

LYDIARD MILLICENT PARISH COUNCIL MEETING
6 February 2025
held at the Jubilee Club House, Lydiard Millicent
at 19:00 hrs

Councillors Present:

S Westwood, Chairman	L Bamsey	D Coffey	S Hill-Wheeler	R Selwood
M Allsop, Vice Chairman	K Smith	M Suleman		

Others in Attendance: 11 members of the public

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident raised concerns around the retrospective planning application at Toomers Garden Centre and that they had previously highlighted activity which did not appear to align to the original planning application. Councillor Westwood advised that the application is still under consultation so if the resident has not yet added any comments to the planning portal, to do so as soon as possible. The Clerk will contact Wiltshire Councillor Steve Bucknell who the resident advised was present when the issue was previously highlighted, and contact Wiltshire Council Highways Department to establish the current weight restrictions on Stone Lane.

2 members of the public joined the meeting.

- A resident asked for the Council's view on the proposed development adjacent to Meadow Springs / The Street. Councillor Westwood confirmed the Council have not been notified of the development so at this time the consultation has not been formally considered, but that plans such as these highlight the importance of the Neighbourhood Plan which is currently being revised.
- A resident requested an update on an existing request to refresh line markings denoting the footpath at Greatfield. Councillor Suleman will raise this at the LHFIC meeting scheduled for 12 February.
- A resident highlighted that the roundabout and associated line marking at the junction of Forge Fields / The Street / Chestnut Springs has faded significantly and needs reinstating. The Clerk will raise a case on the MyWilts portal.

Councillor Question Time: There were no Councillor questions

MINUTES

24.231 Apologies for Absence

Apologies were RECEIVED from Councillor Sprules and Wiltshire Councillor Steve Bucknell.

24.232 Declarations of Interest and Dispensation Requests

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

24.233 Chairman's Announcements

- Congratulations were given to the Parish Clerk who has recently passed the Financial Introduction to Local Council Administration qualification
- The works to replace gas pipes along Lydiard Green are underway
- Resurfacing works at Chestnut / Meadow Springs and The Mews have started today
- The planning application for Land at Clay Pitts is being taken to the Strategic Planning Committee on 12 February which will be attended by Councillor Allsop
- Following the resignation of Councillor Rothwell, there is 1 vacancy on the Parish Council.

24.234 Minutes

Members CONSIDERED the minutes of the Parish meeting held on 9 January 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.
Members CONSIDERED the minutes of the Extraordinary Parish meeting held on 23 January 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

24.235 **Financial Accounts**

Members NOTED and APPROVED the Income & Expenditure Reports and Payments List.
Members NOTED the 3rd Quarter Income and Expenditure Detailed Report.
Members NOTED the completion of the 3rd Quarter Bank Reconciliations verification by Councillors Hill-Wheeler and Selwood.
Members NOTED the report and:

- APPROVED the expenditure allocation for the Jubilee Club House Outdoor Store Room doors of £1,114 (one thousand, one hundred and fourteen pounds) from budget line 4122 Building Maintenance and £776 (seven hundred and seventy-six pounds) from General Reserves.
- APPROVED the expenditure of £125 (ex. VAT) (one hundred and twenty-five pounds) to extend the Council website’s domain licence for 2 years. Costs to be met from budget line 4053 – Website Hosting and IT Support.
- APPROVED the expenditure of £95 (ex. VAT) (ninety-five pounds) for a Councillor to attend the Open Space Society training on “Protecting Commons, Greens and Open Spaces”. Costs to be met from budget line 4010 – Training.

24.236 **Planning Applications**

Members RECEIVED an update from Planning Group B and after discussions:

Application: PL/2025/00928 – Notification of proposed works to trees in a Conservation Area	Applicant: Mr Smith
Address: Lydiard House, Lydiard Green, Lydiard Millicent, SN5 3LP	Closing Date: 21 February
Proposal: T1- Holm Oak - crown raise to 5.2m G1-group of interlaced holly to shape and top as necessary	
Members RESOLVED to SUPPORT the application.	

Members NOTED the following Wiltshire Council decisions:

Application: PL/2024/10704 – Proposed Works to Trees in a Conservation Area	Applicant: Mr Russell
Address: 9 Lydiard Green, Lydiard Millicent, SN5 3LP	
Proposal: T17 Weeping Willow - Crown thin / reduce the tree by up to 1/3	WC - No Objection
Application: PL/2024/10204 – Householder application	Applicant: Mr Mattingley
Address: Maple View, The Street, Lydiard Millicent, SN5 3LU	
Proposal: Proposed single storey rear extension and balcony above	WC Approved with Conditions
Application: PL/2024/09802 – Full Planning Permission	Applicant: Mr Buckland
Address: 8A Greenhill, Royal Wootton Bassett, SN4 8EH	
Proposal: Retention of hardstanding and change of use to equestrian and for the parking of one horse trailer and vehicle	WC Approved with Conditions

Members NOTED the Enforcement Appeal – 19/00506/ENF – Land at Lydiard Green.

24.237 **Clerk’s Report**

Members NOTED the report.

24.238 **Correspondence**

Members NOTED the following correspondence:

- a. Wiltshire Councillor Speed Survey Report
- b. Wiltshire Council Briefing Note – Electric Refuse Collection Vehicle (eRCV)
- c. Wiltshire Council Road Closure – Chestnut & Meadow Springs / The Mews – 6-8 Feb
- d. Wiltshire Council Gypsies and Travellers Development Plan Document Update
- e. SLCC Update – Local Government Reorganisation
- f. Grass Roots Planning Consultation

24.239 **VE Day Terms of Reference (ToR)**

Members NOTED the report and APPROVED the amendment to the Terms of Reference (ToR).

24.240 **Utility Broker Letter of Authority**

Members NOTED the report and AUTHORISED the Clerk to sign the Utility Aid Letter of Authority.

24.241 **Bagbury Park Verge Parking**

Members NOTED the report. Standing orders were SUSPENDED for a resident to advise that the verges in question do belong to Wiltshire Council. Standing Orders were REINSTATED before Members discussed further. The Clerk will raise the question of ownership again with Wiltshire Council and provide an update at the next meeting.

24.242 **Jubilee Club House Heating Controls**

Members NOTED the report. Members RESOLVED not to accept any quotes at this time, and it was AGREED that the Clerk will explore other thermostat options, WIFI extenders and also the use of Thermostatic Radiator Valves and bring to the next meeting.

24.243 **Footpath Working Party / Community Environmental Group**

Members APPOINTED Councillor Bamsey to the Footpath Working Party and Community Environmental Group. Membership of these groups are now as follows:
Footpath Working Party: Councillors Allsop, Bamsey, Hill-Wheeler and Selwood
Community Environmental Group: Councillors Bamsey, Hill-Wheeler, Suleman and Westwood

24.244 **Planning Group A**

Members APPOINTED Councillor Bamsey to Planning Group A. Membership of planning groups are now as follows:

Group A: Councillors Allsop, Bamsey, Coffey, Selwood and Smith

Group B: Councillors Hill-Wheeler, Sprules, Suleman and Westwood

24.245 **Council and Community Representatives**

Members RECEIVED the following updates:

Area Board – Councillor Allsop

Next meeting is on 26 Feb.

Community Carers Group – Councillor Allsop

The next meeting is on 12 Feb. Councillor Allsop is unable to attend and asked for volunteers to attend.

Community Safety Group – Councillor Hill-Wheeler

Emergency Hubs were discussed at the previous meeting, Councillor Hill-Wheeler will share the slides with Councillor Westwood. Next meeting is on 14 Feb.

Local Highway & Footway Improvement Group (LHFIG) – Councillor Suleman

Next meeting is on 12 Feb.

Parish Hall – Councillor Allsop

Last meeting took place on 3 Feb in which the Community Field was discussed.

Speed Indication Devices – Councillor Allsop

Councillor Allsop will try to extract the data whilst Councillor Chalker is on Leave of Absence.

Operational Flood Working Group – Councillor Westwood

Councillor Nic Puntis (Chair of Northern OFWG) was due to attend the Parish meeting in March but is unable to attend now the meeting has been moved. The Clerk will advise Councillor Puntis when the 2025-2026 meeting dates have been agreed.

Neighbourhood Plan – Councillor Allsop

A Household Survey has been drafted and will be delivered to all properties in the Parish in the next few weeks along with a call for sites, which gives all interested persons to confirm the availability of land for development within the designated

Lydiard Millicent Neighbourhood Area. Master Land and Planning will consolidate the responses by the end of March / middle of April to present to residents. Standing Orders were SUSPENDED and REINSTATED before Members discussed further.

24.246 **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.

13 members of the public left the meeting.

24.247 **Staff Matters**

Members NOTED that the Clerk's pension enrolment is ongoing. Members NOTED the Clerk's increase of 1 SCP due to successful completion of the FILCA qualification.

24.248 **Land Matters**

Members CONSIDERED the draft communication and subject to a small number of minor changes to be made by the Clerk, APPROVED its issue.

Members CONSIDERED the communication received from a Parish resident and AGREED a way forward.

Members RECEIVED an update from the Clerk relating to various matters in Common Platt. Members AGREED that the Clerk should take no further action in relation to fly tipping, and AGREED that the Clerk should accept the recommendation of Wiltshire Council in relation to riparian duties.

24.249 **Community Field Working Party Meeting**

Members RECEIVED an update from Councillor Selwood. A report will be brought to the next meeting.

Meeting Closed at 20.49 hrs

Finance Report 13 March 2025

Item 6

EXPENDITURE

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
Betterclean	2932	31 Jan 25	January Cleaning	425.10	85.02	510.12	17 Feb 25	BP
BOnline	1769787	01 Feb 25	Broadband	29.44	5.89	35.33	14 Feb 25	DD
British Gas - Electricity	9912726	16 Jan 25	December / January Charges	76.51	3.83	80.34	30 Jan 25	DD
Business Waste	1599280	31 Jan 25	Cemeter	3.08	0.62	3.70	14 Feb 25	DD
Business Waste	1605481	01 Feb 25	Cemetery & JCH	75.00	15.00	90.00	14 Feb 25	DD
Business Waste	1589546	03 Jan 25	JCH	14.52	2.90	17.42	30 Jan 25	DD
Castle Water	5021693	03 Feb 25	JCH Water	156.74	0.00	156.74	17 Feb 25	DD
Castle Water	5482380	07 Feb 25	Cemetery Water	5.56	0.00	5.56	21 Feb 25	DD
Corona	18999994	07 Feb 25	January / December Gas	247.19	12.36	259.55	26 Feb 25	BP
DM Payroll Services	4138	08 Jan 25	Payroll Oct 2024 - Mar 2025	66.00	0.00	66.00	17 Feb 25	BP
EE	731666	13 Feb 25	January / February Charges	19.42	3.88	23.30	21 Feb 25	DD
HMRC	n/a	27 Jan 25	Tax & NI - January	271.51	0.00	271.51	14 Feb 25	BP
Inception	3041663	17 Feb 25	January / February Printing	44.19	8.84	53.03	26 Feb 25	BP
John O'Conner	115955	10 Jan 25	January Maintenance	884.83	176.96	1,061.79	17 Feb 25	BP
Keith Griffin	n/a	11 Dec 25	Portable Appliance Testing	50.00	0.00	50.00	28 Jan 25	BP
Lloyds Bank	n/a	26 Sep 24	Debit Card Fees	6.00	0.00	6.00	10 Oct 24	CC
Lloyds Bank	n/a	28 Oct 24	Debit Card Fees	3.00	0.00	3.00	11 Nov 24	CC
Lloyds Bank	n/a	26 Nov 24	Debit Card Fees	3.00	0.00	3.00	10 Dec 24	CC
Lloyds Bank	n/a	27 Dec 24	Debit Card Fees	3.00	0.00	3.00	10 Jan 25	CC
Master Land and Planning	MLP25002/1E	17 Feb 25	Stage 1 Step 2 NP Consultancy	867.00	173.40	1,040.40	26 Feb 25	BP
Mel Allsop	n/a	08 Jan 25	Mileage & Postage Expenses	112.30	0.00	112.30	17 Feb 25	BP
Peninsula	4762558	08 Feb 25	HR	106.64	20.14	126.78	10 Feb 25	DD
SLCC	252570-1	03 Feb 25	Clerk SLCC Membership	205.00	0.00	205.00	17 Feb 25	BP
Staff	n/a	25 Feb 25	Salaries - February	1,923.05	0.00	1,923.05	28 Feb 25	BP
Three Business Services	44047	13 Jan 25	January Charges	8.71	1.74	10.45	13 Feb 25	DD
Tina Jones (Firethorn)	2501	07 Jan 25	Admin Support / Display Boards	422.50	0.00	422.50	17 Feb 25	BP
Unity Trust Bank	93	31 Jan 25	Transaction Charges	10.65	0.00	10.65	28 Feb 25	DD
Viking	5352227	22 Jan 25	Office Supplies - Paper	59.33	11.87	71.20	17 Feb 25	BP
Wellers	831402	31 Dec 24	Legal Fees	875.00	175.00	1,050.00	14 Feb 25	BP
Wellers	829371	30 Sep 24	Legal Fees	1,575.00	315.00	1,890.00	14 Feb 25	BP
Expenditure				8,549.27	1,012.45	9,561.72		

Payments for Approval

John O'Conner	117209	20 Feb 25	February Grounds Maintenance	884.83	176.96	1,061.79		
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Master Land and Planning	MLP25002/17	03 Mar 25	Stage 1 and 3 NP Consultancy	2,518.00	503.60	3,021.60
Firethorn Services	2502	03 Mar 25	Jan/Feb Cemetery Admin Support	260.00	0.00	260.00
NJ Armstrong Plumbing	901	03 Mar 25	JCH Ladies WC Fix	95.00	0.00	95.00

3,757.83 680.56 4,438.39

LMPC Income Summary 2024-2025 Received 31 January 2025

Category	Amount
Cemetery Burials	£2,481.00
Exclusive Rights	£2,010.00
Cemetery Memorials	£931.00
Cricket	£3,055.00
Defra	£1,635.24
Field and Hall Hire	£198.00
Football	£7,546.00
Lydiard Plain Rental	£1,000.00
Grants	£3,585.00
PSDF Income	£2,788.37
Wayleave	£12.00

Total £25,241.61

Precept	£64,151.00
Vat Refund 23/24	£12,696.75

Total £102,089.36

Members are requested to NOTE the report.

