277	Ancillary Items	Picnic Table		No	06/12/2023		55363047	These picnic tables are not permanently secured and as such fall outside of the scope of BS EN 1176:2017 which relates to permanently installed equipment.	Monitor use and review risk assessment regularly	4	Compliance	No	Gravel	Unknown	Yes	Yes
94213	Recreation Ground Play Area		No	1153264	Fences	Fencing - Timber		No	06/12/2023		55363049	Parts of the timber are rough or splintered	Remove all rough or sharp edges	6	Maintenance	No	Mixed Surface	Unknown	Yes	Yes
94213	Recreation Ground Play Area		No	1153271	Gates	Gate - Self Closing		No	06/12/2023		55363050	The gate is closing too quickly (less than 4 seconds)	Take corrective action to ensure that the gate closes in 4-8 seconds	8	Maintenance	No	Mixed Surface	Unknown	Yes	Yes
94213	Recreation Ground Play Area		No	1153267	Rocking Equipment	See Saw		No	06/12/2023		55363073	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process	Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	Maintenance	No	Grass	A.E.Evans	Yes	Yes
94213	Recreation Ground Play Area		No	1153267	Rocking Equipment	See Saw		No	06/12/2023		55363074	The surface has eroded in some areas	Reinstate the surface	6	Maintenance	No	Grass	A.E.Evans	Yes	Yes
94213	Recreation Ground Play Area		No	1153261	Signs	Playground Sign		No	06/12/2023		55363043	BS EN 1176 Part 7 recommends that signage shall include emergency contact details and contact details of owner / operator for reporting maintenance issues	Provide additional information	5	Compliance	No	N/A	Not Applicable	Yes	Yes
94213	Recreation Ground Play Area		No	1153258	Swings	1 Bay 2 Seat (Cradle)	2.0m Swing	No	06/12/2023		55363077	The seats have minor damage or wear	Monitor for any further deterioration and replace as required	5	Maintenance	No	Wet Pour	Sutcliffe Play Limited	Yes	Yes
94213	Recreation Ground Play Area		No	1153258	Swings	1 Bay 2 Seat (Cradle)	2.0m Swing	No	06/12/2023		55363078	There are trip hazards at the edges of the surface	Reinstate surrounding surface levels to remove the trip points	8	Maintenance	No	Wet Pour	Sutcliffe Play Limited	Yes	Yes
94213	Recreation Ground Play Area		No	1153263	Swings	1 Bay 2 Seat (Flat)	2.45m Swing	No	06/12/2023		55363075	One seat has minor damage or wear	Monitor for any further deterioration and replace as required	5	Maintenance	No	Wet Pour	Sutcliffe Play Limited	Yes	Yes
94213	Recreation Ground Play Area		No	1153263	Swings	1 Bay 2 Seat (Flat)	2.45m Swing	No	06/12/2023		55363076	There are trip hazards at the edges of the surface	Reinstate surrounding surface levels to remove the trip points	8	Maintenance	No	Wet Pour	Sutcliffe Play Limited	Yes	Yes

Development of Cultural Strategy for Wiltshire Briefing Note No. 24-04

Service: Leisure, Culture and Communities

Further Enquiries to: arts@wiltshire.gov.uk

Date Prepared: 15/02/24

Wiltshire Council is in the process of developing a Cultural Strategy for the county.

The 2024-30 Culture Strategy for Wiltshire will aim to place culture and creativity at the heart of Wiltshire's economic and social future, and this can only be achieved through a distinctive vision and plan created with the broadest possible range of views.

For Wiltshire Council, culture is a multifaceted concept, built around five key themes:

Economy – Culture is a central pillar of our approach to economic development, regeneration, and the development of vibrant local communities. It helps us re-imagine the way in which people engage with their towns and encourages long-term and sustainable businesses on our high streets.

Identity – Culture connects people with the places they live. It helps us discover more about our environment, its history, and its heritage. It also teaches us about ourselves, and our connection with our County.

Tourism – Culture is also a key component of our offer to visitors, both from the UK, and further afield.

Health and wellbeing – Culture contributes to both mental and physical health. It helps people get active. It stimulates minds, and encourages healthy, active, and engaged lifestyles.

Community – Culture brings communities together, whether it's through village fetes, community fairs and festivals.

Good access to culture forms part of Wiltshire Council's Business Plan under its mission of wanting "Wiltshire to be a place where we all live well together."

As part of the development of Wiltshire's Cultural Strategy, the council will be engaging with a range of stakeholders within the council itself as well as arts and cultural organisations, town and parish councils, artists, businesses, and other relevant organisations to ensure a collaborative approach, ownership of the strategy and to help shape its contents.

Wiltshire Council has commissioned FEI UK to develop this work, which is being part-funded by Arts Council England.

A representative of the team working on this project will be attending the council's communities' team online monthly town and parish council meeting on 29 February at 3pm to talk in more detail about the plan to develop the strategy and to answer any questions.

In addition, an online public survey will be available to complete from 19 February until 24 March to gather as many views as possible. We'd welcome you filling out the survey and would be grateful if you could please promote it among your own community networks. We'll share the survey link with you when it is live. Paper copies will be available in libraries.

We appreciate your support, and we'll keep you updated as this project progresses. In the meantime, if you have any questions or queries, please don't hesitate to email arts@wiltshire.gov.uk.

Great Western Hospitals NHS Foundation Trust is holding a public forum on Wednesday 20 March, where local people can join to hear more about the Trust's exciting urgent and emergency care development, which includes the construction of a new Emergency Department.

