

AGENDA

Meeting: BRADFORD ON AVON AREA BOARD
Place: Cereal Partners, Staverton, Trowbridge BA14 6GP
Date: Wednesday 21 November 2012
Time: 7.00 pm

Including the Parishes of Limpley Stoke, Winsley, Monkton Farleigh, Bradford-on-Avon, Holt, South Wraxall, Wingfield, Westwood, Staverton

The press and public are invited to attend the meeting

The Area Board welcomes and invites contributions from members of the public

ARRIVE EARLY! Refreshments will be available

Please direct any enquiries on this Agenda to Kevin Fielding, on 01249 706612 or email kevin.fielding@wiltshire.gov.uk or Peter Dunford (Bradford on Avon Community Area Manager), direct line 01225 713060 or (email) peter.dunford@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114 / 713115.

Wiltshire Councillors

Cllr Rosemary Brown, Bradford on Avon
North (Chairman)
Cllr Malcolm Hewson, Bradford on Avon
South (Vice Chairman)

Cllr Trevor Carbin, Holt & Staverton
Cllr Linda Conley, Winsley &
Westwood

	Arrival and Refreshments	6.30pm
1	Chairman's Welcome and Introduction	7.00pm
2	Apologies for Absence	
3	Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
4	Minutes (Pages 3 - 20) To approve and sign as a correct record the minutes of the Bradford on Avon Area Board meeting held on 19 September 2012. To approve and sign as a correct record the minutes of the Bradford on Avon Community Area Transport Group held on 1 October 2012.	
5	Chairman's Announcements and Updates (Pages 21 - 62) <ul style="list-style-type: none"> i) A36 Cleveland Bridge - outcome of appeal to Department for Transport. ii) Air Quality Action Plan – update. iii) Colonel Llewellyn Palmer Educational Trust – report of meeting of 15 October. iv) Shadow Community Operations Board – update. v) Holt Manor – update on enforcement action. vi) Community Infrastructure Levy – consultation on draft charging schedule. vii) Victim Support – to raise awareness and promote the service to victims of crime. Updates from Wiltshire Police, Wiltshire Fire and Rescue, NHS Wiltshire and the Bradford on Avon Youth Advisory Group.	
6	Community Area Grants (Pages 63 - 70) Councillors to consider three applications to the Community Area Grant budget in 2012/13: <ul style="list-style-type: none"> i) Bradford on Avon Community Agriculture Co-operative requesting £ 2,914 towards essential facilities and tools. 	7.30pm

ii) Councillor-led grant application from Rosemary Brown requesting £5,500 towards the costs of a Traffic Origin and Destination Survey.

iii) Councillor-led grant application from Rosemary Brown requesting £550 towards the costs of the volunteer administration of Lorry Watch.

7 **Focus on Staverton** 7.50pm

To discuss issues and opportunities for the village.

Councillor Andy Borensen - Staverton Parish Council

8 **Welfare Reform in Wiltshire** 8.10pm

A short video showing the Government's plans to simplify the benefits system and encourage people back to work.

9 **Housing Need and Review of Wiltshire's Housing Allocations** 8.15pm
(Pages 71 - 72)

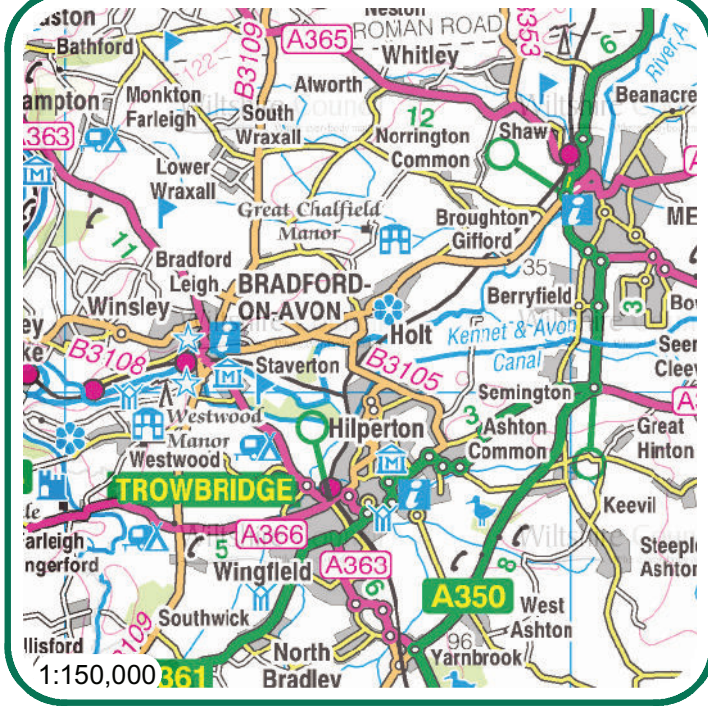
A presentation of key facts regarding housing need in the Bradford on Avon Community Area and discussion of a review of the housing allocation process.

Nicole Smith - Head of Strategic Housing, Wiltshire Council

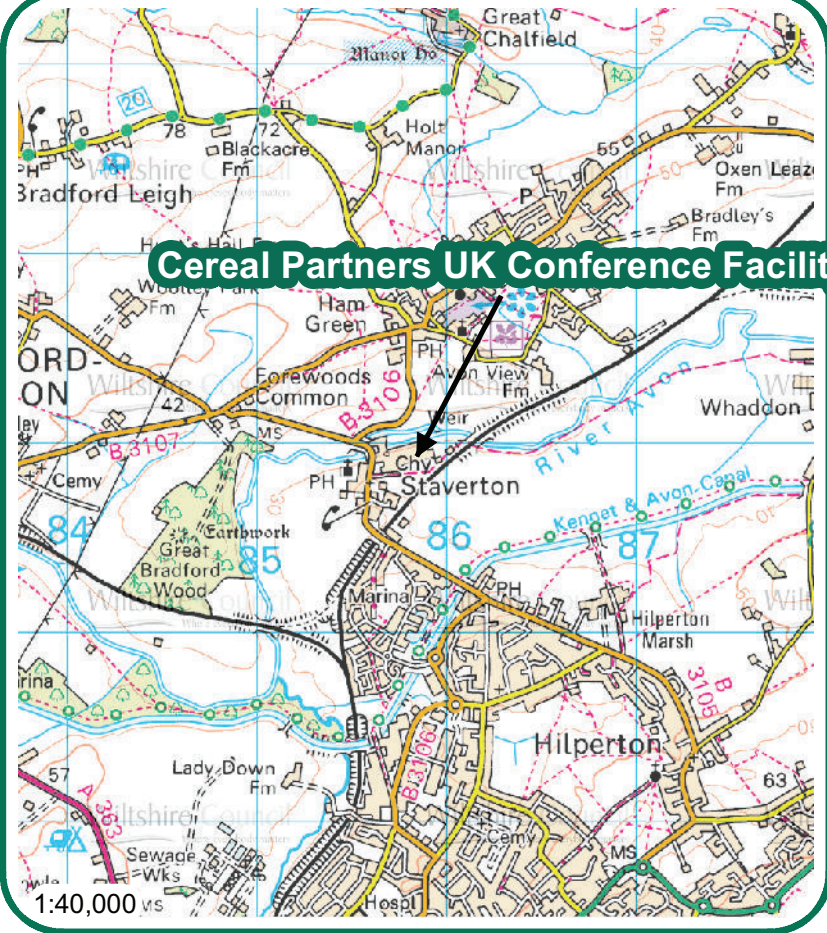
10 **Next Meeting Date** 9.00pm

Wednesday 9 January 2012 – St Margaret's Hall, Bradford on Avon.

11 **Close**



Cereal Partners UK Conference Facility
Staverton
Wiltshire
BA14 6PG



MINUTES

Meeting: BRADFORD ON AVON AREA BOARD
Place: ST Margaret's Hall, St Margaret's St, Bradford on Avon BA15 1DE
Date: 19 September 2012
Start Time: 7.00 pm
Finish Time: 9.55 pm

Please direct any enquiries on these minutes to:

Kevin Fielding, Tel: 01249 706612 or (e-mail) kevin.fielding@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Rosemary Brown (Chairman), Cllr Malcolm Hewson (Vice Chairman),
Cllr Trevor Carbin and Cllr Linda Conley and Cllr Jane Scott OBE

Wiltshire Council Officers

Peter Dunford – Community Area Manager
Kevin Fielding – Democratic Services Officer
Mal Munday – Acting Service Director
Laurie Bell – Director of Communications
Alan Creedy – Head of Sustainable Transport
Emma Cooper – Partnership Development Manager

Town and Parish Councillor

Bradford on Avon Town Council – Vicky Landell Mills
Westwood Parish Council – Terry Biles
Wingfield Parish Council – Alan Mines
Winsley Parish Council – Philip Poulson

Partners

Wiltshire Police – PC Darvill
Wiltshire Police Authority – Kieran Kilgallen
Bradford on Avon Community Area Network – Jim Lynch, Tony Haffenden & Kim Samouelle
Community Area Young Peoples Issues Group – Kath Brownlee & James Davies

Total in attendance: 50

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to St Margaret's Hall, and introduced the Wiltshire councillors who made up the board, as well as the Community Area Manager, Democratic Services Officer and the acting Service Director.</p> <p>Cllr Jane Scott OBE – Leader of Wiltshire Council was also welcomed.</p> <p>All town, parish and partner and youth representatives in attendance were welcomed by the Chairman.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Police Inspector Lisette Harvey, Matthew Midlane – Monkton Farleigh Parish Council, Martin Moyes – Holt Parish Council, Simon Coombe – Limpley Stoke Parish Council and Keith Brendish – Wingfield Parish Council.</p>
3	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
4	<p><u>Minutes</u></p> <p>Decision:</p> <ul style="list-style-type: none"> • The minutes of the Area Board meeting held on the 18 July 2012 were approved and signed as the correct record.
5	<p><u>Chairman's Announcements and Updates</u></p> <ul style="list-style-type: none"> i) Shadow Community Operations Board – a report of the inaugural meeting on 12 September was given. ii) Mini-recycling site review – sites to be removed from use from 1st October were confirmed as St Laurence School; Christchurch Primary School; Fitzmaurice Primary School; Westwood with Iford Primary School; Winsley Primary School; Sainsburys Car Park; Station Car Park; and Budbury Circle. iii) Street Light Savings – following a successful pilot switch-off phase which included Bradford on Avon, the policy is being rolled out across the

county such that about 50% of street lights will convert to part-night lighting, between midnight and 5.30am.

- iv) State of the Environment report – facts and figures relating to land use, wildlife, climate change, waste, air quality, water resources and the historic environment now available at www.intelligencenetwork.org.uk/environment .
- v) Wiltshire and Swindon Local Nature Partnership – now established as a statutory mechanism to help improve the health of the local environment and to engage more effectively with the business, community and health sectors.
- vi) Barrier Busting Proposals – new powers to cut through red tape, rules and regulations by way of a Government team and online portal at <http://barrierbusting.communities.gov.uk/> .
- vii) Wiltshire Involvement Network – progress report June to August 2012.
- viii) 'From Drought to Flood' event, 17 October in Warminster for at-risk towns such as Bradford on Avon.
- Police and Crime Commissioners – Kieran Kilgallen, Chief Executive of the Wiltshire Police Authority, updated the Area Board on the forthcoming Crime and Police Commissioner elections to be held on 15 November 2012. The new Commissioners would replace the old Police Authorities and bring added accountability to the Police Service.

Partner updates

Wiltshire Police - the written report was noted. PC Darvill, in attendance on behalf of Inspector Harvey, answered questions.

Wiltshire Fire & Rescue Service – the written report was noted.

NHS Wiltshire - the written report was noted.

Community Area Young Peoples Issues Group – Kath Brownlee, James Davies and other young people from the Youth Centre:

- The CAYPIG members advised that they were now working with the Town Council and Wiltshire Police to try and improve the skate ramps and litter bins at Poulton Recreation Ground. The ramps were in poor

	<p>condition and were attracting anti-social behaviour.</p> <ul style="list-style-type: none"> • A Youth Action Group, led by young people, was being set up to supercede the CAYPIG, to engage with local issues and to look at local services from a young persons perspective. • Several of the young people had taken part in the National Citizen Course, and felt that the course had given them confidence to become a volunteer. <p>The Chairman thanked everyone for their updates.</p>
6	<p><u>Wingfield Parish Council Complaint</u></p> <p>Alan Mines advised that Wingfield Parish Council had sent a letter of complaint to Cllr Jane Scott OBE, Leader of Wiltshire Council, in response to the failure of officers and an elected member of Wiltshire Council to effectively respond to issues raised by the Parish Council.</p> <p>The Chairman promised that these failures would be investigated.</p>
7	<p><u>The Legacy of 2012</u></p> <p>Councillor Jane Scott, Leader, Wiltshire Council & Laurie Bell, Director of Communications, Wiltshire Council gave a presentation that recapped the Summer celebrations for the Jubilee and the Olympics, and discussed the effect the year of celebration had had on the community and how to carry on the legacy through 2013 and beyond.</p> <p>Points covered included:</p> <p>Key Events</p> <ul style="list-style-type: none"> • Queen’s Diamond Jubilee – 1 May. • Olympic Torch Relay – 22 & 23 May inc lunchtime stop at Clarendon College, Trowbridge. • Olympic Torch Relay – 11 & 12 July. • Festival of Celebration – 11 July, Hudson’s Field. • Michael Johnson – 12 July, Stonehenge and Salisbury Cathedral.

The Impact – community

- Over 225,000 people attended the events – half the population of Wiltshire.
- Hundreds of street parties, events, concerts and activities held across county.
- Atmosphere of celebration.
- Reason to bring communities together.

The Impact – economy

- Additional spend on events days est. over £1 million – not including tourism impact.
- Hotels and B & B's in Salisbury fully booked w/c 9 July.
- Visit Wiltshire website highest monthly number of visits since records began in 2008.
- Substantial return on investment (£290,000).

The Impact – publicity

- Queen's Diamond Jubilee event – local, regional, national and international – advertising value £191,000 – circulation 100 million.
- Olympic torch and Hudson's Field so far... local, regional, national and international – advertising value £890,000 – circulation of 250 million +.
- Footage of Stonehenge and Michael Johnson coverage – advertising value £2.7million – circulation 50 million + per day.

The Impact – culture

- Biggest partnership event.
- Robust resilience – keeping the county safe.
- Close working with area boards and town and parish councils.
- Great team building – over 1,000 Wiltshire Council staff worked the events.

	<ul style="list-style-type: none"> • Many people took on different roles and expanded their skills and experience. • Lasting relationships formed... <p>The Impact – legacy</p> <ul style="list-style-type: none"> • Need to build on the success of this year. • Setting up a Legacy Board. • Focus on; <ul style="list-style-type: none"> – Health and sport for all – free swimming. – The economy – series of business events and promotions. – Communities – an annual event or activity in every area? – Working in partnership to deliver more. <p>Questions raised from the floor included:</p> <ul style="list-style-type: none"> • Will Wiltshire Council be funding free Swimming? <ul style="list-style-type: none"> a. Yes, free swimming is available for under 16’s during school holiday periods. • Jim Lynch from BoACAN confirmed that there is already a group in the town looking at a programme of events for Christmas 2012 and Summer 2013. There is a growing sense of partnership working for the good of the town. <p>The Chairman thanked Cllr Scott and Laurie Bell for their presentation.</p>
8	<p><u>Air Quality Action Plan for Bradford on Avon</u></p> <p>Jim Lynch from BoACAN reported on the work of the Task and Finish Group in developing an Air Quality Action Plan for the town. A report was tabled which gave details of discussions held to date and recommended next steps.</p> <p>The long-term goal is to achieve a Clean Air Town by 2020 with a medium term goal of Legal Air Quality by 2015.</p> <p><u>Recommendations:</u></p> <ul style="list-style-type: none"> a. An Air Quality Partnership engaging all relevant Departments of Wiltshire Council, our Town Council, relevant Parish Councils, plus voluntary/community groups and organisations (including our schools) and

the local business community.

- b. An Air Quality Network engaging all our citizens in a concerted campaign.
- c. A Project Management Group mandated to act upon and deliver the desired outcomes with minimum bureaucracy.

Despite the long history of previous efforts there is an immediate and important need to provide up-to-date information in the following areas:

- i) Origin and Destination Traffic Information: Who is creating this problem? Where are they coming from; going to, and why? Is it 'us' i.e. is it town-based, area-based or from further afield?