Clerk SLCC Membership

Background

At the Parish meeting held on 9 January, members resolved to approve the expenditure of £190 for the renewal of the Clerk's SLCC membership (min ref. 24.205).

Update

Since this meeting, the Clerk has passed the mandatory FILCA (Financial Introduction to Local Council Administration) which has resulted in qualifying for Student membership. This incurs an additional £15 per year bringing the total membership fee to £205, the benefits of which include:

- £10 voucher to use against an SLCC training course or event
- Sector specific updates offering the latest training news and advice and support with professional development.

Recommendation

Members to NOTE the revised cost of £205 (no VAT payable) which will be met by the training budget line.

Business Waste Price Amendment

Members to NOTE the price amendment detailed in paper 6b.

Hayley Graham
March 2025

26 February 2025

Dear Lydiard Millicent Parish Council,

The past 12 months have been exciting and challenging for many businesses. There's been a change in the UK government with a fresh budget and the new Simpler Recycling workplace waste regulations in England set to finally be introduced.

During these turbulent times we've proudly continued to provide reliable, cost-effective, and sustainable waste collection services to you and 24,674 other customers. Every week we collect more than 16,000 bins (about one every two minutes) to ensure smooth commercial waste management across the UK.

Over the past year we diverted 98% of waste our clients produced away from landfill.

Developments over the past year have seen inflation, interest rates, energy prices, fuel costs, insurance premiums, and other general costs continue to fluctuate with testing times to come. These apply to the waste industry too:

- Employer National Insurance Contributions (NICs) will grow from 13.8% to 15% in April creating greater outgoings for waste management companies
- Standard rate of landfill tax increases by 21.6% from 1 April 2025 resulting in recycling facilities increasing their gate fees
- The national living wage is set to rise by 6.7% in April – this affects labour costs for waste facility workers, drivers, customer service professionals, and other staff
- Inflation rate for the Retail price Index (RPI) is currently 3.5% – affecting wages, pensions, and living costs of waste industry workers
- Recycling rebate prices have fallen (especially for cardboard and plastic film) due to reduced demand and higher operating costs

These all contribute to unavoidable industry-wide rising costs across the entire waste management sector. Unfortunately, it means we must increase your prices from the 1st of April 2025, as detailed below:

Jubilee Clubhouse, SN5 3NH - 660 Litre General Waste : £0.87

Container overweight charges will be increased by 1p per kilogram.

You don't need to do anything - this is just a polite notice to inform you of the upcoming price changes. Any other waste providers you use will likely send similar correspondence in the coming weeks too. We'll continue to collect your waste and promote the benefits of recycling with card, paper, glass, food, metal, plastic, and other recycling collections.

If you've any questions, please email our customer service team at customers@businesswaste.co.uk or call 01904 207 120.

Finally, I'd like to take this opportunity to thank you for your valued business and say that we look forward to continuing our working relationship in 2025.

Kind Regards,



Lee Bryson
Head of Commercial

Members are requested to NOTE the report and CONSIDER the expenditure.

Clerk Training

Cemetery Webinars

The management of a Cemetery is not covered in either of the qualifications I have already undertaken. The SLCC are running 2 webinars which were recommended by the previous Clerk:

- Cemetery and Churchyard Safety and Memorialisation – 16 April
- Cemetery Legal Requirements – 30/31 July

These courses are at a combined cost of £175 (ex. VAT).

Elections Webinar

After recently attending a very useful WALC webinar on Elections, I would like to attend a further webinar on 9 April which will detail the processes and procedures for post-election requirements. This course is at a cost of £40 (ex. VAT)

Standing Orders

WALC are also running a webinar on Standing Orders for Clerks on 8 April which I also believe will be very useful. This course is at a cost of £40 (ex. VAT)

Introduction to CiLCA

Finally, the SLCC strongly recommends joining an Introduction to CiLCA webinar prior to booking a place on the CiLCA training course and registering for the qualification. The next available webinar will be held on 6 July. This course is at a cost of £50 (ex. VAT)

Recommendation

Members to APPROVE the expenditure for the Clerk to undertake all training listed above at a total cost of £305 (ex. VAT). Costs to be met from the Training budget line.

Hayley Graham
March 2025

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. FURTHER UPDATE: The Clerk has requested several updates from WC with no response. Prospective Wiltshire Councillor candidate Alison Broome has been provided with the details of this issue to assist with a resolution.

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. FURTHER UPDATE: Agenda item. Recommendation to CLOSE.

24.156 Financial Accounts

Members NOTED the report and APPROVED the cost for the annual inspection of the JCH play area at £150.00. UPDATE: Inspection has been booked and will be carried out in approx. 12 weeks. FURTHER UPDATE: Inspection is expected to take place by 5 March.

24.162 Holborn Footpath

Members NOTED the report and CONSIDERED the recommendation. Members APPROVED the expenditure to purchase the materials for the Parish Handyman to lay at a cost of £70. UPDATE: Due to other demands, the works have been delayed. It is hoped that they can be carried out in February. FURTHER UPDATE: The recent wet weather appears to have washed away a lot of soil so the 250kg of hardcore that has since been laid has not quite been enough. Clerk to order more hardcore for the Parish Handyman to lay.

24.209 Clerk's Report

The resident who raised this issue in Greatfield is frustrated with the response from Wiltshire Council on the MyWilts cases, and advised that the designated footpath is very muddy, encouraging pedestrians to walk in the road to access their homes. The Clerk will contact Wiltshire Councillor Bucknell for assistance in resolving the issue. UPDATE: Alison Broome has confirmed she has spoken to the necessary parties at Wiltshire Council and it was acknowledged that the cases should not have been closed. The issue has been passed to an engineer for investigation. FURTHER UPDATE: The road sweeper has visited but the resident has reported this has only dragged the detritus along the road and not cleared it so has cleared it themselves. Recommendation to CLOSE.

24.215 Jubilee Club House and Recreation Field Tree Survey Report

Members RESOLVED to, in the first instance, ascertain as to whether the Parish Handyman can carry out the 3-month priority remedial works as outlined in the report. UPDATE: The Parish Handyman has commenced the work and will continue to do so over the coming weeks. FURTHER UPDATE: The Parish Handyman has addressed all but one of the 3 month priority remedial works. The remaining item is the removal of a dead elm tree which is an agenda item. Recommendation to CLOSE.

24.220 Council and Community Representatives

As Councillor Chalker now has a Leave of Absence, the Clerk will request that the Parish Handyman retrieves the SID data if possible. UPDATE: The Parish Handyman aims to retrieve the data to share

at the meeting. FURTHER UPDATE: Councillor Allsop has agreed to extract the data. Recommendation to CLOSE this item.

24.225 Land Matters

Members NOTED the report and RESOLVED to engage legal support and RESOLVED to apply for Change of Use planning permission at the costs detailed in the report. The order for works to be issued and planning application made only after Councillor Selwood has discussed draft terms with the Parish Hall trustees. UPDATE: Planning application has been submitted. Legal support not yet engaged, awaiting the outcome of a Parish Hall trustees meeting scheduled for early February. FURTHER UPDATE: Discussions are still ongoing, and a paper will be brought to the March meeting as an agenda item. Recommendation to CLOSE.

PQT – 6 Feb

- A resident raised concerns around the retrospective planning application at Toomers Garden Centre and that they had previously highlighted activity which did not appear to align to the original planning application. Councillor Westwood advised that the application is still under consultation so if the resident has not yet added any comments to the planning portal, to do so as soon as possible. The Clerk will contact Wiltshire Councillor Steve Bucknell who the resident advised was present when the issue was previously highlighted, and contact Wiltshire Council Highways Department to establish the current weight restrictions on Stone Lane. UPDATE: Contact made with both Wiltshire Councillor Steve Bucknell and Transport Planning at Wiltshire Council, awaiting responses from both. FURTHER UPDATE: No response has been received from Wiltshire Councillor Bucknell, however Transport Planning have advised that Stone Lane has a weight restriction order of 7.5t. The resident has confirmed they believe vehicles using Toomers far exceed this order and so the Clerk raised with the Case Officer. They confirmed they will pass onto the Highways Development consultee seeking advice as to whether this has any bearing on the planning application, and what action should be taken in respect of a reported breach.
- A resident requested an update on an existing request to refresh line markings denoting the footpath at Greatfield. Councillor Suleman will raise this at the LHFIFG meeting scheduled for 12 February. UPDATE: Road markings were refreshed on 12 February. Recommendation to CLOSE this item.
- A resident highlighted that the roundabout and associated line marking at the junction of Forge Fields / The Street / Chestnut Springs has faded significantly and needs reinstating. The Clerk will raise a case on the MyWilts portal. UPDATE: MyWilts case raised and Wiltshire Council have issued an instruction to their contractor for the works to be carried out. Recommendation to CLOSE this item.

24.235 Financial Accounts

- Members APPROVED the expenditure allocation for the Jubilee Club House Outdoor Store Room doors of £1,114 (one thousand, one hundred and fourteen pounds) from budget line 4122 Building Maintenance and £776 (seven hundred and seventy-six pounds) from General Reserves. UPDATE: Order for works issued, design and technical spec is being agreed.

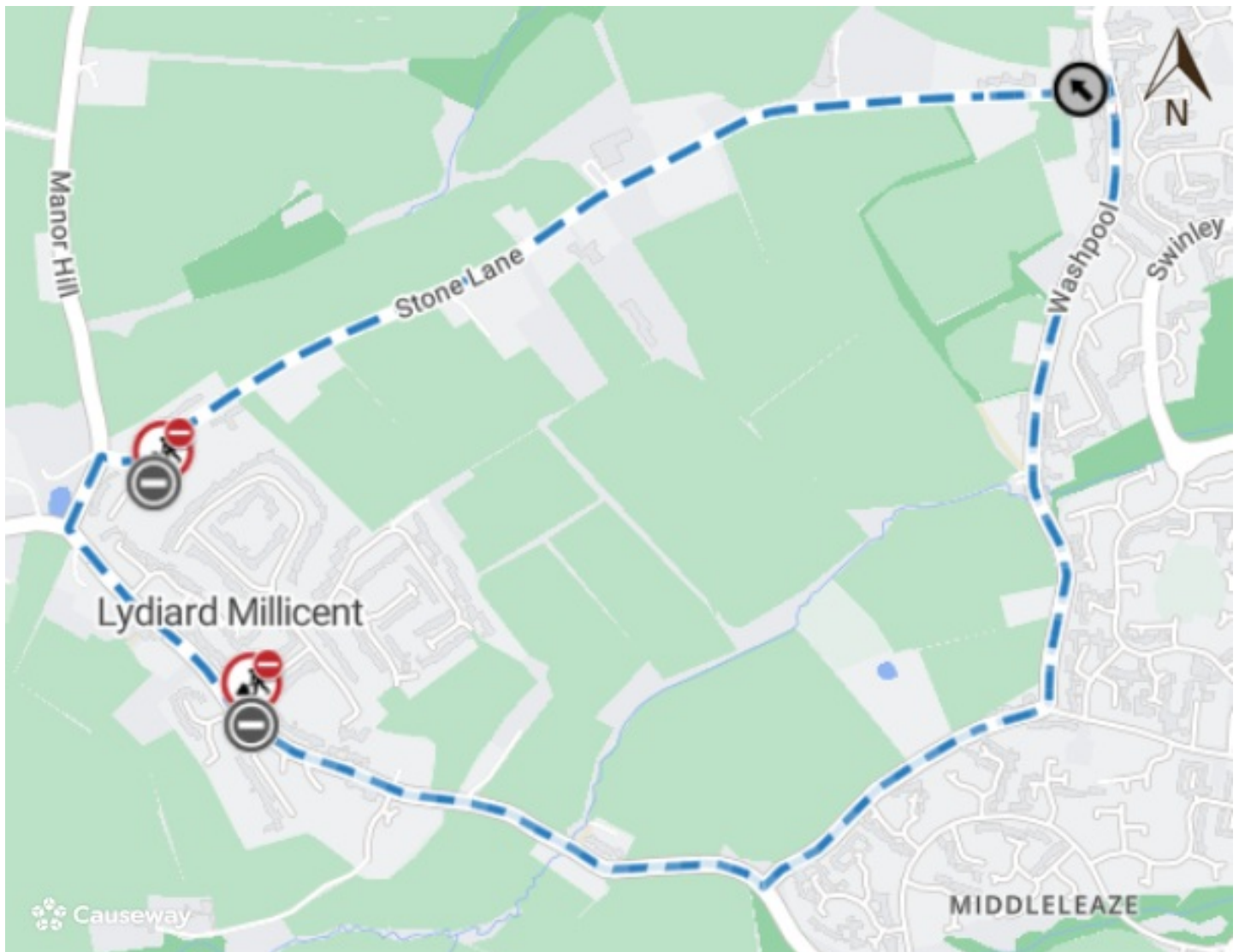
24.241 Bagbury Verge Parking

Standing orders were SUSPENDED for a resident to advise that the verges in question do belong to Wiltshire Council. Standing Orders were REINSTATED before Members discussed further. The Clerk will raise the question of ownership again with Wiltshire Council and provide an update at the next meeting. UPDATE: Wiltshire Council maintains its position in that it does not own the verges. The previous owner of the verges has been in touch with the Clerk and has contacted their solicitors for the records detailing transfer of ownership.

24.242 Jubilee Club House Heating Controls

Members RESOLVED not to accept any quotes at this time, and it was AGREED that the Clerk will explore other thermostat options, WIFI extenders and also the use of Thermostatic Radiator Valves and bring to the next meeting. UPDATE: Agenda item, recommendation to CLOSE.

Indicative Plan : C28 (Part), Lydiard Millicent



Wiltshire Council

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

Temporary Closure of: C28 (Part), Lydiard Millicent (Ref: TTRO 10205)

Notice is hereby given that the Wiltshire Council has made an Order to close temporarily to all traffic:

C28 (Part), Lydiard Millicent; from its junction with Park View Drive to its junction with Forge Fields.

To enable: Wiltshire Council to carry out depression correction works in the footway and other associated works.

Alternative route: via C28 (unaffected length) – C34 – C16 – C70 – C28 (unaffected length) and vice versa.

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

This Order will come into operation on 07 April 2025 and the closures will be required between the hours of 09:00 and 15:00 for 1 day. It is anticipated that the works will take the stated duration to complete depending upon weather conditions. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works. The Order will have a maximum duration of 18 months.

For further information please contact Wiltshire Council on 0300 456 0100.

