

Full Council

Full Council

02/03/2021 19:00 - 20:00 ((UTC+00:00) Dublin, Edinburgh, Lisbon, London)

AGENDA

Topic

1 QUESTION TIME OPEN TO THE PRESS AND PUBLIC (not to exceed 30 minutes)

The public are welcome to ask questions on matters that are on the agenda and other matters at the Chairman's discretion. The question should not be a statement and limited to no more than 5 minutes. The Chairman will call the question from those who are indicating that they wish to speak.

A

record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting and will be made public via our website and held in archive.

2 Apologies


To accept apologies.

3 Declarations of Interest

To receive any Declaration(s) of Interest under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 made under Section 30 (3) of the Localism Act 2011 and under the Code of Conduct adopted by the Town Council.

4 Minutes

To approve the minutes of the Full Council meeting held on the 2nd February 2021.

 2021.02.02_VFC minutes.pdf

4

5 Matters arising (FOR INFORMATION ONLY)

6 Minutes of Committees

To note the minutes and decisions taken under delegated powers. These minutes are not for discussion. -

09.02.21 Environment & Planning Committee

circulated

24.02.21 Environment & Planning Committee delegated - to follow

7 Chairman's report

Chairman's report attached.

 02-03-2021 Chairman's Report.pdf


8

8 Borehole at Culver Close

Report from the Director of Operations attached together with Hydrogeological Assessment

 Bore Hole Report (003).pdf


9

 Culver Close Bowls Club - Final (Study) (003).pdf


11

9 Local Plan










Recommendation attached from Environment & Planning Committee held on the 24th February 2021.

 2021.02.20 Emerging_Spatial_Strategy_Consultation_Form AK.pdf

32

 Market_Town_Consultation_Form 25 02 21 FTC.pdf

35

<p>10 Skateboard park</p> <p>Leader of the Council to give a presentation on the skateboard park Noting that this Council has confirmed, by repeated resolution, its intention to replace the town's skatepark which was removed by Wiltshire Council in 2018, it is now resolved as follows and seconded by Cllr Emma Franklin:-</p> <p>1. To replace the skatepark with a new wheeled sports facility at the same location as the previous facility, on Poulton Field;</p> <p>2. In recognition of the ongoing public fundraising efforts, the reduced availability of some grant-funding, and the delays in bringing this project forward, to ringfence not less than £100,000 from Town Council reserves, to be released on completion of the project or as otherwise agreed under relevant contracts with the appointed Contractor;</p> <p>3. To continue to provide all necessary Officer support to the project, including sourcing of funds from external bodies.</p> <p>Cllr Lynch's Skatepark motion to be seconded on the night:-</p> <p>" We are pleased that, following a 12 month delay, the proposal for a skatepark facility has been forwarded from the Community & Recreation committee to Full Council for discussion. We fully support enhanced facilities for our young people, including one or more skateboarding amenities. The brief given by Full Council to the independent contractor (Maverick) asked them to assess the need for such a facility in Bradford on Avon, to visit and assess potential sites and " to ensure that local skaters' ideas and the views of the wider community were included in the design". The Council also noted (2nd July 2019) that "at least two public meetings" would be needed to achieve this. Understandably, it has not been possible for the contractor to fulfil this brief during the past twelve months and we look forward to this engagement process taking place, hopefully during the summer months. Under the circumstances it seems wise for the Council to undertake this process itself. As stated in the briefing document considered by the Community & Recreation committee (Feb. 2020 " The Council needs to identify which site it wishes to prioritise to enable the design and engagement process to begin".</p> <p>We offer the following consultation road-map for Council's consideration:</p> <p>1. Site Location:</p> <p>The choice of site has, we suggest, two key components: A. Technical Feasibility and B. Social/Community Desirability. Two of the three sites considered by Maverick (report attached) are based in Victory Fields and are adjacent to each other. Both of these contain technical challenges, none of which appear insurmountable. Concerning the first site, in the south-east corner of Victory Fields and adjacent to the pavilion, the contractor states that " a new spray concrete facility could potentially work very well". Regarding the second 'MUGA' [basketball court] site, they state that " The site is a safe, overlooked space and close to the centre of town; perfect for a community facility of this nature".</p> <p>The third site, on Poulton recreation grounds, is the least technically challenging of the three sites. It is also, we suggest, potentially the most contentious site regarding Social and Community Desirability. Quite apart from it's design flaws, the previous skateboarding facility on this site was, due to it's isolated position, subject to frequent instances of anti-social behaviour, including documented drug abuse. Access to and from the site, both pedestrian and motorised, would also require serious thought. Consideration of this site would require substantive dialogue with the local community and stakeholder groups, including, especially, the local Police and Community Support Officers.</p> <p>2. Site Design:</p> <p>We note that the contractor suggests, for this purpose, a two hour conversation with young people and an "afternoon or evening" meeting with the wider community. This is clearly inadequate for such a significant project.</p> <p>Proper democratic dialogue with our young people, our community, and stakeholder groups will require both online and face-to-face meetings, including site/design exhibitions and on-site visits. None of this, of course, has been possible during 2020, nor is it as yet.</p> <p>We recommend and propose, therefore, that Council agrees to undertake such a consultation process post-lockdown and move accordingly.</p> <p> Skatepark project timeline.pdf 42</p>	
<p>11 Annual Report 2019-20</p> <p>Draft Annual Report 2019-20 attached for consideration and approval.</p> <p> Annual Report 2019-20_DRAFT (3).pdf 43</p>	
<p>12 Standing Orders</p> <p>National Association of Local Councils - NALC's additions to model standing orders,</p> <p> DRAFT STANDING ORDERS V1.3 Feb 21.docx 57</p>	
<p>13 Proposal from the Natural Theatre Company Bradford on Avon Unlocked</p> <p>Proposal to be considered to aid recovery of the COVID pandemic and help with mental well being.</p> <p> Natural Theatre Company BoA Unlocked proposal.pdf 85</p>	
<p>14 Slow Walk Ways and Kingfisher Trail</p> <p>(i) Slow Ways - Leader of the Council to discuss this initiative Link here:- https://slowways.uk/supporting-slow-ways/</p> <p>(ii) Kingfisher Trail - Leader of the Council to discuss this trail cost to the Town Council £200. Details attached.</p> <p> Kingfisher Sponsorship pack Updated 25 Jan 21 (2).pdf 87</p> <p> Kingfisher Trail.pdf 99</p>	
<p>15 Accounts for payment</p> <p>To approve payroll and direct payments and invoices up to 31st January 2021. The accounts having been examined by a non-signatory councillor.</p> <p> Payments Jan21.pdf 100</p>	
<p>16 Management Accounts Reports</p> <p>Detailed management reports up to 31st January 2021. These accounts show detailed balance sheet and income and expenditure by committee heading.</p> <p> Balance Sheet as at 31Jan21.PDF 101</p> <p> I&E By Committee 31Jan21.PDF 103</p>	
<p>17 Zoom details</p> <p>Join Zoom Meeting</p> <p>https://zoom.us/j/99823413814?pwd=Qzg1M0JMazJPa2Nkdz4SmZoVUhlUT09</p>	