Set to open in just a few months' time, the urgent and emergency care development is the biggest investment to healthcare in Swindon since the hospital opened.

Now, residents are invited to meet with the core capital development team, who will provide an update on the construction of the Emergency Department, the refurbishment and co-location of other urgent assessment areas and the creation of a brand new Children's Emergency Department.

The forum will also cover other Trust capital developments, including ambitious plans to build a health campus on the 5.5 hectare site that the Trust purchased adjacent to the hospital.

There will also be opportunity to ask any questions you might have, with the capital development team and other clinical staff on hand to answer.

The forum is taking place on MS Teams, from 5.15pm and everyone is invited to attend.

If you'd like to register for a place at the forum, please email gwh.wayforward@nhs.net and you will be sent the meeting invite link. You can also submit any questions in advance to the same email address.

Many thanks,
Madeline

Madeline Goodwin
Communications and Engagement Officer

T: 01793 604431

E: madeline.goodwin@nhs.net

Dorset & Wiltshire Fire and Rescue Authority - Consultation of draft Item12c
Community Safety Plan 2024-28

We are consulting on our draft Community Safety Plan, which sets out the key challenges and risks facing us over the coming years. This is our high-level strategic plan.

With future financial uncertainty, the plan details what we intend to carry on doing and what we intend to review and do differently, in order to continue to provide a high level of service to our communities.

Working with others is central to how we deliver our services, and this will continue to be at the heart of everything we do. For that reason, we invite you to view our draft plan www.dwfire.org.uk/draft-csp-2024-28-consultation and the accompanying video, which provides a short overview.

The consultation period runs from **9 February until 3 May 2024**, and we would welcome your feedback, through a short set of questions on our website. Alternatively, you can call our freephone 0800 0213022

If you wish to raise anything specific, or require any further assistance in accessing the information, please email us directly at consultation@dwfire.org.uk.
We look forward to hearing from you.



Cllr Rebecca Knox
Chair of the Fire and Rescue Authority



Ben Ansell QFSM
Chief Fire Officer

Dorset & Wiltshire Fire and Rescue Service

20 February 2024

County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Wiltshire and Swindon Local Nature Recovery Strategy (LNRS)

Dear Sir/ Madam,

I am writing to you about the Local Nature Recovery Strategy (LNRS) for Wiltshire and Swindon, and to invite you to book a place on one of our upcoming in person workshops to help us identify priorities and measures for nature recovery.

To remind you, the LNRS is a requirement for Wiltshire and Swindon councils to prepare in 2024. This link will take you to the Government's website should you wish to remind yourself why this is necessary and important. [Local nature recovery strategies - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/local-nature-recovery-strategies)

We are undertaking a challenging process to identify all priorities and measures for nature recovery in our area:

- Usability testing
- Longlist of priorities and measures – all data
- Online survey to identify further priorities and measures
- Shortlisting of priorities and measures – refined and focused data
- County-wide roadshows to identify how priorities and measures should be located on the ground
- Preparation of LNRS mapping package, report and interactive website.

So far, we have met with potential users to understand how to design our system so that it meets the needs of all relevant user groups.

This next stage is to develop a long list of all possible priorities and measures, and this is where we are asking for your further assistance. Our task at this stage is to put together a long list of all options for priorities (the outcomes we wish to achieve for nature) and measures (the actions we need to take to reach those outcomes).

We will be holding three sessions for you to choose from where we are inviting you, anybody from your organisation who may be interested, and any contacts that you may wish to pass this invitation to. The sessions will be around three hours in locations across

the county. We aim to have as many people as possible attend so that we can hear a wide range of views.

The venues and times are as follows:

Swindon	Pattern Church	Penzance Drive, Swindon, SN5 7JL	5 March 2024	Book here
Salisbury	Guildhall	The Market Place, Salisbury, SP1 1JH	12 March 2024	Book here
Trowbridge	County Hall	Bythesea Road, Trowbridge, Wiltshire. BA14 8JN	19 March 2024	Book here

For each session, check-in will start at 1.30pm with a prompt 2pm start. The session will conclude at or before 5pm. Light refreshments will be served. Please note, these workshops will be duplicated across each venue, so you only need to attend one session.

The session will be interactive, and we will be asking all participants to help us create a rich and robust longlist. The longlist will be added to by an online survey so that nothing is missed. When this part of the process is concluded, the long list will be vetted by a select working group and a concise shortlist of priorities and measures will be prepared. This will then be tested at a series of online and in person events that will take place across Wiltshire in late Spring.

Please help us with this important project and register for the session you wish to attend via the links above.

We would appreciate it if you could send this invitation on to any colleagues or contacts you feel should attend these sessions to share their knowledge. We would also encourage you to sign up to our [LNRS mailing list here](#), if you haven't done so already, to ensure you receive Wiltshire and Swindon LNRS updates, invitations to events as well as our upcoming online survey straight to your inbox.

If you have any questions about Wiltshire and Swindon LNRS or these events, you can email us at localnaturerecoverystrategy@wiltshire.gov.uk.

Thank you and I look forward to meeting you in person at one of our sessions.

Yours faithfully

Alison Levy
Local Nature Recovery Strategy Officer
Natural and Historic Environment
Wiltshire Council
Web: www.wiltshire.gov.uk

Members are requested to NOTE this report and CONSIDER the recommendations

Background - Handrail

At the last meeting, at Minute Reference 23.165 - Members APPROVED a sum of £75 to repair a path handrail, met from the Open Spaces budget.

