

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

Section 85 of the Local Government Act 1972

A Councillor who is absent from all meetings of the Council and any committees of which they are a member for a period of six months automatically ceases to be a member of the Council unless they have been given leave of absence by the Council before the expiry of that six-month period

Request

Councillor Cole last attended a Council meeting on 5 June 2025. He requests a leave of absence until February 2026 due for health reasons.

Clerks Recommendation

Members RESOLVE to APPROVE Councillor Cole's request for a leave of absence from Council meetings until the Council meeting to be held in February 2026.

Hayley Graham
August 2025

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

Councillors Present:

M Allsop, Vice Chairman L Bamsey D Coffey S Hill-Wheeler R Selwood
J Sprules

Others in Attendance: 5 members of the public and Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident raised a concern around the volume of speeding traffic at Greatfield. Councillor Allsop confirmed the Local Highway and Footway Improvement Group (LHFIG) have instructed their contractor paint a number of highway speed roundels along the length of Greatfield. The Clerk agreed to bring this to the attention of Councillor Neighbour who is investigating a Community Speedwatch initiative.
- A resident asked for an update on the planning appeal for the land at Restrop Road. Councillor Allsop advised the appeal is being held on 16 July.

Councillor Question Time:

- Councillor Bamsey highlighted a letter received from Sarah Gibson MP relating to the proposed development on Meadow Springs, concerned that the letter referenced possible mitigations. Wiltshire Councillor Andrew Matthews advised he would update further on this in his update.

MINUTES

- 25.40 **Apologies for Absence**
Apologies were RECEIVED from Councillors Chalker, Cole, Neighbour and Westwood.
- 25.41 **Declarations of Interest and Dispensation Requests**
No declarations of interest were made and no dispensation requests were received.
- 25.42 **Chairman's Announcements**
 - A new speed limit of 40mph on Manor Hill comes in to force on 7 July.
 - There were 2 road closures on The Street this week, the Parish Council had not been notified of these works.
- 25.43 **Minutes**
Members CONSIDERED the minutes of the Parish Meeting held on 5 June 2025. The minutes of the meeting were ADOPTED as a true record and signed by the Vice Chairman.
- 25.44 **Co-option of New Councillor**
Members CONSIDERED the application from Mr L Roberts. The matter was put to the vote and Members unanimously RESOLVED that Mr L Roberts be co-opted onto the Parish Council with immediate effect. The Declaration of Acceptance of Office was signed by the newly elected Councillor and witnessed by the Clerk, and the Vice Chairman invited Councillor Roberts to join the meeting.
- 25.45 **Wiltshire Councillor Update**
Wiltshire Councillor Matthews met with the Community Policing Team who have been present at Greatfield, further to the concerns raised around speeding at the last meeting.

A complaint has been raised with Thames Water regarding the lack of communication and execution of the works on The Street in June, and have raised the unexpected closure of The Street today with Wiltshire Council.

Councillor Matthews confirmed that should the Meadow Springs development go to a Committee to be determined, he will be present to strongly object to the application on numerous grounds including access and lack of local amenities. Both Swindon Borough Council and Wiltshire Council want to maintain the buffer between West Swindon and Lydiard Millicent. He advised that considering mitigation doesn't weaken an objection but will allow the parish to get the best outcome through means of S106. Sarah Gibson MP has written to the Secretary of State highlighting the impact of stretched housing needs on rural communities such as this, and she has written to many residents of the parish advising of this course of action. The application has not yet been determined by the Planning Officer.

25.46 **Financial Accounts**

- a. Members NOTED the Payments List reference "Finance Report 3 July 2025 – Expenditure" attached as Appendix 7 in the amount of £6,197.35 ex. VAT
- b. Members APPROVED the Payments for Approval reference "Finance Report 3 July 2025 – Payments for Approval" attached as Appendix 7 in the amount of £35.00 ex. VAT
- c. Members NOTED the Income Report to 30 April 2025 reference "Finance Report 3 July 2025 – Income Summary" attached as Appendix 7 of £36,352.50.
- d. Members APPROVED the Cash and Investment Reconciliation statement for the Unity Trust Bank as at 31 May 2025 with a closing balance of £29,198.70.
- e. Members APPROVED the Bank Statement for the Unity Trust Bank as at 31 May 2025 with a closing balance of £29,198.70.
- f. Members APPROVED the Cash and Investment Reconciliation statement for the Public Sector Deposit Fund as at 31 May 2025 with a closing balance of £70,279.32.
- g. Members APPROVED the Statement of Account for the Public Sector Deposit fund as at 31 May 2025 with a closing balance of £70,279.32.
- h. Members APPROVED the Cash and Investment Reconciliation statement for the Lloyds Charge Card as at 31 May 2025 with a closing balance of £0.00
- i. Members APPROVED the Charge Card statement for the Lloyds Charge Card as at 28 April 2025 with a closing balance of £17.00.

25.47 **Planning Applications**

- a. Members RECEIVED an update from Planning Group B.

Application: PL/2025/05106 – Householder Planning Permission	Applicant: Mr Rigby
Address: 24 Stone Lane, Lydiard Millicent, SN5 3LD	Closing Date: 10 July
Proposal: 2 storey rear extension	
Members RESOLVED to make NO OBJECTION to the application.	

Application: PL/2025/05332 – Full Planning Permission	Applicant: Mrs A Broome
Address: 11 Lydiard Green, Lydiard Millicent, SN5 3LP	Closing Date: 23 July
Proposal: Proposed shed / storage for the use of feed / shelter for livestock on agricultural land	
Members RESOLVED to COMMENT on the application with the following points:	
- that consideration be given to the impact on the adjacent Conservation Area and Village Green by requesting that a Conservation Officer is consulted - a condition should be imposed to ensure use is limited to agricultural only and that access is from within the existing curtilage of the property and not over the village green - that no development work / activity should prejudice the existing boundary hedge.	

- b. Members NOTED the following Wiltshire Council decision:

Application: PL/2025/03061 – Householder Application	Applicant Mr Halladay
Address: School House, 5 The Butts, Lydiard Millicent, SN5 3LR	
Proposal: Construct an outbuilding for storing garden and recreational equipment. Install a gravel-topped hard standing in front, with road access facilitated by removing the existing wooden fence and lowering the ground level (no pavement or curb removal required).	
WC Approved with Conditions	

Members NOTED the Council's representation sent to the Planning Inspectorate in relation to appeal reference APP/Y3940/W/25/3359751 – Land East of Restrop Road

Clerk's Report

- 25.48 Members NOTED the report.

Communications

- 25.49 Members NOTED the following communications:
- Temporary Traffic Regulation Order (TTRO) – The Street – 14 July
 - WC Briefing Note – Wiltshire's Housing Land Supply Statement
 - WC Briefing Note – Wiltshire Community Air Network

Neighbourhood Plan Update

- 25.50 Members NOTED the grant update and the withdrawal of government funding for the development of Neighbourhood Plans. Members:
- APPROVED an expenditure of up to £15,000 (fifteen thousand pounds) to continue developing the Lydiard Millicent Neighbourhood Plan Costs to be met from General Reserves. Members were reminded that these funds will need to be recouped via an increase in precept demand for 2026/2027.
 - NOTED the requirement for a Housing Needs Assessment survey to be carried out by Wiltshire Council.

Local Highway and Footway Improvement Group (LHFIG)

- 25.51 Members NOTED the:
- meeting notes
 - prioritisation of issues
 - finance report
 - Greatfield carriageway roundels plan.

IT Policy

- 25.52 The policy will be further developed by the Clerk and Councillor Bamsey and brought To the next meeting.

Publication Scheme

- 25.53 Members CONSIDERED and ADOPTED the updated Publication Scheme as presented.

JCH Legionella Audit and Water Tank Works

- 25.54 Members NOTED the report and CONSIDERED the recommendation. Members APPROVED an expenditure of £954.80 (nine hundred and fifty-four pounds, eighty pence, no VAT payable) for a Legionella risk assessment and associated water sampling to be carried out. Costs to be met from General Reserves.

Scheme of Delegation

- 25.55 Members CONSIDERED and ADOPTED the Scheme of Delegation as presented.

Council and Community Representatives

- 25.56 Members RECEIVED the following updates:

Area Board – Councillor Allsop

Meeting took place on 18 June.

- A recommendation for Community Infrastructure Levy (CIL) funds to be added to the LHFIG budget is being taken to Cabinet for approval.
- The Stagecoach 53 bus timetable has been extended to the Orbital and will now operate on Sundays, an updated timetable is on the Parish Council website.
- An online event for flooding readiness is taking place on 23 July at 4.30pm. Email karen.linaker@wiltshire.gov.uk to book a place.
- Much of the Area Boards community budget for 25/26 was awarded in the meeting.

Community Carers Group – Councillor Hill-Wheeler

Next meeting 16 July, a volunteer to attend in Councillor Hill-Wheeler's absence was requested.

Community Safety Group – Councillor Hill-Wheeler
Unclear as to whether this group will continue.

Parish Hall – Councillor Allsop
Councillor Allsop attended the AGM in June.

Operational Flood Working Group – Councillor Allsop
Wiltshire Councillor Nick Dye has been appointed as the portfolio holder for Flooding and Water Quality.

25.57 **Exclusion of the Public and Press**

Members RESOLVED that the Press and Public be excluded from the meeting during the consideration of the items in Part 2 of the Agenda, this is due to the confidential nature of the items being considered, under the Public Bodies (Admission of Meetings) Act 1960.

4 members of the public and Wiltshire Councillor Andrew Matthews left the meeting.

25.58 **Land Matters**

- a. Members NOTED the correspondence. In accordance with Standing Order 10aii, Councillor Allsop RESOLVED to move the motion to a vote and:
- b. Members RESOLVED to progress in line with discussions delegated to the Chairman, Vice-Chairman and the Clerk. Any correspondence will be distributed to all Councillors for consideration.

25.59 **Community Field Working Party Meeting**

Members CONSIDERED the report and:

- a. AGREED that a Heritage Impact Statement should, in the first instance, be drafted internally and this would be delegated to Councillor Hill-Wheeler and the Clerk.
- b. APPROVED an expenditure of £1,000 (one thousand pounds) for a Heritage Impact Statement to be produced by a Heritage Consultant should the aforementioned internally produced statement not be sufficient for Wiltshire Council's Conservation consultee. £985 to be met from Community Field budget line, £15 to be met from EMR Parish Projects.

Members CONSIDERED the draft lease agreement and:

- c. APPROVED the draft lease agreement subject to minor amendments discussed which will be delegated to Councillors Hill-Wheeler, Selwood and the Clerk.
- d. AGREED for the draft lease agreement, subject to the aforementioned amendments, be sent to the tenant for review
- e. AGREED to proceed on the basis of cost model 1.

Meeting Closed at 20.34 hrs

**LYDIARD MILLICENT PARISH COUNCIL
EXTRAORDINARY MEETING
31 July 2025
held at the Jubilee Club House, Lydiard Millicent
at 19:00 hrs**

Councillors Present:

S Westwood, Chairman D Coffey S Hill-Wheeler J Neighbour L Roberts
M Allsop, Vice Chairman

Others in Attendance: 8 members of the public and Wiltshire Councillor Andrew Matthews

Meeting Clerk: Hayley Graham

Public Question Time: There were no public questions.

Councillor Question Time: There were no Councillor questions.

MINUTES

25.60 Apologies for Absence

Apologies were RECEIVED from Councillors Bamsey, Chalker, Cole, Selwood and Sprules.