Answers require a properly resourced and funded Origin and Destination Survey. Any differences regarding cost, organisation, purpose (and so forth) are entirely secondary to the imperative need for top-quality data. This project is the absolute sine qua non for further action.

- ii) Public Health: a Health Impact Survey is now available (c/o Rosemary Brown). The survey must be linked to existing data and engage both Wiltshire Council Public Health initiatives and the Primary Care Trust, Health Centres etc

- iii) Safety Impact: although it is obvious that traffic in and around the town is a constant danger to pedestrians, this information needs to be collated and assessed. The HCZ initiative is looking at this material, as are others concerned with mobility and safety.

- iv) Environmental Impact: It is important that we support the work of the Environment Health Department whilst also looking at other methods of collecting data on the environmental impact; town fabric, pollution etc. A new air quality monitoring station is to be sited on Masons Lane by the end of this year to record nitrogen dioxide and particulates in real time.

The full range of potential actions requires much more detailed work along 'SMART' lines (Specific, Measurable, Achievable, Relevant, Timely). Producing this would, again, be a first priority for a Project Management Group.

Work in Progress: Some groups are rightly keen to act on their own initiative in solving this multi-faceted problem. Climate Friendly Bradford are engaged in encouraging the uptake of electric vehicles and related actions as part of their long-term commitment to change.

Points raised from the floor included:

- That we need to be looking at electric/zero emission vehicles in the near future, with Bradford on Avon having its own electric car charging points in car parks, hotels etc.
- We should demonstrate the benefits through the use of electric community buses in the town centre.

	<p>Questions raised from the floor included:</p> <ul style="list-style-type: none"> • Can Wiltshire Council carry out an Origin & Destination Survey? <ul style="list-style-type: none"> a. <i>Alan Creedy – Head of Sustainable Transport, Wiltshire Council advised that an Origin & Destination Survey may not give the answers that residents were looking for, it was also difficult and expensive to carry out.</i> <p>Cllr Rosemary Brown requested that Alan Creedy reports back to the first meeting of the new Air Quality Partnership on how much an Origin & Destination Survey would cost to carry out.</p> <p>Decision</p> <ul style="list-style-type: none"> • That the Bradford on Avon Area Board endorses the Action Plan and agrees to work with BoACAN to take forward the recommendations. <p>The Chairman thanked Jim Lynch for his presentation and Alan Creedy for attending the Area Board.</p>
9	<p><u>Volunteering in Wiltshire</u></p> <p>Emma Cooper, Partnership Development Manager, Wiltshire Council & Simone Ward, Manager, Volunteer Centre Wiltshire informed the area board of the work being undertaken with partners to develop and support volunteering in Wiltshire.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • Local people helping their local communities by volunteering. • Call-IT, 0845 5216224, is the new telephone number for people interested in getting involved with volunteering. <p>What are we doing?</p> <ul style="list-style-type: none"> • Working together. • Making volunteering available to all. • Ensuring volunteering is well managed, supported and recognised. • Trying out new approaches to volunteering, such as “time credits”

	<p>How are we doing?</p> <ul style="list-style-type: none"> • 1500 volunteering opportunities promoted through Volunteer Centre. • The number of volunteers had doubled in the last year to 2265. • The number of unemployed volunteers had increased by 36%. <p>The Chairman thanked Emma Cooper and Simone Ward for their presentation.</p>
10	<p><u>Tackling Financial Exclusion</u></p> <p>Emma Cooper - VCS Support, Wiltshire Council gave a power point presentation which covered:</p> <p>Points made included:</p> <ul style="list-style-type: none"> • What is financial exclusion. • What does it mean to be financially excluded. • Where is financial exclusion found. • Does it exist in the Bradford on Avon community area. • How the Wiltshire Community Bank operates. • That Wiltshire Council were looking to give its staff the opportunity to save with the Wiltshire Community Bank. <p>The Chairman thanked Emma Cooper for her presentation.</p>
11	<p><u>Conigre Hill - Asset Transfer</u></p> <p>The Chairman requested that the Area Board members approved the detail of the transfer of the car park at Conigre Hill to a community trust.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • That the Bradford on Avon Area Board approves the transfer of the car park at Conigre Hill to a community trust as per the report, (pages 50-51 of the 19 September, Bradford on Avon Area Board agenda pack).

	<p>David Maude from Hillside Action Group thanked the Area Board for their help and approval of the asset transfer to the community trust.</p>
12	<p><u>Community Area Grants</u></p> <p>Councillors considered four applications to the Community Area Grant budget in 2012/13:</p> <p>Decision Bradford on Avon and District French Twinning Association awarded £2,006 for the May 2013 visit of twin town Sully-sur-Loire to Bradford and for a trip by Fitzmaurice School to Sully.</p> <p>Reason <i>The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for the local economy, tourism, culture, education and civic links.</i></p> <p>Decision Wiltshire People First awarded £500 towards the ‘Our Lives, Our History’ oral history project.</p> <p>Reason <i>The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for health and social care, education and inclusion objectives.</i></p> <p>Decision Holt Sports and Recreation Committee awarded £1,195 towards the Holt Second Sports Court.</p> <p>Reason <i>The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for sport and recreation and community development in the village of Holt.</i></p> <p>Decision TEDxBradfordonAvon awarded £500 towards an event on 4 November 2012 for creative people and businesses on the theme of ‘Crafting the Unexpected’.</p> <p>Reason <i>The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support to the economy, creative industries and local democracy.</i></p>

13	<u>Next Meeting Date</u> Wednesday 21 November – Cereal Partners, Staverton. Wednesday 9 January 2013 – St Margaret’s Hall.
14	<u>Close</u>

Note of Bradford on Avon Community Area Transport Group held on 1st October 2012 at County Hall, Trowbridge

1. Present:

Gwen Allison, Bradford on Avon Town Council

Alan Mines, Wingfield Parish Council

Martin Annetts, Wiltshire Police

Linda Conley, Wiltshire Councillor

Linda Ladner, Winsley Parish Council

Shay Parsons, Lorry Watch

Andrew Pearce, Holt Parish Council

Bob Broadhead, Limpley Stoke Parish Council

Martin Moyes, Holt Parish Council

Trevor Carbin, Wiltshire Councillor

Malcolm Hewson, Wiltshire Councillor

Spencer Drinkwater, Highways

Peter Hanson, Highways

Dave Thomas, Highways

Peter Dunford, Community Area Manager

Apologies: Keith Brendish (Wingfield Parish Council), Andy Cadwallader (Highways)

2. Notes of CAT-G meeting on 25 June and matters arising

Amendment proposed by Wingfield Parish Council re. Substantive Highways Scheme: Wingfield Footways Phase 4 to be split over 2 financial years – this year construction from south of traffic signals to 21A Frome Road.

ACTION: PD to amend minute

3. Budget Position 2012/13

Budget unallocated: £ 5, 591

4. Outcome of bids to Substantive Highways Scheme 2012

Successful bids for Wingfield Footways (£16,800) and Mythern Meadow, Bradford on Avon, footpath resurfacing (£ 15,000).

5. Update on appeal against the proposal by Bath and North East Somerset Council to impose an experimental 18 tonne weight restriction on HGVs at A36 Cleveland Bridge in Bath

Decision delayed but due by New Year

6. Update on Town Bridge advance weight limit signs

Signs ordered, awaiting programmed installation.

ACTION: DT to install before Xmas

7. Lorry Watch update

The initiative has resulted in a 65% reduction in offences. Only 1 prosecution to date, but others are pending. The group has contributed detailed comments to the signage review. After one year, the group has agreed with Trading Standards to stand-down the rota and to re-introduce it occasionally – probably in March and September 2013 – to monitor the situation and the impact of the new signs.

ACTION: PD to chase Legal re. progress with prosecutions. SP to attend CAT-G in Spring 2013 with an update.

8. Steps towards an Air Quality Action Plan for Bradford on Avon

PD reported on the public consultation events and recommendations agreed by the Area Board. An Air Quality Partnership would be established to oversee this work; surveys of public health, carbon dioxide/ particulates and traffic origin and destination would be undertaken; the promotion of electric buses and cars is being investigated by the Climate Friendly group on the lines of initiatives elsewhere such as the Dorchester–Poundbury electric bus.

ACTION: Launch of Air Quality Partnership by end 2012

9. Historic Core Zone - consultation with vulnerable groups on planned improvements at the Market Street/ Church Street junction

RB impressed with the plans recently on display in St Margaret's Hall – a further round of consultation with the general public is planned in the New Year.

The Integrated Transport Block has funded the planning to date and capital funding for implementation of Phase 1 will be sought after the consultations are complete.

10. Speed Limit Review – A363/ B3105/ B3107 Bradford on Avon and Holt

Reductions in speed limits to 50 mph on these routes.

20 mph trial sites in 6 locations – a Cabinet report is drafted which includes the results from metrocounts and resident questionnaires – a decision will be taken in the New Year on the way forward once final guidance from the DfT is issued.

B&NES have implemented a policy of 20 mph zones in residential areas across its district. KB not happy that WC is waiting and doing nothing.

ACTION: DT to report back on evaluation of 20 mph trials next time

11. Update on CAT-G priority projects

- i) Bollards, Newtown: estimated cost of £7, 400; needs a road closure to implement; cannot use temporary traffic lights as requested by the Town Council
- ii) Limpley Stoke - Woods Hill and Midford Lane – on carriageway footways: completed
- iii) Limpley Stoke - Lower Stoke – feasibility study: report being considered by Parish Council
- iv) Wingfield – phase 4 footways: Substantive Highways Funding received
- v) Mythern Meadow to Avon Close – footway: Substantive Highways Funding received
- vi) Priory Close, Bradford on Avon – streetlight: completed and operational
- vii) Winsley – junction to Avon Park – warning signs: Winsley PC have written to Avon Park requesting £1000 funding, awaiting a response
- viii) South Wraxall – gateway surfacing: done

12. Other urgent highways and transport matters:

- Woolley Street, Bradford on Avon – residents parking zone request: delegated process through Town Council
 - Church Street, Bradford on Avon – residents parking zone request: delegated process through Town Council
 - Woolley Terrace, Bradford on Avon - ratrunning and speeding:
ACTION: site visit with ‘Friends of Woolley’ to agree site for metrocount
 - Holt Road to Springfield, Bradford on Avon – pedestrian safety: pedestrian facilities to be improved as part of Kingston Farm development. Thick canopy of trees overhanging highway needs cutting back. **ACTION: contact Shaun Moulton**
Sodium lights need to be converted to mercury white lighting - Kingston Farm to pay for it? New junction on Frome Road vetoed by planners.
 - Bath Road, Bradford on Avon - crossing to Christchurch School:
ACTION: chase progress of School Travel Plan with Headteacher
 - Frome Road, Bradford on Avon – traffic calming and pollution:
ACTION: highways officers to inspect
 - Frankleigh, Bradford on Avon – speeding on A363:
ACTION: speeding in 40 mph zone to be monitored through metrocount as a first step
 - Holt Manor - removal of illegal bollards and signs: legal battle with owner. Bollards a hazard on the public highway. Parish Council thankful for support from Area Board. Brown signs still in place. Awaiting report from DT to be signed off by Dick Tonge.
ACTION: Update to next Area Board meeting
 - Monkton Farleigh – bus stop: children waiting for bus stop to Corsham School outside Kingsdown Golf Club – in Melksham community area!
 - Widbrook – road safety: speed limit reduced to 50 mph. No engineering solution obvious. Problem with water on carriageway, PH to investigate drainage.
ACTION: Site visit
 - Wingfield – hidden dip sign on approach to Swansbrook Farm entrance
ACTION: AM to send details to DT
- Wingfield - petition from Mrs Novotini re. pavement from Trowle Farm Lane to Loves Lane
ACTION: Petition to be sent to Parish Council for its consideration

- Winsley – signs: Parish Council pleased. Further signs needed to direct to shops.
- Woolley Green - speed limit and safe crossing point:
ACTION: Site visit required with Friends of Woolley
- Staverton – on street parking: near top of priority list for on-street parking improvements. Remove parking on roundabout through Traffic Regulation Order

13. Any other highways issues not raised elsewhere on the agenda

Winsley School concerns - refer to Ruth Durrant, Travel Plan officer.

Kingston Farm construction traffic route – MH suggested should be agreed by Development Control as a reserved matter **ACTION: Put on agenda for next time. Write to Shaun Moulton to advise now**

Puffin Crossing on Trowbridge Road – Town Council want to keep on agenda.

Kingston Mill – parking tickets rescinded – pedestrian crossing outside Budgens to be moved to desire line. **ACTION: DT to consult with Development Control**

Mrs Long, Grove Leaze near Winsley Road - concern re lack of pavement. **ACTION: Site visit**

14. Date of Next Meeting – suggested Monday 7 January 2013, County Hall at 4pm



Department
for Transport

Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR
Tel: 0300 330 3000

Web Site: www.dft.gov.uk

Our Ref: PRN001

29th October 2012

Carlton Brand

Wiltshire County Council
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Dear Carlton Brand,

A36 Lorry Turning Ban – PRN Appeal

In May 2012, following earlier discussions, Bath and North East Somerset council (BANES) announced proposals for an experimental turning restriction on 18 tonne vehicles using the A36 in Bath. The restriction would apply at the corner of Bathwick Street and Beckford Road. The stated justification is the impact that it would have on air quality on the A4 London Road. However as a consequence of the scheme it would not be possible for lorries to follow the A4/A36 from the north of Bath to the southeast and south nor the corresponding south to north route.

On 6th June 2012 Wiltshire and Somerset councils, together with the Highways Agency, lodged an appeal against the proposed restriction with the Department, citing five main points to their objection – that the ban would:

- a) compromise the Primary Route Network (PRN);
- b) shift traffic onto local roads;
- c) impose costs on freight;
- d) impede the management of the SRN; and
- e) the proposal had not followed the required process by securing agreement from other affected local authorities, as laid out in DfT guidance on the primary route network.

The Department has now considered the evidence presented, and has reached a conclusion. A detailed explanation of the reasoning behind the decision is attached at Annex A, but in summary:

- The proposed lorry turning ban is a significant change, as defined by guidance, because of the extent of diversion that it causes. This means that BANES must secure the agreement of affected authorities before implementing the measure – and such an agreement has not been reached.

- Lorry drivers who are unaware of the turning ban have the potential to be seriously inconvenienced by the restriction. In the worst cases, they would have to divert by over 45 miles to complete their journey using the PRN. Alternatively, they could continue their journey through less suitable local roads. Either way, the PRN in Bath will be failing in its purpose.
- The issue is exacerbated by the fact that the A46 and A36 are mostly major trunk roads, linking Wiltshire and Dorset with the M4. There is only one short section under local authority control – which is the A36/A4 in Bath. The turning restriction will prevent HGVs from using the SRN in this area.
- No attempt has been made to find an alternative route for freight traffic. The PRN and SRN are therefore both compromised through the introduction of this banned turn.

Overall we must conclude the appeal is valid and should be upheld. Should the scheme be implemented as proposed, without agreeing a suitable alternative route with the affected authorities, this would be in breach of the legislation.

We are conscious of BANES's important concerns about local air quality. The Department is not, in line with the PRN guidance, commenting on the air quality aims of this proposed scheme. We would note that BANES is welcome to use newly-acquired powers to adjust the PRN in its area to remove traffic from the London Road – provided that the proper procedures are followed and all types of traffic continue to have a viable route through or around Bath.

We would urge BANES to work with Wiltshire and Somerset councils to identify an alternative scheme that will be acceptable to all parties. We believe there are a number of ways to achieve BANES's aim of reducing lorry traffic through Bath without the need to disrupt the PRN. For example, we understand that the Highways Agency, Wiltshire and Somerset are willing to form a working group to discuss signing in the area around Bath.

The Department is also happy to work with the key parties to see whether alternative approaches can be developed that achieve BANES's aims without while meeting legal obligations and maintaining an effective and coherent PRN.

I am sending copies of this letter to all councils involved in this appeal and other affected parties.

Yours Sincerely,



Paul O'Sullivan
Divisional Manager
Roads Strategy & Charging

ANNEX A – Decision in Detail

Grounds for Appeal

The Primary Route Network (PRN) designates roads between places of traffic importance across the UK, with the aim of providing easily identifiable routes to access the whole of the country. The A36 is a Primary Route and has been identified as suitable for medium- or long-distance travel.

DfT will only consider a PRN appeal when there has either been a procedural irregularity, or where an authority has made a decision that is clearly unreasonable. Authorities are required to secure the agreement of affected neighbours before making a significant change to the PRN in their area.