Update

The handrail is on the footpath that passes behind the stud farm and goes from Meadow Springs towards Holborn. There is a steep section leading to a stile and the old handrail has rotted out. The Handyman purchased the posts and fixing bolts and the Council already has the half-round rails in the store-room that can be used. The Parish Handyman has not been able to source suitable hand auger and he will also need a post rammer.

Recommendation

Members to APPROVE the sum of a maximum of £250 for the purchase of a hand auger and post rammer – costs met from General Reserves.

Holborn Footpath

There are two specific places along the footpath where the holes are very deep and currently filled with water.

The Handyman has been to look and these two areas in particular were flooded.

Filling them in, may alleviate the problem but may also just shift it to another section as, as noted previously, the hardcore that forms the path has broken down over the years so the whole path could really do with a dressing. The Parish Handyman is checking, but estimates approximately 5 cubic meters would be needed to redress the whole length, or a temporary fix could be made initially

Recommendation

Members to

- AGREE for contractors to be approached for a quote
- APPROVE an amount not exceeding £500 for the work, delegated to the Chairman, Vice-Chairman and Staff to progress – costs to be met from General Reserves

To NOTE, CONSIDER and APPROVE the Council's risk management document

Background

This document is to ensure that the Council has carried out an assessment of potential risks (both financial and Health & Safety issues) in the year of audit and taken appropriate steps to manage those risks - in accordance with the requirements of Assertion 5 in Section 1 of the Annual Return.

Assertion 5 states:

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Identifying and assessing risks — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.

Addressing risks — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.

Clerks Comment

On review of the document there are no required changes for this financial year.

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

Introduction

The risks listed in this register have been assessed using the following risk matrix and impact definitions.

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Probable (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Impact Definitions	Negligible	Moderate	Severe
Financial	Loss < £1,000	Loss between £1,000 and £10,000	Loss greater than £10,000
Data Security	Minor inconvenience or embarrassment	Moderate negative impact on an individual	Severe impact on an individual or moderate impact on multiple people
Legal	Minor contractual dispute	Major contractual dispute or legal infraction resulting in censure from public body	Legal infraction resulting in fines or other penalties
Reputational	Minor embarrassment to Council	Reputational damage covered by local and regional news	Reputational damage covered by national news
Physical	Minor injury to individual	Minor injury to multiple people	Major injury

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
FINANCIAL AND GOVERNANCE							
1	Lack of forward planning and budgetary controls, leading to: - Lack of direction - Poorly managed resources - Services not provided - Lack of confidence in Council - Insufficient funds for contingencies	Moderate (financial)	Unlikely	Low	- Regular review of Financial Regulations - Financial Business plans for all projects - Preparation of precept as detailed in Financial Regulations - In year budget reviews and reports to meetings	Annually Quarterly	Clerk Chairman V-Chairman
2	Poor reporting to Council leading to poor quality decision making	Moderate (financial, reputational)	Unlikely	Low	- Timely and accurate reporting in line with Financial Regulations and Standing Orders - Regular project reports - Clear objectives and regular reviews	At each meeting	Clerk Chairman V-Chairman
3	Loss of Clerk leading to failure in budgetary controls and correspondence and research backlog	Moderate (financial, reputational)	Probable	Medium	- Succession Planning - Clearly documented admin and budgetary procedures - Up to date job descriptions - Up to date contact lists and booking information - Clear objectives and regular reviews	Updated annually or as required	Clerk
4	Failure to respond to electors' wish to right of inspection leading to loss of reputation and confidence in the Council	Moderate (legal)	Unlikely	Low	- Clear Standing Orders and operating protocols - Freedom of Information Policy - Clear objectives and regular reviews	Annually	Chairman Clerk
5	Poor document control leading to: Information not being passed on in a timely manner	Moderate (financial)	Unlikely	Low	- Clear Standing Orders - Clear Job Description - Regular back up of information	Annually Annually Daily	Chairman Clerk

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
	- Deadlines missed - Lack of achievement - Poor audit trail				Clear objectives and regular reviews		Chairman of Personnel Committee
6	Failure of Council to comply with the Law in particular: - Health and Safety - Equal Opportunities - General Data Protection Regs - Human Rights - Disability and - Discrimination - Employment Law - Freedom of Information Act	Severe (legal)	Unlikely	Medium	- Clear policies and procedures - Regular review of Law	All annually	Chairman Clerk Chairman of Personnel Committee
7	Business activities may exceed legal powers as described in the Local Government Act 1972, including illegal expenditure	Severe (legal)	Unlikely	Medium	- Recording in the minutes the precise power under which expenditure is being approved for items over £500 to organisations or individuals - Regular reviews of Financial Regulations and Standing Orders - Training for all new Councillors	In line with Council meetings	Chairman Clerk Councillors
8	Lack of proper, timely and accurate reporting of Council business in minutes leading to - Confusion and misunderstandings - Actions not accurately reflecting the intentions of the Council	Moderate (legal)	Unlikely	Low	- Approval by Council - Minutes to be published on the Council website - Agreed procedures in place for producing and reviewing minutes - Clear objectives and regular reviews	In line with Council meetings	Chairman V-Chairman Clerk
9	Timetables not met when responding to consultation invitations leading to: Affected reputation	Moderate (reputational)	Unlikely	Low	- Documented procedures - To deal with responses to consultation requests	Annually	Council Chairman Clerk