25.61 Declarations of Interest and Dispensation Requests

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

25.62 Financial Accounts

Members APPROVED the Payments for Approval reference "Finance Report 25 July 2025 – Payments for Approval" attached as appendix 3 in the amount of £2,890 ex. VAT.

25.63 Planning Applications

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

25.63a	Application: PL/2025/05860 – Full planning permission	Applicant: Mr J Blake
	Address: The Old Rectory, Church Place, Lydiard Millicent, SN5 3LS	Closing Date: 12 August
	Proposal: Change of use from Residential (Class C3) to Office (Class E)	
	Members RESOLVED to COMMENT, highlighting that access to the property is across a footpath which would be a concern at school pick up and drop off times.	

25.63b	Application: PL/2025/05860 – Listed building consent (alt/ext)	Applicant: Mr J Blake
	Address: The Old Rectory, Church Place, Lydiard Millicent, SN5 3LS	Closing Date: 12 August
	Proposal: Change of use from Residential (Class C3) to Office (Class E)	
	Members RESOLVED to COMMENT, highlighting that access to the property is across a footpath which would be a concern at school pick up and drop off times.	

Standing Orders were SUSPENDED for public comment and REINSTATED before Members discussed further. After discussions:

25.63c	Application: PL/2025/06021 – Removal / variation of conditions	Applicant: Mr Smith
	Address: 3 Greatfield, Swindon, SN4 8EQ	Closing Date: 19 August
	Proposal: Variation of condition 2 (approved plans) relating to application PL/2025/02470	
	Members RESOLVED to OBJECT on the grounds that the application appears to be creating a separate habitable dwelling with the provision of additional parking spaces and should be submitted as a full planning application rather than a variation of conditions.	

25.63d	Application: PL/2025/06065 – Removal / variation of conditions	Applicant: Mr & Mrs Hornby
	Address: Lydiard Farm, The Street, Lydiard Millicent, SN5 3LU	Closing Date: 20 August
	Proposal: Variation of condition 2 (approved plans) on PL/2024/03183 to increase the size of the rear extension to the main house and extend the length of the garage towards the main house.	
	Members RESOLVED to make NO OBJECTION.	

Standing Orders were SUSPENDED for public comment and REINSTATED before Members discussed further. After discussions:

25.63e

Application: PL/2025/06148 – Permission in principle Address: Petroil Ltd, The Coach House, Common Platt, SN5 5JZ Proposal: Application for permission in principle for residential development of a minimum of 3 and maximum of 5 no. dwellings (Use class C3)	Applicant: Messrs H & P Birch Closing Date: 15 August
Members RESOLVED to OBJECT to the application and CALL IN should the planning office be minded to approve it on the following grounds: • proposal is not a linear development and therefore not in keeping with the rest of the street • development includes the use of agricultural land • area immediately adjacent to the site is prone to flooding and additional development may exacerbate this issue • development is likely to have a negative impact on biodiversity • not a sustainable location due to the lack of pavements to access local amenities • possible contamination of the land • neighbours have not been consulted • loss of amenity of 6 Common Platt	

Members NOTED the following Wiltshire Council decisions:

Application: PL/2025/03078 – Householder application Address: 13 The Beeches, Lydiard Millicent, SN5 3LT Proposal: Extend house to include a side extension, conservatory, separate annex and 1 st floor	Applicant: Mr & Mrs Dubey WC Refused
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25.64

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.

8 members of the public and Wiltshire Councillor Andrew Matthews left the meeting.

25.65

Land Matters

Members NOTED the correspondence and RECEIVED a verbal update from the Chairman and Vice-Chairman. After discussions, Members RESOLVED to progress in line with discussions delegated to the Chairman, Vice-Chairman and the Clerk. Any correspondence will be distributed to all Councillors for consideration.

Meeting Closed at 20.02 hrs

Finance Report 4 September 2025**Item 6a****EXPENDITURE**

Supplier	Invoice Number	Date	Description	Net	VAT	Total	Paid	Method
Betterclean	3067	30 Jun 25	June JCH Cleaning	453.58	90.72	544.30	07 Jul 25	BP
Betterclean	3098	31 Jul 25	July JCH Cleaning	453.58	90.72	544.30	11 Aug 25	BP
BOnline	1905054	01 Jul 25	Broadband	34.44	6.89	41.33	14 Jul 25	DD
BOnline	1933248	01 Aug 25	Broadband	34.44	6.89	41.33	14 Aug 25	DD
British Gas	11462413	17 Jun 25	JCH Electricity	71.44	3.57	75.01	01 Jul 25	DD
British Gas	11760757	15 Jul 25	JCH Electricity	78.48	3.92	82.40	29 Jul 25	DD
Business Waste	1746120	01 Jul 25	JCH & Cemetery Waste	99.46	19.88	119.34	14 Jul 25	DD
Business Waste	1768307	01 Aug 25	JCH & Cemetery Waste	76.74	15.34	92.08	14 Aug 25	DD
Castle Water	6901582	02 Jul 25	JCH Water	614.76	0.00	614.76	16 Jul 25	DD
Castle Water	6992458	04 Jul 25	Cemetery Water	5.55	0.00	5.55	18 Jul 25	DD
Castle Water	7190912	04 Aug 25	JCH Water	190.15	0.00	190.15	18 Aug 25	DD
Castle Water	7287631	06 Aug 25	Cemetery Water	5.73	0.00	5.73	20 Aug 25	DD
Complete Weed Control	COT-61	05 Aug 25	Herbicide and Fertilizer - Cricket	350.00	70.00	420.00	11 Aug 25	BP
Corona	16199580	08 Jul 21	June 2021 Gas - Unpaid Bill	50.11	2.51	52.62	11 Jul 25	BP
Corona	16732982	07 Feb 22	January 2022 Gas - Unpaid Bill	91.42	4.57	95.99	11 Jul 25	BP
Corona	19334952	07 Jul 25	June Gas	81.66	4.08	85.74	11 Jul 25	BP
Corona	19405091	06 Aug 25	July Gas	80.15	4.01	84.16	22 Aug 25	BP
Debbie Coffey	n/a	14 May 25	Refreshments for APM Expenses	21.59	0.00	21.59	07 Jul 25	BP
EE	7830824	13 Jul 25	Clerk Mobile	20.66	4.13	24.79	21 Jul 25	DD
EE	7876003	13 Aug 25	Clerk Mobile	20.66	4.13	24.79	21 Aug 25	DD
Electrosmart Limited	1125141	20 Jul 25	Surge Protect Fuses - SIDs	2.91	0.58	3.49	22 Aug 25	BP
Greatfield Nurseries	51	24 Jul 25	Topsoil for Play Area	17.40	3.46	20.86	11 Aug 25	BP
High Speed Training	2546339	09 Jul 25	Clerk Data Protection Training	26.00	5.20	31.20	11 Jul 25	BP
High Speed Training	2514726	05 Jun 25	Clerk Fire Risk Assessment Trair	35.00	7.00	42.00	07 Jul 25	BP
HMRC	n/a	31 Jul 25	Tax & NI - July	367.96	0.00	367.96	15 Aug 25	BP
Inception	4001213	13 Jun 25	May / June Printing	31.98	6.40	38.38	15 Jul 25	DD
Inception	4001631	16 Jul 25	June / July Printing	35.23	7.05	42.28	15 Aug 25	DD
John O'Conner	120772	23 Jun 25	June Grounds Maintenance	955.73	191.14	1,146.87	07 Jul 25	BP
John O'Conner	121355	14 Jul 25	July Grounds Maintenance	955.73	191.14	1,146.87	23 Jul 25	BP
J Rouse	17104	07 Aug 25	Play Area Fence Wood Paint	16.65	3.33	19.98	22 Aug 25	BP
Kevin Thompson	2025012	01 Jul 25	June Cricket Pitch Maintenance	377.00	0.00	377.00	07 Jul 25	BP
Kevin Thompson	2025015	31 Jul 25	July Cricket Pitch Maintenance	416.00	0.00	416.00	11 Aug 25	BP
Lloyds Bank	n/a	27 May 25	Charge Card Fees	3.00	0.00	3.00	10 Jun 25	CC
Lloyds Bank	n/a	27 Jun 25	Charge Card Fees	3.00	0.00	3.00	10 Jul 25	CC

Lloyds Bank	n/a	28 Jul 25	Charge Card Fees	3.00	0.00	3.00	11 Aug 25	DD
Master Land & Planning	MLP25002	24 Jul 25	Stage 2A - NP Consultancy	2,890.00	578.00	3,468.00	11 Aug 25	BP
Microshade	340783	01 Jul 25	Monthly Hosting Fees	150.32	30.06	180.38	23 Jul 25	BP
Microshade	348372	01 Aug 25	Monthly Hosting Fees	150.32	30.06	180.38	22 Aug 25	BP
Nest Pension	n/a	31 Jul 25	Clerk Pension	53.87	0.00	53.87	08 Aug 25	DD
Peninsula	5057328	08 Jul 25	HR	106.64	20.14	126.78	08 Jul 25	DD
Peninsula	5110626	08 Aug 25	HR	106.64	20.14	126.78	08 Aug 25	DD
Post Office	n/a	22 Jul 25	Postage Stamps	6.96	0.00	6.96	22 Jul 25	CC
SLCC	221949-1	02 Jul 25	Clerk CiLCA Training	250.00	50.00	300.00	11 Jul 25	BP
SLCC	QL207692-1	23 Jul 25	Clerk CiLCA Qualification	450.00	0.00	450.00	31 Jul 25	BP
Staff	n/a	30 Jun 25	Salaries - June	1,929.16	0.00	1,929.16	30 Jun 25	BP
Staff	n/a	29 Jul 25	Salaries - July	1,898.18	0.00	1,898.18	29 Jul 25	BP
Staff	n/a	29 Aug 25	Salaries - August	2,154.77	0.00	2,154.77	28 Aug 25	BP
Three Business Services	44052	13 Jun 25	June Staff SIM Contracts	9.10	1.82	10.92	14 Jul 25	DD
Three Business Services	44053	14 Jul 25	July Staff SIM Contracts	9.10	1.82	10.92	13 Aug 25	DD
Unity Trust Bank	97-1	31 May 25	Account Fees & Charges	10.65	0.00	10.65	30 Jun 25	DD
Unity Trust Bank	n/a	17 Jun 25	Cheque Cashing Fees	0.30	0.00	0.30	30 Jun 25	DD
Unity Trust Bank	98-1	30 Jun 25	Account Fees & Charges	10.35	0.00	10.35	31 Jul 25	DD
Wellers	834952	30 Jun 25	Legal Fees	1,575.00	315.00	1,890.00	07 Jul 25	BP
Wellers	835732	31 Jul 25	Legal Fees	525.00	105.00	630.00	22 Aug 25	BP
Wiltshire Council	n/a	01 Jul 25	Business Rates	99.00	0.00	99.00	01 Jul 25	DD
Wiltshire Council	n/a	01 Aug 25	Business Rates	99.00	0.00	99.00	01 Aug 25	DD

Expenditure 18,565.55 1,898.70 20,464.25

Payments for Approval

0.00 0.00 0.00

LMPC Income Summary Category	2025-2026 Amount	Received 31/7/2025
Cemetery Burials	£100.00	
Exclusive Rights	£1,361.00	
Cemetery Memorials	£214.00	
Cricket	£1,560.00	
Defra		
Field and Hall Hire	£141.00	
Football	£3,588.00	
Lydiard Plain Rental	£1,000.00	
Grants		
PSDF Income	£1,048.68	

Wayleave

	Total	£9,012.68
Precept		£33,527.50
Vat Refund 24/25		£10,612.39
	Total	£53,152.57