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

03 April 2025



Backing for doorbell project

Elderly and vulnerable victims of crime and people at risk of domestic abuse will be given doorbell cameras by the Bobby Van to help keep them safe in their homes.

The charity has received funding for the project from parish councils in Corsham, Calne Without, Box, Malmesbury Without, Durnford, Devizes, Lyneham and Bradenstoke.

Neighbourhood Policing teams in those areas will identify burglary victims and those at risk of domestic abuse to have cameras supplied and fitted free of charge.

The project has also received £5,000 from the Wiltshire Police and Crime Commissioner's Action Fund, £5,000 from Wiltshire Community Foundation's



Bobby Van Director Jennie Shaw with new Bobby Van operative Vincent Logue, who will fit the doorbells

Older Peoples' Fund and £6,500 from NFU Mutual's Agency Giving Fund through its South Cotswolds branch. Director Jennie Shaw said: "We are deeply grateful to all of the councils, the PCC,

Wiltshire Community Foundation and NFU Mutual for their invaluable support in this vital project, we could not do it without their backing and belief in what we are aiming to achieve."

New chair sweeps in

Business leader Philip Coward said a day out with the Bobby Van seeing at first-hand how operatives care for victims of crime and domestic abuse convinced him to become chair of the charity.

Mr Coward, who is chairman of brush maker Hillbrush in Mere, succeeds Robert Hiscox, who has stepped down after 25 years to become Honorary Lifetime President.

Bobby Van Director Jennie Shaw invited him for a day out on the van with operative Mick Leighfield.

He was left moved by the plight of burglary and domestic abuse victims they met, as well as the care and attention given them by Mr Leighfield.

He said: "I came away convinced that I wanted to be chairman so I said I'd do it. I think Jennie knew that she could persuade me by sending me out on the van."

Read more about his plans for the trust [here](#).



Philip Coward on the factory floor at Hillbrush

Cyber experts sign-up to lead anti-fraud talks

Cyber crime experts will reveal the latest online threat to businesses at four free lectures aimed at equipping them to guard against fraud.

The four one-hour talks, organised by the Bobby Van's Stay Safe Online team, will be given by Paul Maskall, Principal, Strategic Fraud Prevention & Behavioural Lead, UK Finance, and Catriona Still, Head of Fraud Prevention at UK Finance's Dedicated Card and Payment Crime Unit.

The lectures, being held at The Business Cyber Centre in Chippenham, are on February 20, March 20, April 24 and May 22 and look at latest trends, reveal fraudsters' strategies and their psychological tactics and highlight real life case studies.

Entry to each lecture is free but we would appreciate donations towards our work.

Each lecture starts at 10am with the chance to network for an hour afterwards.

Book your place [here](#).

Middlewick tickets sale

Tickets are on sale and already selling quickly for the Middlewick House Open Garden on June 7 and 8.

The hugely popular fundraiser is hosted by Nick and Annette Mason and features hundreds of classic supercars, including Nick's own priceless collection of classic Ferraris.

There is also food, music, stalls and children's entertainment.

Get Early Bird tickets for £12 [here](#).

Stay up to date with news, events and more

Online at wiltshirebobbyvan.org.uk

Follow us on Facebook at [Wiltshire Bobby Van Trust](https://www.facebook.com/WiltshireBobbyVanTrust)

Vincent's van chuffed

Former police sergeant Vincent Logue is relishing a new role as a Bobby Van operative.

He joined us after 30 years as a police officer, 22 of them in Wiltshire as a PC then a sergeant at Salisbury, Warminster, Marlborough, Pewsey, Devizes, Chippenham and Corsham.

He replaces Will Todd, who retired last year.

"I'm absolutely delighted to be a part of the team and I'm already loving the job," he said.

"It's the ideal job for me because I love DIY, being out and about doing useful things and meeting nice people. The people we deal with are all pleased to see us."

Read more about Vincent and his life in the police force [here](#).



Fundraising events fuel our activity

Last year was another busy one for fundraising events, which are the lifeblood of the Bobby Van's activities.

Thanks to the generosity of venue owners and donors, plus the hard work of volunteers, staff and trustees we have been able to generate the funds needed to continue keeping people safe in their homes.

The event totals are:

Middlewick Tea Party, £1,400

Final Bowood Captaincy Event, £7,000

Alsops Open Garden, £120
Casablanca Film Night, £9,000

Oare County Fair £3,000
Middlewick Open Garden £63,000

Wiltshire Masters Golf event £4,200

Mere Clothes Sale, £9,000
Serpentine Swim, £1,600

Devizes Autumn Fair, £5,000

Denny Andrews Sale, £1,200



Warminster Lions with Mick Leighfield donating £500, left, and Highworth Lions vice president Melanie Davenport with Doug Batchelor handing over £500



Lions impressed with service during visits

Members of two Wiltshire Lions groups were left moved and impressed after spending a day out on the Bobby Van.

Lions President Ros Harrison was invited out with operator Mick Leighfield after the group donated £500 Good Causes Committee.

"I think it's just such a wonderful thing the charity does and Mick was very good," said Ros.

"I was amazed by the skill the operatives have to be able to put all those security

measures in for people."

Highworth Lions vice-president Melanie Davenport is a former user of the service after she was a victim of domestic abuse 12 years ago.

It was the memory of the help she received that prompted her to recommend her group donated £500 from its fundraising and charity shop takings.

She said after her day with Doug Batchelor: "It was brilliant to be with him and he came across as so

knowledgeable and was really patient."

Director Jennie Shaw thanked the Lions for their contribution. "We are deeply grateful to both of the Lions for these donations, every pound really does make a huge difference.

"We love being able to show donors what we do and we'd be very happy to do the same for any Lions groups, or anyone else for that matter."

Read more about the visits [here](#) and [here](#).

Free dementia bands can bring peace of mind

If you, or someone you know, is worried about a friend or relative who has been diagnosed with dementia, our Dementia Wristbands could bring some peace of mind.

The bands contain a microchip with the wearer's

details, which can be scanned by a smart phone if they become lost or confused to allow them to be reunited with family or carers.

They are being distributed free of charge by Alzheimer's Support, and Carer Support

Wiltshire. They do not contain any GPS or tracking technology or an alarm and are not a replacement for dialling 999.

More information and a referral form are available [here](#).

Bowood fair is a success

The year ended with sales success at the Bowood Festive Food and Gift Fair when more than £9,000 was raised.

Director Jennie Shaw thanked Lord and Lady Lansdowne for hosting the sale as well as staff and volunteers for their hard work and traders for their support.

Cyber warnings

Over the last year our Stay Safe Online team have warned about a whole host of scams based on reports from police and other experts on the Scam Alert page on our website. See our latest alerts [here](#).

Every little helps with Tesco tokens

The Bobby Van has been chosen by supermarket Tesco as a candidate for Stronger Starts funding at two of its stores.

Stronger Starts offers funding of £1,500, £1,000 or £500, with one of three charities or groups to receive the most being chosen by shoppers' votes. Each time someone makes a purchase they are given a blue Stronger Starts token, which they put into the box of the charity they want to support.

The group with the highest number of tokens wins the largest amount of money.

The voting period runs between mid-January until March 31. The two featured stores are the Tesco Superstore in Tidworth and the Tesco Express in Ludgershall.

Bobby Van Director Jennie Shaw said the money will help support the work of the charity. She said: "We're very grateful to Tesco for choosing us again. Hopefully people who shop in the area, or has friends of family close by, will think of us and the good this



TESCO

Tidworth Superstore Station Road, Tidworth SP9 7NR

Ludgershall Express, Andover Road, Ludgershall SP11 9LU

From mid-January until March 31, 2025

extra money will do when they are shopping. Just a few extra tokens could make all the difference."

In the run-up to Christmas the Bobby Van featured in the Stronger Starts funding at Tesco Extra in Amesbury and the Tesco Express in Durrington.

Our new summer event will raise the woof for dog-lovers

We are organising a brand new fundraiser on June 21 – a fantastic day out for dog lovers and all things canine.

The Paws for a Cause event will be held at our Honorary Life President Robert Hiscox's home at Rainscombe Park, Oare, on Saturday June 21, from 10am to 5pm.

The inaugural event will feature stalls, entertainment and food and will be a memorable way to mark the longest day of the year.

It will feature dog displays and demonstrations, as well as the chance for owners to get their pooches involved in our dog show with 14 classes.

Director Jennie Shaw said:



Bobby Van Operative Doug Batchelor with a pair of pooches

"The event is inspired by the county's love for dogs and Rainscombe Park will be a magnificent setting for a day

that will have everything for the dog lover and families." Get tickets and apply for stalls [here](#).

Online safety are experts available for talks

If you run a group, or are a member of a group, who you think could benefit from online safety advice, we can help.

Our police-trained Stay Safe Online volunteers are always available for talks, where they can share the dangers we all

face from cyber criminals, give examples of how people have been duped and answer questions.

There's no judgement because our volunteers recognise that the crooks are so sophisticated they can

catch anyone out. Volunteers carry out free home visits to anyone over 60, or over 18 if they have a registered disability. Apply for a talk at BobbyVanOnlineSafety@wbvt.org or call 01225 256867.



Donations needed for our first sale

The Wiltshire Bobby Van Trust is getting ready for its first sustainable fashion event of the year, where shoppers can find a huge range of nearly new designer clothes, jewellery and accessories at bargain prices.

The Bag A Bargain event, at Wellington Barn, near Calne, is open from 2pm to 8pm on March 5, where tickets are just £7, and from 9am to noon on March 6, where entry is free.

We are still appealing for good quality clothes for the sale. Anyone wanting to donate items can contact them via email at jennie@wbvt.org or susanna@wbvt.org.

Bobby Van Director Jennie Shaw said: "Spring is just around the corner and our sale is a wonderful opportunity to refresh your wardrobe, with rail after rail of exquisite nearly new designer clothes and jewellery.

"It's a perfect excuse to clear out those wardrobes and make room for a brand new you. We have some fabulous clothes and some wonderful bargains, come and find the perfect outfit for the races, a wedding or something that just makes you feel good."

Book tickets [here](#).

Bobby+Van+update

Third van will increase visits

Bobby Van visits for the September to December quarter of 2024 stand at 316 compared to 389 for the same period in 2023 – a 22 per cent decrease.

This is because for most of the year we had two vans instead of three after Will Todd's retirement. Now Vincent Logue is on board the figure will rise. Stay Safe Online talks fell due

to a focus on groups that fit more closely with our demographic. They fell from 30 to 17 compared to the same 2023 period.

In terms of areas covered, most appear to have been impacted in terms of a decrease in numbers of visits, with Swindon being the most impacted, but with a slight increase in the West Wiltshire area.

Vulnerable and domestic abuse incidents continue to be the top two causal factors for visits.

This demonstrates our commitment to preventative work in the community and to supporting people who have been in domestic abuse situations.

Last year there were 1,218 visits, compared to 1,572 in 2023.

Total Home Security Visits

Sept 15 to
Dec 5 2024

316

Sept 15 to
Dec 5 2023

389

Stay Safe Online talks

2024

40

2023

86

Stay Safe Online referrals

2022: 45 referrals

2023: 82 referrals (up 45%)

2024: 114 referrals (up 28%)

Incident type	2024	2023
Vulnerable	690	898
Domestic Abuse	356	398
ASB	42	58
Suspicious Incident	40	56
Burglary	167	162

Home security incidents 2024 v 2023

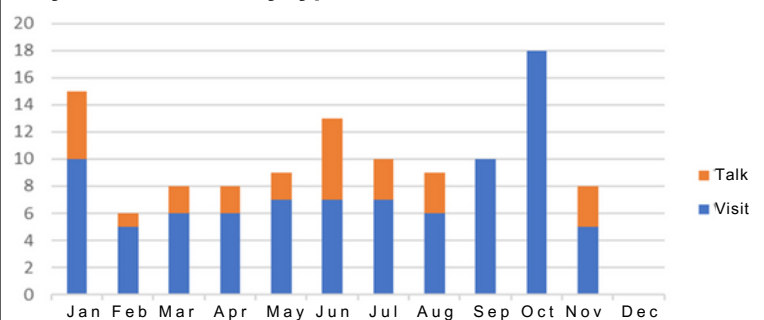
District	2024	2023
Swindon & surrounds	267	308
Salisbury and South	272	272
North Wiltshire	204	206
West Wiltshire	415	571
Kennet	137	215

Visits by police district 2024 v 2023

Stay Safe Online overview 2024

	No	People	Remarks
Talks	27	405	Average of 15/talk
Visits	81	81	
Tel Advice	4	4	
Event	16	320	Average of 20/event
	128	810	

Stay Safe referrals by type



Contact us

wiltshirebobbyvan.org.uk

✉ Wiltshire Police Headquarters, London Road, Devizes SN10 2DN

☎ 01225 256867

✉ BobbyVan@wbvt.org

Future events

Cyber Crime Series

Business Cyber Centre,
Chippenham

10am February 20, March 20,
April 24, May 22

Bag A Bargain

Wellington Barn, Calne
March 5, 2pm to 8pm

March 6, 9am to noon

To donate clothes email
jennie@wbvt.org or
susanna@wbvt.org.

Middlewick Open Garden

Middlewick House, Corsham
June 7 and 8, 10am to 5pm

Early Bird tickets £12

Paws for a Cause

Rainscombe Park, Oare,
June 21, 10am to 5pm

Get more details and buy
tickets to our events [here](#)

Volunteering opportunities

If you are looking for some fulfilment and you have a little spare time, why not volunteer with us?

If you love baking we are always looking for cake makers for our sales and events. And talking of events, we always need volunteers to help there.

Our Stay Safe Online team also needs volunteers to help keep older and vulnerable people safe.

To find out more, email susanna@wbvt.org or if you are interested in Stay Safe Online, you can contact toni@wbvt.org.

Fundraisers

Lottery:

Play the Swindon or Salisbury weekly lotteries and win up to £25,000.

More details [here](#)

Easy Fundraising:

Raise money for us when you shop online. It's so easy to set up.

More details [here](#)

Management of Council business and publicity during the pre-election period

Briefing Note No. 25 - 02

Service: Legal and Governance

Further Enquiries to: Perry Holmes (Director Legal and Governance (Monitoring Officer))

Date Prepared: 28 February 2025

This note provides general guidance for Members and Officers on the management of council business and publicity in the run-up to the local elections on 1 May 2025.