Attendees

CLlr Alex Kay	Unconfirmed
CLlr Daniel Taylor	Unconfirmed
CLlr David Garwood	Unconfirmed
CLlr Dom Newton	Unconfirmed
CLlr Emma Franklin	Unconfirmed
CLlr Jennifer Parker	Unconfirmed
CLlr Jim Lynch	Unconfirmed
CLlr Laurie Brown	Unconfirmed
CLlr Michael Roberts	Unconfirmed
CLlr Sarah Gibson	Unconfirmed
CLlr Simon Mcneill-Ritchie	Unconfirmed
CLlr Tom Lomax	Unconfirmed
Ian Brown	Unconfirmed
Sandra Bartlett	Unconfirmed



Bradford on Avon Town Council

Minutes of the Virtual Town Council meeting of
BRADFORD ON AVON TOWN COUNCIL
Held on Tuesday 2nd February 2021 at 7.00 p.m.

Attendance – Town Council

Cllr L Brown
Cllr E Franklin
Cllr A Kay (Vice-Chairman)
Cllr T Lomax
Cllr J Lynch
Cllr S McNeill-Ritchie (Chairman)
Cllr D Newton (Leader of the Council)
Cllr J Parker
Cllr M Roberts
Cllr D Taylor
Mrs S Bartlett (Town Clerk)
Ms L Booth (Communications Manager)
Ms S Hawkins (Accountant)
Mr C Hogg (Green Spaces Officer)
Apologies: Cllr D Garwood and Cllr S Gibson

Members of the Public: Barney Weston, Trevor Bedeman, Louise Walford and 21 others

82. Declarations of interest - none

83. Minutes of the last meeting

After an amendment was made it was proposed by Cllr Newton and seconded by Cllr Kay and with all in favour it was **RESOLVED**: To accept the minutes of the last meeting held on the 5th January 2021 as a true record.

84. Matters arising - none

85. Minutes of Committees

The minutes dated 13th January 2021 from the Environment & Planning Committee were noted.

86. Chairman's Report

The Chairman's Report was noted. It included items on:-

- CEV's. Chairman reported that the CEVs had carried out 67 jobs over 3 days, 24 today. Last Saturday the river level was being monitored every 2 hours. We now have 3 more new CEVs.
- Riverside Railings Kingston Mill – despite the pandemic, work is continuing to replace these railings
- Skatepark fundraising – Noted £4,000 public funds – AB Dynamics will be donating £3,000 – Cllr Parker said that she was surprised to learn that the skatepark had permitted development rights. She reported that she had visited 20 houses in Poulton about the skateboard park and that people were happy about it being replaced provided the areas was

properly landscaped with lighting on the footways etc. Cllr Parker said the skateboard park had not been discussed at any Full Council meeting. Cllr Brown said that £300,000 for a new skatepark is a large capital expenditure to pick up and should be discussed at Full Council. At the Town Council Conference public exhibitions were promised. Cllr Newton said that this project is taking a long time in the making and that the young people did not understand years of delay since 2018. He had recently attended a meeting where the technical aspects of the build were discussed with the contractor. Cllr Newton will bring an item to the next Full Council.