Lydiard Millicent Parish Council

Bank - Cash and Investment Reconciliation as at 31 July 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/07/2025	The Public Sector Deposit Fund	70,785.68
31/07/2025	Unity Bank **873	26,827.41
31/07/2025	Lloyds Charge Card	0.00

97,613.09

Receipts not on Bank Statement

0.00

Closing Balance

97,613.09

All Cash & Bank Accounts

2	The Public Sector Deposit Fund	70,785.68
3	Unity Bank	26,827.41
5	Lloyds Charge Card	0.00

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

97,613.09

Lydiard Millicent Parish Council
Procedure for the Payment of Accounts

	Steps	Responsibility	Notes
1	Required work is authorised against the relevant budget in line with the Financial Regulations	Parish Council	As per Fin Regs, the Clerk and Chairman may jointly approve up to £1,000 within an agreed budget for that type of expenditure. For purchases between £500 and £3,000, the Clerk shall try to obtain 3 quotations to be brought before Council for decision. For smaller purchases, the Clerk shall seek to achieve value for money. Companies are not identified in the public meeting at this stage.
2	Agreed budget and minute reference is added to the list of approved spend	RFO	
3	Successful company is contacted to arrange for work to be carried out	Clerk / Handyman	Acceptance of quotation and any other information not provided previously (Method Statements, RAs, Insurance).
4	Work is carried out to a satisfactory standard in compliance to the specifications	Contracted Company	Although responsibility of company oversight will be needed on behalf of LMPC, this can be a member, the Parish Handyman or Parish Administrator reporting back to officers. (LGA 1972 s101).
5	Company sends request for payment (invoice) to LMPC	Company ensures invoice is sent direct to RFO	Any invoice sent via e-mail must be printed out.
6	Work is checked that it meets the required specifications	Clerk / Handyman / Administrator or Member under guidance of officers	LGA 1972 s 101. As detailed at 4 above.
7	Request for payment is compared to original quotation	RFO	Clerk / RFO will compare to original quotation and minute reference and note this on each invoice.
8	Invoices are added to the financial report for noting at the next Council meeting. Invoices that have not been pre-approved or have a variance against original budget need approval at the next Council meeting.	RFO	Invoices must be approved by the Council, except for conditions as listed in Fin Regs 5.15, 5.18 and 6.9.
9	Payment is prepared for authorisation by TWO members.	RFO	Payment will be coded for LMPC accounts package, VAT separated where VAT can be reclaimed and budget code allocated.

Lydiard Millicent Parish Council
Procedure for the Payment of Accounts

10	RFO prepares payment on online banking platform, or prepares cheque for approval where appropriate	RFO	Payment is entered into online banking platform, reference to include invoice number or similar information. Payment keying reference is added to invoice.
11	Invoices are scanned into PDF format and sent to authorised bank signatories via email	RFO	
12	Payments awaiting approval are cross referenced against invoices presented.	Two Councillors who are authorised bank signatories	Checks include payment sum, correct organisation and bank details where provided.
13	Authorise or reject on online banking platform or sign cheque	Same two Councillors as above	
14	On completion of approval/rejection, copy approval information provided on online banking platform and email to RFO	Same two Councillors as above	
15	Payments to be recorded onto Council accounts package	RFO	Accounts package is Rialtas Alpha, a bespoke package for Parish Councils. This step brings the procedure full circle.

Approved by Lydiard Millicent Parish Council on xxxx

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

Background

Financial Regulations 6.6 and 6.7 state:

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

A list of regular payments made by the Council was presented and approved in the Parish Meeting held on 15 May. (min. ref 25.06b). Since this time, monthly fees for broadband have increased by c. £6 per month, Microshade who provide the Council's hosting system have moved from quarterly to monthly billing and the Clerk's pension has been set up.

The regular payments list approved by the Council in May 2025 is as below:

Company	£ (inc VAT)	Method	Frequency	Service
Betterclean Services	Variable	Bank Payment	Monthly	Cleaning JCH
British Gas	Variable	Direct Debit	Monthly	Electricity
B.Online	35.33	Direct Debit	Monthly	Broadband
Business Waste – JCH	Variable	Direct Debit	Monthly	Waste Collection
Business Waste - Cemetery	Variable	Direct Debit	Monthly	Waste Collection
Castle Water - JCH	Variable	Direct Debit	Monthly	Water Rates
Castle Water - Cemetery	Variable	Direct Debit	Monthly	Water Rates
Corona Energy	Variable	Direct Debit	Monthly	Gas
DM Payroll	78.00	Bank Payment	Bi-Annual	Payroll
EE Mobile	Variable	Direct Debit	Monthly	Clerk Mobile
HMRC – NI & PAYE	Variable	Bank Payment	Monthly	Staff NI & PAYE
ICO Renewals	47.00	Direct Debit	Annual	Data Protection
Inception	Variable	Direct Debit	Monthly	Photocopier/Printer
Initial	Variable	Bank Payment	As Required	JCH Janitorial
John O'Conner	1146.87	Bank Payment	Monthly	Grounds Maint.
Lloyds Charge Card	Variable	Direct Debit	Monthly	Charge Card Fee and Spend
Rialtas	Variable	Bank Payment	Annual	Cemetery & Alpha License & Support
Peninsula	126.78	Direct Debit	Monthly	HR Services
Salaries	Variable	Bank Payment	Monthly	Staff
Three Business Services	10.45	Direct Debit	Monthly	Staff Mobiles
X-Net	Variable	Bank Payment	Annual	Website/Emails
Wiltshire Council	99.00	Direct Debit	Monthly	Business Rates

Recommendations

Members to AUTHORISE:

- An increase to the charge for B.Online to £41.33
- Inclusion of a monthly direct debit payment of £180.38 to Microshade (cloud hosting fees)

- Inclusion of a monthly variable direct debit payment to Nest Pensions for Clerk's pension contributions.

08/07/2025

Lydiard Millicent Parish Council

Page 1

14:48

Summary Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration						
	Income	34,328	70,317	35,989			48.8%
	Expenditure	14,596	52,185	37,589		37,589	28.0%
	Net Income over Expenditure	19,732	18,132	(1,600)			
	plus Transfer from EMR	0	0	0			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	19,732	18,132	(1,600)			
102	Grants						
	Expenditure	700	750	50		50	93.3%
201	Cemetery						
	Income	1,675	3,500	1,825			47.9%
	Expenditure	383	1,278	895		895	29.9%
	Movement to/(from) Gen Reserve	1,292					
301	Recreation Field & JCH						
	Income	0	500	500			0.0%
	Expenditure	6,984	19,910	12,926		12,926	35.1%
	Net Income over Expenditure	(6,984)	(19,410)	(12,426)			
	plus Transfer from EMR	1,214	0	(1,214)			
	Movement to/(from) Gen Reserve	(5,770)	(19,410)	(13,640)			
303	Play Area						
	Expenditure	19	1,964	1,945		1,945	1.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	(19)	(1,964)	(1,945)			
304	Cricket						
	Income	0	3,150	3,150			0.0%
	Expenditure	442	2,451	2,009		2,009	18.0%
	Movement to/(from) Gen Reserve	(442)					
305	Football						
	Income	2,726	8,250	5,524			33.0%
	Expenditure	0	2,428	2,428		2,428	0.0%
	Movement to/(from) Gen Reserve	2,726					
401	Highways & Open Spaces						
	Income	0	1,540	1,540			0.0%
	Expenditure	1,054	5,835	4,781		4,781	18.1%
	Net Income over Expenditure	(1,054)	(4,295)	(3,241)			
	plus Transfer from EMR	685	0	(685)			
	Movement to/(from) Gen Reserve	(369)	(4,295)	(3,926)			
501	Lydiard Plain						
	Income	0	1,784	1,784			0.0%
	Expenditure	408	350	(58)		(58)	116.7%
	Net Income over Expenditure	(408)	1,434	1,842			
	plus Transfer from EMR	250	0	(250)			
	Movement to/(from) Gen Reserve	(158)	1,434	1,592			
702	Neighbourhood Plan						
	Income	0	7,110	7,110			0.0%