BANES has argued that HGV traffic at this turning is small, only 335 HGV per day. As such, they have argued that the introduction of the restriction does not constitute a 'significant change' as laid out in the guidance and hence there is no need to secure agreement from neighbours. Freight associations consulted during the appeal agreed that the volume of HGV traffic on this route is relatively low for the PRN, as freight traffic already aims to avoid Bath where possible. However even given this, it amounts to over 10,000 freight movements per year.

In guidance, the example given of a clearly significant change is the changing of a primary route from one interurban road to another, while a change to junction layout is given as an insignificant change. The standard is set, not in terms of vehicle flow, but of user experience. Given the likely impact of diversion (see below), we have concluded that this is clearly a significant change. This means that BANES should secure the agreement of its neighbours before implementing the turning ban.

Before considering any appeal we also wish to be sure that any appellant has tried to resolve the issue with the defending council, and that dialogue has been exhausted. It is clear from the correspondence that this is the case.

Guidance and Policy on the Primary Route Network

The Department's guidance on road classification, which covers the management of the PRN, sets out the principles which local authorities are expected to follow when managing the network in their area.

2.9 The PRN is designed to fit together as a network, and primary routes must link up to one another. If changes are made to a route, it must still form part of a coherent and sensible network. Primary routes must remain reasonably direct and viable for medium- and long-distance travel including, wherever possible, for freight traffic.

The guidance goes on to clarify that this may mean that the PRN goes through areas where there are environmental concerns, but where no viable alternative routes exist. In these circumstances, environmental factors on their own are not expected to be sufficient grounds to warrant the exclusion of particular types of traffic.

This does not preclude an authority rerouting traffic for environmental reasons where they have provided a reasonable alternative route. However the PRN extends to all corners of

England, and there are a number of places where the local road network provides traffic with only one reasonable route to follow between two significant destinations. In such circumstances, traffic must still be given a route to follow – or else it is likely to divert in an unsuitable way.

Situation in Bath

There is only one Primary Route through Bath – the A4/A36. All through-traffic looking to get from the west of the city to the east or from the north to the south is directed along the A36. The council has worked over recent years to move heavy traffic out of the centre, meaning that an increasing proportion of vehicles are making use of the A36.

Bathwick Street and Beckford Road form a junction between three main routes – the route from the north and the M4, the route east and south into Wiltshire and the route west towards Bristol. The introduction of a HGV right turning ban means that HGVs on the northern route can no longer access the east/south route (and vice versa).

In its proposals, BANES has suggested that affected traffic coming from the south will be able to divert along the A4 towards Bristol and join the M4 at junction 19. No alternative route through Bath has been offered, and there has been no suggestion of how traffic heading south through the city could be expected to divert.

Network Integrity

The PRN is meant to function as a network for navigation, ensuring that a driver can travel reasonable distances without needing to have a detailed knowledge of the area. In this respect, the BANES proposal poses tricky issues for some drivers.

The worst example would be that of a lorry driver seeking to get from junction 18 of the M4 to Warminster. Driving along the A46, at the outskirts of Bath they would be directed by signs to join the A4 heading into the city. When they reach the junction of the A4 and the A36, they will be required by an HGV restriction to turn onto the A36 and cross Cleveland Bridge. It is only when they have crossed the bridge and actually reached the turning between Bathwick Street and Beckford Road that they will encounter the turning restriction. At this point, if they want to follow the PRN to their destination, they will have to make a 46 mile diversion via Bristol and Shepton Mallet.

At this point, they are likely to either a) leave the PRN and try to reach their destination through the local road network or b) try to circumvent the traffic restriction with a U-turn further down the road. In all of these cases, the PRN will have failed in the function it is meant to deliver.

Interaction with the Strategic Road Network

The A4/A36 in Bath also performs an unusual function, in that it fills a three mile gap in the Strategic Road Network (SRN) between the junction of the A4 and A46 north of the Avon and the A36 to the south. This is the only north/south trunk route below the M4 for 80 miles. The SRN is meant to include routes of particular importance to national travel, and this measure will prohibit HGVs from following this route.

There are currently no plans to detrunk this route, so problems of network disruption need to be taken more seriously than they would in a standard case of this type.

The provision of an alternative

Crucial to both these points is the fact that BANES do not appear to be making any provision for lorries that are impeded by the new restriction. If an alternative route had been identified, of reasonable convenience and quality, network integrity would have been maintained. Guidance states that the fine-tuning of the classification system should properly be a matter for the local authority.

Other issues

Taken together, the likely impact of the restrictions on network integrity creates a clear case against the proposed turning ban. The Department's remit as set out in the guidance is focused on maintaining the rationality and functionality of the network, and the proposed restriction works against this. As such, there is a strong case to uphold the appeal.

Participants in the appeal have raised other issues, which we have also considered:

- **The proposed restriction, and any associated disruption to traffic, is justified by its impact on air quality on the A4 London Road.**

The rationale for the turning ban, as articulated in BANES' original proposal, is to reduce HGV traffic on the A4 London Road and thereby improve local air quality.

Air quality, along with other types of environmental impact, are recognised as a matter for the local council when considering road classification decisions. The Department has no wish to instruct councils to adopt a particular approach to the management of a specific road.

The new guidance on the PRN and classification gives councils new flexibility in routing traffic, meaning that it is easier to move traffic away from environmentally sensitive locations. The only requirement on a council in this context is that they ensure that the classification of the road network remains coherent.

If there are concerns about the environmental impact of traffic along the London Road, BANES are welcome to find an alternative route for traffic. It is only when required procedures are ignored or proposals prevent the PRN from functioning that DfT is concerned.

- **The proposed restriction may have a serious negative effect on freight traffic, transferring traffic to the more congested A4**

We recognise that the management of congestion on local roads is foremost a matter for local councils. Should a council wish to prioritise non-traffic issues above the free movement of general traffic, this is something for which they are ultimately accountable to the local electorate. The selection of a congested versus an uncongested route is something that we would normally expect to be a matter for

the council to consider. Where the impacts are felt across several authorities we would require any changes to be approved collectively – although this has not happened in this case.

However given the fact that this restriction specifically targets through-traffic, only affects HGVs and does not offer a viable alternative route, there is potentially a discrimination angle to this case. While this has not had a material impact on the decision beyond the issues raised around network integrity, the Department may consider intervening on these grounds in future cases.

Summary

- The proposed lorry turning ban is a significant change, as set out in guidance, because of the extent of diversion that it causes. This means that BANES should secure the agreement of affected authorities before implementing the measure – and such an agreement has not been reached.
- Lorry drivers who are unaware of the turning ban have the potential to be seriously inconvenienced by the turning ban. If they were to follow the PRN they would have to divert by over 45 miles; and if they decide not to follow it they will divert through less suitable local roads. Either way, the PRN in Bath will be failing in its purpose.
- The issue is exacerbated by the fact that the A46 and A36 is mostly a major trunk road, linking Wiltshire and Dorset with the M4. There is only one short section under local authority control – which is the A36/A4 in Bath. The turning restriction will prevent HGVs from using the SRN in this area.
- No attempt has been made to find an alternative route for freight traffic. The PRN and SRN are therefore both compromised through the introduction of this banned turn.

As such, overall we must therefore conclude the appeal is valid and should be upheld. Should the scheme be implemented as proposed, without agreeing a suitable alternative route with the affected authorities, this would be in breach of the legislation.

CABINET MEMBER FOR HIGHWAYS AND TRANSPORT – CLLR R TONGE

HIGHWAYS AND TRANSPORT SERVICES

OFFICER CONTACT: David Thomas 01225 713312 email: dave.thomas@wiltshire.gov.uk

REFERENCE: HT-053-12

HOLT MANOR - REQUEST FOR CHANGES TO HIGHWAY SIGNING AND THE PROVISION OF PASSING BAYS ON LEIGH ROAD AND SUMMER LANE

Purpose of Report

1. To consider a request from the owner of Holt Manor for changes to highway signing and the provision of passing bays on Leigh Road and Summer Lane, Holt, Wiltshire.

Background

2. The owner of Holt Manor has raised a number of concerns relating to the use of the UC6020 that runs though the Manor estate and has, of his own volition, undertaken some works to try and alleviate his concerns. One of the proposals he has put forward for consideration by Wiltshire Council, in its role as local Highway Authority, is for permanent changes to direction signs that would seek to remove extraneous through traffic from the UC6020, particularly visitors to Great Chalfield Manor, and divert them onto Leigh Road and Summer Lane. Such changes would not require a traffic regulation order to be made. It should be noted that the UC6020 is the former private driveway of Holt Manor but was dedicated in 1928 to the then Bradford Rural District Council and has been an adopted highway since that time. The owner of Holt Manor has offered to contribute to the costs of the signing changes, as well as improvements to Leigh Road and Summer Lane that would allow easier passage by two-way traffic.
3. Under its powers as Highway Authority, Wiltshire Council could determine this proposal without reference to interested parties. However, it is known that there are strong views held by the local community, represented by Holt Parish Council, that the proposed changes are unnecessary and indeed unwarranted. It was therefore considered that it would be appropriate that Holt Parish Council should be consulted before any decision was taken.
4. In addition, the proposals were discussed at the July meeting of the Bradford on Avon Area Board, at which time the opportunity was given to the agent for Holt Manor to present the proposals to the Board and for the Board to hear the views of Holt Parish Council. Prior to the meeting a number of the Board members undertook a site visit to familiarise themselves with the area.
5. A copy of the proposal submission from the agent of Holt Manor, that includes details of the problems being experienced and the changes sought to address these, is included at **Appendix A**. The views of Holt Parish Council are included at **Appendix B**. An extract from the minutes of the Bradford on Avon Area Board is included at **Appendix C** and a further letter from the agent of Holt Manor is included at **Appendix D**.
6. It should be noted that this report only covers the proposed changes to highway signs and the provision of passing bays on Leigh Road and Summer Lane. Other matters, including the diversion of footpaths, bollards, and boundary gate signs, are not covered by this report.

Main Considerations for the Council

7. The Council needs to consider the views expressed by the various interested parties and make a decision on the way forward.
8. The landowner at Holt Manor has raised concerns that changes at Great Chalfield Manor (creation of a new car park at Great Chalfield Manor, a National Trust Property) is likely to increase the number of visitors to the area and may lead to more drivers unfamiliar with the local road network driving past Holt Manor. Discussion has taken place with Great Chalfield Manor and they have advised that the car park is intended to provide for their existing visitor number levels and they are not seeking to increase visitor numbers beyond their current level which is 20,000 visitors per year. Currently, no car park is available at Great Chalfield Manor, which unfortunately increases the likelihood of parking on verges in the immediate vicinity of the Manor. Great Chalfield Manor is not signed in any way using either conventional highway signs or brown tourism signs and they have indicated that they do not wish to be signed as their facilities for visitors are inadequate to cope with any increase in numbers.
9. One of the main reasons put forward for change by the owner of Holt Manor is that of safety and conflict between opposing motorists. An investigation of the collision database shows that there have been no recorded personal injury collisions in the last ten years on either the UC6020, Leigh Road or Summer Road or at any of the junctions between these roads. It is accepted that the collision database does not record all incidents that take place on the public highway but the absence of any recorded collisions indicates that this area is not one of concern to the Highway Authority.
10. The owner of Holt Manor raise a number of concerns which appear to relate more to security and inconvenience rather than safety. It is considered that these instances could be addressed by the provision of modest signing; for example, those indicating the name of the property and its private status.
11. There is little justification for the proposal put forward by the owner of Holt Manor in safety terms (i.e. safety of all users of the highway, both motorised and non-motorised) given the lack of any recorded personal injury collisions and the suggested changes put forward by the owner of Holt Manor for the junction of Leigh Road and Summer Road may introduce additional safety issues for users of the highway
12. Under Section 130 of the Highways Act 1980, local highway authorities have a duty of care to assert and protect the rights of the public to use and enjoy any highway for which they are highway authority – this duty of care applies to all users of the highway – both motorised and non-motorised. As Highway Authority the Council is therefore required to ensure that all rights of way for which it has responsibility allow unrestricted and safe use by all users of the highway. Unfortunately, the proposal suggested by Holt Manor’s proposal could be perceived to be detrimental to this principle.

Environmental Impact of the Proposal

13. Additional highway signs and the provision of passing bays could be seen as being visually detrimental to the environment.

Equalities Impact of the Proposal

14. Not applicable.

Risk Assessment

15. Not applicable.

Financial Implications

16. The level of contribution from the owner of Holt Manor is unknown. No cost estimates for the proposed works have yet been calculated and no budget provision exists.

Legal Implications

17. The Council's decision could be challenged in the courts (by way of an application for judicial review which could potentially incur legal costs of approximately £20,000 - £50,000. However, it is considered that such an application would be unlikely to succeed.

Options Considered

18. To:
- (i) Agree to the proposals put forward.
 - (ii) Not agree to the proposals put forward.

Reason for Proposal

19. From a highway authority perspective there is no recorded evidence in the context of safety to justify any change to the highway network and to the highway signage on this part of the highway network and one of the proposed changes may indeed increase the risk to the safety of users of the highway. Furthermore, the proposals put forward are not supported by the local community representatives (Holt Parish Council or the Bradford on Avon Area Board).

Proposal

20. That:
- (i) The request from the owner of Holt Manor be refused.
 - (ii) The owner of Holt Manor, Holt Parish Council and the Bradford on Avon Area Board be advised of the decision taken.

The following unpublished documents have been relied on in the preparation of this Report:

None

CDM/FMW0647

10 April 2012

Mr David M. Thomas
Traffic Engineering Manager
Traffic and Network Management
Wiltshire Council
Shurnhold
Bath Road
Melksham
Wiltshire
SN12 8DQ

Dear Mr Thomas

HOLT MANOR ESTATE – ROUTE BETWEEN LEIGH ROAD AND SUMMER LANE

Many thanks for meeting myself and Mr Harris, owner of Holt Manor, on site on Wednesday 4th April to discuss the above highway through the Holt Manor Estate. This letter seeks to summarise the matters discussed and to make suggestions for changes to local signage directing visitors to the nearby Great Chalfield Manor National Trust property. This issue is not related to the current application to divert the route of Public Footpath No 8.

Existing Situation

When departing Holt village via Leigh Road, Great Chalfield is signed through the Holt Manor Estate. Similarly, when heading in the opposite direction from Summer Lane, Holt and Trowbridge are signed through the Estate. The use of the signed route gives rise to a number of road safety issues as follows:

- Visibility in both directions when pulling out of the road through the Estate on to Leigh Road is poor. This leads to the risk of conflicts with straight ahead traffic travelling along Leigh Road;
- The route through the Estate is restricted in width such that only one car travelling in one direction or the other can use it at a time. There are very few opportunities for vehicles to pass without over running the well maintained verges which leads to long reversing distances and the associated safety risks when vehicles do meet;
- The need to reverse is greater at peak times for visitors to Great Chalfield Manor particularly when there are special events. The snowdrop charity open day on 12th of February this year for instance gave rise to numerous occasions when four or five vehicles at a time needed to reverse long distances. The lack of suitable passing places compounded the difficulties that arose with drivers at one stage attempting to force the locked gate to the old cricket pavilion area in order to create an additional passing place;

- The section between The Dower House and Summer Lane is particularly narrow with little or no verge and very poor forward visibility. The safety risks when opposing vehicles meet on this section are self-explanatory particularly given the traffic speeds used by some drivers when not anticipating oncoming vehicles;
- Visibility in both directions when pulling out of the road through the Estate on to Summer Lane is again poor particularly when looking towards Great Chalfield. The risks of conflicts at this junction are therefore high. Observations on site also show that drivers turning right on to Summer Lane frequently 'cut the corner' at the junction such that they are effectively on the wrong side of the road and could therefore come in to conflict with drivers turning left from Summer Lane;
- The route through the Estate is well used by walkers, cyclists and horse riders. The narrow road width and occasional high traffic speeds along the route leads to safety concerns for these road users. This is particularly the case on the section between The Dower House and Summer Lane where the road is very narrow and there are limited opportunities to step out of the carriageway when a vehicle approaches.