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
	• Ineffectual involvement • Poor corporate influence				• Clear objectives and regular reviews		
10	Council lacking relevant skills and commitment impacting its ability to deliver on commitments and providing poor value for tax payers	Severe (financial)	Unlikely	Moderate	• Training for Clerk and Councillors • Review of Councillor attendance • Proper budget allocation for training	Annually At Councillor appointment After election	Chairman Clerk Councillors
11	Council becomes dominated by one or two individuals or cliques form leading to pursuit of personal interests and impacting the Council's ability to perform effectively	Moderate (financial, reputational)	Unlikely	Low	• Clear Code of Conduct and Standing Orders regarding conduct at meetings and conflicts of interests	Annually	Chairman V-Chairman Clerk Councillors
12	Councillors benefitting from being on the Council, affecting the Council's reputation	Moderate (financial, reputational)	Unlikely	Low	• Clear Code of Conduct and Standing Orders • Open system of payment • Transparent decision-making process • Procedures in place for recording and monitoring members interests	• Annually • At all meetings	Councillors Clerk
13	Damage or loss to Council owned property or assets to high cost of repair or replacement, disruption to services and potential legal liability	Severe (legal, physical, financial)	Probable	High	• Insurance cover • Maintain an up to date asset register for review prior to insurance renewal • Regular maintenance of physical assets • Annual review of risk and adequacy of cover • CCTV installed at JCH	Annually	Clerk Councillors Handyman
14	Damage to third party property or individual due to service or amenity provided	Severe (physical, legal, financial)	Unlikely	Medium	• Public liability • Insurance • Comprehensive event planning • Regular check of facilities	As required	Chairman Clerk

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
					• Ensure all amenities are maintained		
15	Loss of money through Fraud, or dishonesty leading to reduction in available funds or loss of reputation	Severe (financial, reputational)	Unlikely	Medium	• Clear financial procedures • Adequate insurance cover (Fidelity Guarantee) • Councillor checks	Annually Annually Quarterly	Clerk Chairman V-Chairman Councillors
16	Financial mismanagement, e.g. with inappropriate borrowing or investment, leading to reduced funds being available	Moderate	Unlikely	Low	• Clear Standing Orders and Financial Regulations • Prepare, adopt and adhere to codes of practice for procurement and investment • Investment Policy • General Reserves Policy	Annually	Council Clerk
17	Failure to use grants (e.g. Area Board grants or CILs) for intended purpose, or inappropriate use of S137 grants, leading to lack of funds for other projects and potential investigation into use of funds	Moderate (financial, legal)	Unlikely	Low	• Ensure funds properly ring fenced • Clear financial procedures • Follow up on use • Maintain a separate record for S137 expenditure • Recorded clearly in minutes • Clear objectives and regular reviews	Annually	Chairman V-Chairman Clerk
18	Failure to keep proper financial records leading to inadequate financial control and poorly managed resources	Moderate (financial, legal)	Unlikely	Low	• Regular scrutiny of financial records and proper arrangements for the approval of expenditure • External Audit • Internal Audit • Clear objectives and regular reviews	Monthly Annually	Chairman V-Chairman Clerk
19	Failure to maintain accurate and complete burial records	Severe (reputational)	Unlikely	Medium	• Secure storage area for records	Annually	Chairman V-Chairman Clerk

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
					• Training for the Parish Clerk • Regular review of burial register in line with audit requirements • Copy of data held on online system • Clear objectives and regular reviews		
20	Risk of Council not being able to continue its business due to an unexpected or tragic circumstances	Severe (reputational)	Unlikely	Medium	• Develop and maintain business continuity plan	Annually	Chairman V-Chairman Clerk
21	Loss of funds due to Council being invoiced but not supplied with services	Moderate (financial)	Unlikely	Low	• Regular checks on work provided, e.g. grounds maintenance • Signoff controls included in procurement procedure • Clear objectives and regular reviews	Annually	Clerk Parish Handyman Chairman V-Chairman
22	Loss of money due to administrative error (e.g. uncashed cheques)	Moderate (financial)	Unlikely	Low	• Clear Financial Regulations and Standing Orders • Cheques to be logged against booking register and paid in within 5 working days • Clear objectives and regular reviews	Annually	Clerk Chairman V-Chairman
HEALTH AND SAFETY							
23	Issues with the children's play area, resulting in injury and/or litigation	Severe (physical, legal, reputational)	Probable	High	• Regular checks by the Handyman • Yearly RoSPA checks • Clear signage indicating that children must be supervised	Weekly Annually	Handyman Clerk Chairman V-Chairman

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
24	Trees or branches posing a safety problem to the public where unrestrictive right of access is available	Severe (physical, legal, reputational)	Unlikely	Medium	- Regular checks by the Handyman - Hazard reporting process	Annually	Handyman Clerk Chairman V-Chairman
25	Slips and trips when accessing Jubilee Club House	Moderate (physical, legal)	Probable	Medium	- Hand rails - Step free access to main entrance - Outside lighting - Steps salted in bad weather	Annually	Handman Clerk Chairman V-chairman
26	Accidents to staff/public at Jubilee House	Moderate (physical, legal)	Unlikely	Low	- Individual risk assessments in force and reviewed annually - First Aid Box in kitchen - Regular inspections - Accident book on premises	Annually	Handyman Clerk Chairman V-chairman
27	Accidents relating to cleaning and dangerous substances	Severe (physical, legal)	Unlikely	Medium	- Dangerous substances clearly labelled and kept in locked cabinet. Keys held by clerk, handyman and cleaning company - Milder alternative products purchased where possible	Annually	Handyman Clerk Chairman V-chairman
28	Burns/electrocution	Severe (physical, legal)	Unlikely	Medium	- Visual inspection of equipment monthly - Circuit breakers installed - Biannual PAT testing - Door to electrical cupboard locked and located in Parish Office	Annually	Handyman Clerk Chairman V-chairman
29	Fire	Severe (physical, legal, financial)	Unlikely	Medium	- Fire alarm and smoke alarm systems in place - Emergency lighting and fire procedures in place - Fire doors	Annually	Handyman Clerk Chairman V-chairman