Continued over page

Summary Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	38,729	96,151	57,422			40.3%
Expenditure	24,586	87,151	62,565	0	62,565	28.2%
Net Income over Expenditure	<u>14,143</u>	<u>9,000</u>	<u>(5,143)</u>			
plus Transfer from EMR	2,149	0	(2,149)			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>16,293</u>	<u>9,000</u>	<u>(7,293)</u>			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 General Administration							
1000 Precept	33,528	67,055	33,528			50.0%	
1015 Interest	801	3,250	2,449			24.6%	
1020 Other	0	12	12			0.0%	
General Administration :- Income	34,328	70,317	35,989			48.8%	0
4000 Staff Salary	5,733	27,160	21,427		21,427	21.1%	
4001 Mileage	50	70	20		20	72.0%	
4006 Telephones / Broadband	182	790	608		608	23.1%	
4007 Tax & NI	1,392	2,854	1,462		1,462	48.8%	
4008 Home Working Allowance	54	216	162		162	25.0%	
4010 Training / Conferences	70	1,500	1,430		1,430	4.7%	
4011 Subscriptions	667	870	203		203	76.6%	
4012 Books & Journals	0	50	50		50	0.0%	
4020 Chairman - Expenses	0	100	100		100	0.0%	
4021 Refreshments	0	25	25		25	0.0%	
4022 Office Equipment	0	500	500		500	0.0%	
4032 Printing and Lease	169	500	331		331	33.8%	
4034 Postage	0	30	30		30	0.0%	
4035 Stationery Sundries	3	200	197		197	1.5%	
4036 Advertising & Parish Magazine	0	375	375		375	0.0%	
4051 Audit Fees	510	930	420		420	54.8%	
4052 Insurance	1,778	1,620	(158)		(158)	109.7%	
4053 Web Hosting & Domain Name	983	1,830	847		847	53.7%	
4054 Legal Fees	1,415	1,750	335		335	80.9%	
4055 Professional Fees	500	9,160	8,660		8,660	5.5%	
4057 Bank Service Charges	39	200	161		161	19.6%	
4064 Software Packages	493	555	62		62	88.8%	
4065 Events	510	850	340		340	60.0%	
4071 Registrations / Licences	47	50	3		3	94.0%	
General Administration :- Indirect Expenditure	14,596	52,185	37,589	0	37,589	28.0%	0
Net Income over Expenditure	19,732	18,132	(1,600)				
102 Grants							
4136 Grants & Donations	700	750	50		50	93.3%	
Grants :- Indirect Expenditure	700	750	50	0	50	93.3%	0
Net Expenditure	(700)	(750)	(50)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Cemetery							
1011 Grants of Right	1,361	1,000	(361)			136.1%	
1012 Interments	100	1,500	1,400			6.7%	
1013 Memorials	214	1,000	786			21.4%	
Cemetery :- Income	1,675	3,500	1,825			47.9%	0
4003 Water	19	65	46		46	29.9%	
4101 Grass Cutting	153	424	271		271	36.0%	
4105 Parish Maintenance	110	500	390		390	22.1%	
4111 Tree / Hedge Works	0	289	289		289	0.0%	
4142 Cemetery Services	100	0	(100)		(100)	0.0%	
Cemetery :- Indirect Expenditure	383	1,278	895	0	895	29.9%	0
Net Income over Expenditure	1,292	2,222	930				
301 Recreation Field & JCH							
1007 Hire	0	500	500			0.0%	
Recreation Field & JCH :- Income	0	500	500			0.0%	0
4002 Business Rates etc	293	1,250	957		957	23.4%	
4003 Water	156	930	774		774	16.7%	
4004 Electricity	141	1,180	1,039		1,039	11.9%	
4005 Gas	586	1,700	1,114		1,114	34.5%	
4009 CCTV	0	635	635		635	0.0%	
4070 Inspections	0	550	550		550	0.0%	
4101 Grass Cutting	2,365	4,728	2,363		2,363	50.0%	
4105 Parish Maintenance	139	635	496		496	21.9%	
4111 Tree / Hedge Works	0	292	292		292	0.0%	
4120 JCH - Cleaning	1,304	5,360	4,056		4,056	24.3%	
4121 Janitorial Supplies	0	1,400	1,400		1,400	0.0%	
4122 Building Maintenance	2,001	1,000	(1,001)		(1,001)	200.1%	1,214
4124 Handyman Requirements	0	250	250		250	0.0%	
Recreation Field & JCH :- Indirect Expenditure	6,984	19,910	12,926	0	12,926	35.1%	1,214
Net Income over Expenditure	(6,984)	(19,410)	(12,426)				
6000 plus Transfer from EMR	1,214	0	(1,214)				
Movement to/(from) Gen Reserve	(5,770)	(19,410)	(13,640)				
303 Play Area							
4070 Inspections	0	150	150		150	0.0%	
4101 Grass Cutting	0	314	314		314	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Play Equipment - New	0	1,000	1,000		1,000	0.0%	
4131 Play Equipment - Maintenance	19	500	481		481	3.8%	
Play Area :- Indirect Expenditure	19	1,964	1,945	0	1,945	1.0%	0
Net Expenditure	(19)	(1,964)	(1,945)				
304 Cricket							
1007 Hire	0	3,150	3,150			0.0%	
Cricket :- Income	0	3,150	3,150			0.0%	0
4101 Grass Cutting	0	701	701		701	0.0%	
4312 Maintenance of Cricket Square	442	1,750	1,308		1,308	25.3%	
Cricket :- Indirect Expenditure	442	2,451	2,009	0	2,009	18.0%	0
Net Income over Expenditure	(442)	699	1,141				
305 Football							
1007 Hire	2,726	8,250	5,524			33.0%	
Football :- Income	2,726	8,250	5,524			33.0%	0
4101 Grass Cutting	0	1,751	1,751		1,751	0.0%	
4126 Pitch Marking	0	677	677		677	0.0%	
Football :- Indirect Expenditure	0	2,428	2,428	0	2,428	0.0%	0
Net Income over Expenditure	2,726	5,822	3,096				
401 Highways & Open Spaces							
4141 Rental Community Field	0	1,540	1,540			0.0%	
Highways & Open Spaces :- Income	0	1,540	1,540			0.0%	0
4100 Equipment & Repairs	0	100	100		100	0.0%	
4101 Grass Cutting	350	1,120	770		770	31.2%	
4105 Parish Maintenance	0	2,000	2,000		2,000	0.0%	
4106 Bus Shelter Cleaning	0	165	165		165	0.0%	
4109 Street Furniture - New	0	200	200		200	0.0%	
4111 Tree / Hedge Works	0	500	500		500	0.0%	
4127 Holborn Footpath	0	250	250		250	0.0%	
4129 Community Field	704	1,000	296		296	70.4%	685
4139 Lydiard Green	0	500	500		500	0.0%	
Highways & Open Spaces :- Indirect Expenditure	1,054	5,835	4,781	0	4,781	18.1%	685
Net Income over Expenditure	(1,054)	(4,295)	(3,241)				
6000 plus Transfer from EMR	685	0	(685)				
Movement to/(from) Gen Reserve	(369)	(4,295)	(3,926)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Lydiard Plain							
1002 Rental	0	1,000	1,000			0.0%	
1003 Grants	0	784	784			0.0%	
Lydiard Plain :- Income	<u>0</u>	<u>1,784</u>	<u>1,784</u>			<u>0.0%</u>	<u>0</u>
4055 Professional Fees	158	350	192		192	45.2%	
4105 Parish Maintenance	250	0	(250)		(250)	0.0%	250
Lydiard Plain :- Indirect Expenditure	<u>408</u>	<u>350</u>	<u>(58)</u>	<u>0</u>	<u>(58)</u>	<u>116.7%</u>	<u>250</u>
Net Income over Expenditure	<u>(408)</u>	<u>1,434</u>	<u>1,842</u>				
6000 plus Transfer from EMR	250	0	(250)				
Movement to/(from) Gen Reserve	<u>(158)</u>	<u>1,434</u>	<u>1,592</u>				
702 Neighbourhood Plan							
1003 Grants	0	7,110	7,110			0.0%	
Neighbourhood Plan :- Income	<u>0</u>	<u>7,110</u>	<u>7,110</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>7,110</u>	<u>7,110</u>				
Grand Totals:- Income	38,729	96,151	57,422			40.3%	
Expenditure	24,586	87,151	62,565	0	62,565	28.2%	
Net Income over Expenditure	<u>14,143</u>	<u>9,000</u>	<u>(5,143)</u>				
plus Transfer from EMR	2,149	0	(2,149)				
Movement to/(from) Gen Reserve	<u>16,293</u>	<u>9,000</u>	<u>(7,293)</u>				

Earmarked Reserves

<u>Account</u>		<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR Footpaths	4,702.41		4,702.41
321	EMR Handyman Equipment	1,499.83		1,499.83
322	EMR Highways - LHFIG	5,970.40	0.00	5,970.40
323	EMR JCH Repairs	1,592.07	-1,214.49	377.58
324	EMR Office Equipment	2,397.49		2,397.49
325	EMR Parish Projects	3,371.00	-935.00	2,436.00
326	EMR St Funiture/Play Equipment	3,157.00		3,157.00
327	EMR War Memorial Clock Fund	5,732.49		5,732.49
328	EMR Election Fees	1,150.00		1,150.00
330	EMR CIL	5,085.43		5,085.43
		34,658.12	-2,149.49	32,508.63

2 July 2025

Dear investor,

The Public Sector Deposit Fund, a sub-fund of CCLA Public Sector Investment Fund

This letter is for your information. There is no need to take any action.

We are writing to notify you of changes that we are making to the Public Sector Deposit Fund (the fund). These changes will take effect on 1 September 2025.

Changes to charges

After careful consideration, we are making changes to the fees and charges following a review of the fund against similar funds available and money market rates. We believe that once these changes are implemented, the resulting fees and charges remain competitive.

You are invested in share class 4 of the fund which has an annual management charge (AMC) of 0.10%. This had been temporarily reduced to 0.08%. CCLA currently pays other charges, which covers the operating expenses of the fund, from the AMC it receives.

With effect from 1 September, the temporary AMC reduction will be removed and the other charges will be borne by the fund.

The table below shows the updated charges and the impact on the fund's ongoing charges figure (OCF). The OCF includes the AMC and other charges and is deducted from income before declaring the fund's yield. An administrative change to the share class name to denote investor eligibility is also shown.

	Share class name	AMC	Other charges	OCF
Before 1 Sep 25	Class 4 Shares	0.08%	0.00%	0.08%
From 1 Sep 25	SC 4 – Public Sector	0.10%	0.01%	0.11%

The prospectus currently includes a statement whereby if the fund's size reached £3 billion the AMC would be reduced by 10%, with a further 10% reduction if it reached £4.5 billion. Following a review of the fund and the AMC of other similar funds, we are removing these potential reductions in the AMC of the fund. Please note, as at 31 May 2025, the fund has yet to achieve this level and the fund's size is £1.84bn.

Change to minimum initial investment/holding

The minimum initial investment and holding requirement for share class 4 was originally set at £15 million, but has generally been waived. We are revising this minimum to £1 million. As an existing investor in this share class, this minimum will not apply to you, as long as you continue to be an investor in the fund.

Removal of the advisory board

In recent years, the fund has received interest from a range of organisations that fall outside of the public sector definition. To help the fund continue to grow, we are opening separate share classes for investors outside of the public sector.

The fund currently has an advisory board (the Local Authorities' Mutual Investment Trust) made up of public sector professionals to represent the sector and monitor certain aspects of the fund's operation. As the fund is opening to a wider group of investors, including those outside of the public sector, the decision has been made to remove the advisory board from the fund with effect from 1 September. The fund will continue to be regulated by the FCA, and subject to oversight from its depositary, HSBC.

We are also removing the reference to the Local Authorities' Mutual Investment Trust's contribution to the expenses of the fund. There have been no contributions made and no intention to do so in the future.

Other changes

- We have added text to the prospectus to explain that if investors do not maintain the minimum investment requirements for the share class in which they are invested that we will have the ability to redeem investors or move them to a different share class.
- To ensure investors do not lose any distributions that are unclaimed, we are introducing the ability to reinvest distributions that are unclaimed after a period of three years following the financial accounting period (1 April to 31 March) in which the distribution was initially paid.

Do I need to take any action?

No action is required. All of the changes detailed in this letter will be effective on 1 September 2025.

Should you have any queries or require further assistance, please contact our Client Services team at clientservices@ccla.co.uk or 0800 022 3505 between the hours of 8:30am-5:30pm Monday to Friday.

Yours sincerely



Alison Jerney

Head of Client Services

Local Government Services Pay Agreement 2025/26

This advice note was last updated on 24 July 2025.

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. We encourage employers to implement this pay award as soon as possible.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

* Hourly rates

	1 April 2024		1 April 2025		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	Below LC Scale (for staff other than clerks)
4	£24,404	£12.65	£25,185	£13.05	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	LC1 (below substantive range)
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	LC1 (substantive benchmark range)
9	£26,409	£13.69	£27,254	£14.13	LC1 (substantive benchmark range)
10	£26,835	£13.91	£27,694	£14.35	LC1 (substantive benchmark range)
11	£27,269	£14.13	£28,142	£14.59	LC1 (substantive benchmark range)
12	£27,711	£14.36	£28,598	£14.82	LC1 (substantive benchmark range)
13	£28,163	£14.60	£29,064	£15.06	LC1 (above substantive range)
14	£28,624	£14.84	£29,540	£15.31	LC1 (above substantive range)
15	£29,093	£15.08	£30,024	£15.56	LC1 (above substantive range)
16	£29,572	£15.33	£30,518	£15.82	LC1 (above substantive range)
17	£30,060	£15.58	£31,022	£16.08	LC1 (above substantive range)
18	£30,559	£15.84	£31,537	£16.35	LC2 (below substantive range)
19	£31,067	£16.10	£32,061	£16.62	LC2 (below substantive range)
20	£31,586	£16.37	£32,597	£16.90	LC2 (below substantive range)
21	£32,115	£16.65	£33,143	£17.18	LC2 (below substantive range)
22	£32,654	£16.93	£33,699	£17.47	LC2 (below substantive range)
23	£33,366	£17.29	£34,434	£17.85	LC2 (below substantive range)
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	LC2 (substantive benchmark range)
26	£36,124	£18.72	£37,280	£19.32	LC2 (substantive benchmark range)
27	£37,035	£19.20	£38,220	£19.81	LC2 (substantive benchmark range)
28	£37,938	£19.66	£39,152	£20.29	LC2 (substantive benchmark range)
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	LC2 (above substantive benchmark range)
31	£40,476	£20.98	£41,771	£21.65	LC2 (above substantive benchmark range)
32	£41,511	£21.52	£42,839	£22.20	LC2 (above substantive benchmark range)
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	LC3 (below substantive range)
35	£44,711	£23.17	£46,142	£23.92	LC3 (below substantive range)