- Electric Vehicles and EV Charging Points – Request for proposals had been issued for the installation EV Charging points at two locations in the town.
- Re-launch of GROW–more information <https://www.facebook.com/GROWBradfordonAvon/>
- Local Plan housing needs up and potential sites for development for the period up to 2036 To be discussed at Environment and Planning Committee on the 9th February 2021. Public can take part in the consultation via <https://www.wiltshire.gov.uk/planning-policy-local-plan-review-consultation>
- Vaccination programme – The Town Council had offered the NHS Primary Care Network the use of St Margaret’s Hall as part of the ongoing vaccination problem and is continuing to coordinate with the local GP practice on communications.

87. Community Asset Transfer

Director of Operations explained that Wiltshire Council must advertise the dispersal of the various assets because they have achieved less than market value. There was a three-week turnaround on this. He explained various other aspects of the transfer and that 20 parcels of land all need registering separately at the Land Registry. Cllr Roberts asked about some land in the Country Park outside the parish boundary and the Director of Operations agreed to get back to him tomorrow. It was proposed by Cllr Newton seconded by Cllr Kay and with 8 in favour and 2 abstentions it was **RESOLVED:** To delegate permission and delegated authority to the Director of Operations to sign and seal the land transfers and contract.

88. EcoSulis Biodiversity Survey final report

Cllr Kay and Green Spaces Officer explained the report in detail. Cllrs McNeill-Ritchie and Franklin thought it a well written report. Cllr Newton requested from the Green Spaces Officer a Forward Management Plan for Environment and Planning Committee to consider. After discussion it was agreed to note the EcoSulis Biodiversity Survey Report.

89. Improvements to Berryfield Road and Christchurch Road

Trevor Bedeman and Louise Walford addressed the council about this matter. Trevor said it was of residential and parental concern. Louise said it has been on the agenda for many years now and the parents need some road safety measures in that area. She hoped that WC/CATG could resolve the situation. After discussion, it was agreed to formally request that Wiltshire Council CATG (Community Area Transport Group) investigate Berryfield Road and provide options for improvements in this area, taking account of the wider impacts on the surrounding area and traffic network.

90. Accounts for payment

Cllr Roberts said he had a query he would take up with the Accountant tomorrow. To approve payroll and direct payments up to 31st December 2020. The accounts having been examined by a non-signatory councillor. Cllr Newton proposed and Cllr Franklin seconded and with all in favour it was **RESOLVED:** To pay invoices and payroll for December 2020 amounting to £92,533.19.

91. Management Accounts Reports

Detailed management reports up to 31st December 2020 noted. These accounts show detailed balance sheet and income and expenditure by committee heading.

The meeting closed at 8.23pm

Members of the public who spoke at the meeting: -

1. Dr Janice Patrick gave an update on the vaccination programme and answered questions. Cllr Brown asked why patients from Bradford on Avon had to travel to Melksham when they might not have any transport and the trains and buses do not stop there. St. Margaret's Hall is a successful flu vaccination venue. Dr Patrick said that Melksham suited 66% of their patients covering the Melksham and Bradford on Avon areas. She gave lots of statistics. 95% of the over 80's had been vaccinated once. As had 94% of care home patients and 89% of 75–79-year-olds. 23% of the over 70 and clinically vulnerable. She said that working people will be given a choice of where to have their vaccination. Cllr Newton thanked her for attending this evening and for all her and her team's hard work delivering the vaccination programme.
2. Barney Weston explained that the new trial one way system was not helping in New Road, in fact it was making their lives a misery. He said that residents had been emailing Integrated Transport at Wiltshire Council. He offered tea and biscuits to anyone who wished to walk the route with him. Cllr Roberts explained that a Wiltshire Council Officer will be doing an assessment but this has to be suspended due to the pandemic. Barney explained that he was expecting to hear from Cllr Gibson this week with the latest update from Wiltshire Council.
3. Jez Wire said the traffic data should be available online.

CHAIRMAN'S REPORT – 2 March 2021

CEV's

Our Community Emergency Volunteers continue to provide invaluable help in support of the local vaccination programme in Melksham, and are delivering ever greater numbers of prescriptions within Bradford on Avon to those unable to collect them from the pharmacies in person.

Fair Trade Week

22nd February 2021 to 7th March 2021 is Fairtrade Fortnight. We observe this every year, but this year it feels particularly important. The COVID-19 pandemic has shown us more than ever how interconnected we are globally, and this fortnight we are being asked to 'Choose the World You Want' by facing up to the challenges that farmers everywhere face from climate change.

Bradford on Avon Town Council



Full Council

2nd March 2021

Bore Hole at Culver Close

Purpose of Report

To request that members appoint a contractor to deliver a water bore hole in Culver Close and approve the Council's contribution to the project.