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
					• Fire alarms and extinguishers serviced every 12 months • Fire blanket and signs reviewed every 12 months		
30	Legionella	Severe (physical, legal, financial)	Unlikely	Medium	• Legionella policy in place • Regular checks of showers and taps undertaken and recorded by handyman	Annually	Handyman Clerk Chairman V-chairman
31	Food poisoning or food allergies	Severe (physical)	Unlikely	Medium	• No food or drink provided by Council • Hirers made aware that they are responsible for this	Annually	Clerk Chairman V-chairman
32	Poor working environment leading to RSI or eye damage	Moderate (physical)	Unlikely	Low	• Good lighting, adjustable chair, footrest installed • Equipment regularly checked • Good computer screen	Annually	Clerk Chairman V-chairman
33	Assault or harassment of lone workers	Severe (physical, legal, financial)	Unlikely	Medium	• Lone worker policy in place • Mobile phones provided to workers • Meetings only with prior notification unless person is known	Annually	Clerk Chairman V-chairman
34	Traffic accident with cars entering or leaving premises	Moderate (physical)	Probable	Medium	• Signage to advise drivers • Blind spot mirror • Drive to be kept clear of debris	Annually	Handyman Clerk Chairman V-chairman
35	Injury or illness as a result of litter, dog faeces or broken glass on the field	Severe (physical, legal, financial reputational)	Unlikely	Medium	• Signage to advise people to keep dogs on leads and clear up afterwards • Regular inspection of field by handyman	Annually	Handyman Clerk Chairman V-chairman

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
					Hirers advised to undertake manual inspection at start of hire, especially if children are involved		
36	Trips or falls in the picnic area	Moderate (physical)	Probable	Medium	- Furniture and area regularly inspected by handyman. - Any issues identified recorded and addressed.	Annually	Handyman Clerk Chairman V-chairman
37	Footpath working group injury	Moderate (physical)	Probable	Medium	- No power tools to be used by the working group - Guidelines issued regarding good working practice - Third party insurance	Annually	Clerk Chairman V-chairman

Adopted by Lydiard Millicent Parish Council Meeting March 2023

Wiltshire Highways
Maintenance Programme
Royal Wootton Bassett & Cricklade
Area Board
2024/25 – 2029/30
Version 1

RWB & CRICKLADE AREA BOARD

ID	Road number	lifecycle number	General description	Description from	Description to	Treatment	Length	Year
976791	C123	RWBA_24_0003	C123 - BREACH LANE (C123) (C110 SOUTH TO C120)			SURFACE DRESSING	3655	2024/25
976880	C374	RWBA_23_0009	C374 BINCKNOLL LANE	STONEOVER LANE	INTERFACE	SURFACING	636	2024/25
976904	C67	RWBA_22_0013	PAVENHILL	BRAYDON HILL CROSSROADS	30MPH PURTON	CARRIAGEWAY REPAIRS	2050	2024/25
976985	B4005	RWBA_22_0012	B4005 HAY LANE	NEW SURFACE JOINT JUNCTION 16 IMPROVEMENTS	COUNTY BOUNDARY	SURFACE DRESSING	780	2024/25
977409	UC	RWBA_23_0011	CHURCH LANE - CRICKLADE	B4040 HIGH STREET	END	SURFACING	55	2024/25
977413	UC	RWBA_20_0005	KNIGHTS FARM ROAD, ROYAL WOOTTON BASSETT (CARRIAGEWAY REPAIRS)			CARRIAGEWAY REPAIRS	126	2025/26
977415	UC	RWBA_25_0003	ROEBUCK CLOSE, HIGH MEAD BENNETT HILL	GARRAWAYS	END	MICRO ASPHALT	170	2025/26
977418	UC	RWBA_24_0001	UNCLASSIFIED ROAD TO THE GABLES / FOLLY FARM AT BALLARDS ASH	WHOLE EXTENT		SURFACING	340	2025/26
979044	A3102	RWBA_24_0006	A3102 SWINDON ROAD INC BINCKNOLL ROUNDABOUT	BINCKNOLL RBT	M4 JUNC. 16 INTERCHANGE	MILES MACADAM	1760	2025/26
979046	A3102	RWBA_25_0006	A3102 SWINDON ROAD PH 2	BINCKNOLL RBT	COPED HALL RBT	SURFACING	1300	2025/26
976199	A3102	RWBA_25_0008	A3102 N OF LYNEHAM	THE GREEN	BOWDS LANE	CARRIAGEWAY REPAIRS	800	2026/27
976787	C120	RWBA_26_0001	C120 - C121 TO UC EAST OF LAMBOURNE GROUND	C120/C121 C/L ISLAND	C120 UC EAST OF LAMBOURNE GROUD	SURFACE DRESSING	580	2026/27
976796	C128	RWBA_26_0003	FLAXLANDS LANE	B4696	C128 HOOK	SURFACE DRESSING	2220	2026/27

Please note that this programme may be subject to change.