Drivers aiming to visit Great Chalfield Manor are also frequently confused when driving through the Estate and often mistake Holt Manor for Great Chalfield Manor. A driver departing Holt via Leigh Road is signed towards Great Chalfield through the Estate and having turned right is immediately faced by the Lodge House and large Estate gates. Beyond these the road narrows and clearly takes on the feel of a driveway through a parkland setting leading to a large Country House, i.e., a sense of arrival. It is obvious how the signage and these highway features can confuse visitors from outside the local area into thinking they have arrived at Great Chalfield Manor whereas in reality they need to continue on past Holt Manor. This confusion is evidenced by:

- The occupiers of The Lodge (Mr Harris himself for a number of months in late 2011) frequently experience disruption by people stopping, trying to turn around in the limited space available and knocking on the door for directions. When asked, they often say that they followed the road signs towards Great Chalfield but then got confused by the presence of The Lodge and the pillars/gates and thought they were on a private road;
- There are regular occurrences where people push the buzzer on the access panel to Holt Manor to ask/complain about why the gates aren't open in the false assumption that they are at Great Chalfield Manor;
- The main gates to Holt Manor itself used to be left open however drivers would enter, park outside the house, knock at the door and start wandering around the gardens in the mistaken belief that they were at Great Chalfield Manor. The previous occupiers of the house even had a car and caravan start setting up to stay directly in front of the house. The gates are now kept closed; and
- The occupiers of The Dower House, Mr Harris's daughter and family, have also encountered people walking around their gardens and opening the door to the house. When challenged, the 'intruders' have consistently stated surprise as they had assumed they were at Great Chalfield Manor. All gates and doors to The Dower House are also now kept locked although this shouldn't be necessary.

It is clear from the above that there are a number of significant safety, privacy and security issues associated with the current signing of Great Chalfield via the route through the Holt Manor Estate.

Great Chalfield Manor currently attracts approximately 20,000 visitors over its seven month annual opening period many of whom are first time visitors and unaware of the safety issues associated with the route. Many of these visitors arrive from the Holt direction and even if only a small proportion confuse Holt Manor with Great Chalfield Manor, it is clear that the number of such incidents is relatively high. It is understood that the National Trust is also looking to improve parking and other facilities at Great Chalfield Manor with the aim of increasing visitor numbers so if nothing is done the existing problems are likely to increase over time. There is no objection in principle to the National Trust's proposals however it is believed that changes to the road signage is now required to help offset the additional safety, privacy and security issues that are likely to arise.

Proposed Signage Alterations

Local residents and frequent visitors to Great Chalfield Manor will be aware of the limitations of the route and its associated safety issues and will be able to keep using the route in an appropriate way. These frequent users are also aware that Holt Manor is not Great Chalfield Manor and hence do not and will not cause the privacy and security issues.

The proposals are therefore aimed at drivers who are likely to be first time or occasional users of the route who will be unaware of the safety issues and could confuse Holt Manor with Great Chalfield Manor. Such drivers are likely to be primarily visitors to Great Chalfield Manor and hence their route choice could be influenced best through the introduction of additional brown tourist signs.

It is suggested that the existing 'Great Chalfield' directional sign at the Leigh Road junction near the Lodge and main entrance gates be removed. Local residents will be aware that they can turn right and use the route through Holt Manor to reach Great Chalfield however removal of the sign would likely result in first time and occasional users continuing along Leigh Road. This could be further encouraged through the introduction of an appropriate brown tourist sign guiding them towards Great Chalfield Manor via Leigh Road.

At the junction of Leigh Road and Summer Lane it is suggested that additional brown tourist signage could be introduced to guide Great Chalfield Manor visitors to turn right from Leigh Road to Summer Lane. A further brown tourist sign where Summer Lane passes the other end of the route through the Holt Manor Estate would complete the guidance signage.

For return journeys, it is suggested that the existing Holt and Trowbridge signage at the Summer Lane junction with the route through the Holt Manor Estate be removed and replaced with an 'All Routes' sign directing use of Summer Lane. Again, local residents and frequent users could continue to use the route past Holt Manor while first time and occasional users would be more likely to use Summer Lane and Leigh Road. New directional signage towards Holt and Trowbridge would also be required at the Summer Lane / Leigh Road junction.

It is believed that the above simple changes to signage would reduce the volume of traffic on the route through the Holt Manor Estate thereby reducing the safety risks to all road users. More appropriate guidance to Great Chalfield Manor would also assist in reducing the confusion that can occur thereby helping to address the current privacy and security issues. In doing so, local residents and frequent users of the route through the Holt Manor Estate would not be inconvenienced; indeed the safety of their journeys, whether by car, cycle or on foot, would also be enhanced.

Improvements to Leigh Road and Summer Lane

The standard of Leigh Road and Summer Lane, while for the most part better than the route through the Holt Manor Estate, also has a number of existing constraints. Increasing the volume of traffic using these alternative routes may therefore simply relocate the problems that currently arise unless improvements can be made.

The attached plans FMW0647-SK01A to SK04A identify locations where improvements to existing passing places and visibility will appropriately mitigate for the increased traffic flows on Leigh Road and Summer Lane. At present Summer Lane is narrow with limited forward visibility however, by improving and formalising the passing opportunities along this route, it will be possible to ensure inter-visibility between opposing vehicle movements which will be a significant improvement over the existing situation.

The land required to undertake the above is all either within the highway boundary or in the control of Mr Harris. It is suggested that Wiltshire Council implement the improved passing places to an appropriate standard and amend the signage as discussed above. Mr Harris would be willing to make a contribution towards the costs of the necessary works required.

I trust the above fully explains the justification for changes to the existing directional signage in the vicinity of Holt Manor. Your consideration of the above suggestions would be appreciated as soon as possible. In the short term, should you have any questions or require any additional information please feel free to call me on the numbers shown.

Yours sincerely

Chris Miles

Director

Mobile: 07912 4444460

Email: chris.miles@fmwconsultancy.com

cc Mr P Harris Holt Manor
Ms K Howe Clarke Willmott

Enc: FMW0647-SK01A to SK04A

Proposal for changes to UC 6020 and its vicinity

Unclassified road from Holt to Great Chalfield

These are the detailed comments by Holt Parish Council on CDM/FMW0647 dated 10 April 2012, and are to be read in conjunction with the covering letter to David Thomas dated May 2012.

General comments

1. The submission repeatedly refers to the route as the road “through Holt Manor Estate”, as if that were its principal characteristic. In fact it performs a number of functions; being amongst other things the access to Holt Manor and associated buildings, the principal route between Holt and Great Chalfield and for some a better route between Holt and Broughton Gifford than the busy B3107.
2. The general proposition is that UC 6020 is somehow different from the rural road network of which it is a part, or exceptionally poor. It is neither of these – it is typical of the mixed use country roads in this area; many of which are narrower still and/or have greater visibility problems. Drivers, local or not, are conditioned to them and behave appropriately. Perversely, the worst problem referred to in the submission is one of the applicant’s deliberate making – the installation of bollards, causing UC 6020 to be unsafe for cyclists and creating unnecessary difficulty when two vehicles meet.
3. The only complaints that we are aware of from the general public, at this time, concern measures which, perversely, have been implemented without approval and remain in place despite requests to remove them. We request the immediate removal of:
 - a. Bollards on UC 6020, which are a danger to cyclists and the subject of complaints.
 - b. The various unapproved signs around the junction of UC 6020 and Leigh Road, which are ludicrously confusing, resulting in complaints by visitors to Great Chalfield Manor.
4. We have not commented in detail on the proposed changes, which are deficient in many respects, as we see no valid reason to implement them in the first place.

Specific comments

Existing situation

1. Adverse comment is made about visibility at the junction of UC 6020 and Leigh Road. In the context of the rural environment this is a perfectly satisfactory junction, better than many, and drivers approach and use it in that context. We are not aware, among many users over many years, of any problems or complaints with respect to this junction either from local residents or from previous occupants of Holt Manor.
This is in marked contrast with the very difficult junction between Summer Lane and Leigh Road where there are known to have been minor accidents over the years. A valid argument has not been made for making inconvenient changes here and elsewhere in the road network.

2. The comment about UC 6020 being restricted in width reminds one of the boy who killed his parents and then pleaded for leniency on the grounds that he was an orphan. Before the bollards were installed, without Highways approval, the road handled its natural traffic volume perfectly well and whilst vehicles certainly did cross the verges from time to time the frequency of this happening was so low that it did not materially affect condition of the verges. This is a completely manufactured problem, readily fixed by taking the bollards out again. It is in no way a justification for making inconvenient changes here and elsewhere in the road network.
3. The “need to reverse” is simply an extension of point 2. above and is amenable to the same simple cure.
In passing, we note that no previous occupant of Holt Manor has ever reported or mentioned any such issues, nor have they apparently been observed by anyone local but the occupant of Holt Manor.
The National Trust (who can speak for themselves of course, and will, we trust also be consulted) have not made known any complaints from visitors to Great Chalfield Manor (except as at the end of this paragraph).
In their literature and guidance the National Trust is particular to guide visitors to appropriate access routes which do not – as it happens – include UC 6020.
Insofar as any specific problems with visitors to Great Chalfield Manor might exist, a preferred approach would be for the occupants of Holt Manor to engage in a constructive dialogue with the National Trust rather than to use these reported incidents to make inconvenient and dangerous changes here and elsewhere in the road network.
In the meantime, as with the bollards on UC 6020 (see paragraph 2. above), at least some of the problems which visitors to Great Chalfield experience are of Holt Manor’s own making – of late visitors have been complaining about the confusing, unapproved signage at the junction of Leigh Road and UC 6020.
4. The section of UC 6020 between the Dower House and Summer Lane is no different from many other stretches on roads along the various routes under consideration and in this rural area in general. Drivers are used to tackling them and we are not aware of any unusual problems having arisen in this specific stretch. It seems therefore that this theoretical argument is not being advanced for road safety but is to simply move vehicles away from Holt Manor.
5. The observations about visibility at the junction between UC 6020 and Summer Lane are not appropriate to the context of a rural road network. This appears to be a perfectly normal junction and is not one at which we, representing Holt Residents, are aware of any problems at all.
When referring to drivers “turning left from Summer Lane” it is said that drivers on UC 6020 are “effectively on the wrong side of the road”. As the author has already stated repeatedly, these are all largely single track roads with passing places and drivers are fully conditioned to such occurrences, indeed expect them and drive with appropriate caution if only for their own safety.
The observations about traffic behaviour at this junction are taken out of their proper context and are not an appropriate justification to make inconvenient changes here and elsewhere in the road network.
6. The concern for walkers, cyclists and horse riders is commendable but enquiries among those users have not, to date, elicited any such concerns or any deterioration over a 30 year time span except as below. This would seem to indicate that the arguments are theoretical in order to justify a desired conclusion, as opposed to being evidential, in support of inconvenient changes here and elsewhere in the road network.

We are however aware of complaints about the newly installed bollards which make it much more difficult for cyclists simply to veer on to the verge of UC 6020, as they used to do. They now have to dismount in the road first, which makes them quite vulnerable in the face of an oncoming vehicle.

7. The reported confusion between Holt Manor and Great Chalfield Manor seems to be a new phenomenon, as those previous occupants of Holt Manor who have been contacted do not recollect any such incidents.
A principal cause of any such confusion, should it exist – and there are no reports that we are aware of from visitors to Great Chalfield Manor – is the lack of a clear enough sign at Holt Manor identifying it as such. This would very easily be rectified. The occupant of Holt Manor is clearly not averse to adding signs (many signs) to the rural locale, so a sign to Great Chalfield Manor attached to either or both of the Holt Manor wall and the Dower House itself would be a simple and effective solution and one which does not rely on drivers having made the right choice at junctions. However the focus on getting rid of the traffic rather than stopping people from ringing the wrong bell illustrates what this submission is really aimed at. As above, these reported issues should also be worked on with the National Trust.
8. It is normal to keep ones gates closed – that is what gates are for. As in point 7, local signage would address this issue.
9. Anyone who wandered into the Dower House garden – with no indication or clues whatsoever of it being a National Trust property – is not going to be deterred by distant traffic signs. As above, if this really is an issue, a sign to Great Chalfield Manor at the affected spot would be the best approach.
Other local residents find it perfectly normal to keep their doors locked and the argument that the Dower House doors should be able to be kept unlocked is faintly ludicrous.
10. The submission goes on to say that “it is clear from the above that there are a number of safety, privacy and security issues . . .”. Holt Parish Council does not find these matters clear at all, either as evidenced by their own observations or by the weak, manufactured and sometimes specious arguments put forward in the submission. In the ensuing section some of the proposals for changes are considered to make safety and convenience worse, not better.
11. The assertions about visitors to Great Chalfield Manor and the routes which people take are largely anecdotal and are not supported by our own experience, for instance visitor complaints or extensive, long-standing local experience. You can rest assured that people are quick to complain when such issues genuinely arise! Contrary to the assertions made, it is not at all clear to Holt Parish Council that the standard of driving is inappropriate to the UC 6020 or its junctions at either end, that there are real safety issues, that the “privacy” issues are any different from those experienced by anyone who lives beside a road or that “the number of such incidents is relatively high”. Holt residents are also occasionally asked for directions to facilities in the village, or to local destinations, and we regard such activity as being part of the fabric of community life. To set one small area apart from such generosity of spirit may be a personal objective and one on which we have no comment to make, but to use it as a reason to inconvenience the majority of users of a public highway is regarded as inappropriate.

Proposed signage alterations

There is no evidence that we are aware of that visitors in general drive inappropriately on the local rural road network, or specifically on UC 6020.

The National Trust works hard to plan and publicise appropriate routes to Great Chalfield Manor and, if there remain problems, the best way to address these, as indicated above, is considered to be signage on Holt Manor wall and on the Dower House itself, as well as constructive dialogue with the National Trust.

A summary of the proposed signage alterations is that they are considered to be unnecessary, inconvenient and in general will create a situation which is less safe than the present arrangements.

Holt Parish Council opposes in principle the unnecessary concentration of traffic on any part of the rural road network, albeit that local people may disregard the signs. If there are not a lot of “lost” visitors, then re-routing them will make no difference to anything, and if there are (which we doubt) then concentrating them on any particular road will only shift problems from one place to another which we feel is singularly unproductive.

1. The idea of directing traffic heading for Great Chalfield up Leigh Road to turn right into Summer Lane is regarded as a significantly backward step. However you modify the geometry, the right turn into Summer Lane is inherently very dangerous being on a sharp, blind bend where we are aware of a number of minor accidents over the years. This route is also significantly longer, which is a retrograde step for a number of reasons.
2. The idea of signing traffic from Great Chalfield to Holt via Summer Lane suffers from the same negative aspects. If this were a genuine attempt to even out the traffic flows and avoid problems of vehicles meeting each other on narrow roads, rather than simply shifting them away from a particular stretch of road, why has the proposal to create a one-way system not been considered? Traffic to Great Chalfield could go along UC 6020 and traffic from Great Chalfield along Summer Lane. This would completely avoid any difficult turns into Summer Lane and obviate any traffic meeting on narrow roads in a far better way than “passing places” which are never where you want them.

Improvements to Leigh Road and Summer Lane

Changes to Summer Lane are only worth considering if the proposition that there are material safety, privacy and security issues with UC 6020 holds water. As we do not accept this proposition, we see no reason to comment on what therefore appear to be pointless proposals which are anyway of no particular intrinsic merit.

Remedial action

Whilst this theoretical debate continues, UC 6020 has seriously misleading signage and dangerous bollards – and we have direct evidence of both of these negative aspects. We ask that these be removed immediately to restore the previously satisfactory situation and as a practical demonstration that safety really is one of the driving forces behind the submission.

Extract from Minutes of the Bradford on Avon Area Board July 2012

Holt Manor- brown tourist signs

Sean McIntyre, Key Transport Consultants, on behalf of Mr Harris, owner of Holt Manor gave a presentation which sought to highlight why a request for brown tourist signage at Holt Manor estate was justified.

Mr McIntyre advised that he had taken on the consultancy for Holt Manor after the FMW Consultancy had withdrawn as they felt that they had a conflict of interest.

Representatives of Holt Parish Council were given the opportunity to explain to the Area Board why they opposed the brown signage around Holt Manor. A petition of residents' objections had reached 165 signatories.

Decision

That the Bradford on Avon Area Board supports Holt Parish Council in its opposition to the brown signs and bollards which had been sited by the owners of Holt Manor, and requests that officers of Wiltshire Council instruct the owners of Holt Manor to remove the misleading signage and illegal bollards as soon as possible and if necessary take all reasonable measures required to do so.

The Chairman thanked Mr McIntyre and representatives of Holt Parish Council for attending the Area Board.



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David Thomas
Wiltshire Council
Derby Court
Epsom Road
Whitehorse Business Park
Trowbridge
BA14 0XG

13th August 2012

Dear David,

HOLT MANOR, HOLT - NEW ROAD SIGNING

Further to our recent telephone conversation I write to set down my involvement with the above proposals and my findings.