Background

The Council has been approached by the Bowls Club with a project to install a borehole to provide untreated water for watering the Bowling Green and Cricket Pitches. This will reduce dependence on mains water supply and supports the Council's Climate and Ecological Emergency Strategy.

The project will provide clean untreated water for the organic maintenance programme of the Bowling Green.

Considerations

The current water supply for the whole Culver Close site is sourced from Wessex Water and is a metered supply.

The current method for watering the cricket pitch is to draw water from the main supply, whereby it takes four hours to fully water the pitch, due to low water pressure from the mains supply. The aim is to reduce this figure to less than one hour, provide a more ecological solution and save revenue in the process.

The Council has already worked in partnership with the bowls club to invest in a rainwater capture system, which is then supplemented with water from the mains supply.

This is a joint project between BoA Bowls Club, BoA Cricket Club and BoA Town Council.

The bowls club have previously commissioned [November 2019] a Hydrogeological Assessment from B A Hydro Solutions. This report provided the bowls club the evidence and technical information to go to the market for the project.

Procurement

The bowls club have undertaken a competitive tendering exercise to identify a partner to undertake the works, the prices received are shown in the table below.

Contractor	Borehole (80 mtrs)
1	£ 16,920
2	£ 12,300
3	£ 17,447

Prices exclude VAT

The cheapest quote was provided by M B Dowling Water and Geotechnical Drilling Services.

This process achieves best value and complies with the Council's financial regulations, section 9. Orders for work, goods and services.

“9.3 The council is responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below”.

The Council will become the client, the works will happen on its land, to its water supply and the Council will receive the reduction in its water bills. The contractor has indicated that the works have been 'tentatively' programmed for w/c 10th April 2021.

Project Funding

The projected costs of the project are estimated at £14,000 (ex. VAT) this includes the electrical connections and an allowance for making good.

The bowls club who initiated the project have secured external funding towards the project, which leaves the council's contribution at just under £4,000. In the event that the making good exceeds the estimate, the funding would be drawn from the site maintenance budget.

BoA Area Board	£ 2,500
Community First Landfill Fund	£ 5,000
BoA Cricket Club	£ 1,500
BoA Bowls Club	£ 1,174
Sub-Total	£10,174
BoATC	£ 3,826
Total	£14,000

The introduction of the rainwater capture system at the bowls club, which has already started to reduce the water consumption together with the borehole, it is anticipated that the Council will save C. £1,000 pa from its water bill.

Recommendation:

It is recommended that the Town Council.

1. Appoint M B Dowling Water and Geotechnical Drilling Services
2. Approve the Council contribution for the project

Director of Operations
16th February 2021

Background Papers: Hydrogeological Assessment from B A Hydro Solution



Providing Effective Surface & Groundwater Solutions

CULVER CLOSE BOWLS CLUB

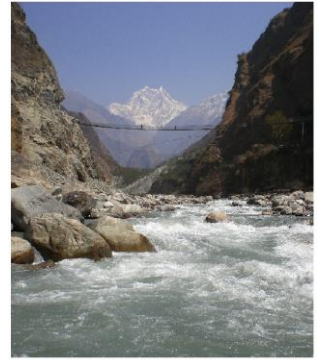
HYDROGEOLOGICAL ASSESSMENT

NOVEMBER 2019

PROJECT NO. 19200389


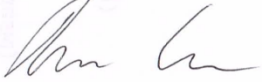
B. A. Hydro Solutions Limited

3 The Sidings
Station Road
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Royston
Herts
SG8 6PZ



HYDROGEOLOGICAL ASSESSMENT

**Culver Close Bowls Club
Bradford – on – Avon
Wiltshire
BA15 1LF**

	Name	Signature	Date
Written by:	Norman Hoye Hydrogeologist		22/11/2019
Checked by:	Jessica Crane Senior Hydrogeologist		26/11/2019

Report researched and produced by B. A. Hydro Solutions Limited (BAHS Ltd) on the instruction of Jackson Drilling.

Report published on the 26th November 2019, additional copies are available on request from BAHS Ltd. This report remains the intellectual property of BAHS Ltd and contributors.

DOCUMENT RECORD SHEET

Revision Register

Version	Date	Changes
0.0	31/10/2019	Data Collation
1.0	07/11/2019	First Draft
2.0	22/11/2019	Second Draft
3.0	25/11/2019	Third Draft
3.1	26/11/2019	Final Report

Document Issue Register

Version	Date	Recipients
3.0	26/11/2019	Internal review
3.1	26/11/2019	Final Report Issue



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1 Introduction

B. A. Hydro Solutions Ltd. (BAHS Ltd.) has been commissioned to complete a desk study into the hydrogeological properties and conditions of the ground beneath Culver Close Bowls Club. Information collected, interpreted and analysed within this report provides a feasibility guide, and shall assist in the design and location of the prospective borehole.

2 Site Details and Requirements

The site location is illustrated in Figure 1; for the purpose of considering geological strata and depths to each stratum, a mean site elevation is adopted throughout the report, as listed in Table 1 below.