It supplements the Council's Code of Conduct for Councillors and the Media Relations Protocol, included at Part 12 and Protocol 7 of the Constitution respectively.

The pre-election period begins when the Notice of Election is published (which will be 11 March 2025) and runs until 2 May 2025.

1. The Council's approach during the pre-election period is consistent with Government guidance, and particular care will be taken during the period of heightened sensitivity (the pre-election period) leading up to Council Elections on 1 May 2025, with the election count taking place on 2 May 2025.
2. Generally, with regard to decision making within the Council the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case. In most cases the pre-election period will have no impact on normal council business, including the determination of planning applications.
3. Proposals or issues which may be controversial and likely to arise during the critical period should be identified and a common sense view taken in each case as to how the matter is to be handled. In cases where time is not critical it will be sensible to defer the matter until after the election. In other cases, this will not be possible because of statutory, contractual or other constraints.
4. Councillors will not be quoted in press releases during the pre-election period. This limitation may not apply to the Leader as there could be the need for a Council leadership comment in some exceptional circumstances such as a major incident. Cabinet Members and others will continue to carry out their role during the pre-election period as usual.

5. We will continue to display Member's profile pages on our website during the pre-election period, as information about their current role.
6. Councillors, who are also candidates in the election, cannot use their Council email addresses on party political campaign literature during the pre-election period. They should use personal email addresses during that period. This is to differentiate between election material and constituency or council correspondence.
7. Councillors, who are also candidates in the election, cannot use including photographs of officers in their election campaign material, to avoid compromising officers political neutrality.
8. Councillors, who are also candidates in the election, cannot use photographs or images produced by the Council in their election campaign material, to avoid mis-using council property for political reasons.
9. Councillors should note that the display of election campaign material on council land and property, including highway land, is not permitted and action will be taken to remove any offending material.
10. The LGA has produced a short-guide on publicity in the pre-election period, available at: <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>
11. The principal point to remember is set out in section 2 of the Local Government Act 1986, which expressly **prohibits local authority publicity of a party political nature**. The Council must not publish (or assist others to publish) material which, in whole or in part, appears to be designed to affect public support for a political party. Publicity is defined in section 6(4) of the 1986 Act as 'any communication, in whatever form, addressed to the public at large or a section of the public.'
12. This is reinforced by the Council's Code of Conduct for Members which states:

7. Use of local authority resources and facilities

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

7.2.1 act in accordance with the local authority's requirements; and

7.2.2 ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the

office to which I have been elected or appointed.

13. The Code of Recommended Practice on Local Authority Publicity 2011 (included as Appendix 1 to the Council's Media Relations Protocol) sets out seven key principles local authorities should apply when making decisions on publicity. Publicity by local authorities should be:

- Lawful
- Cost effective
- Objective
- Even-handed
- Appropriate
- Consistent with the council's equality and diversity responsibilities
- Issued with care during periods of heightened sensitivity

14. Paragraphs 33 - 35 of the 2011 Code state:

33. Local authorities should pay particular regard to the legislation governing publicity during the period of heightened sensitivity before elections. It may be necessary to suspend the hosting of material produced by third parties, or to close public forums during this period to avoid breaching any legal restrictions.

34. During the period between the notice of an election and the election itself, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute. It is permissible for local authorities to publish factual information which identifies the names, wards and parties of candidates at elections.

35. In general local authorities should not issue any publicity which seeks to influence voters.

15. Further advice may be obtained from:

Perry Holmes – Director of Legal and Governance
(Monitoring Officer)

Email perry.holmes@wiltshire.gov.uk

And on the handling of publicity:

Ceri Tockock – Head of Communications

Email ceri.tockock@wiltshire.gov.uk or communications@wiltshire.gov.uk

Local Nature Recovery Strategy (LNRS) update Briefing Note No. 25 - 03

Service : Natural and Historic Environment

Further Enquiries to: localnaturerecoverystategy@wiltshire.gov.uk

Date Prepared: 4/03/25

What is the LNRS?

Local Nature Recovery Strategies (LNRS) are a mechanism to deliver recovery at a local and regional scale as introduced in the [legislation.gov.uk: Environment Act 2021 - Local nature recovery strategies Section 106](https://legislation.gov.uk/ukpga/2021/23/section/106). Wiltshire Council has been appointed by DEFRA as responsible for preparing the LNRS for Wiltshire and Swindon.

The Wiltshire and Swindon Local Nature Recovery Strategy will consist of a document containing biodiversity priorities and a habitat map which will inform and guide nature recovery across Wiltshire and Swindon.

The Local Nature Recovery Strategy will:

- agree priorities for nature's recovery
- map the most valuable existing areas for nature
- map specific proposals for creating or improving habitat for nature and wider environmental goals

Across 2024, we have been working to gather and map nature recovery priorities suggested through direct engagement with locally active organisations and individuals. We have now finished the mapping work, and the written portion of the strategy has been drafted.

The supporting Authorities of Swindon Borough Council, The New Forest National Park Authority and Natural England have provided their feedback and written confirmation that they are happy to proceed to consultation, and Wiltshire Council's Cabinet also confirmed this at its Cabinet meeting on 4 March.

The reason for this project

The Wiltshire Council Business Plan states that our mission is to ensure:

- *The people of Wiltshire are empowered to live full, healthy and enriched lives.
- *Our communities continue to be beautiful and exciting places to live.
- *Our local economy thrives and is supported by a skilled workforce.
- *We lead the way in how council and counties mitigate the climate challenges ahead.

To support this, Wiltshire Council has produced a Climate Strategy and a Green and Blue Infrastructure Strategy to help meet these aspirations. A central part of these strategies is to support nature recovery across Wiltshire for the benefit of people, nature and to help mitigate climate change

Next steps

Public consultation on the LNRS is now underway. There will be three online surveys, one dealing with the written strategy, one to collect feedback on the habitat mapping, and a collection of surveys for feedback on each species' mapping. Wiltshire Council libraries will also have reference printed copies of the strategy and survey questions. The consultation period will run for six weeks until 16 April 2025.

Residents and business in Wiltshire are being asked to review and comment on the draft LNRS and submit feedback before 16 April 2025, via the Wiltshire Council website [Wiltshire and Swindon Local Nature Recovery Strategy - Wiltshire Council](#)

As the mapping has so far relied largely on an algorithmic approach to create areas of bigger, better and more joined habitats, it is important that as many people as possible engage with this consultation in order that the LNRS truly reflects the needs and ambition of those seeking to undertake nature recovery.

The public consultation will be supported via three online webinars taking place on 11, 19, and 26 March 2025. These will give an overview of the strategy, explain how to provide feedback, and offer an opportunity to ask questions. There will also be a farmer's event and dates of this are to be confirmed.

Sign up for a webinar by emailing localnaturerecoverystrategy@wiltshire.gov.uk

Suggested actions for councillors

We would welcome your support in publicising the consultation and its associated webinars. These will be promoted on Wiltshire Council platforms so please share if you can.

If you have any questions, please get in touch localnaturerecoverystrategy@wiltshire.gov.uk

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, is one small change to an existing risk and one new risk required this year, which have been highlighted on the register in green.

**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 - CCTV installation covering entrance to / exit of the JCH car park	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	Annually	Handyman Clerk Chairman V-chairman

**LYDIARD MILLICENT PARISH COUNCIL
RISK REGISTER**

	Risk	Impact	Likelihood	Severity	Control Actions- Internal Controls	Review Frequency	Responsible Person
					- Regular inspection of field by handyman - 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
38	Defibrillator	Severe (physical)	Unlikely	Medium	4 weekly operational checks by administrator	Annually	Administrator Clerk

Adopted by Lydiard Millicent Parish Council Meeting xxxx

Lydiard Millicent Parish Council Communications Policy

Lydiard Millicent Parish Council believes in open pro-active communication with the press and/or public when delivering services. We strive to communicate effectively, appropriately and in a timely fashion.

Communication

Press reports and all communication to the public from the Parish Council, Committees or Working Parties should be from the Parish Clerk, after consultation between the Chairman and the Clerk.

Councillors who are asked for comment by the press or members of the public, should ask that it be clearly reported that it is their personal view.

For the sake of clarity, this is intended to mean that ONLY the Parish Clerk can properly represent the Council.

It also recognises that Councillors have four main areas of responsibility:

- determining the policies of the Council and giving it public leadership,
- monitoring and reviewing the performance of the Council in implementing policies and delivering services,
- representing the Council externally, and
- acting as advocates on behalf of their constituents.

These can conflict at times, particularly the last two, and this is why Councillors must take care when representing themselves to the press and/or the public.

Complaints

If Councillors have a complaint or receive a complaint from a member of the public about the Council or its activities, this should be presented to the Clerk in written format, to be dealt with under the complaints procedure, or via a Parish Council agenda item. The person's name and address should be on record.

Social Media

The type of content the Parish Council will accept on its social media pages are that a post may not be published or may be deleted if they meet any of these criteria:

- Comments that are not topical to the article being discussed
- Comments that are politically motivated
- Profane language or content
- Material that perpetuates or promotes discrimination of protected characteristics
- These characteristics can include but are not limited to, race, gender, disability, age, sexual orientation, religion or belief, pregnancy and maternity, marriage or civil partnership or gender reassignment;
- Sexual content or links to sexual content;
- Solicitation of commerce;
- Illegal conduct or encouragement/support of illegal activities;
- Information that compromises or may compromise the safety or security of the public or public systems;
- Content that violates the legal ownership interests of any other party.

The Parish Council reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

Communication Checklist

Given the varied nature of the services delivered by the Parish Council not all of the following will apply in every situation. We will strive however to use the following as a communication checklist whenever services are developed and/or rolled out:

1. If a particular area in Lydiard Millicent is more affected than another, then details of the proposed scheme/service will be notified in writing to all residential and business premises in the immediate vicinity of the area affected.
2. The proposed scheme/service will be advised to known relevant organisations (residents/business organisations/interest groups) that may have an interest in the scheme. Indeed, those Councillors who have been delegated with the responsibility to work up details of the proposed scheme/service may invite representatives of such groups to assist in the development of the scheme/service.
3. Details will be communicated to the general public in the following ways:
 - Via the Parish Council Website
 - Via the Parish Council Facebook page
 - Inclusion in the Parish magazine (note that the publication timetable delays may sometimes make this impractical)
 - On Parish Council noticeboard
4. Subject to the agreement of the Council, the Parish Clerk, in consultation with the Chairman of the Council, will issue a press release to the local press. This may include, but is not limited to, the Swindon Advertiser and the Wilts Gazette & Herald.
5. A public meeting will be arranged, if appropriate, to solicit residents' comments.
6. Other means of ensuring a popular local mandate (e.g. a referendum, survey or similar mechanism) will only be considered should the nature of the scheme/service being delivered warrant the relatively significant costs involved in obtaining one.
7. A planning application will be made to the Local Planning Authority if applicable.
8. All or any of the above may be repeated should there be any significant amendment to the scheme/service being delivered. In other words, the Parish Council is committed to providing updates as and when appropriate.

Adopted by Lydiard Millicent Parish Council on 30 March 2022

Members are requested to NOTE the report and CONSIDER the recommendation

Background

Towards the end of 2024, a large willow tree on Lydiard Plain was damaged in a storm so significantly that it is now resting in a ditch, causing flooding on the road when heavy rainfall is experienced. The Parish Handyman has visited the site and established that the removal is beyond the equipment he has available.

Land Registry searches have been inconclusive as to whether the tree is on Lydiard Plain or adjoining land. The owner of the adjoining land has agreed to share the costs equally with the Council for a qualified tree surgeon to carry out the remedial work.

Quotes

The Clerk arranged for 3 contractors to visit the site to provide a quote, however only 2 quotes have been received.

Company A

Quote A	Quote B
Dismantle and fell to ground level	Dismantle and fell to ground level
Cut stump as low / far back from the ditch as possible	Cut stump as low / far back from the ditch as possible
All arisings to be taken away and disposed of	Chip and remove branching
	Leave wood stacked neatly in rough ground between fence and stables
£700 (ex. VAT)	£500 (ex. VAT)

Company B

Quote A	Quote B
Fell tree	Fell tree
Arisings to be taken away	Chip and remove branching
	Leave wood on site
£850 (ex. VAT)	£650 (ex. VAT)

Recommendation

Members to CONSIDER the expenditure of accepting Company A's Quote B of £500 (ex. VAT) to be shared equally with the adjacent landowner (£250 ex. VAT each.) Costs to be met from General Reserves.

Hayley Graham
March 2025

Members are requested to NOTE the report CONSIDER the recommendation

Background

Emails were received from a resident in July highlighting antisocial behaviour and possible planning breaches at Unit 5 Bagbury Park. The Clerk filed an Enforcement complaint with Wiltshire Council on 22 July and a response was received on 27 August which advised the owner of the land “does intend to replant the hedgerow at some point”.

At the meeting held on 5 September 2024, it was agreed that the Clerk would visit the site in 6 months to check on progress.

Update

As the image taken on 28 February shows, the hedgerow has not been reinstated.



Recommendation

Members to AGREE to refer the matter back to Wiltshire Council Enforcement.

Hayley Graham
March 2025

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

Jubilee Club House Heating Controls

Background

The Parish Handyman observed that the heating at the Jubilee Club House has been coming on at times outside of the thermostat timer settings. After inspection by the Council's usual electrician, it was established that the back up battery is no longer working, likely due to its age. The electrician recommended the supply and installation of a wireless heating and hot water thermostat. He also highlighted that the thermostat is too far from the WIFI router in the Parish Office to connect to the internet and so recommended the installation of a wireless access point in the lobby next to the disabled WC.

At the Parish meeting held on 6 February, Members resolved not to accept any quotes, and it was agreed that the Clerk would explore other thermostat options, Wifi extenders and the use of Thermostatic Radiator Valves (TRV's) and bring to the next meeting.

Update

The Clerk has established that TRV's are fitted on all but one of the radiators at JCH, obtained a quote for a standard (non-wireless) thermostat and Councillor Smith confirmed he can supply a Wifi extender.

Quotes Received

To supply and install 1 no. Tado V3 wireless heating and hot water smart thermostat.
Install software on a Council mobile phone, test and set up included.
£270.49 (no VAT payable).

To supply and install 1 No. 2 channel programmer and 1 No. thermostat
£248.18 (no VAT payable)

Costs to be met from EMR JCH Repairs.

Plumbing Requirements

Background

The Parish Handyman has reported:

"Recent repair to plumbing elements within JCH has highlighted and added to shortcomings in the plumbing with regard to servicing and test procedures.