As you are aware FMW Consultancy prepared the submission for new road signing in the vicinity of Holt Manor. However FMW were also working on the Tannery site in Holt and the client for that project became concerned that the parish council's hostility to the Holt Manor signing proposal could prejudice consideration of the Tannery project leading to the decision for FMW to stop acting for Mr Harris on the matter.

I was appointed prior to the Bradford on Avon Area Board meeting on the 18th July 2012 to provide a second opinion on the FMW Consultancy submission and if I was broadly in agreement with the submission to support the proposals at the Area Board meeting.

I have reviewed the FMW submission, read the response by the Parish Council and driven and walked the roads concerned. I would like to make the following observations:

1. The proposed change to signing would direct drivers unfamiliar with the local road network travelling to Great Chalfield along Leigh Road and Summer Lane rather than along the road past Holt Manor as currently signed. The proposals are not to prohibit traffic using the road past Holt Manor and local people who know the local road network would continue to use the road past Holt Manor as at present.
2. The proposal is also to improve the alternative route by providing formal passing places. During my site visit after a period of heavy rain the verges on Summer Lane used for passing were heavily rutted and muddy and I am not confident that my car (Ford Focus) would have negotiated them. This clearly showed the benefit of the proposed formal passing places. I consider that Summer Lane would benefit from a couple of extra passing places to those currently proposed, one between the proposed passing place and the junction with the road past Holt Manor shown on drawing FMW0647-AK004 Rev A and one between the eastern passing place proposed on drawing FMW0647-AK003 Rev A and the one shown on drawing FMW0647-AK004 Rev A. Mr Harris has confirmed that he would be happy for the additional passing places to be included in the proposal.
3. The alternative route is some 600m longer but given that the signs are for the benefit of non local people this is likely to represent a small proportion of the journey length.
4. The evidence relating to problems experienced by residents at Holt Manor identified in the FMW submission is anecdotal but plausible. I certainly felt that I was entering private property when entering the road past Holt Manor from the south so can understand some confusion being caused.
5. I understand there are proposals to improve facilities at Great Chalfield Manor which is likely to increase the number of visitors and hence drivers unfamiliar with the local road network driving the route past Holt Manor

6. I consider that highway standards are better along the proposed alternative route (Leigh Road/ Summer Lane Road route) which would be subject to improvement for the following reasons:
- Driver visibility at the Leigh Road/Summer Lane junction is better than at either of the two terminal junctions of the road past Holt Manor. Visibility northbound on Leigh Road on the approach to Summer Lane is substandard but it improves significantly at the point that you need to turn right.
 - The section of road past Holt Manor between The Dower House and Summer Lane is very narrow with no verges and limited visibility. It is not possible for two vehicles to pass and meeting vehicles are required to reverse a significant distance where visibility is poor. I understand that this route is popular with pedestrians, cyclists and horse riders who would be particularly vulnerable to reversing vehicles. I consider that highway standards along this section are worse than on any part of the alternative improved route.
 - The route past Holt Manor requires negotiation of two very substandard junctions where visibility is poor rather than one. This is relevant as accidents tend to cluster at junctions because of conflicting movements.
 - The parish council, in its response, appears to suggest that the relative highway standards, visibility in particular, on each route are not a particularly important consideration and that drivers simply drive according to the conditions. Visibility standards relate to safe stopping distance and in my experience visibility is one of the prime considerations of highway authorities when considering highway safety implications.
 - There are very few opportunities for cars to pass on any of the road past Holt Manor, there are no formal passing places although a couple of accesses provide some opportunity. Generally meeting cars require one driver to drive on the adjacent grass/verge and potentially leave mud on the road which is detrimental to highway safety.

I ask that my findings are drawn to the attention of the cabinet member in your report. I also request that a site visit is undertaken by the cabinet member as conditions are only really apparent from such a visit.

Yours sincerely,

Sean McIntyre
Director
Key Transport Consultants Ltd
E-mail: sean.mcintyre@key-transport.com
Mobile: 07712 097176

Bradford on Avon Area Board, 21 November 2012

Chairman's Announcement

Progress since approval of the Air Quality Action Plan in September

Bradford on Avon Air Quality Alliance

To drive forward the agreed action plan it will be important to carry the support of all key stakeholders responsible for air quality, public health and traffic management in the town.

The Bradford on Avon Area Board at its meeting on 19 September agreed to establish an Air Quality Partnership or 'Alliance'.

The Bradford on Avon Town Council at its meeting on 30 October agreed to join the Alliance.

It is proposed to call a first meeting of the Alliance in the coming weeks and to secure the attendance of Maggie Rae (Director of Public Health), Allan Creedy (Head of Sustainable Transport) and other senior officers in recognition of the gravity of the air quality issue in the town.

Origin and Destination Survey

A proposal for a numberplate recognition survey (NPR) has been prepared by the Bradford on Avon Preservation Trust and is to be considered on this agenda for Community Area Grant funding, under Item 6.

This survey will distinguish traffic passing through the town; originating and finishing in the town; and internal to the town. A NPR survey using volunteers will allow more detailed observation of traffic than a Road Side Survey and would be significantly less expensive.

It has not been possible to date to discuss this proposal in any detail with highways officers. Their support will be important in scoping the technical and operational details of the O&D survey to ensure that robust outcomes and value for money is achieved by the project.

Health Survey

The survey has attracted a very good response and the findings are currently being collated and evaluated by Martin Valatin and Rosemary Brown.

Air Quality Monitor – report from Peter Nobes, Senior Public Protection Officer

"My contact at Wheelers, with whom I had met several times on both sites and had left to prepare the detailed quote required, went quiet. After a couple of weeks, I rang to find out that he had 'left the company' and that the chap taking on his work had no knowledge

whatsoever of the proposed work, our meetings, the drawings made and so on. We basically had to start again.

Since then we have received and accepted the quote from Wheelers and I am hoping to confirm shortly the contract with Centrica to disconnect the Electricity Meter at the analyser in Westbury. They will then commission the removal of the wiring (this has to be done by ANOTHER company and has to be ordered by Centrica). Once this is done and Wheelers confirm the site in Bradford is ready – they suggested 3-4 weeks from our order made on 12 November - we can engage Enviro-Technology to move and set up the equipment in Bradford.

It's been a long and very frustrating process but I am more than hopeful that it will be up and running for 2013.”

Electric Vehicles

Platinum Renault Trowbridge has agreed to donate a Renault Kangoo ZE electric van to Climate Friendly BOA for the whole month of December 2012, and to put their logo on the side. Richard Craft will explain to the meeting how the group hope to use the opportunity to promote the use of electric vehicles as part of the 'Clean Air Town' initiative.

It has been confirmed that, as part of the Local Sustainable Transport Fund, Wiltshire Council is looking to install two electric vehicle charging points at Bradford on Avon railway station (as well as at Chippenham, Salisbury and Trowbridge railway stations). At this stage the Council is in the early stages of procuring a relevant supplier and will need to agree an easy accessible location with the station manager. All being well, the Council hopes to have the charging points installed by the end of this financial year.

Discussions continue with Ian White, Head of Passenger Transport at Wiltshire Council, regarding a possible bid to the Government's Green Bus Fund for an electric bus for the town as a demonstration project to the rest of Wiltshire.

Air Quality Egg

Jim Lynch and Dr. Jeremy Bunting, both of BoACAN, have been following the development of a low-cost pollution monitoring device, commonly known as 'The Egg', which is currently being tested in Bristol. It enables real-time, web-based monitoring of air quality and is attracting worldwide attention. They are liaising with Climate Friendly Bradford and will publicise details shortly.

Peter Dunford, November 2012

The Colonel William Llewellyn Palmer Educational Charity

Registered Charity: 1015681

Advisory Panel Meeting

Minutes of Meeting held on Monday 15 October 2012
at Bradford on Avon Town Council

Present:

Representing Wiltshire Council: Mr M Hewson (Chair)
Mrs R Brown

Representing the Town Council: Mrs V Landell-Mills
Mrs S Allen

Also in attendance: Mrs S Jeffreys (VCS Funding Co-ordinator)
Mr D Crisfield (VCS Business Relationship Manager)
Mrs T Winfield (Finance)
Mr A Cole (Technical Services Officer - Parks)
Mrs M Curran (Burial & Cemeteries Team Leader – Allotments)
Mrs J Lee (Legal Services)

Apologies

Mr L Grundy (WC)
Mrs L Mayes (WC)
Heather Kirby (WC)

1. Minutes of Last Meeting

The Minutes of the meeting held on 14 October 2011 were signed as a true and correct record.

2. Matters Arising

Malcolm Hewson delivered a card and a bottle of bottle to Michael Gamble to acknowledge his support to the Trust over the years.

The site visit to determine the positioning of the trees had not taken place but had now been arranged for Tuesday 16 October 2012.

3. Financial Report

A report by Tina Winfield had been distributed with the agenda for members of the Panel to consider. The report included the draft accounts, annual report and a draft budget for 2012/13.

Due to investment income being more, under spends against tree planting and grounds maintenance the amount in reserves had increased to £56,709. Recommended reserves are £27,000. However, as the excess is being held for new/replacement play equipment at Sladesbrook, it was within the conditions of the trust. If awards to beneficiaries are kept to £15,000 for 2012/13 then there is likely to be £37,000 by the end of the financial year (1 April 2013) available for the play equipment although there is the ability to award less to beneficiaries or to use more from the reserves.

The Advisory Board voted to accept the retrospective part of the financial report but to come back to the budget after discussions on the play equipment.

4. Play Equipment, Grounds Maintenance and Allotments

The grounds maintenance is now carried out by English Landscapes to the same specification and there have been no issues. However, the grounds maintenance contract is out to tender. English Landscapes will be carrying out maintenance until 31/5/13 after which there could be a new contractor dependent on the results of the tender process. This could therefore result in an increase in the costs for grounds maintenance and it was decided that this should be added to the risk register.

Action: Tina Winfield to add this to the Risk Register

Fruit trees had been offered by John Pearce for the site but could not be planted last year due to weather conditions. The Panel thought that these were still a good idea. It was suggested that these could be planted on the mound but it was decided that the actual positioning should be decided at the site visit.

Margaret Curran gave a report on the allotments, which have improved. There are 51 plots spread over Bancroft and Sladesbrook. Five allotments had been abandoned of which four have been re-let. There is one remaining unoccupied at Sladesbrook. It is a large plot and has been declined by two people so far. Presently it has been offered to a third. After this there will be no names on the waiting list so it was suggested that if it remains empty then it would be better to split it as has been done with some of the others plots at Bancroft. Margaret Curran then asked if she would be allowed to offer the plot to those on the waiting list for the Shoulder of Mutton allotments or to advertise on the website.

A discussion took place over allotment rents, which presently is 0.076 per square metre at Sladesbrook as compared to 25p for other Wiltshire Council allotments. However, tenants do pay a deposit of £50 and this is not required at other Wiltshire Council sites. The Panel agreed that the charges should be reviewed with a view to an increase.

Panel members also felt that some allotment tenants do not keep to the correct area when driving and how this could be resolved.

Actions:

- **Margaret Curran to inform the tenants that a rent review will be carried out.**
- **The results of the review/consultation will be discussed at a meeting in 2013 to determine the future rent for the plots and policy for increases**
- **Margaret Curran to split the remaining plot, if required and to decide the appropriate channel for letting it**
- **Vicky Landell-Mills and Andy Cole to do a site visit**

Andy Cole informed the panel that he had been informed by Neil Ashley (English Landscapes' Play Equipment Inspector) that the play equipment is still safe although it does need replacing.

The quotes to repair/replace all the equipment at Sladesbrook would total approx £77k

- **Connecting section – repair £11,900 or replacement £25k**

- Smaller special needs unit – repair £8k (replacement not required as it can be refurbished)
- All other equipment on site - £44k to replace. However, the swings are still in working order

After discussion the panel decided to form a sub-group to take this work forward and it was suggested that the sub-group should consist of Colin Brown (WC), Sheila Allen (BoA TC), Vicky Landell-Mills (BoA TC), parent and child obtained through contacting Neil Baker at Christ Church School, resident from estate, Alison Brown, Jim Lynch (BoACAP), Gillian Ellis King and Peter Dunford (Community Area Manager). Panel members are to send contact details to Andy Cole who will chair the sub-group and arrange a meeting.

A timetable for sub-group was outlined as below:-

- Late Nov – initial meeting
- Nov-Jan - consultation (to include flyers on noticeboard & in publications)
- Jan/Feb – review
- March – design brief to companies (usually 5) & consultees
- April – back to consultees/school with responses/quotes from companies
- Summer 2013 – new equipment installed

A panel meeting was arranged for 20 February 2013 to discuss the results of the consultation, to look at the budget required for the work and to include any feedback from tenants on the allotment review. It was suggested that in the 2nd consultation meeting with the children they could be given a budget to determine their priorities.

As the cost to replace/refurbish all the play equipment would cost in the region of £77k and panel members still wished to allocate the £15k to beneficiaries in 2012, other possible sources of funding should be investigated e.g. Area Board, Town Council and Fitzmaurice Trust were suggested. It was suggested that there should be an agenda item at the Area Board about the refurbishment of the play equipment.

Actions:

- **Panel members to send contact details of suggested sub-group members to Andy Cole**
- **Rosemary Brown to contact Neil Baker, Headteacher of Christ Church School**
- **Malcolm Hewson to write to Area Board asking for a slot on the agenda regarding updating the play equipment**
- **Tina Winfield agreed to find a room at County Hall for the meeting on 20 February 2013**

After the above discussion the Panel members approved the suggested draft budget for 2012/13.

5. Risk Register

No amendments/updates to the Risk Register had been brought to the panel meeting. Panel members looked through the Risk Register and agreed it as correct although they wished to have added the risk in regards to the tender process for Grounds Maintenance. Also as the inspection of the play equipment is included in the £8k paid to English Landscapes for grounds maintenance the risk register should also be updated to reflect this. The panel also requested that

each risk was numbered, the pages were numbered and that a date of last review be added to the document.

Action: Tina Winfield to update Risk Register

6. Annual Awards

10 applications had been received and all of these were considered by the Panel. There had also been a late application which the Panel agreed to accept and to also consider. The budget available for beneficiaries was £15,000.

The Panel considered each application in turn and all applications were funded and the approved awards are set out in the schedule below.

Specific recommendations were suggested for the following awards:-

Splitz Support Services

The Panel wished to receive specific feedback on the difference this funding has had on Bradford on Avon individuals and they suggested that Splitz be invited to Bradford on Avon Town Council meeting.

Wiltshire Music Centre

The Panel felt that the application from the Wiltshire Music Centre was to generally support that of its regular activities and wished to receive a breakdown on exactly what the grant was spent on and that it would be good to see a future application that requested funding for a specific project rather than just a general application.

Wiltshire Scullers

After a discussion the Panel decided to support this project but would like assurances that the clearance work had been carried out and that the safety issues had been improved. It was suggested that photos be requested showing the river both before and after clearance.

7. Any Other Business

Councillor members for Bradford on Avon to explore the options for taking on the charity as Wiltshire Council is now in a position to transfer the Charity as any legalities have been resolved.

8. Date of Next Meeting

20 February 2013 at County Hall, Trowbridge

**The Colonel William Llewellyn Palmer
Educational Charity**

2012 Awards

Group and Individual Applications

App No	Applicant	Project	Requested	Awarded
01	Fabian Langley-Chappell	India Link trip	£830	£500
02	Bradford BarnStorm	Music education project – 4 performances of Noyes Fludde at Tithe Barn	£3,000	£1,000
03	Youth Advisory Group	Improvements to skatepark	£4,998	£2,850
04	Children's Centre	Messy play sessions	£576	£350
05	Characters Stage School	Support to low income families to take part in Characters Stage Company project	£1,629	£900
06	Christ Church CEVC Primary School	Playground markings & support to children attending residential trips	£1,500	£1,000
07	Fitzmaurice Primary School	School Radio Broadcasting project	£1,350	£1,000
08	Splitz Support Services	KidzPace Programme	£3,000	£1,600
09	Wiltshire Music Centre	Recreational and educational activities	£3,757	£1,800
10	Wiltshire Scullers	Removal of trees in river	£3,000	£1,500
11	St Laurence School	Support for low income families for uniforms, outdoor residential education and summer holiday programme	£4,000	£2,500
Totals			£27,640.00	£15,000.00

Chairman's Announcements

Subject:	Community Infrastructure Levy (CIL) for Wiltshire – Consultation
Officer Contact Details:	CIL@Wiltshire.gov.uk
Weblink:	http://consult.wiltshire.gov.uk/portal
Further details available:	The charging schedule and supporting documents can be viewed online at: www.wiltshire.gov.uk/communityinfrastructurelevy

Summary of announcement:

What is the Community Infrastructure Levy (CIL)?