Site Address:	Culver Close Bowls Club	
	Bradford – on – Avon	
	Wiltshire	
Postcode:	BA15 1LF	
NGR borehole position:	ST 82395 60615	
Elevation range across site:	25 – 35	maOD
Site elevation utilised:	30	maOD

Table 1: Site details

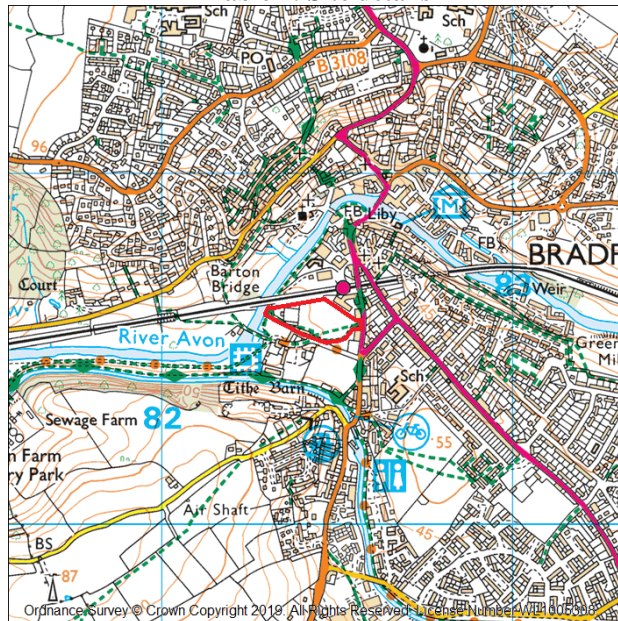


Figure 1: Location Map

3 Geological Setting

3.1 Geology

The following discussion of the geology beneath the site is based on a site-specific literature review and historical borehole records that have been obtained for the purpose of predicting the geological unit thickness and depths. As geological units are not laterally continuous, vary in thickness and are not homogeneous, the predicted thickness and depths may differ slightly if or when proved by drilling. The geological thicknesses are based on the assumption that a borehole(s) would be drilled from a topographic elevation in the order of 30 maOD.