RWB & CRICKLADE AREA BOARD

ID	Road number	lifecycle number	General description	Description from	Description to	Treatment	Length	Year
977105	C415	RWBA_25_0002	STATION ROAD	NORE MARSH ROAD	NEW ROAD	SURFACING	300	2026/27
977166	UC	RWBA_24_0008	PRESTON EAST FARM AND WEST FARM LANES	C131	END AND TO C131	CARRIAGEWAY REPAIRS	TBC	2026/27
977182	UC	RWBA_25_0009	WEST MILL LANE CRICKLADE	HALLSFIELD	END	SURFACING	250	2026/27
977414	UC	RWBA_25_0004	UC STONEOVER LANE (BEHIND THE MAIN STREET)	BLAIN PLACE	END	SURFACING	220	2026/27
977416	UC	RWBA_25_0001	PARSONS WAY, ROYAL WOOTTON BASSETT	WASHBOURNE RD	END	MICRO ASPHALT	650	2026/27
979321	UC	RWBA_26_0007	UNCLASS CHELWORTH ROAD AND THE FORTY	URBAN LIMIT CHELWORTH GREEN	B ROAD	SURFACE DRESSING	1400	2026/27
976903	C67	RWBA_26_0005	BRAYDON MANOR LANE TO OAK FARM	OAK FARM	BRAYDON MANOR	CARRIAGEWAY REPAIRS	1760	2027/28
976919	C76	RWBA_26_0004	PARK FARM LANE	WOOD LANE	QUEENS STREET	CARRIAGEWAY REPAIRS	1460	2027/28
979322	UC	RWBA_26_0008	WAITE MEAD CLOSE PURTON	WITTS LANE	END	SURFACING	165	2027/28
979323	UC	RWBA_26_0009	DOGRIDGE ESTATE PURTON	PAVENHILL	ADOPTED EXTENTS	CARRIAGEWAY REPAIRS	315	2027/28
976202	A3102	RWBA_FF_976202	A3102 - TOCKENHAM WICK	PARK HOUSE	BREACH LANE	UNDER REVIEW	160	TBC
976781	C120	RWBA_23_0005	C120 TROW LANE, TOCKENHAM	EXTENTS		SURFACE DRESSING	2484	TBC
976800	C15	RWBA_FF_976800	C15 - C120 NE TO JUNC WOOD STREET BUSHTON			UNDER REVIEW	1995	TBC
976926	C76	RWBA_23_0004	C76 CHESSLEY HILL, TOCKENHAM WICK	EXTENTS		SURFACE DRESSING	2335	TBC
976987	C124/120	RWBA_23_0001	C CLASS HIGH STREET (PART) CRICKLADE	B4040 CRICKLADE NORTHWARDS	20MPH LIMIT CRICKLADE	SURFACING	540	TBC
977157	UC	RWBA_25_0007	SODOM LANE	C ROAD AT SODOM	LOWER WAITE FARM	SURFACE DRESSING	950	TBC

Please note that this programme may be subject to change.