Wiltshire Council is in the process of preparing a Community Infrastructure Levy (CIL) charging schedule. CIL is a new charge that local authorities in England can place on new development in their area. The money generated through the levy will contribute to the funding of infrastructure to support growth.

Why has Wiltshire decided to implement the Levy?

Government, through legislation, has restricted the ability of local authorities to pool funding for off-site infrastructure and expects them to develop CIL. The government believe that this tariff based approach provides the best framework to fund new infrastructure in a fair and transparent manner. CIL will provide 'up front' certainty about how much money developers will be expected to contribute.

How will money from CIL be spent?

CIL is designed to contribute towards bridging the 'funding gap' between the total cost of new infrastructure required to support development and the amount of funding available from other sources. Wiltshire Council's Infrastructure Delivery Plan (IDP) identifies a range of physical, community and 'green' infrastructure projects that will be required to support the level of development as set out in the Wiltshire Core Strategy. Informed by the IDP, a list (known as the Regulation 123 list) will identify and prioritise which infrastructure projects will be eligible to receive money from CIL. CIL regulations also propose to allow the council to allocate a share of the levy raised in a local area to deliver infrastructure that local communities want – although this 'meaningful proportion' is yet to be set by the government.

Consultation on the preliminary draft charging schedule

A preliminary draft charging schedule has been developed which sets out the proposed charging rates for Wiltshire. The council considers that the preliminary draft charging schedule strikes an appropriate balance between contributing to funding infrastructure and not putting development across Wiltshire at risk.

In accordance with Regulation 15 of the CIL Regulations 2010 (amended 2011), comments are invited on the preliminary draft charging schedule during the consultation period starting 1 October and ending 12 November 2012 at 5pm.



Easy guide to the Community Infrastructure Levy

Public consultation on the preliminary draft charging schedule is open between 1 October and 12 November 2012.

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What development will be liable to pay CIL?

CIL can be applied to most new buildings with 100m² or more of gross internal floor-space (or involves the creation of at least 1 dwelling), and is charged per square metre on net additional floor-space. The amount of CIL a development is liable to pay is based on its size, type and location. The rate(s) of CIL are set locally by the charging authority (Wiltshire Council) and are published in a charging schedule. The levy is payable by the developer on commencement of development.

What are the proposed CIL rates for Wiltshire?

The preliminary draft charging schedule proposes the following CIL charging rates by type of development in Wiltshire:

Development type	CIL charge (£/sq m)
Residential	£70
Retail (except retail warehouse, supermarkets and similar development)	£0
Retail warehouse, supermarkets and similar development	£175
Student housing and hotels	£70
All other uses	£0

How have these rates been calculated?

The proposed CIL rates have been informed by an up-to-date development plan (Draft Wiltshire Core Strategy), infrastructure planning evidence base (Infrastructure Delivery Plan) and viability assessment (prepared by consultants BNP Paribas). Having examined all available evidence it is considered that the proposed rates strike an appropriate balance between contributing to funding infrastructure and ensuring development across Wiltshire remains viable.

How can I comment on the preliminary draft charging schedule?

Comments are invited on the preliminary draft charging schedule during the consultation period starting 1 October and ending 12 November 2012.

The charging schedule and supporting documents can be viewed:

- online at www.wiltshire.gov.uk/communityinfrastructurelevy
- at libraries and the council's main office hubs.

We welcome your comments via the following means:

- online consultation portal: <http://consult.wiltshire.gov.uk/portal>
- email: CIL@wiltshire.gov.uk
- post: Spatial Planning, Economy & Regeneration, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

What is the timetable for implementing CIL in Wiltshire?

Representations received on the preliminary draft charging schedule will be taken into consideration in preparing the draft charging schedule. Following an additional period of consultation on this second draft, the charging schedule will then be examined in public by an independent inspector.



How will the levy affect planning obligations?

Developer contributions are currently collected through 'Section 106' planning obligations. Planning regulations state that there should be no 'double charging' for infrastructure through CIL and Section 106. So only CIL money pooled from multiple developments will be used to fund infrastructure on the 'Regulation 123' list. After a CIL charging schedule is adopted, planning obligations will still be used to deliver site-specific, direct requirements, without which a development should not be granted planning permission. As it stands, planning obligations will continue to be used to fund the provision of affordable housing, but this may change in the future.

Telephone: 01225 713 223 • Email: CIL@wiltshire.gov.uk • Web: www.wiltshire.gov.uk

Subject:	Victim Support
Officer Contact Details:	Julie Locks, Victim and Witness Development Officer 01380 738878 Julie.locks@victimsupport.org.uk
Weblink:	www.victimsupport.org.uk
Further details available:	Victim Support 01380 738878

Summary of Announcement:

Victim Support offers free confidential support to those people who have been a victim of crime. We have a team of professionally trained volunteers who can offer emotional and practical support whatever the impact on the victim.

We have specialist support workers who assist those that have been a victim of a serious crime including domestic violence and anti-social behaviour.

We are looking to raise our profile in the local communities and ensure that our service is available to all. We would therefore appreciate any opportunities to come along to community groups/events to talk about what we do.

We are also looking for venues to display our posters.

Any help would be greatly appreciated. Please ring Julie Locks on 01380 738878.



Bradford-on-Avon Area Board November 2012

1. Neighbourhood Policing

Current NPT Priorities:

Up-to-date details of the current news about Neighbourhood Policing Teams (NPTs), including profiles, priorities and forthcoming community consultation events can be found on the Wiltshire Police website www.wiltshire.police.uk

Team News:

PS Chris Hams has been posted from Bradford-on-Avon NPT and PS Sean Brady has taken his place.

Sean is already in post and is making arrangements to meet with local partners within the Bradford-on-Avon area. Sean is managing the following staff:

PC Jamie Darvill & PCSO Andrew MacLachlan
PC Martin Annetts & PCSO Joe Leeds

Councillor Paul Sample is Member of the Wiltshire Police Authority and has the responsibility for overseeing policing matters in the Community Area.

Councillor Sample can be contacted via Wiltshire Police Authority:

☐☐01380 734022 and ☐ <http://www.wiltshire-pa.gov.uk/feedback.asp>

2. Crime Priorities

Domestic and non-domestic burglary is on the increase. The numbers are sometimes reaching 4 or 5 over a 24 hour period!

Offenders are gaining entry through insecurities or through forcing shed doors. They are also targeting garages, whether or not they are attached to a house.

Offenders are using any advantage to sneak into properties to steal anything they can carry. This can be at any time of the day or night.

Once inside sheds, outbuildings and garages; cash, wallets, telephones, gardening equipment and handbags are stolen. If a garage is entered, offenders are even breaking into cars parked within the garage and stealing items such as cash, MP3 players and laptops.

If the public fail to lock a door or padlock a shed, they increase the risk of becoming a victim.

These crimes are intolerable as many impact on people's livelihoods. The police want information and calls in respect of suspicious vehicles & people. The community needs to play its part in gaining intelligence so that the police can take action.

Violence Against the Person (VAP) is a key focus for the NPT at this time, especially within the town centre area at weekends. The incidents are mainly between those who know each other and often between people who have been or are in some form of relationship. This is a concerning issue for police and one that increases fear and uncertainty amongst the community. The problems are not directly linked to the night time economy but such acts impact on those who are law abiding and enjoying a night out.

The focus on reducing violent crime will remain and is under constant review by the police. The problem though does require cooperation and support from the community. The message is clear - *perpetrators who push, punch and threaten others, committing acts of violence will not be tolerated.*

The police will take action. Anyone subject to or a witness to assaults (physical or non-physical) needs to report what's happening as this is unacceptable behaviour and will be addressed either by the police working with other agencies or by another agency.

Vehicle crime is also sadly on the increase. There are no direct links however work has been commissioned to understand repeat locations, times and likely suspects.

Overall performance

At the foot of this report, the performance figures for Trowbridge are set out. It remains the overarching priority to reduce the number of non domestic burglary and violent offences.

The key messages to the public are:

- 1 Keep buildings secure – lock doors and windows.
- 2 Keep cars locked and property out of sight.
- 3 Report suspicions about people – the police need this information from you.
- 4 Record details of identifiable property and/or take photos of your belongings – this gives the police more of a chance to identify stolen property.

With Christmas approaching and people spending their hard earned money on presents, goods such as electrical items, pedal cycles and jewellery need to be photographed and any identifiable markings should be recorded.

This approach provides the police with more opportunities to locate the property when searching people or carrying out warrants.

The website www.immobilise.com can be used to record these details and may even prevent offenders taking the item in the first place. Check on-line for this site and consider using it.

Lisette Harvey
Sector Commander
5 November 2012

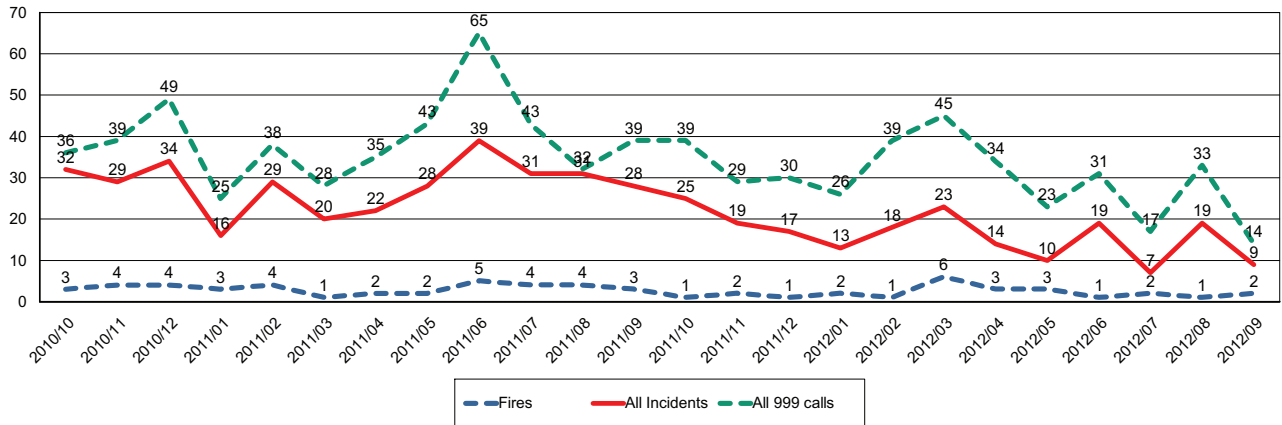
EA Bradford-on-Avon	Crime			
	September 2010 - August 2011	September 2011 - August 2012	Volume Change	% Change
Victim Based Crime	510	561	51	10%
Domestic Burglary	28	45	17	61%
Non Domestic Burglary	77	62	-15	-19%
Vehicle Crime	71	98	27	38%
Criminal Damage & Arson	137	120	-17	-12%
Violence Against The Person	65	93	28	43%
ASB Incidents (Year to Date)	204	185	-19	-9%



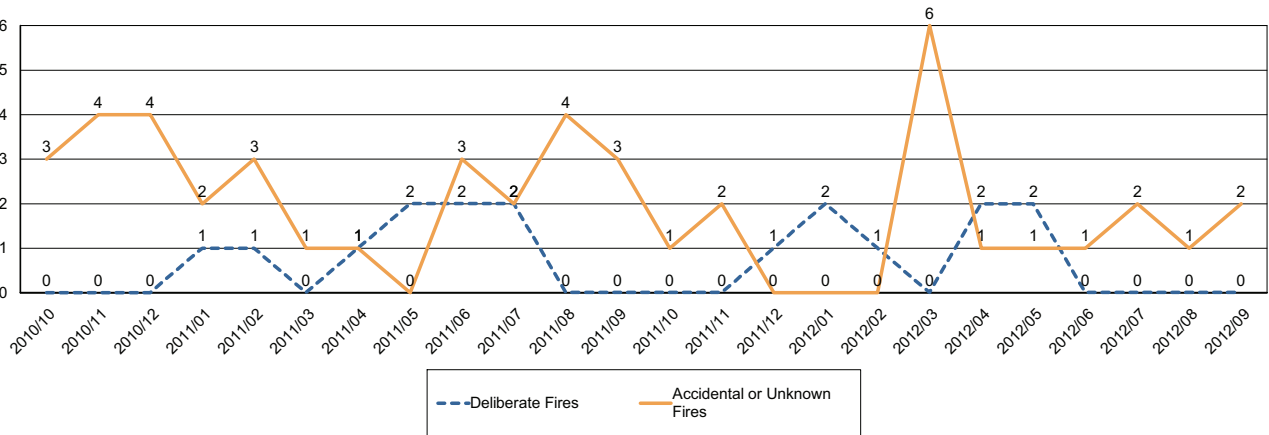
Report for Bradford on Avon Area Board

The following is an update of Fire and Rescue Service activity up to and including September. It has been prepared using the latest information and is subject to change.