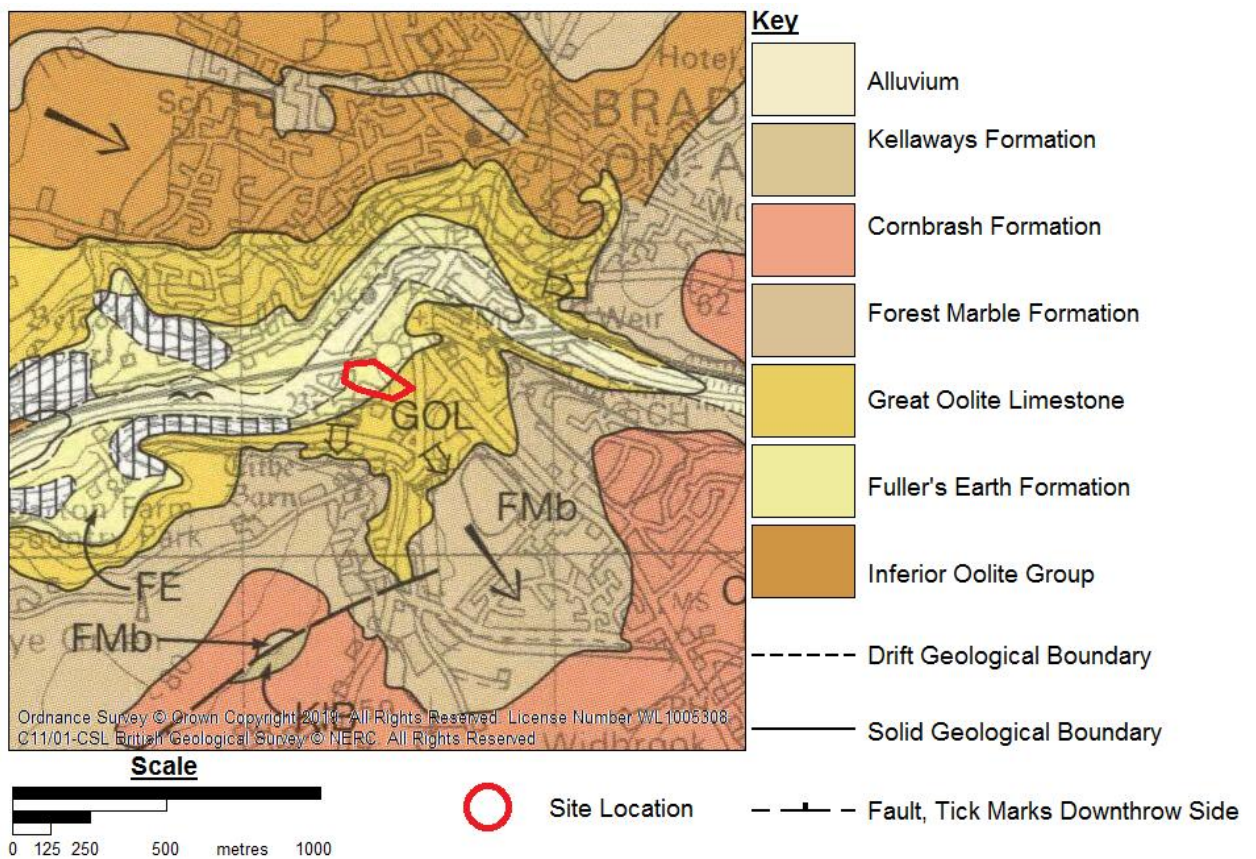


Figure 2: Geological Map

The geology mapped at ground level across the local area is illustrated in Figure 2; the location of the site is outlined in red, the site is underlain by a layer of topsoil which covers the rockhead formed of the Fuller’s Earth Formation of the Great Oolite Group. With increasing depth, the Inferior Oolite Group, then the Bridport Sand Formation and Charmouth Mudstone Formation of the Lias Group (Upper Lias) are found.

Figure 3 provides a schematic summary of the geological profile from ground level downwards. The lithological characteristics of each horizon are considered in Section 4 and the prospect of abstracting water from one or more horizons is discussed in Section 5. Section 6 provides a summary of the likely groundwater quality. Section 7 details regulatory information with regards to licensing a groundwater abstraction.

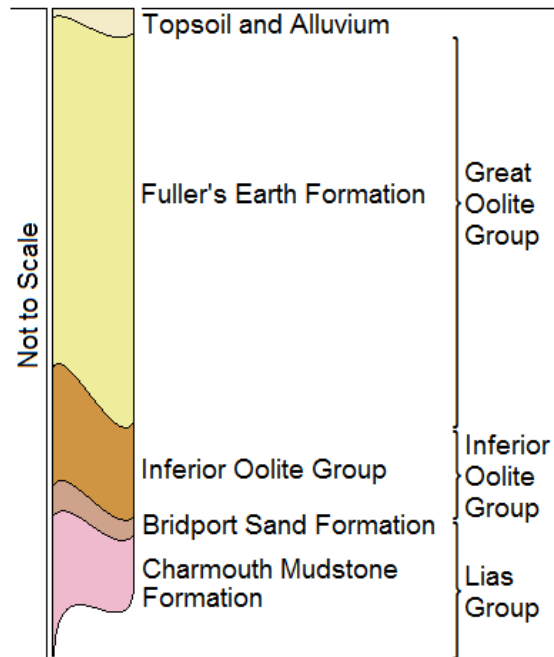


Figure 3: Lithological Log

3.2 Structure

The sediments forming the ground beneath the site considered by this report were deposited from the early Triassic (252.2 million years ago) to within the last few thousand years. During this period the African Continental Plate collided with the European Plate causing the uplift of the Alps. The same compression of the ground due to the collision has gently folded the strata across southern Britain.

The tectonic alteration in this area has been mild causing the beds to dip gently to the south east, and it is this structural feature that will have the most influence on groundwater movement. A major fault, oriented north-east/south-west, lies approximately 700 metres to the south of the site. This fault downthrows away from the site and is known as the Hinton Charterhouse Fault. It is not expected to have altered the geological sequence beneath the site, but may have increased the frequency of fracturing in the rock in the vicinity through which water may accumulate and move.

4 Lithological Characterisation

4.1 Drift

The first unit to be encountered beneath the site is a thin layer of topsoil. This has been reported as being a lime rich soil with a loamy to clayey texture. The soil is described as having slightly impeded drainage, meaning water is likely to remain on the surface for a short time before beginning to penetrate to the deeper strata. There may be a small amount of alluvium in the most western part of the site; this may be composed of clays silts sands and gravels. The total thickness of the drift deposits are anticipated to be in the order of between 2 and 5 metres thick.

4.2 Great Oolite Group

The rockhead beneath the site is formed by the units of the Great Oolite Group. Beneath the site the uppermost units have been removed by erosional processes but do occur locally to the south of the site. Those units that have been removed are the Cornbrash Formation, Forest Marble Formation, and the majority of the Great Oolite Limestone. There may be a small amount of the Great Oolite Limestone still present in the very easternmost part of the site. The units present beneath the site belonging to the Great Oolite Group are the Fuller's Earth Formation only. This overlies the Inferior Oolite Group, the Fuller's Earth Formation has been differentiated locally into Upper, and Lower units separated by the Fuller's Earth Rock.

4.2.1 Fuller's Earth Formation

The Fuller's Earth beneath is generally divided into three sections with a top and bottom layer of mudstones sandwiching a predominantly limestone layer. The top layer of mudstone is known as the *Upper Fuller's Earth Member*, and the bottom layer as the *Lower Fullers Earth Member*. The limestone layer is known as the *Fullers Earth Rock Member*. The Upper Fuller's Earth Member has been, and in places towards Bath still is, extracted commercially.