A number of isolation valves are seized, worn or do not exist. This presents difficulties when carrying out monthly Legionella tests and when plumbing maintenance is required.

Work requested

1. Replacement of the localised isolation valves feeding the cisterns in the Ladies washroom. (1No.)
2. Replacement of the localised isolation valves feeding the cisterns / basins in the Gents washroom. (2 No.). N.B. This also covers the basins in the Ladies washroom.
3. Fitting of isolation valves to the hot and cold basin supply and the cold feed to the cistern in the Disabled washroom. (3 No.)

The preferred valves should be of the lever operated, full-bore type. This would make balancing of the Thermostatic Mixing Valves easier to achieve, improve the serviceability / operation / Legionella testing requirements of the valves and remove the need for tools in the event of needing to operate the valves.

Quote

To complete the above work requested is at a cost of £220 (no VAT payable). Costs to be met from EMR JCH Repairs.

Hayley Graham
March 2025

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

Background

The Clerk was contacted by a previous resident of the Parish to request the purchase 1 no. burial plot in Lydiard Millicent Cemetery for herself and her husband. The previous resident has written a letter to the Council detailing their familial ties to the Cemetery.

Hayley Graham
March 2025

Members are requested to NOTE the report further to the LHFIG meeting held on 12 February.

1 - Common Platt

As a result of staffing issues, there has been a delay in assessing the substantive bid. The results of the bid assessment are unlikely to be known until the end of February. Martin Rose will inform the Council as soon as he is made aware.

2 - Greatfield

Road markings were refreshed on 12 February.

3 - Greenhill

Detailed design almost complete and should be made available for review soon. Road resurfacing work has been scheduled for 24 March.

4 - Braydon Road

New improved road signage has been scheduled to commence on 17 February. New road markings will commence in Spring.

No new issues were allowed to be discussed at the meeting and therefore I wasn't able to ask about repainting of road markings on The Street, especially the issue of the rapidly vanishing mini roundabout at the junction with Forge Fields and Chestnut Springs, which was raised by a resident at the last meeting. However, Martin Rose advised any new issues should be emailed to him so he could review and decide how they could be progressed. An email has been sent to Martin for his consideration.

Given the forthcoming elections, it was agreed not to schedule the next LHFIG meeting until after the new members of the Area Board are known. This has been scheduled for 11 June but the date is subject to change.

Mo Suleman
March 2025

FINAL MEETING NOTES FOR 12th FEBRUARY 2025

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

Date of meeting: **Wednesday 12th February 2025.**

6pm Via MS Teams

Chair – Councillor Allison Bucknell, Highways Officer – Martin Rose

Notes taken by - Martin Rose

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

2.	Notes of Previous Meeting																																												
		The notes and recommendations of the previous LHFIG meeting held on 27th November 2024 were presented to the Area Board at its 11th December 2024 meeting and agreed. The meeting minutes can be found here: https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=174&MIId=15352&Ver=4			To note																																								
3.	Financial Position																																												
		The current LHFIG balance for 2024/25 as of 12th February 2025 is £7,015.46 (see below) <table><tr><td colspan="5">FINANCIAL SUMMARY (as of 12/02/25)</td></tr><tr><td>LHFIG Budget 24/25</td><td>A</td><td>£30,186.00</td><td></td><td></td></tr><tr><td>Carryover from 23/24</td><td>B</td><td>£65,325.39</td><td>(Underspend)</td><td></td></tr><tr><td>Total Budget for 24/25</td><td>C</td><td>£95,511.39</td><td>(A+B)</td><td></td></tr><tr><td>Committed Spend 24/25</td><td>D</td><td>£116,936.92</td><td></td><td></td></tr><tr><td>less 3rd Party Contributions (Estimate)</td><td>E</td><td>£28,440.99</td><td></td><td></td></tr><tr><td></td><td>F</td><td>£88,495.93</td><td>(D-E)</td><td></td></tr><tr><td>Balance</td><td></td><td>£7,015.46</td><td>(C-F)</td><td></td></tr></table> Refer to APPENDIX 1 for the full finance sheet.	FINANCIAL SUMMARY (as of 12/02/25)					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	£116,936.92			less 3rd Party Contributions (Estimate)	E	£28,440.99				F	£88,495.93	(D-E)		Balance		£7,015.46	(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	11/09/24The proposal for Church St / Manor Hill Purton was advertised on 1st August, with the end of objection period the 26th of August. A large number of representations has been received and will be considered by the Cabinet Member for Highways, Street Scene and Flooding, Cllr Nick holder. MJR to prepare report and keep local member and PC updated. 27/11/24 - CM report has been prepared and is currently with Cllr Nick Holder, Cabinet Member for Highways, Street Scene and Flooding for consideration. Decision likely to be published in Dec 24. £6,000 allocated in 24/25 budget.	12/02/25 A copy of the report and CM decision can be found here: https://cms.wiltshire.gov.uk/ieDecisionDetails.aspx?ID=2073 <u>Summary</u> - To consider comments received following the formal advertisement of the proposed 40mph speed restriction on Church Street / Manor Hill, Purton and Lydiard Millicent. <u>Decision:</u> I approve that: (i) The proposals be implemented as advertised. (ii)The objectors be advised accordingly. Group agreed to implement the '40' limit with a proviso to look again at Manor Hill speed limit in the future in conjunction with anticipated local development opportunities	MJR

b)	11-23-08 Lydiard Millicent Common Platt safety Submitted 14/02/23	Group has agreed to consider submitting project for funding as a 'substantive scheme' in 24/25 and maintain current allocation of £8,550. (£10,000 - £1,450) 07/11/24 Application for Substantive Bid process 2024/25. This will take place in Autumn 24 27/11/24 - Application for substantive funding submitted on 29/10/24 . Decision likely Jan / Feb 25. Delivery in 25/26 financial year. Mo Suleman queried contribution amount required from 3rd parties for substantive bids. <u>For clarity the breakdown is as follows:</u> Estimated cost of scheme = £38,000.00 (A) Contribution from LHFIG = £6,412.50 (B) Contribution from LMPC = £2,317.50 (C) Amount from Substantive highway fund = £29,270.00 (D) D= (A – B - C)	12/02/25 Awaiting Results of assessment process. Delay due to resourcing. A total of '11' applications received for substantive funding across the 18 community areas. A full list is below: <table><tr><td>Pewsey</td><td>Sunnyhill Lane Bus Stop Improvement</td></tr><tr><td>Pewsey</td><td>Rushall Footway P3</td></tr><tr><td>BoA</td><td>Atworth Footway Improvement</td></tr><tr><td>Chippenham</td><td>Chippenham Marshfield Road</td></tr><tr><td>Corsham</td><td>A4 Pickwick Bath Road Ped Improvements</td></tr><tr><td>RWB & C</td><td>Lydiard Millicent Common Platt</td></tr><tr><td>Malmesbury</td><td>Easton Grey Bridge Protection</td></tr><tr><td>South West Wiltshire</td><td>A30 Fovant Footway Improvements</td></tr><tr><td>Calne</td><td>Derry Hill to Studley SUP</td></tr><tr><td>Calne</td><td>Derry Hill Traffic Management</td></tr><tr><td>Tidworth</td><td>A338 Collingbourne Ducis</td></tr></table> Cllr Steve Bucknell raised issue of pending development in the Common Platt area. It was agreed to look closer at possible S106 monies to assist with this project should they become available.	Pewsey	Sunnyhill Lane Bus Stop Improvement	Pewsey	Rushall Footway P3	BoA	Atworth Footway Improvement	Chippenham	Chippenham Marshfield Road	Corsham	A4 Pickwick Bath Road Ped Improvements	RWB & C	Lydiard Millicent Common Platt	Malmesbury	Easton Grey Bridge Protection	South West Wiltshire	A30 Fovant Footway Improvements	Calne	Derry Hill to Studley SUP	Calne	Derry Hill Traffic Management	Tidworth	A338 Collingbourne Ducis	MJR
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c)	11-23-12 B4533 Purton Stoke, speed reduction Submitted 02/09/22	https://www.google.com/maps/ 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	12/02/25 Awaiting to combine with future road marking work in Purton Area. MJR to seek possible use of Hydro-blaster to remove existing GW markings. Hydro blaster line-removal-and-surface-preparation	MR																						

		works in the area requiring removal to reduce overall cost to LHFIF. Retain on tracker. 27/11/24 - Members agreed to retain request for changes to the give way lines, but agreed they should be implemented with other lining sites when opportunity arises due to cost implications.		
d)	11-23-19 Tockenham Passing Bay Submitted 17/09/23	Request for formal passing bay. approx. 150m south of Shaw Farm (just after a field entrance) https://what3words.com/perfected.plant.coaching 22/05/24 Update - Topo received, and outline design prepared. Option 1 - Replicates the current visible vehicle over run area and is approx. 5.5m at its widest point. Estimated Cost = £14,500.00 Option 2 - is a more formal passing bay with a width of approx. 6.0m. Estimated Cost = £12,000 Both options will take 5-8 days under temporary road closure. Plans issued to TPC who have expressed their preference for Option 2 22/05/24 - Proceed with implementation of Option 2 at a cost of £12,000. Tockenham PC contribution 25% - £3,000 27/11/24 - Works programmed for May 2025. 1 week Temp road closure required.	12/02/25 Works programmed 05/05/25 to 16/05/25 Temp Road Closure - submitted 08-01-25. Update at next meeting.	MR
e)	11-23-17	10/01/24 - Group discussed submission and agreed that consideration is to be given to improved pedestrian provision	12/02/25 MJR Comments No further action at this time.	To note

	Greatfield near Lydiard Millicent Topo Survey	along the section between Greatfield Garden Centre and #20 Greatfield . Recommendation – Allocate £1900 for topo survey to enable design to be prepared. 22/05/24 - Topo received. Outline design for coloured virtual footway issued to LMPC. Restricted carriageway will only permit sub-standard width. Estimated cost £25-£30k Reduced cost option – Clear weeds, sweep footway, refresh road markings and install pedestrian symbols, ‘30’ carriageway roundels ‘no footway’ signs to Diagram 544.1. Estimate - £4,500. No further action at this stage. 11/09/24 Mo Suleman expressed his ongoing concerns about this location and the desire to undertake improvement work. Martin Cook has instructed Milestone to refresh the road markings in this area.(D24144304). Members agreed to wait until the road markings were complete and assessed before considering further action. Retain issue on tracker. 27/11/24 Instruction .(D24144304). from local highways to refresh road markings along Greatfield has not been completed. Martin Cook has chased contractor 20/11/24 but likely to slip until Spring 25. Mo Suleman aware and content, but would like issue re-examined once lining is complete	Martin Cook has chased road marking refresh but likely to be March 25 onwards.	
f)	11-23-10 A3102 Wootton Bassett Infants School Submitted 31/03/24	Vehicles parked on High St close to school entrance restricting access (especially for emergency services) and visibility. 22/05/24 Agreed to fund School Keep markings at a cost of £1500. (25% RWB TC).	12/02/25 Road markings remain outstanding due to presence of parked vehicles. Neighbourhood Policing Team (Sergeant Kate Smith) has now	MJR

		11/09/24 - Meeting has taken place with school and proposal agreed. RWB TC have indicated approval. Order issued to contractor and implementation likely Sept 24. 27/11/24 Repeated visits to site by road marking contractor to install School Keep Clear markings, however unable to complete work due to parked vehicles. Gang have knocked on adjacent doors to request removal, but this is ignored. No waiting cones placed to discourage parking but ignored / moved. Contact with school made to explain delay.	offered to assist with removal. Note- Thank you to Mark Hopkins (RWB TC) for his assistance. Work to be programmed, but likely early / mid-March due to weather. MJR to write to local properties in advance.	
h)	11-23-4 11-24-11 C415 Broad Town Road (towards Wootton Bassett) Submitted 07/02/2023	Request for 40mph speed limit to replace NSL) due to increased ped activity along length. 22/05/24 Agreed to fund speed limit assessment by Atkins. Cost £3,100 (Broad Town PC -25%) 11/09/24: Instruction issued to Atkins. Report expected Nov /Dec 24. Speak to PC re. contribution. Members agreed that depending on come of assessment implementation of any speed limit change can be coordinated with issue 11-24-08 in order to reduce legal costs. 27/11/24 - Site assessment and speed surveys completed by Atkins. Awaiting final report. Likely 1st week of December. Issue to Rupert Pearce (BTPC) upon completion. Report finding to be considered at next meeting. Estimated cost £4,000.	12/02/25 MJR Comments Atkins Assessment Report issued to Broad Town PC 10/1/25 with copy to LHFIG chair. <u>Note- Report recommends the following:</u> (Section 1) Retention of existing 40mph limit on C415 (Section 2) Reduction of 60mph to 50mph on C415 (Section 3) Reduction of 60mph to 50mph on C415 (up to Broad Town 30mph limit). Broad Town PC are unhappy with the report recommendations and have submitted several points for consideration. MJR to update PC in due course. Please note as part of the new Wiltshire speed limit policy, there is an agreed process for challenging the recommendations of assessments.	MJR

i)	11-24-08 A4361 Broad Hinton (towards Swindon) Submitted 15/02/24	google.co.uk/maps 11/09/24 When questioned on the 2019 assessment, Atkins commented as follows: "The assessed speed shows 60mph so there was no reason to justify lowering the speed limit. There are few collisions hence a high assessed speed. In the initial work we did we recommend lowering the speed limit to 50mph purely for consistency with adjoining sections. However, Client officer wanted us to base the recommendations on the assessed speed" There does appear to be issues relating to consistency of speed limits along the A4361 to both the south of Broad Hinton and to the north, especially with road characteristics of NSL lengths in comparison to 50mph speed limit commencing at Swindon boundary. Agreed – Proceed with implementation of 50mph limit on A4361 between Broad Hinton and Swindon Boundary. NOTE:- No financial allocation made at this stage. Awaiting outcome of issue 11-24-11 for possible combination of projects. 27/11/24 On hold. Possible Implementation is to be combined with issue 11-24-11 following outcome of speed limit assessment. No financial allocation at this stage.	12/02/25 To be discussed following agreed outcome for 11-24-11 with view to combine TRO costs. Scheme currently on hold pending agreed way forward for issue 11-24-11. It was agreed by members to press ahead separately with this project if the issue 11-24-11 is not agreed by the next meeting. Note – Liaison required with Swindon BC due to speed limit change at boundary. https://www.google.co.uk/maps Estimated cost £4,000	
j)	11-24-04 High Street, Purton (East of Willis Way) Submitted 08/01/24	Request for Bus stop Clearway as buses are being forced to stop in road for passengers 22/05/24 - Agreed to fund Bus stop clearways x 2 at a cost of £1500 (Purton PC 25%)	12/02/25 Bobcat work now complete. Milestone instructed to carry out bus stop clearway work. Likely to slip until March due to weather.	MJR MC