36	£45,718	£23.70	£47,181	£24.46	LC3 (below substantive range)
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	LC3 (substantive benchmark range)
39	£48,710	£25.25	£50,269	£26.06	LC3 (substantive benchmark range)
40	£49,764	£25.79	£51,356	£26.62	LC3 (substantive benchmark range)
41	£50,788	£26.32	£52,413	£27.17	LC3 (substantive benchmark range)
42	£51,802	£26.85	£53,460	£27.71	LC3 (above substantive benchmark range)
43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	LC3 (above substantive benchmark range)
45	£55,367	£28.70	£57,139	£29.62	LC3 (above substantive benchmark range)
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	LC4 (below substantive range)
48	£59,300	£30.74	£61,198	£31.72	LC4 (below substantive range)
49	£60,903	£31.57	£62,852	£32.58	LC4 (below substantive range)
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)
51	£63,881	£33.11	£65,925	£34.17	LC4 (substantive benchmark range)
52	£65,943	£34.18	£68,053	£35.27	LC4 (substantive benchmark range)
53	£68,000	£35.25	£70,176	£36.37	LC4 (substantive benchmark range)
54	£70,065	£36.32	£72,307	£37.48	LC4 (substantive benchmark range)
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	LC4 (above substantive benchmark range)
57	£76,277	£39.54	£78,718	£40.80	LC4 (above substantive benchmark range)
58	£78,315	£40.59	£80,821	£41.89	LC4 (above substantive benchmark range)
59	£80,247	£41.59	£82,815	£42.93	LC4 (above substantive benchmark range)
60	£82,221	£42.62	£84,852	£43.98	LC4 (above substantive benchmark range)
61	£84,243	£43.67	£86,939	£45.06	LC4 (above substantive benchmark range)
62	£86,319	£44.74	£89,081	£46.17	LC4 (above substantive benchmark range)



Planning Inspectorate

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Your Ref: 19/00506/ENF
Our Ref: APP/Y3940/C/24/3353179

Planning Appeals
Wiltshire Council
Monkton Park Office
Chippenham
Wiltshire
SN5 1ER

13 August 2025

Dear Sir/Madam,

Town and Country Planning Act 1990
Appeal by Mr James Forty
Site Address: Land at Lydiard Green, Swindon, Wiltshire, SN5 3LP

I enclose a copy of our Inspector's decision on the above appeal(s), together with a copy of the decision on an application for an award of costs.

If you wish to learn more about how an appeal decision or related cost decision may be challenged, or to give feedback or raise complaint about the way we handled the appeal(s), you may wish to visit our "Feedback & Complaints" webpage at <https://www.gov.uk/government/organisations/planning-inspectorate/about/complaints-procedure>.

If you do not have internet access you may write to the Customer Quality Unit at the address above. Alternatively, if you would prefer hard copies of our information on the right to challenge and our feedback procedure, please contact our Customer Service Team on 0303 444 5000.

The Planning Inspectorate is not the administering body for High Court challenges and cannot change or revoke the outcome of an appeal decision. If you feel there are grounds for challenging the decision you may consider obtaining legal advice as only the High Court can quash the decision. If you would like more information on the strictly enforced deadlines and grounds for challenge, or a copy of the forms for lodging a challenge, please contact the Administrative Court on 020 7947 6655.

Guidance on Awards of costs, including how the amount of costs can be settled, can be located following the Planning Practice Guidance.

<http://planningguidance.communities.gov.uk/blog/guidance/appeals/how-to-make-an-application-for-an-award-of-costs/>

Feedback

We are committed to improving the quality of our service and experience for our customers. Please take a few minutes to give your feedback via the short survey. As stated in our customer charter, we will learn from our mistakes and work to improve how we do things.

[Your feedback makes us better](https://forms.office.com/e/nLDD4REWgf) / <https://forms.office.com/e/nLDD4REWgf>

Thank you in advance for taking the time to provide us with valuable feedback.

Yours sincerely,

Fredrica Rose

Fredrica Rose

<https://www.gov.uk/government/publications/planning-inspectorate-privacy-notice>

Where applicable, you can use the internet to submit documents, to see information and to check the progress of cases through GOV.UK. The address of the search page is - <https://www.gov.uk/appeal-planning-inspectorate>



Appeal Decision

by S A Hanson BA(Hons) BTP MRTPI

an Inspector appointed by the Secretary of State

Decision date 13 August 2025

Appeal Ref: APP/Y3940/C/24/3353179

Land at Lydiard Green, Lydiard Millicent, Swindon, Wiltshire SN5 3LP

- The appeal is made under section 174 of the Town and Country Planning Act 1990 (as amended).
 - The appeal is made by Mr James Forty against an enforcement notice issued by Wiltshire Council.
 - The notice was issued on 5 September 2024.
 - The breach of planning control as alleged in the notice is: Without planning permission, operational development comprising the erection of three buildings in the approximate three locations within the Land that are edged with a blue line on the attached plan entitled "Notice Plan".
 - The requirements of the notice are to:
 - a) Demolish the three buildings in full, including the slab and foundations of all three buildings.
 - b) Remove all materials and debris resulting from a) from the Land.
 - The period for compliance with the requirements is 4 (four) months.
 - The appeal is proceeding on the grounds set out in section 174(2)(f), (g) of the Town and Country Planning Act 1990 (as amended).
-

Decision

1. The appeal is dismissed and the enforcement notice is upheld.

Applications for costs

2. An application for costs was made by Wiltshire Council against Mr James Forty. This is the subject of a separate decision.

Preliminary matters

3. The appeal was initially lodged on grounds (d), (f) and (g). The ground (d) appeal was withdrawn by the appellant's agent on 28 February 2025. This was on the basis that following an assessment of the works that had taken place, it was concluded that "the operational development referred to in the Notice had not been substantially completed more than four years prior to the date of the issuing of the Notice". The appeal proceeds on grounds (f) and (g).
4. Given that there are no matters of planning merit for consideration, it was considered that a site visit was not necessary. The parties were contacted regarding this matter and given the opportunity to comment on the appropriateness of the proposed approach. No objections were received.

Ground (f)

5. The appeal on ground (f) is that the steps required by the notice to be taken exceed what is necessary to remedy any breach. When an appeal is made on ground (f), it is essential to understand the purpose of the notice. S173(4) provides that the purpose shall be either to remedy the breach of planning control or to remedy any injury to amenity. In this case it would appear from the requirements of the notice that its primary purpose is to remedy the breach by the demolition and clearance of the three unlawful buildings. For the appeal on ground (f) to succeed,

the appellant would need to propose alternative steps which would remedy the breach.

6. The planning history relating to this site is said to show that the buildings on the site, together with the site itself, have been considered at various times to be suitable and appropriate for re-use for residential purposes. These seem to relate to applications in 2015 and 2018 for prior approval for the conversion of the buildings to three dwellings. While the photos show some works had been undertaken at the appeal site, the buildings remain in a semi-derelict state.
7. A valid application for planning permission for 'completion of one existing redundant dwelling and erection of one new dwelling' is currently before the Council. This is said to address issues raised in the appeal decision issued in 2020 in respect of an earlier application for planning permission relating to part of the appeal site.
8. The current application for planning permission was acknowledged by the Council under ref: PL/2024/06287 on the 20 May 2024 and remains undetermined at the present date. The appellant considers that until such time as the current planning application has been determined by the Council, and the appellant has had the opportunity to consider that decision, the requirement to remove buildings that form part of the development applied for, is both unreasonable and inappropriate.
9. I do not have full details of the current application or any of the previous applications or appeal. Nevertheless, the appellant notes that the subject matter of the current planning application is not directly comparable with the breaches of planning control alleged in the Notice.
10. The appellant has not provided any alternative steps, and there are none that are obvious to me. Given that the purpose of the notice is to remedy the breach of planning control, and there is no appeal on ground (a), this can only be achieved by demolition of the three buildings in full, including the slab and foundations, and the removal of all resultant debris. To require these measures does not, therefore, exceed what is necessary to remedy the breach.
11. The appeal on ground (f) therefore fails.

The appeal on Ground (g)

12. The appeal on ground (g) is that any period specified in the notice in accordance with s173(9) of the Act falls short of what should be reasonably allowed. I am mindful of the importance of striking a balance between enforcement that is intended to be remedial rather than punitive, while maintaining public confidence in the planning system.
13. There is no suggested time for compliance with the notice, however, the appellant has requested that the enforcement notice be quashed to encourage the Council to proceed to determine the application. On an appeal against an enforcement notice on grounds (f) and (g), the powers to quash the notice are not available to the Inspector.
14. In the circumstances that currently apply to this site, the appellant considers that the requirements of the notice to clear all buildings and resultant debris from the site within a period of four months is both excessive and unreasonable. No other

time period is suggested. They only suggest that the time period be extended to allow for the current application to be determined by the Council.

15. While I am not certain of the direct relevance of the current planning application as its details are not before me, I am less certain of when a decision may be made by the Council. In these circumstances, if I was to extend the period to six months, the appellant could be in exactly the same position.
16. As there is no substantive reason why the site could not be cleared of the unauthorised development within four months, I consider that the period for compliance with the notice is reasonable.
17. The appeal on ground (g) therefore does not succeed.

S A Hanson

INSPECTOR



Costs Decision

by S A Hanson BA(Hons) BTP MRTPI

an Inspector appointed by the Secretary of State

Decision date 13 August 2025

Costs application in relation to Appeal Ref: APP/Y3940/C/24/3353179

Land at Lydiard Green, Lydiard Millicent, Swindon, Wiltshire SN5 3LP

- The application is made under the Town and Country Planning Act 1990, sections 78, 322 and Schedule 6, and the Local Government Act 1972, section 250(5).
 - The application is made by Wiltshire Council for full award of costs against Mr James Forty.
 - The appeal was against an enforcement notice alleging without planning permission, operational development comprising the erection of three buildings.
-

Decision

1. The application for an award of costs is allowed.

Reasons

2. Parties in planning appeals normally meet their own expenses. However, the Planning Practice Guidance (PPG) advises that costs may be awarded against a party who has behaved unreasonably and thereby caused the party applying for costs to incur unnecessary or wasted expense in the appeal process.
3. The Government's national planning guidance is clear that unreasonable behaviour in the context of an application for an award of costs may be either procedural – relating to the process; or substantive – relating to the issues arising from the merits of the appeal. The Council is seeking a full procedural award of costs in dealing with the appellant's Ground (d) appeal and the basis for this is set out below.
4. The Council's claim is due to the unreasonable behaviour of the appellant when clearly there was no case to be made that, at the date when the notice was issued, no enforcement action could be taken in respect of the alleged breach of planning control. To succeed on ground (d) it would have been for the appellant to show that on the balance of probabilities the buildings were substantially complete by the date of the Notice, 5 September 2024.
5. The appeal form was submitted on 4 October 2024. The form advised that the appeal was being made on Grounds (d), (f) and (g). The appellant, at the time, was not professionally represented. The appeal form at Part E Grounds and Facts, lists the brief reason for the appeal on ground (d) as '4-year ruling in town planning allowing immunity from enforcement actions'.
6. The appellant advised the Council on 11 November 2024 by email¹ that they had instructed a planning consultant to act on all planning matters within the land. A start letter was sent to the parties dated 17 January 2025 by the Planning