The Upper Fuller's Earth is stated as consisting of clays, but these are actually mudstone layers. They tend to have a grey colour with clear bedding, a moderate shell content and often show grading sequences. These sequences are commonly accompanied by an increased calcareous content until the mudstone layers become limestones.

The Fuller's Earth Rock Member is comprised of layered limestones. The limestones are very muddy, sometimes making them resemble calcareous shelly mudstones.

The Lower Fuller's Earth is very similar in content and structure to the Upper Fuller's Earth, consisting of many mudstone layers. These layers, as before, tend to have a grey colour with clear bedding, a moderate shell content and often show grading sequences. They also show the increased calcareous content until mudstone layers become limestones, as exhibited by the Upper Fuller's Earth.

The upper and lower boundaries of the Fuller's Earth Formation, as a whole, are both sharp and clear horizons. In both cases the junctions are between mudstones and oolitic limestone horizons, possibly with calcareous sandstones rather than oolites themselves. The Fuller's Earth Formation is reasonably firm, and although it does not contain sufficient water for abstraction purposes, it is often saturated. Beneath the site the different units of the Fuller's Earth Formation are not clearly defined and the total thickness of the Formation is anticipated to be between 40 and 45 metres thick.

4.3 *Inferior Oolite Group*

The Inferior Oolite Group sequence below the Lower Fuller's Earth Member, is a mud rich limestone sequence originally deposited within a shallow marine environment. The unit is commonly found to be ferruginous, forming iron-rich peloidal limestones inter-bedded within the cream-white oolites. The latter dominate the sequence, but there are frequent and rapid lateral variations in lithology and thickness. In this area, the unit is not differentiated into constituent part members, so is referred to as a whole in this report.

The limestones are predominantly bioclastic or siliciclastic, reflecting the environment of deposition. The Inferior Oolite Group is often nodular in nature and inter-bedded with calcareous mudstones. The sequence contains intervals with abundant peloids adding to the already highly fossiliferous nature of the geological unit. It is not uncommon to intercept inter-bedded conglomerate layers and mudstone horizons near the base of the formation.

The Inferior Oolite is a moderately well consolidated unit often sufficiently competent to support itself when drilled. The unit reaches a maximum thickness of between 13 and 18 metres in the local area. Groundwater is present in moderate volumes, with mudstone layers potentially causing some horizons to become hydraulically separate from others, often referred to as compartmentalisation.

4.4 Lias Group

The Lias Group comprises marine calcareous rich mudstones and limestones, some silty, with some beds of nodular, sandy limestones, especially in the lower portion of the unit. The middle section often is rich in ironstones. In the upper section, larger siltstone and sandstone units are found. Some limestones can be found on the margins of the unit. Overall, the unit appears grey in colour, dominated by the mudstone layers.

4.4.1 Bridport Sand Formation

The Bridport Sand Formation is expected to be encountered beneath the Inferior Oolite Group and represents what was referred to previously as the Upper Lias in this area. The Formation typically constitutes grey, brown and yellow micaceous fine sand and siltstone occasionally cemented with calcite. Generally the sands and silts are poorly cemented and may be prone to collapse if unsupported. Bands of coarser, purer sand are also occasionally encountered, as are intervening layers of mudstone. Towards the base of the unit increasing clay content is seen, becoming a sandy clay or mudstone at the lower boundary. The unit can be very thick but beneath the site the unit is anticipated to be in the order of between 2 and 10 metres thick.

4.4.2 Charmouth Mudstone Formation

The Charmouth Mudstone Formation is known as part of what used to be referred to as the Lower Lias, the basal section of the Lias Group. It is dominated by light to medium grey sometimes silty mudstones with laminated shales and sporadic beds of shelly limestones. Interbedded with the mudstones are nodules of calcareous cementstone and ironstone. The formation is predicted to have a thickness greater than 40 metres beneath the site and is the last geological horizon considered by this assessment.

5 Hydrology and Hydrogeology

5.1 Hydrology

The nearest surface water feature is the River Avon, located just to the west of the site. The river flows from the east to the west past the western boundary of the site. The river is likely to be in direct hydraulic connectivity with the ground beneath the site and so may be affected by a new borehole drilled at the site.

The EA have also determined that the site is located within an area at risk from flooding. The western half of the site is stated as being at high risk of flooding from the River Avon (surface water). Explained in more detail, that is, there is a greater than 3.3% chance of flooding from the river each year. At the site, the risk of flooding from surface waters associated with heavy rainfall is stated as being high at the preferred borehole location. Due to the risk of flooding at the site a borehole will have to be completed with sealed headworks to prevent water ingress. This Assessment is not, and cannot be used as, part of a Flood Risk Assessment

5.2 Hydrogeology

The study has considered the different strata present beneath the site in terms of their hydrogeological conditions to assess whether there may be a prospect of finding water. Where there are no boreholes or abstractions locally which can be used directly to judge the potential of the ground BAHS Ltd. use information derived from representative abstractions completed into comparable hydrogeological settings.

The site is underlain first by a layer of topsoil. Most water will, however, quickly drain from the drift to the underlying layers, and therefore this unit does not represent a viable source of groundwater.