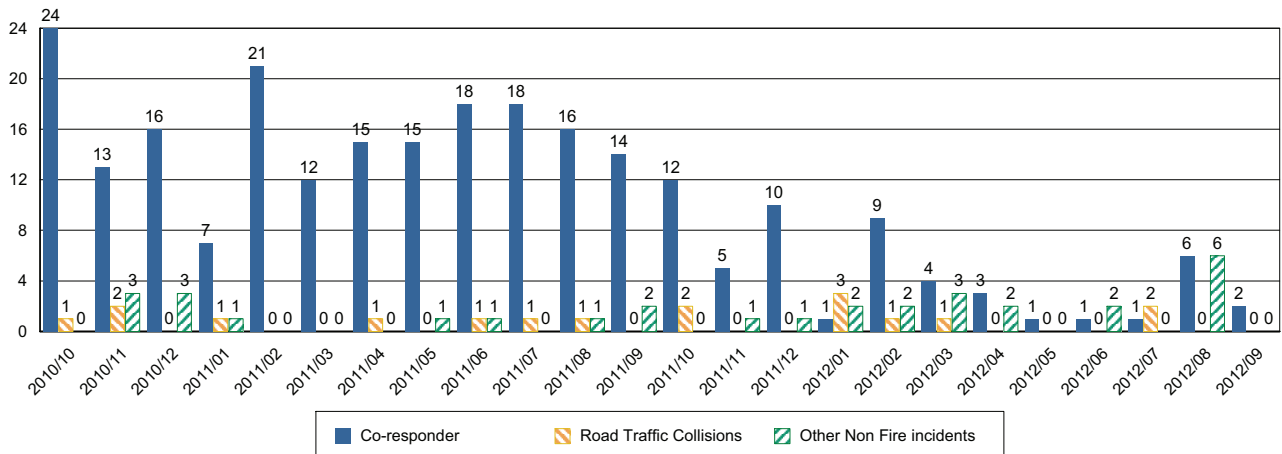
Incidents and Calls



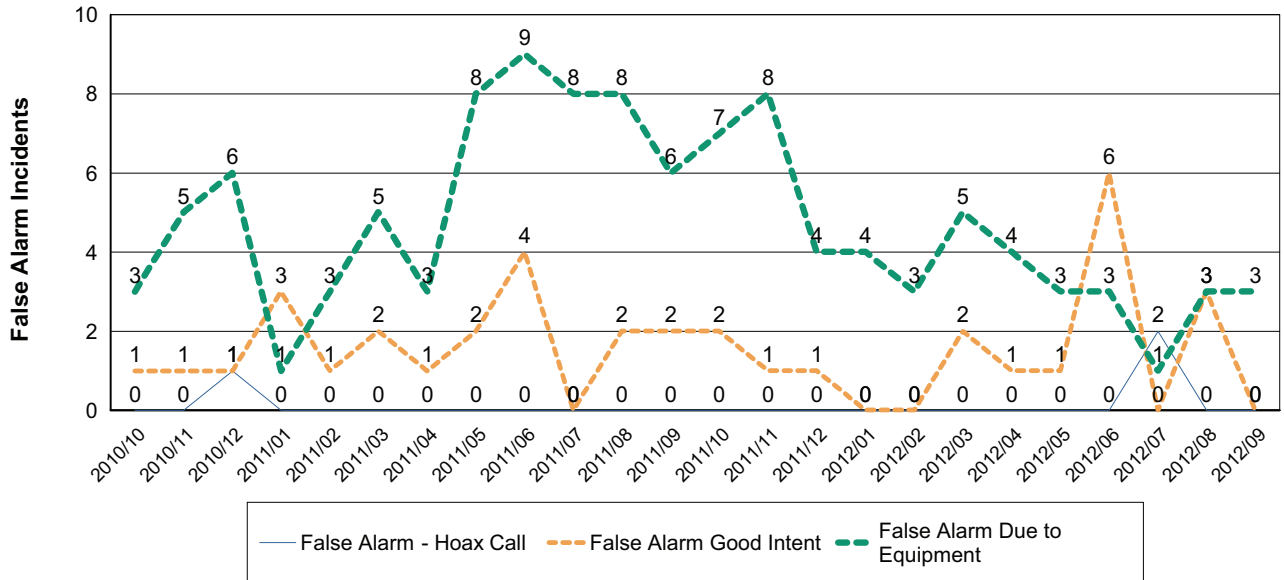
Fires by Cause



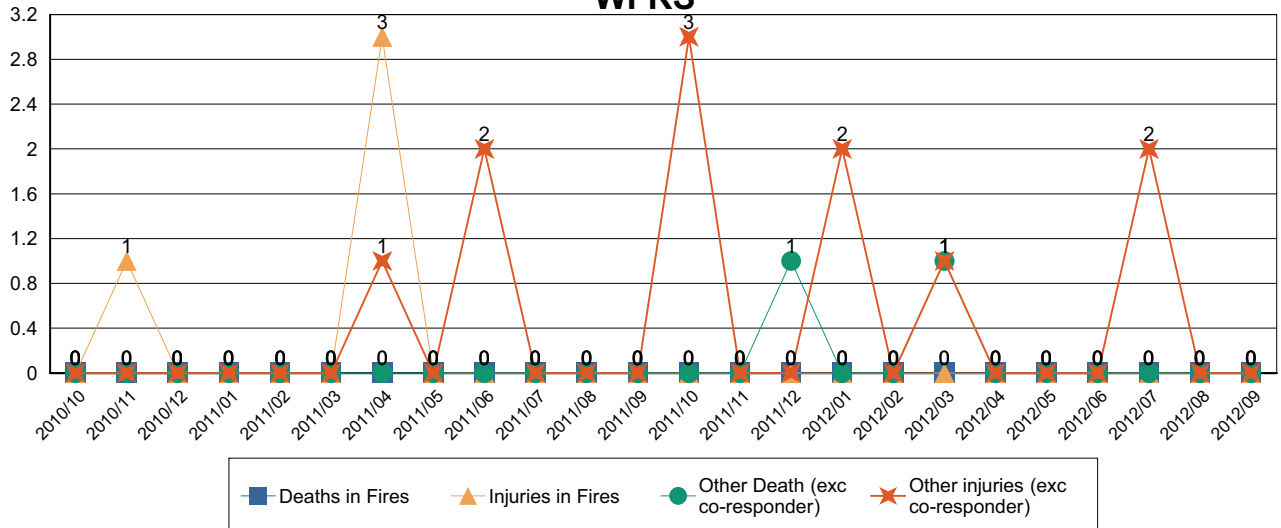
Non-Fire incidents attended by WFRS



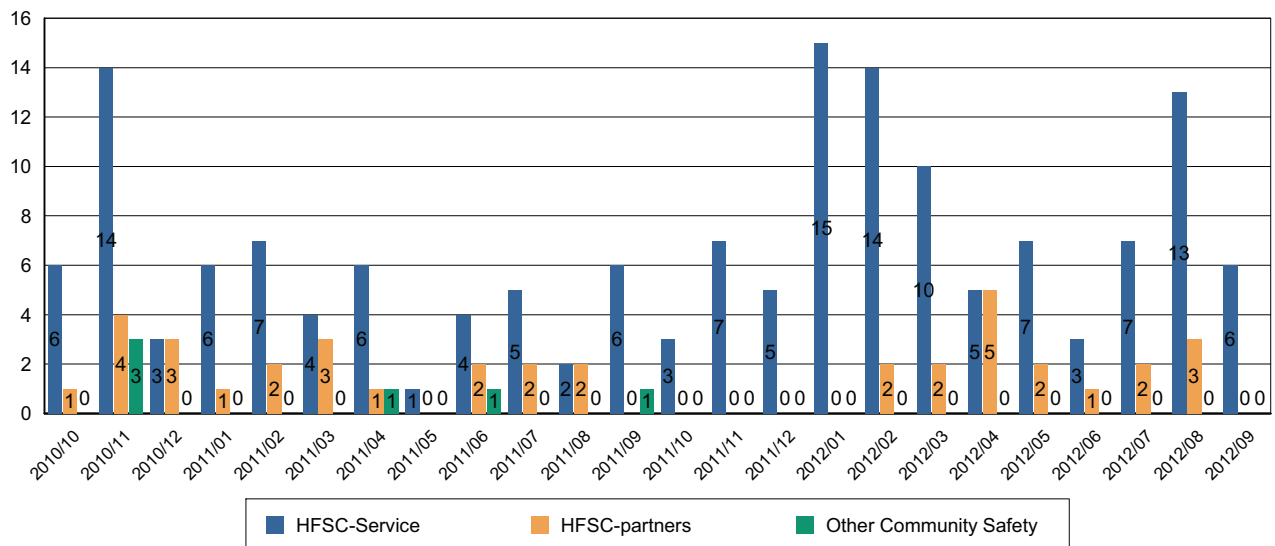
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

October 2012 update

Pregnant women offered whooping cough jab

Pregnant women across Wiltshire are being offered the whooping cough vaccination, following a national increase in the number of cases.

The vaccination will boost short term immunity passed on by women to their babies while they're still in the womb. Newborns will still need to be vaccinated between two and four months of age, so that they continue to be protected.

GPs will be giving the vaccination to women who are at least 28 weeks pregnant, in order to optimise its effectiveness.

Whooping cough – or pertussis is a highly contagious bacterial infection of the lungs and airways. The condition usually begins with a persistent dry and irritating cough which progresses to intense bouts of coughing. These are followed by a distinctive 'whooping' noise.

The Department of Health is encouraging all women who are 28 weeks pregnant or more to have the vaccination because immunity from the vaccine will pass to your baby through the placenta, helping to protect them in their first few weeks of life

If you're approaching 28 weeks pregnant or more, please contact your GP practice to find out more about the vaccine and book an appointment to receive it.

For more information on the whooping cough vaccine in pregnancy, visit the NHS Choices website: <http://www.nhs.uk/Planners/vaccinations/Pages/Adultshub.aspx>

Keep warm and well

Now that the clocks have changed and we have already seen temperatures plummet, NHS Wiltshire is urging people to keep warm and well this winter:

“The cold can have serious consequences, increasing the risk of strokes and heart attacks as well as colds and flu,” says Medical Director Peter Jenkins; “Wrapping up warm, keeping the heating turned up and keeping a well-stocked medical cabinet incase you do catch a cold or flu are all sensible steps to take.”

“It's particularly important to stay indoors during very cold weather if you have a respiratory illness – and all elderly people should avoid going out on icy pavements. This means staying at home until later in the morning when the ice has melted. Even if you have a doctor's appointment first thing, try and reschedule it for later – your surgery will usually be happy to help with this. It's better to wait than risk falling on the ice.”

NHS Wiltshire has produced five top tips on staying warm and well this winter.

1. **Keep your home warm** – set your central heating to between 65 and 70 degrees Fahrenheit (18-21 degrees centigrade). Heat the room you sit in during

- the day to 70 degrees, and your bedroom to 65 degrees. When it's very cold (as it is at present), set the heating to come on earlier so that you're not waiting for your home to warm up.
2. **Have your flu jab.** Everyone over 65, or with a wide variety of health conditions, is entitled to one free of charge. Immunity takes effect almost immediately, so even though a flu outbreak is currently well underway, you can still protect yourself by getting the jab – just call your GP to make an appointment.
 3. **If you do fall ill with flu, it's best to stay at home.** Flu is caused by a virus, and cannot be treated with antibiotics – so a visit to your GP is not necessarily the best course of action.
 4. **Vomiting and diarrhoea bugs** caused by norovirus are common and very infectious. This can be a very unpleasant condition, but the best advice is to stay at home and drink plenty of fluids until the symptoms pass. Norovirus is highly infectious, with an incubation period of between one and three days. For that reason, you should wait 48 hours after symptoms have stopped before going back to work or school.
 5. **Keep a well-stocked medicine cabinet**, with supplies of ibuprofen, paracetamol and your favourite cold remedy at hand.

Where to go when you're ill

The following points should be helpful when deciding who to contact.

- Pharmacies offer over-the-counter medicines and advice. As well as being open during regular retail hours, they operate an out-of-hours service on a rota basis;
- Call NHS Direct for advice on 0845 46 47 or go to www.nhsdirect.nhs.uk. They can give a wide range of advice and information about many conditions;
- Use the minor injuries units at Chippenham and Trowbridge for cuts, burns and other injuries – but not for colds, flu or vomiting;
- Make an appointment with your own GP - an out-of-hours service is also available;
- If it is a genuine emergency, go to your local A&E department or call 999 for an ambulance.

The next PCT Cluster Board Meeting will be held on Wednesday 28 November at 10am in the Conference Room, Southgate House, Pans Lane, Devizes.

Members of the public are welcome to attend. Papers are published a week before the meeting on www.wiltshire.nhs.uk or on request from Stacey Saunders, NHS Wiltshire, email: stacey.saunders@wiltshire.nhs.uk

Report to	Bradford on Avon Area Board
Date of Meeting	21 November 2012
Title of Report	Community Area Grants

Purpose of Report

To ask Councillors to consider three applications seeking Community Area Grant funding:

i) Bradford on Avon Community Agriculture Co-operative requesting £2,914 towards essential tools and supplies

It is recommended that BOACA be awarded £2, 000 towards essential tools and supplies.

ii) Councillor-led grant application from Rosemary Brown requesting £5,500 towards the costs of an Origin and Destination Survey

In the light of current budget constraints, it is recommended that funding support for an O&D Survey be agreed in principle for implementation in the 2013/14 financial year. This will allow time for technical and operational details to be worked up in association with Wiltshire Highways and for a further report to be considered by the Area Board in March 2013.

iii) Councillor-led grant application from Rosemary Brown requesting £550 towards the costs of the volunteer administration of Lorry Watch

It is recommended that £550 be awarded towards the volunteer administration of Lorry Watch.

1. Background

- 1.1 Area Boards have authority to approve Community Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Community Services (27 February 2010). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance for funding.
- 1.2 In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons as to why this should justify an exception to the criteria.
- 1.3 In accordance with the Area Board Grants Guidance, officers are required to provide recommendations in their report, however the decision to support applications and to what level is made by Wiltshire Councillors on this Area Board.
- 1.4 Bradford on Avon Area Board has been allocated a budget in 2012/2013 of £47,110 for community grants, community partnership core funding and councillor led initiatives.
- 1.5 It has been decided that paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce the volume of paper used. However, the application forms will be available on the Wiltshire Council website and hard copies will be available upon request.
- 1.6 The 2011/2012 funding criteria and application forms are available on the Council's website (www.wiltshire.gov.uk/areaboards) and paper versions are available from the Community Area Manager.

Background documents used in the preparation of this Report	<ul style="list-style-type: none">• Community Area Grant Application Pack 2011/12• Bradford on Avon Community Area Plan• Wiltshire Local Area Agreement
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2 Main Considerations

- 2.1 Councillors will need to be satisfied that grants awarded in the 2012/13 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2 There will be 6 rounds of funding during 2012/13, this being the fourth.

3 Environmental & Community Implications

- 3.1 Community Area Grants will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the

extent and specifics of which will be dependent upon the individual project.

4 Financial Implications

4.1 Awards must fall within the Area Boards budget allocated to the Bradford on Avon Area Board.

4.2 Members must consider how best to utilize the remaining budget of £2,896 in 2012/13. If the grants are awarded as recommended, Bradford on Avon Area Board will have a balance of £346 remaining in the grants budget for the 2012/13 financial year.

5. Legal Implications

5.1 There are no specific legal implications related to this report.

6. HR Implications

6.1 There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

- a. Community Area Grants give all local community and voluntary groups an equal opportunity to receive funding towards community based projects and schemes.
- b. Implications relating to individual grant applications are outlined within section 8 – “Officer Recommendations”.

8. Officer Recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Bradford on Avon Community Agriculture Co-operative	Essential tools and supplies	£2,914

8.1.1 This application meets the community area grant criteria for 2011/12.

8.1.2 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for the land based economy and for community development as well as for its promotion of healthy lifestyles.

8.1.3 The project was set up to meet the need for quality produce grown locally under organic principles, to build resilience into the local food economy, strengthen community ties and to reduce carbon emissions. In two years the applicant plans to run independently of funding as a viable business supplying up to 100 boxes a month in collaboration with local market gardeners. Members of the Co-operative come from the local community, many of whom supply essential voluntary labour. It is an inter-generational, educational project linked to the local secondary school and one of the primary schools. 100 families and 50-100 pupils annually are beneficiaries.

8.1.4 A Lottery Local Food grant helped with start up costs. BoACA also successfully applied to the Area Board in 2010 for funding and was the winner of the Voluntary and Community Sector Awards for 'Best Project Funded by an Area Board' in the same year. The grant part-funded Fitzmaurice School's polytunnel to help the children grow seedlings. St Laurence School is now about to start up students with learner plots on site and Wiltshire's Youth Offending Team also wishes to working with the project. Climate Friendly Bradford are active supporters and there are many cross-overs in membership within the 70-plus volunteer/members.

8.1.5 The project has successfully faced down delays in funding, difficult growing conditions, and access to water. They have recruited two professional growers, bought seeds and tools, installed basic infrastructure and started harvesting their first crops and distributing them to members. But now, looking towards sustainability of the project, there are some essential tools and supplies needed to manage the large plot which were not foreseen in the original Lottery bid. These items are urgently needed to make the most of the area it is possible to cultivate, to establish the box scheme on a firm footing and to build credibility with existing and future members. The bulk of the local food grant covers the growers' wages. Once the farm is a viable business it will be not only be supplying fresh produce to a large number of local people, it will able to guarantee employment to three people: two growers and an administrator.

8.1.5 From project costs of £13,400 the application includes £2,571 worth of in-kind labour donated by volunteers.

8.1.6 Success will be measured through the number and diversity of volunteers, the number of volunteer hours invested, the numbers of households who sign up for a box scheme, and the educational added-value local schools report from engagement with the project. The applicants are considering how best to make produce available to disadvantaged members of the community through balancing volunteering with free fresh produce.

It is recommended that BOACA be awarded £2,000 towards essential tools and supplies.

Ref	Applicant	Project proposal	Funding requested
8.2	Councillor Rosemary Brown	Traffic Origin and Destination Survey	£5,500

8.2.1 This application meets the community area grant criteria for 2011/12.

8.2.2 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through the collection of robust evidence in support of the town centre, the environment and tourism.

8.2.3 Air Quality in BoA is a special problem because of vehicle emissions. Various palliatives have been suggested but discussions this summer have shown consensus that an effective remedy can be found only in reducing the volume of traffic in the town. Measures to reduce the volume of traffic in the town depend on knowledge about the traffic, how much of its is locally generated, how much of it simply passing through. An Origin and Destination (O&D) survey can answer these questions.

8.2.3 A numberplate recognition survey (NPR) is proposed which should be quite practicable and will distinguish traffic: passing through the town; originating and finishing in the town; and internal to the town. It would allow more detailed observation of traffic in the town than a Road Side Survey and would be significantly less expensive.

8.2.4 Wiltshire Council carried out a NPR survey of BoA in 2002, however it is considered locally that this survey was flawed because insufficient resources were made available. Volunteers should be able to help and Lorry Watch has shown how effectively BoA can mobilise volunteers on traffic matters. Planning the survey with experts would help to identify the best places for locating volunteers. Vehicle movements can be noted manually but more easily and reliably if video cameras were available (there should be plenty in the town that could be borrowed). Monitoring points on the exit/entry points from the town might require 16 volunteers at any one time (or half that if cameras were used); observation at key junctions in the town might take the number to 25 (or, say, 12 if cameras were used). Analysis would be fairly simple if computer support were available.

8.2.5 Wiltshire Council is requested to take on this survey in co-operation with local volunteers to help find a solution to the exceedence in BoA of EU air pollution thresholds. This survey would provide hard information for planning traffic restraint, while involving local volunteer effort to limit Wiltshire Council's direct involvement to assisting in the planning and processing of the information collected.

8.2.6 The estimated cost for a volunteer-based number-plate recognition survey (over 3 days) is £5,500 (plus VAT). By way of comparison, estimates for the same sort of survey but done without volunteers or for a roadside interview survey are £50,000 or more.