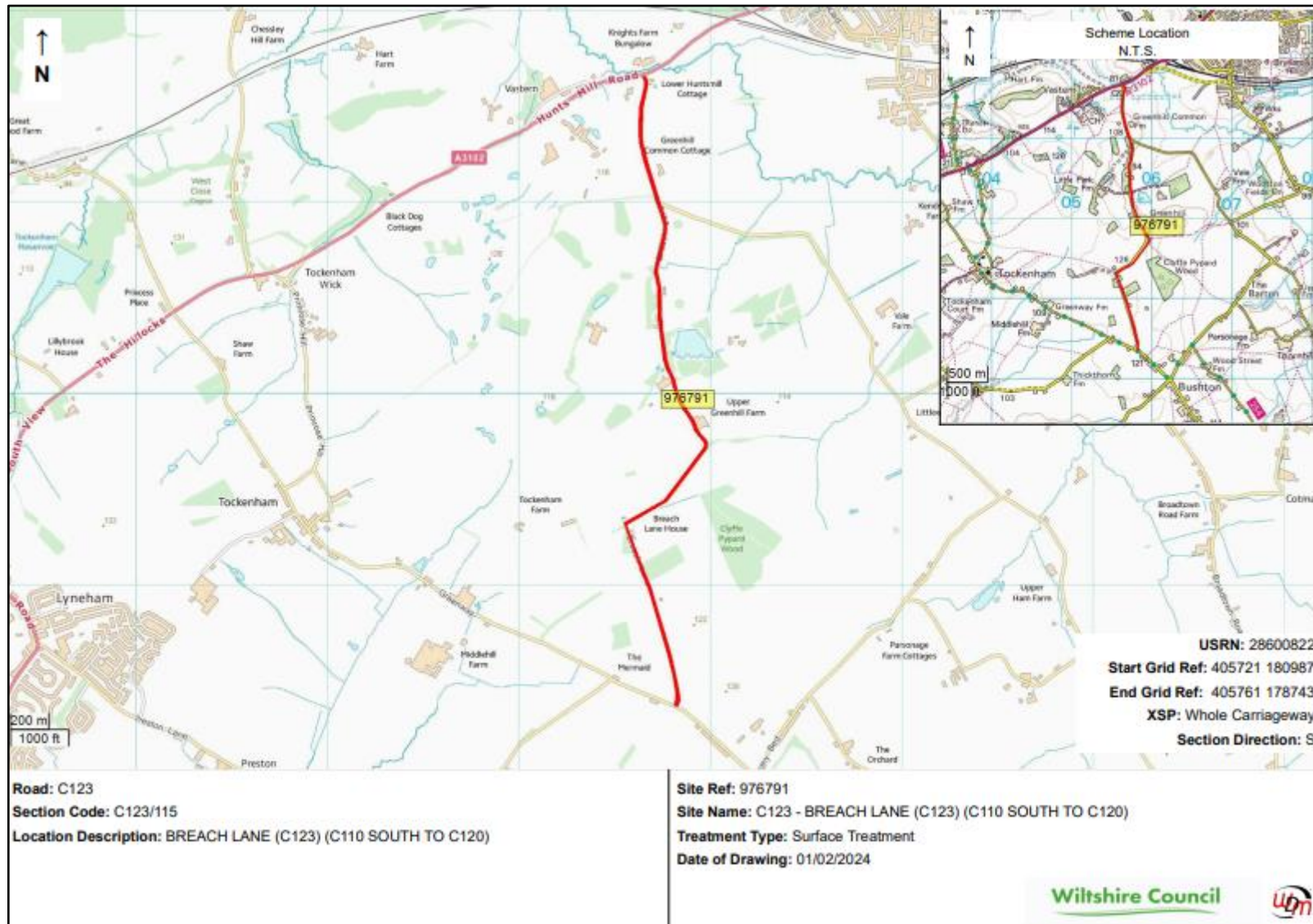
RWB & CRICKLADE AREA BOARD

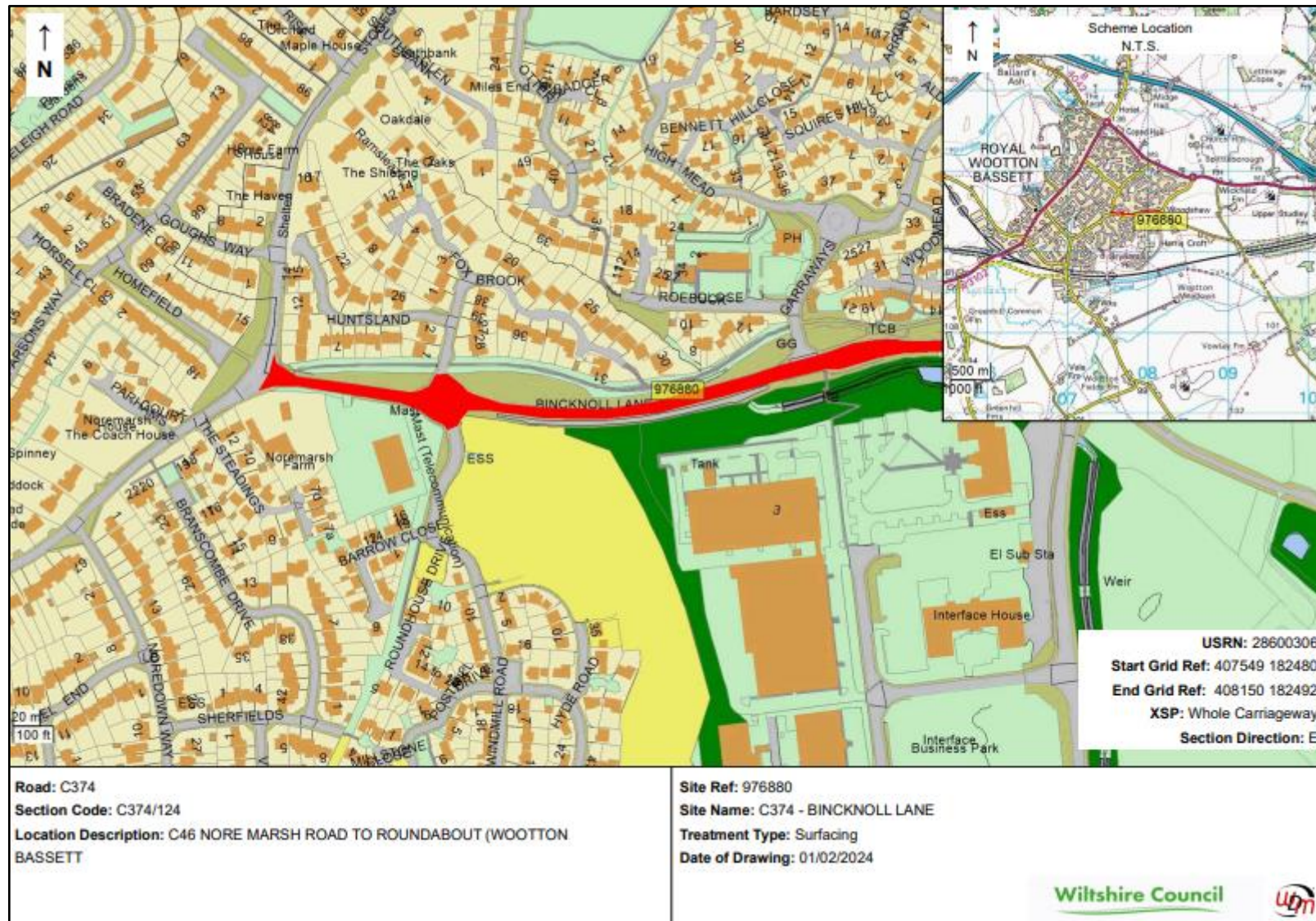
ID	Road number	lifecycle number	General description	Description from	Description to	Treatment	Length	Year
977158	UC	RWBA_23_0006	BOWDS LANE	EXTENTS		SURFACE DRESSING	1849	TBC
977400	UC098806	RWBA_20_0004	JUBILEE ESTATE/VASTERNE CLOSE, PURTON	Site too narrow for conventional plant		SPECIALIST CONTRACTOR	493	TBC
977412	UC	RWBA_22_0009	BURYFIELDS, LYDIARD MILLICENT	EXTENTS		UNDER REVIEW	63	TBC
979141	UC	RWBA_24_0002	UNCLASSIFIED ROAD TO THEBALLARDS ASH FARM AT BALLARDS ASH	WHOLE EXTENT		UNDER REVIEW	140	TBC