¹ Appendix 1 LPA Final Comments

- Inspectorate (PINS). This informed the parties that, among other things, appeal statements to support their cases were due by 28 February 2025.
7. The Council submitted its appeal statement on 28 February 2025, which included its response to the appellant's Ground (d) appeal. The appellant also submitted their appeal statement on 28 February 2025 which stated that they no longer intended to pursue their Ground (d) appeal. This was on the basis that following an assessment of the works that had taken place, it was concluded that "the operational development referred to in the Notice had not been substantially completed more than four years prior to the date of the issuing of the Notice".
 8. Although the appellant was not initially professionally represented, they did instruct an agent in November 2024. It is stated that following instructions, the site and the relevant planning history was investigated. As a result of those investigations the appellant was advised that due to the unfinished state of the building works, the appeal on Ground (d) should not be pursued. I am not informed of when the initial investigations were undertaken but I do not consider it would be unreasonable to assume that this information was available sometime prior to writing the statements and submitting them to PINS.
 9. The Council considers that it is entirely unreasonable for the appellant to have only advised the Planning Inspectorate and the Council that they were withdrawing the Ground (d) appeal on the day of the deadline to submit evidence for the appeal. The Council claims that the appellant had every opportunity to do so in advance of the deadline for the appeal statements. The Council considers that the appellant's unreasonable behaviour has directly caused the Council to incur unnecessary and wasted expense in the preparation and submission of their Ground (d) appeal rebuttal.
 10. In response to the application for costs, the appellant considers that as part of the due diligence undertaken by the Council, investigations to determine the extent of the building work, and the timescale over which that work had taken place, would have been undertaken by them before enforcement action was justified and before a decision to issue the Enforcement Notice was taken. As a result, the only abortive work incurred by the Council would have been related to the re-stating of the conclusions reached as a result of investigations prior to the issuing of the Enforcement Notice rather than in response to the appellant's initial appeal on Ground (d).
 11. Overall, I consider that in this respect the appellant has behaved unreasonably and thereby caused the Council to incur unnecessary or wasted expense in the appeal process in preparing for its case on the ground (d) appeal. The Council may have been prepared, to an extent, to defend an appeal against the Notice, but they will likely not have anticipated a ground (d) appeal due the buildings being far from complete. And although the statement on that ground is brief, it has still been considered as part of the full submissions. Had the appellant withdrawn their appeal on ground (d) once they had completed their investigations, the Council would not have incurred unnecessary wasted expense in compiling its response.

Costs Order

12. In exercise of the powers under section 250(5) of the Local Government Act 1972 and Schedule 6 of the Town and Country Planning Act 1990 as amended, and all other enabling powers in that behalf, IT IS HEREBY ORDERED that the appellant,

Mr James Forty, shall pay to Wiltshire Council, the costs of the appeal proceedings described in the heading of this decision limited to those costs incurred in defending the appeal on ground (d). Such costs to be assessed in the Senior Courts Costs Office if not agreed.

13. The applicant is now invited to submit to the appellant, to whom a copy of this decision has been sent, details of those costs with a view to reaching agreement as to the amount.

S A Hanson

INSPECTOR

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. MEETING UPDATE: The Clerk advised that an update has since been received from the Countryside Access Officer who has been discussing solutions with the landowner. The landowner is reluctant to improve access with the installation of a kissing gate due to public not keeping to footpaths as has experienced an incident with cattle and public on another public right of way locally. It was RESOLVED that this item would remain open whilst Councillors Allsop and Coffey investigate acquiring a kissing gate from another local landowner.

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. FURTHER UPDATE: The Clerk has contacted the previous owner to follow up on receiving the records detailing transfer of ownership. MEETING UPDATE: Further documentation has been received from the previous landowner and sent to WC for their review. Followed up with Wiltshire Council again on 9 July. AGENDA ITEM – Recommendation to CLOSE.

24.265 JCH / Recreation Field Trees

Members NOTED the report and CONSIDERED the quotes received. Members RESOLVED to accept the quote for Tree ID G1 to:

- 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.

Works are at a cost of £375 ex. VAT. UPDATE: After further investigation by the Clerk, it appears that this tree sits on Wiltshire Council owned land. A MyWilts case has been raised, awaiting an update. FURTHER UPDATE: The land in question is not in fact owned by Wiltshire Council, but by 3 landowners in Chippenham and the US. This verge is not a Wiltshire Council adopted highway and so is not their responsibility however given the risk to the highway should the tree fall, the matter has been passed to Highways for their consideration. FURTHER UPDATE: A letter has been written to the owners of the land on which the tree is situated. The recommended tree works have now been carried out. Recommendation to CLOSE this item.

24.277 Bagbury Park Enforcement Matter

Members RESOLVED for the Clerk to report the issue to Wiltshire Police. UPDATE: Reported to the Police on 4 April. No update at this time. FURTHER UPDATE: An update was requested from the Police on 21 May. A further update was requested on 9 July and no response has been received. Recommendation to CLOSE this item.

25.10 Local Highway and Footway Improvement Group (LHFIG)

The Clerk will raise a MyWilts report for the issues with the condition of The Butts to be addressed.

UPDATE: The Clerk has contacted a Highways Engineer for advice prior to raising a MyWilts request to establish if this is most appropriate way of reporting given the number of defects that require attention. MEETING UPDATE: A WC Highways Engineer has advised that the condition of The Butts does not meet the required intervention criteria. The Parish Steward has created a ramp on the worst patch of missing tarmac which is likely to be a short-term fix so the Clerk has requested reconsideration for that specific area. An order for works to refresh the virtual footway has been raised, completion date is unknown. UPDATE: WC have confirmed again that this does not meet the intervention criteria, whilst a large defect, it is the depth that is not deemed as significant. Recommendation to CLOSE this item.

25.54 JCH Legionella Audit and Water Tank Works

Members APPROVED an expenditure of £954.80 for a Legionella risk assessment and associated water sampling to be carried out. UPDATE: Risk assessment carried out on 12 August and remedial works identified. Details and costs will be taken to Council when received, recommendation to CLOSE this item.

Members are requested to NOTE the report and CONSIDER a way forward

Background

At the Parish Meeting held on 5 September 2024, a resident highlighted that vehicles parking on the grass verge outside Bagbury Park will start to churn the verge up shortly as has been the case in previous years and it was agreed that the Clerk would explore options for furniture installation on the verge to prevent this.

At the Parish Meeting held on 6 February 2025, a resident advised that the verges in question do in fact belong to Wiltshire Council.

Update

The Clerk has been in correspondence with the previous owner of Bagbury Park and Wiltshire Council. The previous owner confirmed that the ownership was transferred to Wiltshire Council, but given this was some 35 years ago, had no real evidence of the transaction.

Wiltshire Council's Highway Records team hold the definitive record of public highways which is open to challenge so long as there is proof. The Highway Records team have confirmed that there are no records to show that the verge belongs to Wiltshire Council.

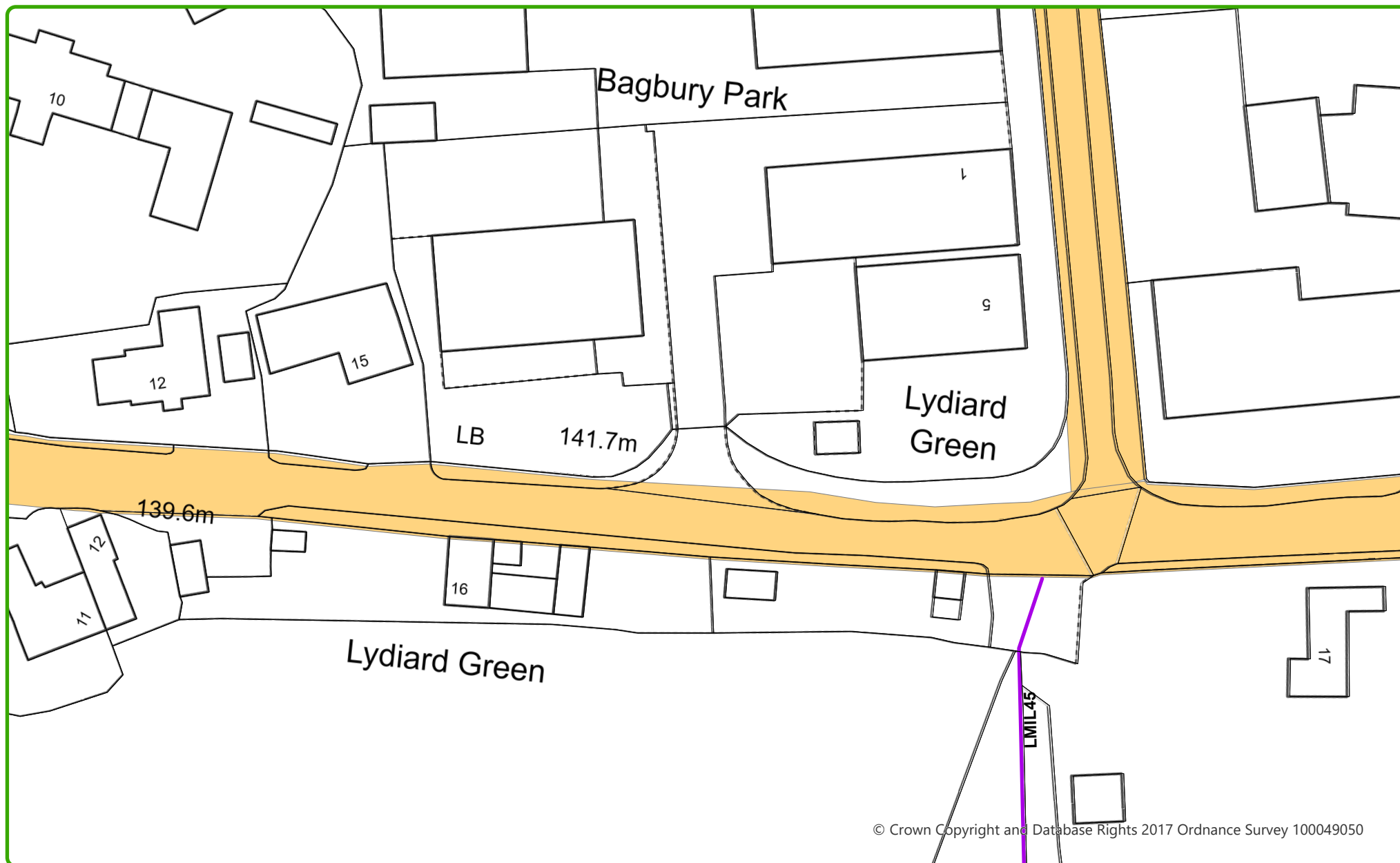
Way Forward

Members are requested to CONSIDER a way forward which may be:

- Take no action
- Install a low-cost solution to deter parking (i.e. low level fence posts installed by Parish Handyman / large stones) and agree a budget for this.

Hayley Graham
August 2025

Highways Plan Bagbury Park, Lydiard Millicent



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Members are requested to NOTE the report and CONSIDER the expenditure

Background

The Speed Indicator Devices (SIDs) purchased by the Council in July 2025 are solely battery powered and the batteries last approx. 1 week (dependent on traffic volumes). The batteries take c.6 hours to charge, and must be charged under supervision. Due to the amount of time the Handyman spends away from JCH, the SIDs are frequently out of service for a short period of time resulting a gap in the data collected, in particular when the Handyman takes annual leave.