		11/09/24 - HIAMS order issued with implementation programmed Sept 24. Maintenance issue to resolved before road markings can be installed. Members agreed to delay road markings until surface issues are resolved to avoid duplication of work. 27/11/24 - Bus stop clearway markings x 2 delayed due to future maintenance work to carriageway. Martin Cook confirmed order has been raised for bobcat works to take place in next few months. Once confirmed Milestone lining gang will be instructed accordingly.	Concerns expressed re. presence of parked vehicles on north side which may prevent work taking place.	
k)	11-22-01 Greenhill Crossroads, Lydiard Millicent Submitted 04/02/22 Resubmitted as 11-24-16 on 12/04/23	Greenhill Crossroads speed reduction https://www.google.com/maps/ 22/05/24 - further site meeting has taken place with Mo Suleman to discuss options for improvement including: 1.Additional Warning signs (cross road – reduce speed now) on both approaches. (Est £1,000) 2.Re-introducing rumble strips (Purton direction only) (Est £500) 3.Moving give way lines forward on Greenhill side. Note - Area approx. 20m x 1.0m will require surface repairs first. Refresh road markings (Est £3,500). 4.Relocating 30mph terminal point and village gates further north on Restrop Road (approx. 30m). Note this requires amendment to TRO (Est. £5,000) 5.Coloured gateway treatment with 30mph roundel. (Est. £4,000) 6.Reinstating coloured surface across junction (£6,000)	12/02/25 Detailed design work to be issued to parish councils for comment in due course. Work cannot be programmed until carriageway repairs are complete on Greenhill side. Martin Cook confirmed instruction has been raised with contractor.	MR

		12/09/24 A further visit to site has been made. C/way area on Greenhill side still requires a repair before any changes to the give way can take place. Road width 6.7m. Signs at junction in poor condition which may be addressed under routine maintenance. TRO would be required for speed limit extension. 1. Move give way lines forward (250mm -300mm) 2. Relocate 30mph speed limit approx. 36m north with new gateway / village gates. 3. Cross roads warning signs (reduce speed now) on both approaches to junction 4. Miscellaneous road markings 5. Purton Village nameplate. Martin Cook has issued instruction for Bobcat (Carriageway repairs) at Greenhill junction. Lydiard Millicent PC have indicated support for the proposal. Agreed – Allocate £8,000 with a 25% contribution (£2,000) from Lydiard Millicent PC 27/11/24 Design work ongoing. Implementation target Spring 25. Relocation of 30mph limit northwards will require amendment to 2006 TRO. Look to combine with other formal advertisement to reduce overall cost. Carriageway repairs on Greenhill side required and must be carried out before lining changes can be implemented. Martin Cook has raised the instruction and hopeful it will be combined with High Street, Purton (issue 11-24-04)		
I)	11-23-01 B3553 Purton Road Cricklade	Traffic travelling faster than 30mph limit. Request to extend existing 20mph limit on High Street to include Purton Road (as far as Hitchings Rdbt)	12/02/25 Surveys undertaken Dec 24	MR

	Submitted 10/01/23	22/05/24 - Agreed to investigate speed mitigation measures on Purton road up to Hitchings Rdbt with a view to extending 20mph limit on High St google.co.uk/map 11/09/24: Order for Speed / Volume counts (x 2) placed. Locations agreed with Town Council. Nov / Dec. Report back to next meeting. 27/11/24 - Awaiting metro-counts data. Delay due to backlog and change in provider. Confirmed for early Dec 24. Report back data to Feb meeting	Site 1 (between Giles Av and Dance Court) https://what3words.com/coverage.weeds.eaten Average Speed 25.43mph 85th percentile 29.02mph Total vehicles 46619 % exceeding posted 30mph SL 8.9% Site 2 (#7 Purton Road) https://what3words.com/overheard.unusable.notes Note limited data 11-12-24 to 14-12-24 Average Speed 26.98mph 85th percentile 30.65mph Total vehicles 20538 % exceeding posted 30mph SL 19.4% A discussion took place with group members. MJR explained the traffic data indicated overall compliance with the posted 30mph limit. Collision data indicates a single (slight) collision during last 3 years. Cllr Dye and Chris Bull (Cricklade TC) expressed their unhappiness and felt action was still required to calm traffic on Purton Road, citing ongoing concerns raised by local residents. Cllr Dye raised an issue relating to the poor road surface and it was explained this need to be raised via the appropriate channels. MJR to contact Chris Bull and Cllr Dye via email to outline conditions whereby formal traffic calming is typically considered, and discuss what action, if any, can be considered (subject to agreed funding).	
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m)	11-24-01 Noremarsh Primary School & St Bartholomew's Primary School (The Rosary) Submitted 03/01/24	Ongoing issues relating to Dangerous and inconsiderate parking on the junction, parking across driveways/dropped kerbs. Request for parking controls. 22/05/24 - Agreed to undertake WR review as part of 24/25 commitments and report back to RWB TC and group. 11/09/24 Initial site visits undertaken for both sites. Further visits required following commencement of new school term in Sept 24. Report back to next meeting. 27/11/24 - Site survey/ observations discussion with residents at both sites in early October. Some inconsiderate parking observed, but no major issues identified. Parent parking typically starts around 2.30pm and the sites are clear by 3.20pm. It is not feasible to cover extensive areas with parking controls as this will lead to migration of problems elsewhere, however some protection of key areas including junction bell mouths close to the schools is advised. Plans for both sites issued to RWB for comments. To be considered at Feb meeting.	12/02/25 Proposal for both sites submitted to RWB TC. To be considered at full council on 6th Feb. Request received for RWB TC to extend lines on Eastwood Avenue due to vehicles over running verge. Also request for short extension to existing DYL on Downs View due to concerns expressed by Wiltshire & Dorset fire & rescue service (WDFRS). https://www.google.co.uk/maps/ Group members agreed to progress with scheme and include additional site as requested by WDFRS. Martin Cook asked for the parking review to consider another area of Downs View where overrunning the verge is taking place. MJR to investigate further and report back. Agreed allocate £4,000.00 with a 25% contribution payable by RWBTC (£1,000)	MR
n)	11-23-15 Manor Hill (North of Manor Hill Farm) Purton Submitted 28/03/24	A Dew Pond was filled in at Manor Hill Farm when planning permission was granted for new entrance and driveway to field, the water from the fields now run out on to Manor Hill causing flooding. The flooding is creating c/way large overruns. 22/05/24 - Agreed to investigate kerbing, surface reinstatement and warning signs either side of access and report back to group. https://www.google.co.uk/maps/ 11/09/24. Approx 40-45m of new kerbing (total) either side of access, backfill behind kerb with topsoil, reinstate carriageway in	12/02/25 Awaiting topo survey. Design work Feb/ March. Programmed for June 25.	MR MC

		front of kerbs. Road narrows warning signs x 2. Temp road closure required for approx. 1 week. Estimated cost £6,000. (TBC) Agreed – Allocate £6,000 with a 25% contribution (£1,500) from Purton PC 27/11/24 - Small topo survey required for detailed design work. Estimated cost £1700.00. Design Early Jan with construction Spring /Summer 25. Retain existing allocation of £6000.00. Geoff Greenaway & Cllr Lay commented on continued flooding issues in area, exacerbated by run off at access and asked if further improvements can be considered to mitigate problems. MR to discuss with MC.		
o)	11-24-07 Cricklade Road / Widham bridge, Purton Submitted 18/01/24	Request for traffic calming measures to reduce the speed and allow safer access out of New Road. google.co.uk/maps 22/05/24 - Agreed to investigate signs / road markings to mitigate speeding and report back to group 11/09/24- Site visit undertaken. Warning lines through double bend not visible due to war. No evidence of reflective road studs. Some signs in poor condition. -Reinstate warning lines through double bend and increase to 150mm wide. (£1500) -Misc other road markings (£200) -Install bi-directional road studs (£500) -Provide NAL socket for SID (northbound) (£500) -Provide NAL Socket for SID (southbound) £500 -Upgrade 'road narrows' warning sign / post on northbound approach.(£400)	12/02/25. Site meeting with Geoff Greenaway (Purton PC) 16/01/25. Minor changes requested including length of no waiting at any time to assist vehicles turning left from Station Road into Widham. Possibly combine this element with issue 11-24-01 to reduce legal costs. Agreed, allocate £5,500.00 with a 25% contribution payable by Purton Parish Council (£1,375.00)  Widham Purton - Proposed Sign- Roa	MR

		-New Road narrows / Junction-R ahead sign /post (£400) Total £4,000.00 (Estimate) Purton PC have indicated provisional support for proposal. Cllr Jacqui commented on the need to improve visibility to the south for traffic exiting Widham and issues with the grass verge. Land ownership dispute by Dairy House was raised. Issue on hold pending further investigation of the issues raised. MJR to report back to next meeting. 27/11/24 Site inspection undertaken to look at section of verge south of junction with New Road. Suggest area of EcoGrid to maintain 'green' appearance but retard grass growth. Likely increase in cost £800.00. Area by Dairy House checked and shown as maintainable highway. MR to arrange meeting with Geoff Greenaway and agree way forward. No financial allocation at this stage.		
q)	11-24-25 A3102 Calne Road / Preston Lane Mini RDBT Submitted 14/04/24	Near misses and high speeds approaching and crossing the mini roundabout on the A3102 at Preston Lane in Lyneham. 22/05/24 - MJR to undertake review at mini Rdbt and report back to group. google.co.uk/maps 11/09/24 Proposal, Options 1 and 2 prepared, included High Friction surfacing, changes to road markings and sign improvements. Approx Cost £8,000. PC have expressed preference for Option A. Agreed – Allocate £8,000 with a 25% contribution (£2,000) from Lyneham PC.	12/020/25. Repair by Thames Water to nearby leak attempted on 02/02/25, but not resolved. Note - increase in cost from £8000.00 to £8,949.96 due to requirement for new large post & associated electrical work rather than extension post. (work to replace post is complete). HFS to be programmed once leak is repaired.	MR

		27/11/24 Order (M2/00726) for HFS raised to combine with recent pedestrian crossing upgrade. Work deferred due to adjacent water leak. Works now likely spring 25. Instruction to Milestone for changes to large base post / sign light issued.		
r)	11-24-12 C414 Hook Street / Village Hall Lydiard Tregoze Submitted 13/03/24	1. Concerns about speeding and lack of pedestrian provision at Hook St / Hook village hall) No footway on west side) -1. Request for rumble strips (north approach, - 2. Road sign improvements at bend 3. Raised junction at C414 / Hook Street. 4. Footway link on west side google.com/maps 11/09/24 - Footway link on west side difficult due to visibility issues. Option prepared for sign / road marking improvements and issued to PC for comments. PC are unhappy with elements of the design and are seeking reinstatement of the coloured patches on the northbound approach to Hook St junction, 'peds in road' signs and a footway on the west side of the C414. Members resolved to keep issue on hold pending further discussion with PC. 27/11/24 - Further discussion with LTPC required re. footway on west side before scheme can progress. No allocation at this stage. Cllr Steve Bucknell to raise issued with LTPC to try and move issue forward.	12/02/25 Awaiting contact from LTPC to agree way forward. MJR to speak to PC to prompt.	MR
s)	11-24-13 C414 Hook Street to Coped Hall	Request for footway upgrade due to overgrown, narrow and uneven surface.	12/02/25 Awaiting billing for topo work completed to date before invoicing LTPC	MR

	Submitted 10/01/24	22/05/24 - MJR to establish cost of topo survey and liaise with Lydiard Tregoze PC google.co.uk/maps 11/09/24: Topo cost is £5,800 + VAT. LTPC have agreed to fund in full. Longer term project and possible substantive bid for 25/26. Agreed – Allocate £0 with 100% contribution (£6,960.00) from Lydiard Tregoze PC. 27/11/24 - Instruction to proceed with topo survey received from LTPC. Order issued. Email received from LTPC asking for topo to be stopped following recent routine maintenance work. Unfortunately, base survey work was completed. Current cost of £4,000 incurred. LTPC informed of situation via email.		
t)	11-24-17 B4696 Braydon Road (Includes Lydiard Millicent & Purton Parishes) Submitted 17/04/24	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 and measure to prevent overtaking. 6 residential properties at Four oaks Caravan Park google.co.uk/map 22/05/24 - Current speed limit is 60mph. SIDs cannot be deployed where speed limit > 40mph. Criteria for solid double lines to prohibit overtaking not met. MJR to undertake signs and road marking review along length and report back to group. 11/09/24 - Site visit not yet undertaken . Suggest upgrade to existing bend warning signs on B4696 (x 6) with 'reduce speed now' supplementary plates and Enhanced 'SLOW' markings. Possible flag type sign at Four Oaks Signs / Posts / foundations =£2500 Traffic management = £1500	12/02/25 Sign works programmed for 17/2 Road Markings programmed for Spring 25	MR

		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 LMPC 27/11/24 - Outline signs / road marking plan prepared and issued to Lydiard Millicent PC, Purton PC, and Lydiard Tregoze PC for comment and approval. Order to be issued before 31/12/24 for delivery early spring 2025.		
u)	11-24-21 Length of C114 Water Eaton Submitted 06/05/2024	Request for additional measures to address problem with drivers not adhering to speed limits. google.co.uk/maps 22/05/24 - 40 /50mph Speed limits installed in autumn 23, but some drivers ignoring restriction. Request for increased police enforcement, Poles / sockets for SIDs, warning signs, Improved gateway at 40mph terminal point, c/way roundels. MJR comments: Limited options for improvements within 50mph section other than c/way roundels. Suggest focus on 40mph section with village gates at terminal points x 2, '40' roundels and SIDS. (sockets only, Devices to be provided by LPC) 27/11/24 Site visit undertaken. Outline plan to be issued to LPC by mid-December. To be considered at Feb meeting.	12/02/25. Minor Signs & Road markings. Outline design issued to LPC for comments. Copy sent to Cllr Dye Work cost estimate - £2,500	MR
6.	Minor Signing schemes to be paid for by Town/ Parish Councils			
	No current schemes.			
7.	Any Other Business			