Please note that this programme may be subject to change.

Site Plans for Proposed 2024/25 Schemes

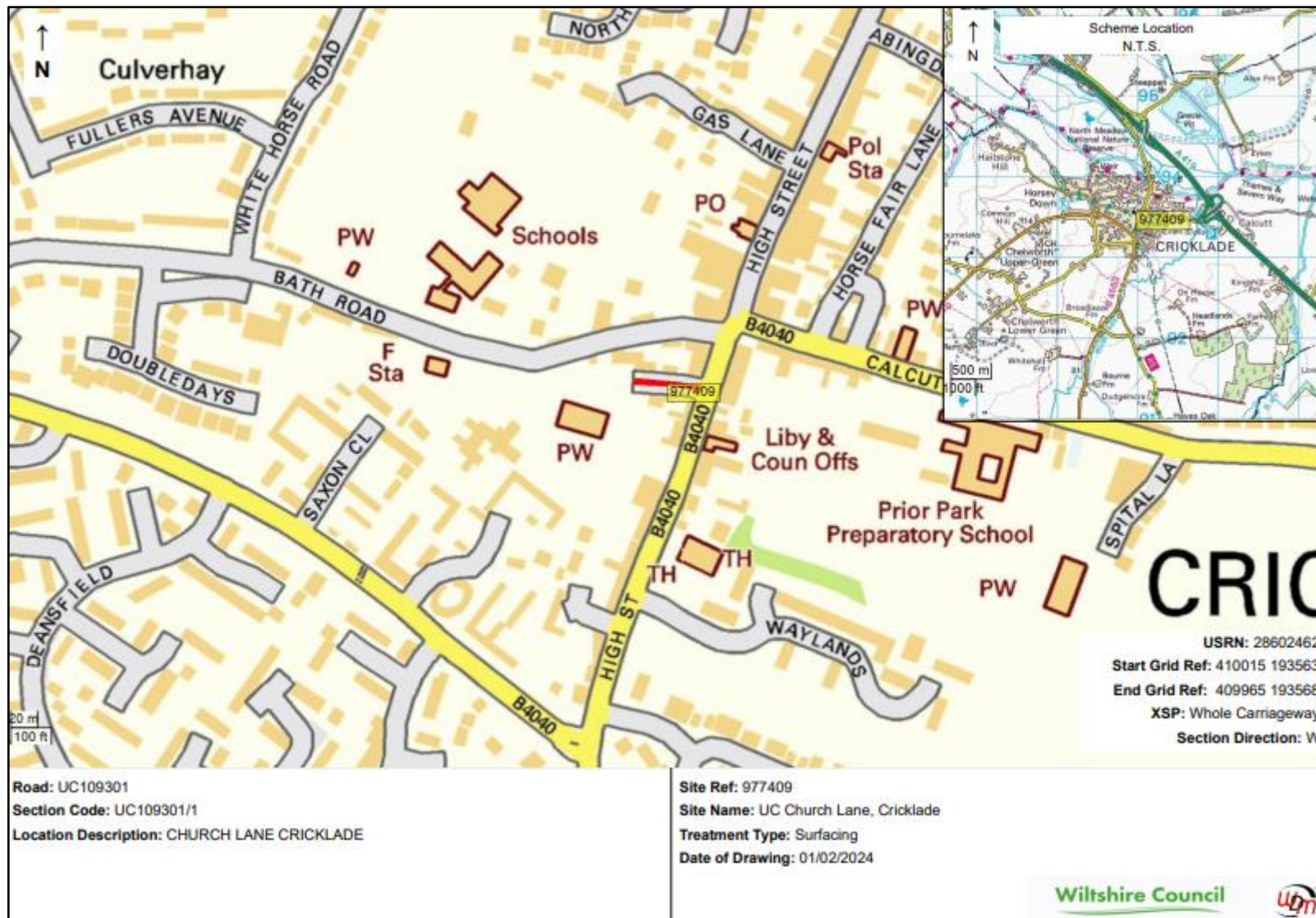
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Increased Highway Investment

In addition to the planned major maintenance sites listed, additional works across Wiltshire will be undertaken using the additional investment in road maintenance provided by Wiltshire Council. This funding will be used in two ways:

- a) To target sites most prone to potholes through a package of road resurfacing and localised repairs. These areas will be identified through analysis of customer reports, pothole repairs and local knowledge of areas of concern from the Local Highways Area Engineers. Special consideration will be given to C road and Unclassified roads.
- b) To undertake preventative maintenance using surface treatments, thereby extending the life of the current surface by up to 7 years. These sites will be identified using condition data.

Work to identify sites is currently underway.