Update

It is possible to purchase solar panels compatible with the current SIDs to charge the batteries via solar power. The benefits will include:

- Saved electricity costs with the removal of dependence on standard batteries
- Efficiencies in the workload of the Handyman no longer needing to travel to 2 x SID locations per week to replace batteries
- Reduced gaps in data gathered

Costs

- 2 no. solar panels
- 2no. mounting kits
- 4no. additional mounting bars
- 4no. additional solar panel pole brackets
- 20no. sign fixing clamps and set of 2no. clamping keys (approximate costs £120 ex. VAT)

Total cost - £1286.14 (ex. VAT) including delivery

Costs could be met from EMR CIL (current available funds £5,085)

Hayley Graham
August 2025

Members are requested to NOTE the report and CONSIDER the recommendation

Background

The Parish Council are legally obligated to carry out a Fire Risk Assessment of the Jubilee Club House annually. The Clerk carried this out in July 2025 and a number of remedial actions were identified.

Remedial Actions Identified

1. Since the remodelling of the interior space, additional signs directing users to the nearest fire exit are required.
2. The Jubilee Club House only has one Carbon Dioxide extinguisher (for electrical fires) which is located outside the kitchen. This is a considerable distance from the Parish Office where the majority of electrical equipment is used and therefore another is required in closer proximity to the office.
3. The steps outside the "Players Entrance" would not allow a wheelchair user / person of limited mobility to escape the building safely should the fire escape route towards the "Main Entrance" fire exit be impassable. The gradient of the steps do not lend themselves to a ramp, and an evacuation chair is best used when operatives and users have training which is not possible with ad-hoc booking of the room and therefore an evacuation mattress / sledge looks to be the most suitable solution which can be attached to the wall by the door.

Costs

1. Fire exit signage – up to £20.00 (ex. VAT)
2. Carbon Dioxide fire extinguisher - £62 (ex. VAT)
3. Evacuation mattress / sledge – a maximum of £150 (ex. VAT)

Recommendation

Members to APPROVE an expenditure of a maximum of £232 (ex. VAT) for fire risk assessment requirements. Costs to be met from General Reserves.

Hayley Graham
August 2025

Members are requested to NOTE the report and CONSIDER the service

Background

The Parish Council have been in contract with Peninsula for their HR services since 2021. The contract auto-renews on 8 April 2026 and requires a 6 month notice period prior to the renewal date. Therefore, the Council are requested to CONSIDER whether or not the service continues to be required.

The monthly cost for this service is £106.64 ex. VAT.

Hayley Graham
August 2025

FINAL MEETING NOTES FOR WED 27th AUGUST 2025

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

Date of meeting: **Wednesday 27th August 6pm - MS Teams**

Chair – Councillor Nick Dye, Highways Officer – Martin Rose

Notes taken by - Martin Rose

	Item	Update	Actions and recommendations	Who
1.	Attendees and Apologies			
	Attendees: Apologies:	Cllr Nick Dye (Chair) Cllr Jacqui Lay Cllr Allison Bucknell Mark Hopkins (RWB TC) Dawn Hooper (RWB TC) Steve Walls (RWB TC) Barry Taylor (RWB TC) Chris Bull (Cricklade TC) Shendie Green (Lyneham and Bradenstoke PC) Rupert Pearce (Broad Town PC) Martin Rose (WC) Cllr Andrew Matthews Kevin Woolnough (Tockenham PC) Jim Gunter (Broad Hinton & Winterbourne Bassett council) Cllr Lianna Konig Cllr Martin Denz Martin Cook (WC)		

2.	Notes of Previous Meeting																																											
		The notes and recommendations of the previous LHFIG meeting held on 28th May 2025 were presented to the Area Board at its 18th June 2025 meeting and agreed. The meeting minutes can be found here: RWB & Cricklade AB - Meeting Minutes 18-06-25		To note																																								
3.	Financial Position																																											
		The CIL element of the LHFIG allocation for 25/26 has been confirmed since the last meeting. The budget for 25/26 is £30,186.00 The current balance for 25/26 is £17,242.45 Please refer to Appendix 1 for full details. RWB & Cricklade LHFIG Expenditure 2025/26 <table><tr><td colspan="4">FINANCIAL SUMMARY (as of 28/05/25)</td></tr><tr><td>LHFIF Budget 25/26</td><td>A</td><td>£30,186.00</td><td></td></tr><tr><td>Carryover from 24/25</td><td>B</td><td>£47,660.90</td><td>(Carryover)</td></tr><tr><td>Total Budget for 25/26</td><td>C</td><td>£77,846.90</td><td>(A+B)</td></tr><tr><td colspan="4"> </td></tr><tr><td>Committed Spend 25/26</td><td>D</td><td>£78,404.81</td><td></td></tr><tr><td>less 3rd Party Contributions (Estimate)</td><td>E</td><td>£17,800.36</td><td></td></tr><tr><td></td><td>F</td><td>£60,604.45</td><td>(D-E)</td></tr><tr><td colspan="4"> </td></tr><tr><td>Balance</td><td></td><td>£17,242.45</td><td>(C-F)</td></tr></table> . *	FINANCIAL SUMMARY (as of 28/05/25)				LHFIF Budget 25/26	A	£30,186.00		Carryover from 24/25	B	£47,660.90	(Carryover)	Total Budget for 25/26	C	£77,846.90	(A+B)					Committed Spend 25/26	D	£78,404.81		less 3rd Party Contributions (Estimate)	E	£17,800.36			F	£60,604.45	(D-E)					Balance		£17,242.45	(C-F)		To Note
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	Item	Latest Update	Actions and recommendations	Who
4.	Update on Priority Schemes for 25/26 (funding committed where indicated)			
a)	11-21-8 C34 Purton, Manor Hill Speed Limit Submitted 23/06/21	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. 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. 28/05/25 Work instruction issued to Milestone issued May 25. Operative date <u>7th July 2025</u>.	27/08/25 Signs installed and TRO operative. Missing '40' roundels due to traffic management issues. Roundels to be picked up as part of Manor Hill Farm work which requires a temporary road closure in early 26.	MJR
b)	11-23-08 Lydiard Millicent Common Platt safety Submitted 14/02/23	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)	27/08/25 Awaiting street lighting design. Scheme delivery programmed for Feb 26. Update at next meeting.	MJR

		28/05/25 Substantive bid successful. Detailed design to be completed and work order issued. Currently programmed for Feb 26. Decision can be found here: Decision details - Democratic Services - Wiltshire Council 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. 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.		
c)	11-23-12 B4533 Purton Stoke, speed reduction Submitted 02/09/22	https://www.google.com/maps/ 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. 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. 28/05/25 Hydoblaster was available and working in Wiltshire. Decision taken to deploy to Purton Stoke to remove give way at Stoke Common Lane junction and reinstate further forward. Awaiting billing. Geoff Greenaway commented that remnants of the old markings are showing though. MJR to inspect site.	27/08/25 Site inspected. Residual lines following Hydro-blaster work are visible. M group have been instructed to return to site to black out lines in question.	MJR
e)	11-23-17 Greatfield near Lydiard Millicent Topo Survey	28/05/25 Refresh of road markings through Greatfield now complete. Undertaken via routine maintenance.	27/08/25 Sites currently committed	MJR

		LMPC have confirmed via email (16/05/25) would like LHIFG to consider '30' carriageway roundels along length. Agreed- Allocate £5,000 for Ad-hoc Road markings in the RWB & Cricklade community area and include the requested roundels for Greatfield.	1. Greatfield – 30mph roundels 2. Layby off high St, Purton. – No Entry x 2 and directional arrows. 3. Reids Piece / The - No Entry / Directional arrows. 4. C70 Hook - 30 Roundel at southern end of village (requested by Cllr Matthews) Order issued and work Programmed for 26/08/25	
h)	11-23-4 11-24-11 C415 Broad Town Road (towards Wootton Bassett) Submitted 07/02/2023	12/02/25 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 assessment. 28/05/25	27/08/25. Advert plan for C415 speed limit approved by Rupert Pearce. Plan and schedule issued to regulatory team for processing. Formal advert likely end Sept 25. Rupert queried as to whether letters of support would help during the advert stage. MJR – both letters of objection and support can be submitted	MJR

		BTPC points of objection considered, and Atkins report further scrutinised. It was agreed that the report did not provide sufficient weighting on the presence of VRUs on C415 within Section 3 and required further review. After discussion with BTPC and Cllr Allison Bucknell it was agreed to consider implementation of 40mph limit within Section 3 with a terminal point close to #13 Broadtown road. (blue line) Note – no allocation currently made for implementation. Delivery alongside issue 11-24-08 (see below) tentatively agreed previously by group. Estimated cost £3500-£4000 Agreed – Allocate £3500 for the implementation of the agreed speed limit for the C415 Broad Town. To be advertised alongside issue 11-24-08. A4361 Broad Hinton to reduce legal costs.		
i)	11-24-08 A4361 Broad Hinton (towards Swindon) Submitted 15/02/24	google.co.uk/maps 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.	27/08/25 Plan and schedule issued to regulatory team for processing. To be advertised alongside issues 11-24-11 (Broad Town Road) and 11-24-16 (Greenhill crossroads) Formal advert likely end Sept 25.	MJR

		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. 28/05/25 Refer to 11-24-11 above. Estimated cost £3500 - £4000. Agreed – Allocate £3500 for the implementation of the agreed speed limit for the A4361 Broad Hinton To be advertised alongside issue 11-24-11 C414 Broad Town Road to reduce legal costs		
k)	11-22-01 Greenhill Crossroads, Lydiard Millicent Submitted 04/02/22 Resubmitted as 11-24-16 on 12/04/23	https://www.google.com/maps/ 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. 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)	27/08/25 Design work complete. Speed limit changes will be advertised alongside issues 11-24-08 & 11-24-11. Work to relocate give way markings complete. Work to be programmed once speed limit extension advertised and agreed.	MJR

		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. 28/05/25 Carriageway repairs complete. Road marking work at junction complete (Cost £2,341.08) Budget of £8000.00 carried forward to 25/26. Advertisement of relocated 30mph terminal point awaiting processing by regulatory team. Gateway work to be implemented alongside speed limit change. Note - Combine with 11-24-08 and 11-24-11 to reduce legal costs		
l)	11-23-01 B3553 Purton Road Cricklade Submitted 10/01/23	12/02/25 Surveys undertaken Dec 24 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%	27/08/25 Initial assessment and discussion indicates route unlikely to be considered as a viable site for a 20mph under the <u>current</u> Wiltshire Council policy on 20mph limits and zones due to Purton Road's status as a strategic route (B4553) outside of a town centre environment. Indications are that the council's policy on 20mph limits and zones will be subject to review in due course which is likely to remove some of the current restrictions on the roads they can be used. Recommend holding off on feasibility report until new policy is in place. Options for traffic calming to be assessed in the meantime. Update at next meeting.	MJR

		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 needed 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). 28/05/25 Document report by MJR explaining conditions where by traffic calming is typically considered in Wiltshire remains outstanding. CTC have indicated they wish Purton Road issue to be reconsidered for prioritisation of new schemes in 25/26, with suggestion of footway widening. Refer to Appendix 3 <i>'Prioritisation of Highway Requests - May 25'</i>. Agreed – Allocate £3,100 for 20mph speed limit assessment.		
m)	11-24-01 Noremarsh Primary School & St Bartholomew's Primary School (The Rosary) Submitted 03/01/24	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.	27/08/25 Site plans and advert schedules for both sites submitted to Regulatory team in June 25 for processing. Currently in work list and awaiting programming. Backlog of work, but advert estimated to commence late Sept / early Oct 25. MJR to update RWB TC when date is known.	MJR