8.2.7 It has not been possible to date to discuss this proposal in any detail with highways officers. Their support will be important in scoping the technical and operational details of the O&D survey to ensure that robust outcomes and value for money is achieved by the project.

In the light of current budget constraints, it is recommended that funding support for an O&D Survey be agreed in principle for implementation in the 2013/14 financial year. This will allow time for technical and operational details to be worked up in association with Wiltshire Highways and for a further report to be considered by the Area Board in March 2013.

Ref	Applicant	Project proposal	Funding £ requested
8.3	Councillor Rosemary Brown	Volunteer administration of Lorry Watch	£550

8.3.1 This application meets the community area grant criteria for 2011/12

8.2.5 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through the collection of robust evidence in support of the town centre, the environment and tourism.

Wiltshire Trading Standards, having supported the Lorry Watch scheme through its pilot year, is not able to continue the administration of ‘first offences’ and has agreed with Lorry Watch to hand over to volunteers the processes and paper trail for lorries breaching the 18 tonne weight limit on the Town Bridge. Trading Standards has agreed to continue with the prosecution of repeat offenders, as it does now.

To deliver on this agreement, a license from the National Anti-Fraud Network will need to be purchased to allow access to a database of vehicle license plate information, at a cost of £ 550.

It is recommended that £550 be awarded towards the volunteer administration of Lorry Watch.

Appendices:	Grant applications from: Bradford on Avon Community Agriculture Co-operative Councillor Rosemary Brown Bradford on Avon Preservation Trust
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No unpublished documents have been relied upon in the preparation of this report.

Report Author	Peter Dunford, Community Area Manager Tel: 01225 713060 E-mail peter.dunford@wiltshire.gov.uk
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Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

To fund projects up to £1,000 without the need for matched funding

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. [\(See Section 2 for contact details\)](#)

Please contact your Community Area Manager before completing your application
[\(See Section 3 for contact details\)](#)

1. Your organisation or group

Name of organisation	Bradford on Avon Community Agriculture Cooperative		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Community Farm		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	The project was set up to meet the need for quality produce grown locally under organic principles, to build resilience into the local food economy, strengthen community ties and to reduce carbon emissions. In two years we plan to run independently of funding as a viable business supplying up to 100 boxes a month in collaboration with local market gardeners. Our members come from the local community, many of whom supply essential voluntary labour. We aim to reach across the generations too: we have educational projects running with the local secondary school and one of the primary schools.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Bradford on Avon		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	78 Bath Road, Bradford on Avon, BA15	
When will your project take place?	ASAP	
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	Consultations that led up to publication of the Community Plan for the Bradford area established that locally grown produce was a priority for the local community. Our first successful application to the Area Board in 2010 also partially funded Fitzmaurice School's polytunnel - the children wanted to grow our seedlings. St Laurence School is about to start up students with learner plots on our site, and Wiltshire's Youth Offending Team have already visited with the intention of working with us. Climate Friendly Bradford, are active supporters of this project and with many cross overs in membership, and meanwhile we have attracted 70 or more volunteer/members..	
How many people will benefit from your project?	100 families, 50-100 pupils annually	
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboards) or priorities of your area board) Please provide a reference/page no.	Countryside and Land based issues p7	
Any other information about your project. (Limited to a 1000 characters) We have successfully faced down delays in funding, difficult growing conditions, and access to water. We have recruited two professional growers, bought seeds and tools, installed basic infrastructure and started harvesting our first crops and distributing them to members. But now, looking towards sustainability of the project our growers tell us there are some essential items needed to manage the size of the plot which were not foreseen in our original bid to the Lottery's local food grant. These items are urgently needed if we are to make the most of the area it is possible to cultivate, to establish the box scheme on a firm footing and therefore build credibility and with existing and future members. The bulk of the local food grant covers the growers' wages. Once we are a viable business we will be not only be supplying fresh produce to a large number of local people, we will able to guarantee employment to three people: two growers and an administrator.		
To be completed ONLY where town/parish councils are making an application		
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Management

How many people are involved in the management of your group/organisation?

Of these, how many are:

Over 50 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text" value="3"/>	Female	<input type="text" value="3"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
Lottery's Local Food Grant and income from our veg box scheme.

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

Measures of success will include the number and diversity of volunteers, the number of volunteer hours invested, the numbers of households who sign up for a box scheme, and the educational added value local schools report from engagement with the project. We are considering how best to make produce available to disadvantaged members of the community balancing volunteering with free fresh produce.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Name of Funder

Amount Applied For

Amount Received

Local Food Grant (add. funding)

5,000

Please *list* with amount applied for and whether you have been successful

Have you or do you intend to apply for a grant from another area board within this financial year?

Yes

No

If yes, please state which one(s).

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

4. Information relating to your last annual accounts (if applicable)		
Year ending: 2011	Month: December	Year: 2011
A - Total income:	£2,281.67	
B - Minus total expenditure:	£2,963.26	
Surplus/deficit for year: (A minus B)	£-681.59	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£163	

5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.

Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
Harrod Horticultural	£43	Own fundraising/reserves		£
Blackberry Lane	£1,034			£
Secure lock up	£1,155	Parish/town council		£
The Scythe Shop	£199			£
Mole Valley Tools	£104	Trusts/foundations		£
B&Q and Screw Fix	£326	Local Food Grant (add. funding)	P	£5,000
Country Supplies	£33	In kind		£
Tool Station	£84	4 volunteers x 2 hrs a week x		£
World of Elco	£61	45 weeks @£50 p day (7 hr day)		£2,571
Get Digging	£105	Other		£
Tracmaster	£10,256			£
Total Project Expenditure	£13,400	Total Project Income		£7,571
Total project income B		£7,571		
Total project expenditure A		£13,400		
Project shortfall A – B		£5,829		
Grant sought from Wiltshire Council Area Board		£2,914		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the name of the organisations' bank account e.g. Chippenham Scouts				

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

7. Declaration (on behalf of organisation or group) – I confirm that...

- This application meets all the funding criteria
- The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection Safeguarding Adults
- Public Liability Insurance Equal opportunities
- Access audit Environmental impact
- Planning permission applied for (date) or granted (date)
- That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date: 19/10/2012

Position in organisation:

Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))

AIR QUALITY IN BRADFORD ON AVON – PROPOSAL FOR AN ORIGIN AND DESTINATION SURVEY

Air Quality in BoA is a special problem because of vehicle emissions. Various palliatives have been suggested but discussions this summer have shown consensus that an effective remedy can be found only in reducing the volume of traffic in the town.

Measures to reduce the volume of traffic in the town depend on knowledge about the traffic, how much of its is locally generated, how much of it simply passing through.

An Origin and Destination (O&D) survey can answer these questions. O&D surveys come in two varieties. Some have argued that BoA needs a roadside interview (RSI) survey. But such a survey looks to be impracticable as well as costly:

- roads wide enough for traffic to be drawn aside and interviewed are few near BoA;
- the sample rate would not exceed 1 in 15 and would probably be even less at peak times when police would just wave traffic through;
- people who normally pass through BoA might take a different route on survey days to avoid the queues, etc.

An RSI survey, if practicable, would provide information on the ultimate origins and destinations of traffic but it is not clear why this information would be worth having.

The alternative form of O&D survey is a numberplate recognition survey (NPR). This should be quite practicable, and distinguish traffic:

- passing through the town,
- originating and finishing in the town and
- internal to the town.

It would allow more detailed observation of traffic in the town than an RSI survey. This proposal is for an NPR survey.

Wiltshire Council made an NPR survey of BoA in 2002. Why do we need another?

(1) The 2002 survey was technically flawed. It was made on one day only (because, the report said, of insufficient resources for more). A single day may be untypical; an NPR survey should be conducted on two weekdays and a weekend. It should also be held in a neutral month, whereas the 2002 survey was made in the peak month.

(2) Things have changed since 2002: eg parking enforcement and new car park charges have been introduced; train services have been increased; new developments will have changed travel patterns. We need up-to-date information.

The 2002 survey was flawed because insufficient resources were available. Volunteers should be able to help. Lorry Watch has shown how effectively BoA can mobilise volunteers on traffic matters. Planning the survey with experts would help to identify the best places for locating volunteers. Vehicle movements can be noted manually but more easily and reliably if video cameras were available (there should be plenty in the town that could be borrowed). Monitoring points on the exit/entry points from the town might require 16 volunteers at any one time (or half that if cameras were used); observation at key junctions in the town might take the number to 25 (or, say, 12 if cameras were used). Analysis would be possible if laborious on spreadsheets, much simpler if computer support were available.

The Area Board is asked to endorse this proposal for an NPR survey and to urge Wiltshire Council to take it on in co-operation with local volunteers. Wiltshire Council is clearly under pressure to find a solution to the exceedances in BoA of EU air pollution thresholds. This survey would provide hard information for planning traffic restraint, while involving local volunteer effort to limit Wiltshire's direct involvement to assisting in the planning and processing of the information collected.

The estimated cost for a volunteer-based numberplate recognition survey (over 3 days) is £ 5,500 (plus VAT). By way of comparison, estimates for the same sort of survey but done without volunteers or for a roadside interview survey are £50,000 or more.

David Moss and Keith Firth

Bradford on Avon Preservation Trust

November 2012

Welfare Reform Act 2012

On March 8, 2012 the Welfare Reform Act 2012 was approved. This will be the biggest change to the welfare system for more than 60 years. This government's change to welfare is designed to simplify the benefit system and encourage people to work, while protecting the most vulnerable in our society. It will affect many people across the country and if you are in receipt of benefits, or if you are an employer, then it will affect you too. These changes are complex which is why we are on hand to help and support those of you who will be affected.

Council tax support

Wiltshire Council spends around £27 million on council tax benefit which is currently funded in full by central government. It is a national benefit scheme which households receive if they pay council tax, and their income and savings are below a certain amount. From April 2013, the government is stopping this and asking councils to introduce and run a new scheme to support low income households, known as council tax support. When this is introduced the government funding will be replaced by a grant. The exact reduction in funding will not be known until December, but it is expected to be between 10% and 14% less than the current amount. We consulted on our proposals for the local support scheme in September, and based on the results, will shortly be publishing our scheme. It will prevent those with savings of more than £10,000 claiming, but will enable people to earn more without affecting their entitlement. There will be a standard rate reduction for non-dependants regardless of what they earn, however we will have less money to fund the scheme. This means all working age families currently in receipt of council tax benefit will see an average reduction in their weekly benefit of around £4.

Under occupancy and housing benefit

If you receive housing benefit, are of working age (16 to 61) and have one or more spare bedrooms, your housing benefit will be reduced from April 2013. You will either have to find the money to pay the difference between your housing benefit and your rent, or look for a smaller property that is appropriate for your family's size. A mutual exchange or a transfer could be considered. Your housing provider can give you further information on this. Children of the same sex who are under 16, or two children aged under 10 regardless of their sex, can share a bedroom. A disabled tenant or partner who needs a non-resident overnight carer will be allowed an extra bedroom. The reduction will be a fixed percentage of the amount of housing benefit people receive. The government has set this at 14% for one extra bedroom and 25% for two or more extra bedrooms.

Personal Independence Payment (PIP)

The government plans to replace Disability Living Allowance (DLA) with a new Personal Independence Payment (PIP), which will have a new structure and new assessment process. From 2013 the government will start to reassess those who are already on DLA to begin to

transfer people to the new PIP. Existing DLA claimants will have to apply for the new benefit and evidence will be gathered from a range of sources on their condition.

Universal credit

Universal credit will be introduced in 2013. It will replace most existing welfare benefits, including housing benefit. The government intends to introduce it gradually over the next five years.

This is intended to simplify the benefit system and give people more control over how their money is budgeted. It will be paid monthly direct to those that claim and they will have to make more decisions about how they run their household budgets, and ensure they can make rent payments. People who are vulnerable or over 61 may still be able to have the benefit to cover their rent paid directly to their landlord.

Couples living in the same household will make a joint claim for the benefit payment, meaning they will no longer receive individual payments of money for different needs.

From October 2013, when Universal Credit is introduced, if either member in a couple is under the qualifying age for Pension Credit then the couple will be treated as working age.

Benefit cap

From April 2013, the government will introduce a cap on the total amount of benefits working-age people (16 to 61) can receive. This means households where no one is in work should not get more in benefits than the average wage paid to people in work. A household includes you, your partner (if you have one) and any children you are responsible for, and who live with you.

If you already receive benefits and could be affected by the benefit cap you'll be contacted by staff from the Department for Work and Pensions (DWP). They will help you understand what the cap might mean for you. They will also help you get information about the changes and to think about what you can do now to get ready.

From April 2013, your housing benefit may go down to make sure the total amount of your benefit is not more than the cap level. If this happens you may have to use money from your other benefits to pay towards the rent for your home.

Help and support

Our main priority is to make sure you get the right support you need, particularly those most affected which includes a high proportion of working families who are already suffering through low wages. We advise you to plan ahead to make sure you get the right advice. For more information, contact customer services on 0300 456 0100 or customerservices@wiltshire.gov.uk. Tenants in social housing should contact their landlord about changes related to housing.

Wiltshire Money has produced a DVD giving an overview of the Welfare Reform Act. It can be viewed at <https://sites.google.com/site/wiltshiremoney/welfare-reform>

Enquiries about benefit and benefit cap issues should be directed towards the local Job Centre plus, or the DWP helpline 0845 6057064. Advice can also be given by Wiltshire Citizens Advice on 0300 456 8375 (from a mobile) or 0844 375 2775 (from a landline).

Review of Wiltshire Council's Allocation Policy

Area Board Briefing

The Housing Act 1996 Part VI (as amended by the Homelessness Act 2002 and Localism Act 2012) requires the Council to have a scheme which determines how allocations and nominations will be made. In Wiltshire we operate a Choice Based Lettings policy called Homes4Wiltshire which was adopted shortly before unitary.

The purpose of the Council's Choice Based Lettings Policy is to set out clear guidelines to ensure that affordable housing is allocated fairly and according to applicants' need for housing while at the same time taking into account effective management of the affordable housing stock across Wiltshire.

The Council holds a Housing Register of those wanting to be considered for affordable housing from which nominations are made. There were 17,088 applicants on the Housing Register at 1 April 2012, of which 7,626 had no identified housing need and would be considered as households who have a desire to move, but are currently suitably housed. We also have 5,174 who were identified as having a low need for re-housing, with only 213 households in our highest band. The Housing Register allows households to be considered for properties owned by over 32 housing providers. We would always encourage all housing providers to include all their properties in the Choice Based Lettings scheme whether they are subject to nomination rights or not.

The Council receives around 2,000 nominations a year. The majority of applicants on the Housing Register therefore will not be nominated or referred for a vacancy. It is important therefore that our policy is able to clearly identify those in the greatest housing need and minimises the level of time taken to assess applicants that are not going to receive active consideration for vacancies. This will free up time for the Council to offer a more comprehensive housing advice and options service to help applicants find housing.

Our allocations policy has 5 bands which are Platinum, Gold plus, Gold, Silver and Bronze. Applicants with the highest level of need are placed into Platinum and applicants with no housing need are placed into the bronze band.

Following the introduction of the Localism Act we now have the opportunity to review our allocations policy to consider some of the new freedoms that the act has introduced. Our policy must be framed so as to secure that 'reasonable preference' is given to certain categories of housing need. The reasonable preference categories include:-

- a) People who are homeless (within the meaning of Part 7)
- b) People who are owed a duty under s190(2) (homeless, priority need but intentionally homeless); s193(2) (full homelessness duty); s195(2) (threatened with homelessness and in priority need) or s192(3) (homeless but non priority)
- c) People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions

- d) People who need to move on medical or welfare grounds (including any grounds relating to a disability)
- e) People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others)

In adopting any new policy we must ensure that the following principles are applied:-

- Allocations should only be made to those who are eligible
- Every local authority must have an allocation scheme for determining priorities with clear procedures in allocating accommodation
- The scheme must include a choice of housing accommodation or the opportunity for the applicant to express preference about their housing accommodation
- The scheme should be framed so as to secure reasonable preference
- We must have regard to our Homeless Strategy and Strategic Tenancy Policy
- Before adopting a new scheme all housing providers should be consulted, allowing a reasonable opportunity to comment on the proposals
- We must not allocate housing accommodation except in accordance with our adopted allocation policy.

A full review of our allocations policy is required to discuss how Wiltshire would like to frame its allocation policy based on the new freedoms introduced. We are therefore engaging with area boards across Wiltshire and involving members at the start and during the whole review process.

For further information please contact Nicole Smith, Head of Strategic Housing.

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