	<u>Submitting LHFIG Requests / Deadline for requests</u> NOTE: All new highway requests for 2024/25 are now agreed by the group. Subsequent requests received from Town / Parish councils for consideration as 25/26 schemes will be logged and considered at the LHFIG meeting held during Spring 2025	Requests to be sent to the following email address. LHFIGrequests@wiltshire.gov.uk NOTE - Town and parish councils are requested to examine their previously submitted issues shown at APPENDIX 2 and whether they wish them to be considered by the group as part of the assessment of new 25/26 LHFIG schemes in Spring 2025	
8.	Date of Next Meeting		
	It was agreed by group members that due to the local election taking place on the 1st May 2025, it would be advisable to reschedule the May meeting to June, to allow the necessary appointments to the Area board and LHFIG to take place. Wednesday June 11th 2025 (TBC)		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 **£ - 109.54**
Refer to APPENDIX 1 - 12-02-25. (FINAL)

13. Legal Implications

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

14. HR Implications

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

15. Equality and Inclusion Implications

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

16. Safeguarding implications

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

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

17.1

- **11-24-01 Noremarsh Primary School & St Bartholomew's Primary School (The Rosary)** Parking controls. Allocate **£4,000.00** with a 25% contribution from RWBTC (£1,000.00) **Note** - Sites at Downs View and Widham bridge (11-24-07) to be advertised at the same time to reduce overall Traffic Regulation Order (TRO) costs.
- **11-24-07 Cricklade Road / Widham bridge, Purton – Traffic management measures** – Allocate **£5,500.00** with a 25% contribution from Purton Parish Council (£1375.00)
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RWB CRICKLADE LHFIG - NEW HIGHWAY ISSUES 2024/25 (NOT PRIORITISED) - APPENDIX 2 UPDATE FEB 25

Issue number	Request Date	Town / Parish council	LOCATION	Link to Google Maps Street View Image	Summary of Request	Engineer Comments	Options for Consideration	Estimated Cost (£)	Deliverability Ranking (1= Easy, 5= difficult)	LHFIG Recommendation from 22/05/24 meeting
11-24-09	16/02/2024	Royal Wootton Bassett	High Street	google.co.uk/maps	<i>Request for various changes on High street including disabled bays, changes to Taxi ranks and loading areas, extension of no waiting ' / removal of parking bays. Extend the pavement to the entrance to Beamans Lane, or install bollards to prevent parking.</i>	RWBTC submission requires significant officer time to review parking controls on High street. Removal / relocation of taxi / loading /disabled bays will likely be contentious	Wider review could be combined with issue 11-24-01 leading to reduced Legal / implementation costs	£5,000 (legal / implementation)	4	RWB agreed 11-24-01 and 11-23-10 will take priority. No further action at this time
11-24-20	30/04/2024	Royal Wootton Bassett	Glenville Close	google.co.uk/maps	<i>Complaint that vehicles are parking too close to junction of Glenville close/ Marlborough road</i>	Costly to promote as a single WR site.	Could be included as part of wider parking review for issues 11-24-09 & 11-24-01	£3,000 (legal / implementation)	4	Issue not yet agreed by RWB TC. No further action
11-22-13	16/06/2022	Royal Wootton Bassett	Community Garden nature reserve – Row WBAS28	google.co.uk/maps	<i>Request to stop up WBAS28 which is overgrown and has significant drop from A3102, & divert route to path from Lindisfarne alongside nature pond and exiting out on Churchill Close.</i>	Land ownership details remain unclear . Possibly Bryant Homes or Bradleys. Path through community garden currently being used by public. Land registry search inconclusive	Difficult to take scheme forward until land ownership established. Likely to be a protracted process.	N/A	4	Further discussion with Countryside team required.
11-23-16	09/06/2023	Royal Wootton Bassett	Breach Lane & Log Lane Royal Wootton Bassett	google.co.uk/maps	<i>Request for Accompanied horses signs on Breach Lane & Log Lane (Breach Lane Equine centre nearby)</i>	Breach Lane 3.6km long	Consider installing 2no. Signs on posts as requested	£250.00	1	Speak to requester to see if they are willing to fund. No further action at this time
11-24-03	10/01/2024	Royal Wootton Bassett	Layby A3102 (After Stoneover Lane turning) old 55 route bus stop	google.co.uk/maps	<i>Complaint from 'The Windmills', Marlowe Way which backs onto stop of overnight lorry parking resulting in rubbish, excrement and damage to trees. Request for measures to prevent parking in layby i.e. bollards</i>	Bus stop no longer in use. Layby is over 40m long and would require a significant number of bollards, expensive & may lead to ongoing maintenance issues. Note - This is the first layby for traffic travelling westbound from M4, J16. Permanent removal i.e. kerbing will be expensive as Stopping up order required.	Consider parking controls (time limited waiting) or signage in first instance (<i>no overnight parking by HGVs</i>)	£3,000 (WRs) £300 (no HGV signs)	3	Group agreed this request was not a priority No further action at this time
11-24-10	16/02/2024	Royal Wootton Bassett	Zebra Crossing, Noremarsh Road	google.co.uk/maps	<i>Report of vehicles failing to stop at zebra crossing. Request for signalised crossing</i>	Single <u>recorded</u> incident of failing to stop at Zebra in last 11 years (Sept 2013 - Slight) Cost to replace zebra with signalised crossing £100,000+. No evidence to support argument that signalised crossings are safer. Excellent forward visibility to zebra crossing	Consider advisory 20mph limit (when lights show) This could be actioned via TAOSJ & School Travel Plan. Consider upgrade to LED Belisha Beacon (Modustar) to improve day time visibility of crossing. School can also cut back tree on their land to improve visibility of beacon on west side	£3,500 (LED BB)	2	Costs for signalised crossing prohibitive. Belisha Beacon upgrade not considered a priority. No further action at this time.
11-24-15	19/03/2024	Royal Wootton Bassett	Cycle Route Signs RWB	N/A	<i>Reports of poor signage of recommended routes for cyclists. Request for signs and road markings at key locations in town</i>	LCWIP for RWB being prepared in 24/25. Following on there will be an allocation for cycle infrastructure in the town and some /all of this request could be picked up at the same time.	Requester to make direct contact with Sustainable transport team to progress	N/A	N/A	Sign improvements to be requested via LCWIP and ATE funding. No further action.
11-23-03	13/05/2022	Cricklade	Footpath link between Hitchings and The Forty	google.co.uk/map	<i>Request to install lighting along footpath constructed by Greensquare Accord as part of local development</i>	Discussion has taken place with Development control. Footpath is <u>not</u> adopted and area part of the path beyond Hitchings has been sold to nearby dwelling. LHFIG unable to progress	No further Action	N/A	N/A	CTC to contact Wiltshire council Countryside team to request establishment of new RoW
11-24-23	05/03/2024	Cricklade	Stones Lane	google.co.uk/maps	<i>Concern about traffic speeds on Stones lane with residents walking to and from leisure centre crossing from Reeds. Request for Speed Humps</i>	Road is rural and predominantly single track. Limited street lighting which would prohibit use of speed humps.	Speed survey to establish vehicle speed (no cost to LHFIG) pedestrian's crossing ahead signs (x 2)	£800 (signs x 2)	2	No further action at this time.
11-24-24	26/04/2024	Cricklade	High St, Cricklade. Pedestrian refuge island	google.co.uk/maps	<i>Local resident would like existing refuge island removed as 1. It poses significant risk to road users, 2. Surface water splashes up an onto #4 and peds. 3. Close proximity to RDBT and Poor design forces LGVs onto opposite side of road. 4. Refuge not necessary due to nearby zebra crossing</i>	Long standing issue. Refuge installed 2002/03. Complainant has identified the design as not compliant, giving examples of guidance, the majority of which is not relevant or has been superseded. Refuge is 1.5m wide which meets current guidance. Refuge currently subject to FOI and formal complaint to LG ombudsman. CTC resolved not to remove island in 2017	Removing the island would require temp road closure and electrical disconnection. Removal unlikely to resolve claimed splashing issue 100%. Refuge island designed to also act as traffic calming feature within 20mph limit. Speeds may increase if removed. Awaiting outcome of LGO findings	£14,000+	5	Cost of island removal prohibitive and not agreed as a priority for LHFIG.Awaiting outcome of complaint to LGO. No further action at this time.
11-24-02	09/01/2024	Lyneham & Bradenstoke	A3102 Calne Rd Lyneham (Adj Mallard Pub)	google.co.uk/maps	<i>Lyneham & Bradenstoke PC requesting pedestrian improvements, with either a refuge island or zebra crossing</i>	Road width insufficient to accommodate ped refuge and widening on south side required, further complicated by open watercourse. Zebra crossing possible but unlikely to meet threshold figure of 50 peds per hour over 4 busiest hours.	Further feasibility work and crossing assessment required Topo survey necessary £1800. Pedestrian survey £1500, Speed Survey (no cost to LHFIG)	£1800 (topo)	4	Costs likely to be prohibitive given engineering difficulties. No further action at this time,

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

11-24-05	18/01/2024	Purton	Manor Hill (by pond)	google.co.uk/maps	<i>Request for drainage works on Manor Hill. Flooding issues preventing access by foot or vehicles.</i>	Issues have been long standing and requires involvement of Drainage team, local highways and OFWG to agree way forward. Local landowners will also need to reinstate ditches under their ownership & clear pond	Requires further feasibility work with cooperation of various parties	unknown	N/A	No further action at this time
11-26-06	18/01/2024	Purton	Pavenhill	google.co.uk/maps	<i>Request for bollards to be installed on footway outside 'one stop' shop to prevent cars blocking access for peds and wheel chair users</i>	Footway area in front of shop is not maintainable highway (adopted). Bollards are already in place as a security measure but confined to area directly in front of shop.	Further information required. Land registry search	N/A	N/A	Footway not maintainable highway. No further action. MJR to request yellow line refresh by Parking services
11-23-09	09/03/2023	Lydiard Millicent	Church Place / The Street (towards Lydiard Green)	google.com/maps	<i>Request for improved speed reduction measures and pedestrian safety for pedestrians accessing all saints church</i>	Traffic calming in place outside Church with 2no. priority chicanes. Overall speeds in area low. Area to west of The Butts is 30mph but speeds higher due to lack of frontage development and road alignment.	Additional 30mph roundels / repeater signs between The Butts and Bagbury Lane to provide improved awareness of 30mph limit. Suggest that school consider advisory '20' on The Street via TAOSJ	£3,500 (signs / road markings)	2	No further action at this time,
11-24-18	17/04/2024	Lydiard Millicent	Lydiard Green footway	google.com/map	<i>Request to complete footway links along Lydiard Green to connect with footway south of Greenhill xroads</i>	1. Sections along length not possible due to restricted road width (virtual pavement possible). 2. Majority of verge areas along length are privately owned and would require free dedication of land.	Parish council to undertake consultation with residents to establish willingness for free dedication. Longer term strategy required for project delivery	N/A	5	Parish council to discuss issue of free dedication of privately owned verges with residents. No further action at this time,
11-24-19	17/04/2024	Lydiard Millicent	Church Place / The Street	google.com/maps	<i>Request for Wild fowl warning signs Diagram 551.2 following recent incident with speeding vehicle</i>	LMPC have indicated they will fund 100% of cost	Sign location(s) to be agreed	£350	1	MJR to progress with LMPC outside of LHFIG
11-24-14	13/03/2024	Lydiard Tregoze	A3102 Swindon Road junction with Spittleborough Farm	google.com/maps	<i>Concern re. 'U' turning traffic at junction, speeding traffic. Claim area is an accident blackspot. Request to prohibit 'U' turns, reduce speed limit from current 60mph</i>	Site ranked #38 on Collision cluster site list. 2no. Recorded collisions in last 5 years. 1no. Turning right, 2no. Rear end shunts.	Prohibition of 'U' turning not feasible. Prohibition of Right turn into junction possible but nearest RDBT at Bincknoll Lane 1km to west and restriction likely to be ignored. Speed limit assessment £3,100	£3,000 (Right turn - legal & implementation) £3,100 (Speed limit assessment)	3	No further action at this time,

Members are requested to NOTE the report and CONSIDER the expenditure.

Background

In the Parish Meeting held on 3 October 2024, members resolved to instruct a tree surgeon to carry out the bi-annual survey of all trees at the JCH / recreation field. The survey results were presented at the Parish Meeting held on 9 January and members resolved to ascertain whether the Parish Handyman could carry out the 3-month priority remedial works as outlined in the survey report.

Update

The Parish Handyman has been working on severing the ivy from the trees which needed urgent attention and has been able to remove much of it, however the most pressing item on the report was the removal of a dead Elm tree at the entrance to the JCH, as well as cutting back low branching over the path. The Parish Handyman has advised that the dead elm is in such a position that it will require removal from the top down, for which he does not have the tools or safety equipment to do so. The Elm in particular is in a precarious position as if it were to fall, it would fall on the footpath.

Quotes

The tree surgeon who carried out the report has provided two quotes:

Tree ID G1

- Remove dead Elm, sever Ivy on all trees to prevent over-encumberment and windsail.
- Cut back low branching over path and road back in line with inner edge of the path.
- All arisings to be taken away and disposed of.

£375 (ex. VAT)

Tree ID T2, T3 and T4

- Sever Ivy on all stems to prevent over-encumberment and enable future inspection of main stems.
- Prune 2 x low limbs on T2 back to inner line of footpath to reduce encroachment over road and entrance.
- Remove all major deadwood over road and footpath from all trees.
- All arisings to be taken away and disposed of.

£475 (ex. VAT)

The tree surgeon has confirmed that as we are in nesting season, a full survey of the working area would be undertaken prior to any work commencing.

Recommendation

Members to APPROVE the expenditure for both quotes provided at a total cost of £850 (ex. VAT)

Costs to be met from General Reserves.

Hayley Graham
March 2025

Jubilee Clubhouse Survey Data Dec 2024

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

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

Lydiard Millicent Neighbourhood Development Plan Review

**Consultation Strategy
February 2025**



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1. Introduction

- 1.1. This Strategy has been prepared to help guide the process of community and stakeholder engagement needed to produce an informed and relevant community-led review of the made Neighbourhood Development Plan (NDP) for Lydiard Millicent. It sets out a range of activities and actions that can be taken to engage with the community.
- 1.2. Effective engagement with local residents, community groups, businesses, and service providers in Lydiard Millicent and other stakeholders is a crucial aspect in creating a well-informed NDP and a sense of community ownership.