		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) 28/05/25 Minor amendment for St Bartholomew's area agreed with RWB TC following representation from school. Proposal for St Bartholomew's school , Nore Marsh School, Widam and Downs View prepared and with regulatory team for processing prior to formal advertisement. Likely late summer early Autumn. £4,000 budget allocation carried forward into 25/26		
n)	11-23-15 Manor Hill (North of Manor Hill Farm) Purton Submitted 28/03/24	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 front of kerbs. Road narrows warning signs x 2. Temp road closure required for approx. 1 week. Estimated cost £6,000.	27/08/25 Design work to be completed and issued to Purton PC for approval by early Oct. Work currently programmed for early Jan 26.	MJR

		(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. MJR to discuss with MC. 12/02/25 -Awaiting topo survey. Design work Feb/ March. Programmed for June 25. 28/05/25 –Topo survey received. Design work to commence in due course. Temp road closure required. Provisionally programmed for Nov 25.Allocation of £6,000 carried forward into 25/26.		
o)	11-24-07 Cricklade Road / Widham bridge, Purton Submitted 18/01/24	google.co.uk/maps 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. MJR to arrange meeting with	27/08/25 Work order to be issued in due course. Delivery likely Oct 25. 'No waiting at any time' at the junction of Cricklade to be advertised together with the sites at Nore Marsh School and St Bartholomew's School. Likely end of September.	MJR

		Geoff Greenaway and agree way forward. No financial allocation at this stage. 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) 28/05/25 Work order for road markings/ signs / SID sockets to be issued on due course. Delivery late Summer 25 Eco grid work and 'no waiting at any' time to follow once legal process complete. Allocation of £6000 carried forward into 25/26		
q)	11-24-25 A3102 Calne Road / Preston Lane Mini RDBT Submitted 14/04/24	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. 27/11/24 Order (M2/00726) for HFS raised to combine with recent pedestrian crossing upgrade. Work deferred due to	27/08/25 Work complete. Note increase in overall cost to £10,203.37. This was due to working time restrictions placed by the Street works team, notably restricted day time (HFS) and Evening working (Road markings) PC invoiced for contribution of £2,000 rather than 25% of final cost. Remove from next tracker.	MJR

		adjacent water leak. Works now likely spring 25. Instruction to Milestone for changes to large base post / sign light issued. 12/02/25. 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. 28/05/25 Water leak now repaired. Electrical work complete (cost £1,000.26). High Friction surfacing programmed for 24th June. Remainder of allocated budget £7,758.52 carried forward into 25/26		
t)	11-24-17 B4696 Braydon Road (Includes Lydiard Millicent & Purton Parishes) Submitted 17/04/24	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 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	27/08/25 Access markings along length programmed for week commencing 1st Sept. Separate meeting arranged to discuss B4696 with cabinet member for Highways, Cllr Lay and PC scheduled for 10/09/25	MJR

		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. 12/02/25 Sign works programmed for 17/2 Road Markings programmed for Spring 25. 28/05/25 Signing / SLOWs now complete. Edge of carriageway markings outstanding but due to be completed in June 25. Allocation of £5,551.44 carried forward into 25/26		
u)	11-24-21 Length of C114 Water Eaton Submitted 06/05/2024	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.	27/08/25 Cllr Dye explained that Latton parish council have been in hiatus, however they are aware of the current proposal and will respond in due course.	To note

		28/05/25 Email to clerk 04/02/25 with outline design requesting feedback. No response to date. Work cost estimate - £2,500		
	11-24-52 Tockenham village	28/05/25 - Request for 20mph speed limit assessment. Metro counts complete. Speed counts already undertaken at 3 sites, 7-day average 23.49mph, 24.03mph, 20.63mph AGREED - Allocate £3,100 for 20mph speed limit assessment with a 25 % contribution from Tockenham PC.	27/08/25 20mph study work commenced. Draft to be issued to Tockenham PC for comment in due course. Recommendation for 20mph limit likely.	
	11-24-09 High Street – Royal Wootton Bassett. Submitted 16/02/24	28/05/25 - 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. AGREED - undertake assessment work in 25/26. No budget allocation currently.	27/08/25 Mapping of existing restrictions on High Street has commenced. Once complete a meeting to be arranged with RWB TC to discuss objectives / changes before amendments can be agreed and formally advertised .	
	11-24-33 B4042 between RWB Rugby Club and RWB sports club. Submitted 15/12/24	28/05/25 - Request for new footway / cycleway to link between the sports club and rugby club. AGREED - Allocate £1,800 for a topo survey with a 12.5% contribution from RWB TC & 12.5% contribution from Lydiard Tregoze PC	27/08/25 Topo survey complete. Design work due to commence Sept 25. Likely land issue as eastern end by sports club due to small area are not within adopted highway. Discussion required re. possible free dedication required. Outline design to be presented to group at next meeting. Note increase in topo cost from £1800 to £2400	
	11-24-30	28/05/25 - Local concerns relating vehicles losing control on double bend. Request for improved signing and a reduction in speed limit from 40mph to 30mph.	27/08/25 Design submitted and approved by CTC. Order issued to contractor. Awaiting programming.	

Chelworth Upper Green, Cricklade (east of crossroads with B4040) Submitted 16/01/25	AGREED - Allocate £4,000 with a 25% contribution from Cricklade Town Council		
11-24-41 - Pavenhill – Outside One Stop Shop Submitted 29/04/25	Request for extension to paving/kerbing adjacent to One Stop convenience store to incorporate communal access AGREED - undertake assessment / design work in 25/26. No budget allocation at this time	27/08/25 Double yellow lines outside shop recently refreshed. Martin Cook and Cllr Lay have met on site to discuss. Further meeting with PC and local member likely before options can be drawn up.	
11-24-47 - Manor Hill, (Lydiard Millicent end) Submitted 16/05/25	Speeding issue in narrow section close to Lydiard Millicent. AGREED - undertake assessment / design work in 25/26. No budget allocation at this time.	27/08/25 Feasibility work required. Due Nov 25	
11-24-50 - Preston Lane, Primary school, Lyneham Submitted 09/04/25	The Parish Council would like to request a safety review for a defined crossing point in Lyneham at Preston Lane at the Primary School. AGREED - undertake assessment /design work in 25/26. No budget allocation at this time	27/08/25 Feasibility work required. Due Oct / November 25	
11-24-42 The Buffer, Ridgeway Farm.	Request for improved signage of 20mph limit, roundels etc Request for improvements to one way signage and road markings.	27/08/25 Order issued to contractor. Programmed for end of August 25	

	11-24-40 - High Street/College Road Lay-by. 11-24-43 - The Peak/Reids Piece Purton C70 Hook	Request for Improvement to one way signage and road markings. C70 Hook - 30 Roundel at southern end of village and Refresh of gateway /repeater roundels (requested by Cllr Matthews) AGREED – Allocate £5,000 for Ad-Hoc road markings in RWB and Cricklade Area. NOTE - No 3rd Party Contribution.		
6.	Minor Signing schemes to be paid for by Town/ Parish Councils			
	No current schemes.			
7.	Any Other Business			
	A discussion took place re. ongoing concerns at Chelworth crossroads and a recent collision. MJR explained the status of the Local safety scheme programmed for 25/26 and the longer-term objectives for possible substantive work at the junction as part of the 10-year cluster site analysis. It was agreed by members not to commit monies to any new LHIFG schemes at the present time as there were several projects at the feasibility stage that may need funding for construction. Requests to be sent to the following email address. LHFIGrequests@wiltshire.gov.uk			To note
8.	Date of Next Meeting			
	Wednesday 12 th November @ 6pm via MS Teams			

Royal Wootton Bassett & Cricklade Local Highways & Footway Improvement Group

Highway 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 **£17,242.45**
Refer to **APPENDIX 1 UPDATE**)

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 - No recommendations following the 27th August 2025 meeting.

Members are requested to NOTE the report and CONSIDER publishing the petition on the Parish Council website.

Background

An e-Petition has been lodged with Wiltshire Council detailed below:

We the undersigned petition the council to take immediate steps to prevent any building on protected green spaces between our villages and Swindon, to enforce neighbourhood plan protections without exception, and to stand with local residents against the loss of our countryside and village identities.

We, the undersigned, petition Wiltshire Council to:

- Refuse all planning applications that propose building on protected buffer zones and green spaces between our historic villages (such as Lydiard Millicent, Purton, Royal Wootton Bassett, and neighbouring settlements) and Swindon.
- Enforce neighbourhood plans and local policies without exception, so these democratically agreed protections cannot be bypassed by speculative development.
- Take a public stand to safeguard the distinct identity, heritage, and countryside of Wiltshire's rural communities for present and future generations.
- Act on overwhelming public feeling against the merging of our villages with Swindon, and ensure genuine local voices are respected in all planning decisions.

Why is this important?

- Green buffer zones are the last defence against the loss of our village and town identities. Once built on, these spaces are gone forever.
- Wiltshire's neighbourhood plans reflect years of public input and local democracy. Ignoring them undermines trust and community spirit.
- People across Wiltshire feel deeply frustrated and anxious about creeping urban sprawl and the destruction of cherished countryside.
- Our villages are not "spare land" for Swindon's expansion—they are communities with proud histories and a right to remain distinct.
- This petition unites Lydiard Millicent, Purton, Royal Wootton Bassett, and all villages at risk, showing strong, united public opposition to building on green buffers.

Supporting Information

- Recent approvals for large housing developments near Royal Wootton Bassett and speculative applications in Lydiard Millicent show a real and urgent threat.
- Local and neighbourhood plans explicitly protect these green gaps—yet they are now under increasing pressure.
- Once the first green space is lost, it sets a precedent for further erosion—putting all villages at risk of becoming mere suburbs.

Hayley Graham
August 2025

Members are requested to:

- NOTE the following update regarding work on the Neighbourhood Plan (NP)
- NOTE the Housing Needs Assessment document which will be shared with Wiltshire Council for discussion and
- Attend the first NP community consultation on Sunday 5 October.

A significant amount of work has been undertaken since the last meeting to progress the Neighbourhood Plan:

1. A Housing Needs Assessment has been produced by our consultants, Master Land and Planning (MLP). This uses output from the household survey undertaken earlier this year, along with available statistics and planning policies to produce recommendations regarding potential items to include in the revised NP. This document will now be shared with Wiltshire Council to ensure the plan aligns with the Wiltshire Local Plan and conforms with national planning policies
2. The response from the “call for sites”, which went out with the NP survey in March, along with a list of sites that have been made available through the Wiltshire Council Strategic Housing and Economic Land Availability Assessment (SHELAA) list, has identified seventeen potential development sites around the parish. These sites have been assessed and RAG-rated by MLP, based on a standard set of criteria. All of sites assessed had some constraints, so none were rated green, nine were rated as amber and eight were rated as red. More details on this will be available at the next Council Meeting and will be shared at the Community Consultation.
3. The first NP Community Consultation has been scheduled for Sunday 5 October, in the Sun Inn marquee between 12 and 4pm which Councillors are asked to attend if at all possible. Members of the Steering Group and MLP will be present to answer questions and there will be display boards for discussion. The update will cover:
 - a. Summary information regarding the outcome of the NP household survey.
 - b. A potential list of “heritage assets”, key views and open spaces for inclusion in the revised NP
 - c. Information regarding the potential development sites that could be included in the revised NP.
 - d. Recommendations from the Housing Needs Assessment.
4. The Consultation will be advertised in the Lydiards Magazine, social media, LMPC website and posters around the parish. Those who attend the update will be asked to provide feedback and suggestions regarding the proposed items and this will be used to help to determine the content of the revised NP.
5. Wiltshire Council has been asked to undertake a Housing Needs Survey in the parish, to provide input into the NP, however as yet no dates have been provided. This is not a requirement for the NP but should confirm the findings from the original survey about housing need in the parish and will add weight to the decisions made within the plan.