2. What is a Neighbourhood Plan?

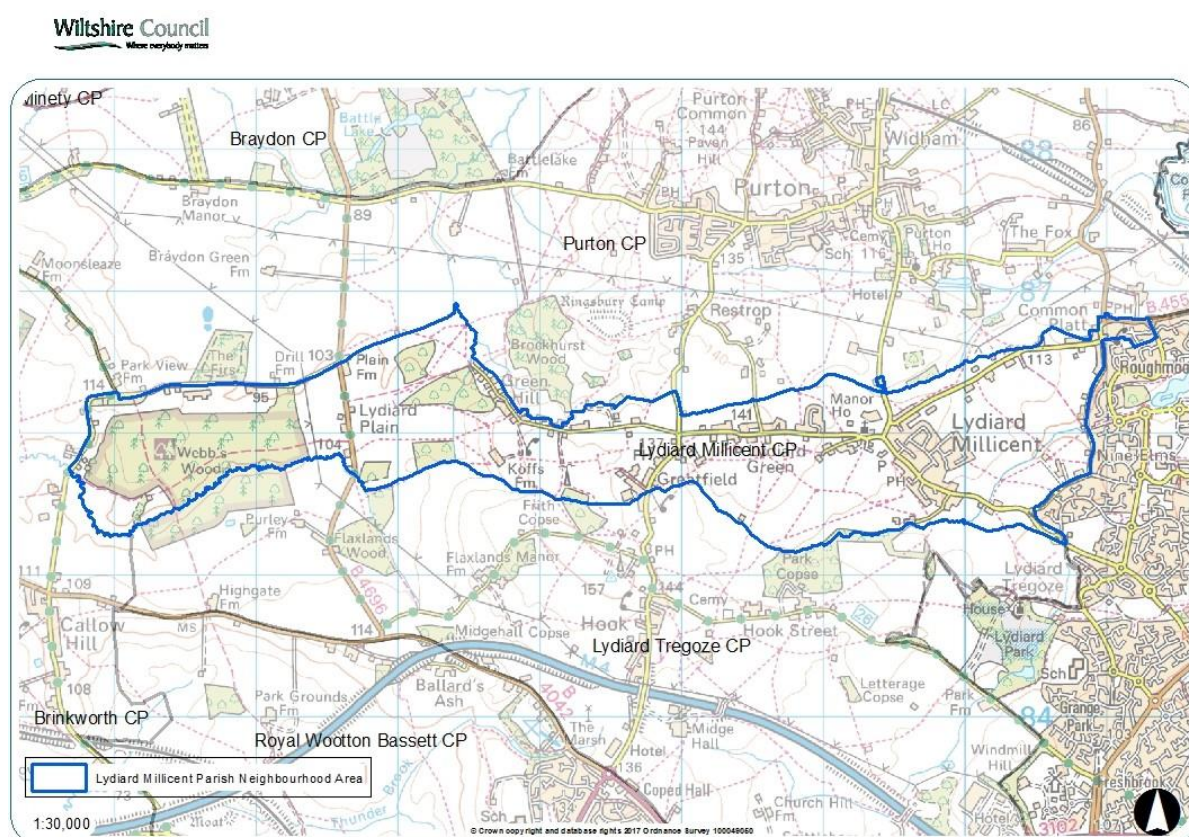
- 2.1 The Localism Act 2011 enabled communities to shape new development and promote better land use in their community by preparing Neighbourhood Development Plans (NDPs). The aim of the legislation is to empower local communities to use the planning system to promote appropriate and sustainable development in their area.

Figure 1 – Steps in preparing the made Lydiard Millicent NDP 2018-2026



- 2.2 A NDP can set out a vision for an area and planning policies for the use and development of land. The plan must be in conformity with the government's National Planning Policy Framework 2023 (NPPF), as well as the Wiltshire Core Strategy/Local Plan (currently under review) and must also satisfy the legally required Basic Conditions.
- 2.3 The Regulations set out the steps that must be taken in preparing an NDP, including formal consultation, examination, and a parish referendum to approve it. Once adopted – the formal term is 'made' - the NDP becomes part of the Wiltshire Development Plan and forms the basis for determining planning applications in Lydiard Millicent Parish.
- 2.4 The made NDP covers the whole of the civil parish of as defined at Figure 2. The NDP has been prepared by residents and members of the Parish Council, working as part of the Steering Group, and supported by independent consultants.
- 2.5 The overarching aim of preparing the Lydiard Millicent NDP is to involve the local residents, through consultation, in decisions about how their village and rural setting develops. The NDP provides a significant opportunity for local people to influence planning decisions, as planning applications are determined by Wiltshire Council *'in accordance with the Development Plan unless material considerations indicate otherwise'*.

Figure 2 - Designated Lydiard Millicent Neighbourhood Area



3. Why do we need to review the NDP?

- 3.1 The current NDP has effect until 2026 and remains in force until the plan policy is replaced. There is no requirement to review or update an NDP. However, policies in a NDPs may become out of date, for example if they conflict with policies in a local plan covering the neighbourhood area that is adopted after the making of the NDP. In such cases, the more recent plan policy takes precedence. In addition, where a policy has been in force for a period of time, other material considerations may be given greater weight in planning decisions as the evidence base becomes less robust.
- 3.2 To reduce the likelihood of a NDP becoming out of date once a new local plan (or spatial development strategy) is adopted, communities preparing a NDP should take account of latest and up-to-date evidence, such as that on housing need, as set out in guidance.
- 3.3 There are three types of modification which can be made to a neighbourhood plan or order. The process will depend on the degree of change which the modification involves:

Figure 3 – NDP review implications

Minor (non-material) modification

- Minor (non-material) modifications to a neighbourhood plan or order are those which would not materially affect the policies in the plan or permission granted by the order. These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum. The amendments can be agreed between the Parish Council and the LPA.

Material modification

- Material modifications which do not change the nature of the plan or order would require examination but not a referendum. This might, for example, entail the addition of a design code that builds on a pre-existing design policy, or the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan. The plan would need to go through the statutory processes from Regulation 14 onwards and would require examination, however a referendum may not be required.

Substantial Material modification

- Material modifications which do change the nature of the plan or order would require examination and a referendum. This might, for example, involve allocating significant new sites for development, amending a settlement boundary or introducing major new policy areas. It will ultimately be for the examiner to make the final decision on whether the modifications require a referendum.

- 3.4 If material modifications are proposed then due process, as set out above, requires public consultation from Regulation 14 onwards. There are also additional requirements including the preparation of a statement outlining whether the modifications are so significant or substantial as to change the nature of the plan and give reasons. There would only be a fresh referendum should substantial material modifications change the nature of the plan, it is the examiners decision on whether the plan should proceed to referendum or not.

4. Why do we need a consultation strategy?

- 4.1 This strategy is a way of explaining the steps we intend to take. It has been prepared to demonstrate that this is a process that needs community involvement and that the community knows this. It describes the processes and methods that may be employed in community engagement activity and presents a set of commitments to the community about how we will seek to inform, communicate with, and involve them throughout the NDP project.

5. Consultation timing

- 5.1 The timescale we have laid out will be subject to alterations due to external factors and the ability of consultees to form their comments, but also the need to adjust ourselves to what we report and any additional considerations which arise, such as new planning policies at a national or Wiltshire level.

6. Who will we consult?

- 6.1 We are committed to open and honest dialog with the community and try to include as many groups, organisations, and individuals as possible in the NDP process. This means consultation with:
- Residents
 - Community and interest groups
 - Landowners
 - Developers
 - Businesses and employees
 - Local planning authorities (including adjoining LPAs)
 - Wiltshire Council
 - Swindon Borough Council
 - Adjoining Town / Parish Councils
 - Purton
 - Brinkworth

- Lydiard Tregoze
- West Swindon
- Government agencies including:
 - Environment Agency
 - Natural England
 - National Highways
 - Historic England
 - Network Rail
- Any other persons interested in the development and use of land within Lydiard Millicent

6.2 We will work with stakeholders to ensure we can reach as many different groups in society as possible, including underrepresented groups (as defined in the Wiltshire Council Statement of Community Involvement - <https://www.wiltshire.gov.uk/planning-policy-sci>)

6.3 Anyone can contact the Steering Group to request to be added to or removed from a list of consultees. The email address for correspondence is the Parish Council Clerk (Hayley Graham) clerk@lydiardmillicent-pc.gov.uk

7. How do we consult?

7.1 We will use a variety of consultation methods, ensuring those used are proportionate to the matter and task. Some examples of such methods are illustrated in figure 3 below.

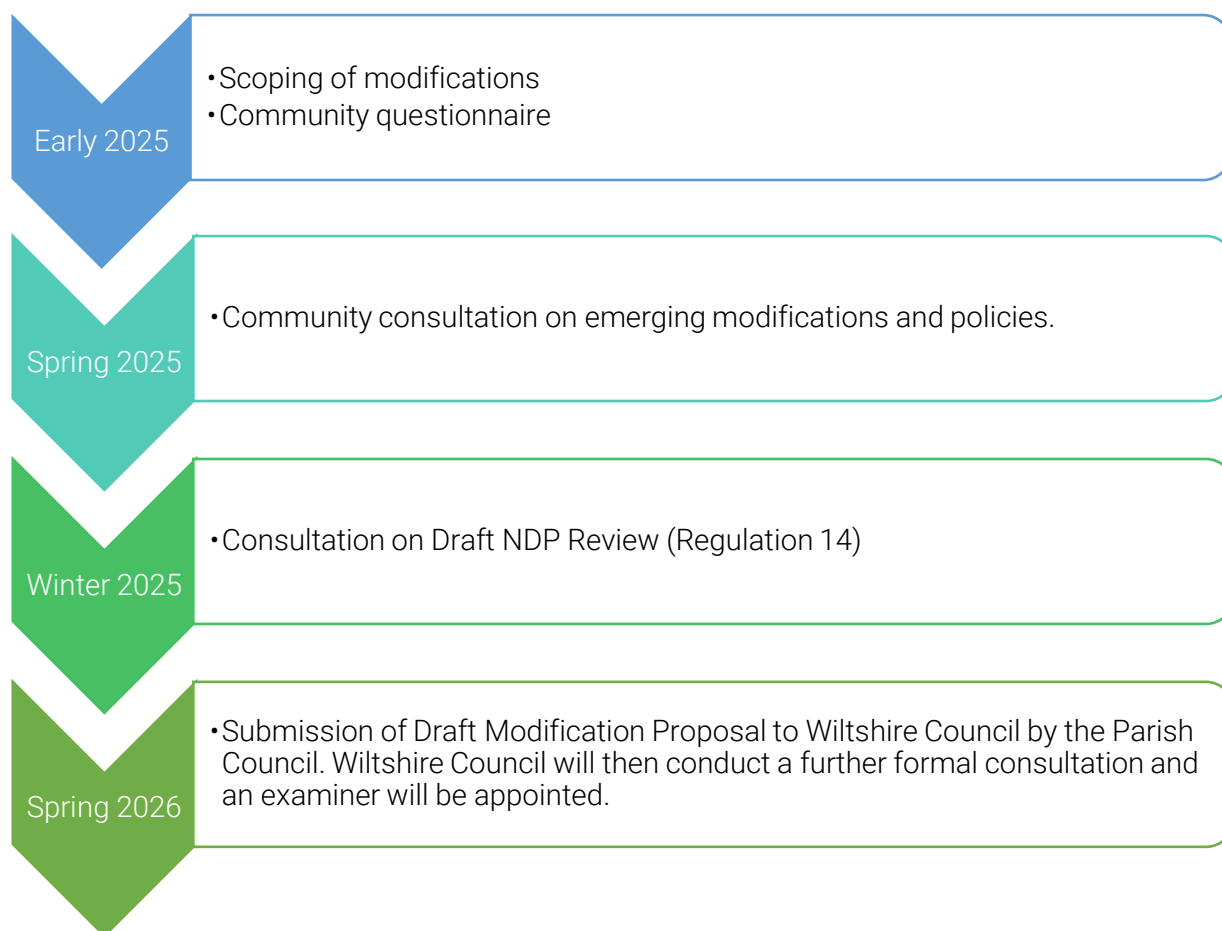
Figure 3 – Consultation methods



8. Consultation programme

- 8.1 The below consultation programme is indicative of the remaining activities for the review of the Lydiard Millicent NDP prior to submission of the draft modified plan to Wiltshire Council. All timescales are indicative and subject to change. An updated consultation programme will be published as the NDP progresses. Details of how to take part and comment will be made available at each stage.

Figure 4 - Draft consultation programme



9. Availability of information

- 9.1 Steering Group agendas and minutes will be published on the Parish Council website following their approval, at appropriate times - <https://www.lydiardmillicent-pc.gov.uk/>
- 9.2 Steering Group meetings are generally open to members of the public. Confidential meetings or matters will require exclusion of the public, the decision on this is to be made by the Steering Group.

10. Privacy Notice

- 10.1 When you attend a consultation event or return a survey or consultation document, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to the Neighbourhood Plan. Your personal information will not be shared with any third party.

When you contact us

- 10.2 The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information, and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

- 10.3 General Data Protection Regulations Article 6 (1) (a) (b) and (e)
- Processing is with consent of the data subject or
 - Processing is necessary for compliance with a legal obligation or
 - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

- 10.4 The Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies are available on the Parish Council website.
- 10.5 We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. You may request the deletion of your data held by the Parish Council at any time.

Children

- 10.6 We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Access to Information

- 10.7 You have the right to request access to the information we have on you. You can do this by contacting the Parish Council Clerk - clerk@lydiardmillicent-pc.gov.uk

Information Correction

- 10.8 If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Parish Council Clerk - clerk@lydiardmillicent-pc.gov.uk to request this.

Information Deletion

- 10.9 If you want the Parish Council to delete the information about you, please contact: Parish Council Clerk - clerk@lydiardmillicent-pc.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Parish Council Clerk - clerk@lydiardmillicent-pc.gov.uk

Rights Related to Automated Decision Making and Profiling

- 10.10 The Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

- 10.11 If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the Parish Council Data Information Officer: Parish Council Clerk clerk@lydiardmillicent-pc.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary

- 10.12 In accordance with the law, the Parish Council only collect a limited amount of information about you that is necessary for correspondence, information, and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time)