The Fuller's Earth Formation of the Great Oolite Group forms the rockhead beneath the site. The unit, on the whole, largely consists of muddy limestone with occasional siltstones. A specific unit of the formation, known as the Fuller's Earth Rock Member, may be present. The unit is not typically porous, though the fine-grained layers may be sufficiently fractured to allow the movement of groundwater. The units are anticipated to be saturated with groundwater, but do not represent a reliable source of groundwater beneath the site.

The Inferior Oolite Group is typically more porous than the overlying layers, and has the capacity to contain moderate quantities of water. The unit is expected to be fully saturated with groundwater. Water within the Inferior

Oolite Group is found within joints and fractures that cut through the rock as well within the spaces between individual ooid grains.

The Bridport Sand Formation represents what used to be referred to as the Upper Lias in this area. The Bridport Sand Formation is formed of generally loose material which has a moderate to high inter-granular porosity, but a very low density of joints and fractures. The ground is too poorly consolidated to allow jointing and pathways to develop without the ground collapsing. During drilling of boreholes in this ground, it is not uncommon to encounter running sands due to the unconsolidated, low competency material present.

The Charmouth Mudstone Formation underlies the Bridport Sand Formation. The Charmouth Mudstone Formation is typically fine grained, which limits pore space, and its soft, clayey nature inhibits the formation of fracture networks. The transport of groundwater through this formation is therefore anticipated to be limited, and the yield of such a formation, expected to be low.

This assessment recommends that any new borehole drilled at Culver Close Bowls Club is drilled to target the Inferior Oolite Group and the Bridport Sand Formation of the Lias Group. These two units should be saturated with water, and should have a sufficient transmissivity overall to sustain a moderate abstraction.

This study has assessed the abstraction records from local boreholes to estimate the transmissivity (T) of the Inferior Oolite Group and Bridport Sand Formation beneath the site. At this locality, the two units have a combined estimated transmissivity range of 5 to 15 m²/day. The rest water levels within the two units are predicted to range between 24 and 28 metres above Ordnance Datum, (26 maOD plus or minus 2 metres) equivalent to between 2 and 6 metres below ground level.

A new abstraction borehole targeting the Inferior Oolite Group and Bridport Sand Formation would need to be drilled to a depth of approximately 80 metres below ground level. Assuming the aforementioned target units beneath the site have a conservative transmissivity in the order of 5 m²/day, a yield of between 2 and 4 m³/hour could be sustained with a drawdown in pumped water levels of around 20 metres.

Transmissivity:	5 - 15 m ² /day	
Drawdown:	20 metres	
Rest Water Level:	2 – 6 mbgl	24 – 28 maOD
Recommended Drill Depth:	80 metres	
Potential Yield:	2 – 4 m ³ per hour	

Table 2: Hydrogeological Properties

6 Water Quality

The quality of groundwater present beneath the site cannot be accurately predicted before a borehole is drilled and tested. B. A. Hydro Solutions Ltd. sample, and test, water quality from boreholes and wells across the United Kingdom and have built up an extensive database of results. Test results from the closest comparable borehole or well to the site assessed are provided in the table below. These results can only be used as an indication of the possible quality of water present beneath the site. UK values are the Drinking Water Standards.

Test	Results	UK Limit	Units
Electrical Conductivity	900 - 1100	2500	µS/cm
pH	6.89 - 8.32	6.5-9.5	pH units
Alkalinity	170 - 205	-	mg/l
Aluminium	<20.00 - 40	200	µg/l
Ammonium	55 - 750	500	µg/l
Cadmium	<1.00	5	µg/l
Calcium	15 - 145	-	mg/l
Chloride	45 - 180	250	mg/l
Chromium	<10.00	50	µg/l
Copper	<10 - 40	2000	µg/l
Cyanide	<10.00	50	µg/l
Fluoride	270 - 2350	1500	µg/l
Total Iron (FeII+FeIII)	<40 - 115	200	µg/l
Lead	<1.00	10	µg/l
Magnesium	Oct-30	-	mg/l
Manganese	100 - 110	50	µg/l
Nitrate	1.05 - 5.00	50	mg/l
Nitrite	<10.00	500	µg/l
Phosphate	<0.05	-	mg/l
Potassium	10 - 20	-	mg/l
Sodium	120 - 200	200	mg/l
Sulphate	130 - 360	250	mg/l
Sulphide	<0.01	-	mg/l
Zinc	<0.02	-	mg/l
Hardness, Total, as CaCO ₃	170 - 405	-	mg/l

Table 3: Indicative water quality

The above provide an indication of the likely water quality, only once a borehole has been drilled and a representative water sample collected can the final water treatment be designed. B. A. Hydro Solutions Ltd. recommends that as a minimum a particle filter and ultraviolet light treatment system is installed to deal with microbiological risks.

7 Regulatory Information

The Environment Agency has assessed the available surface water and groundwater resources within each river and groundwater management unit (catchments) across the United Kingdom. The status of each unit or catchment is documented in a corresponding Catchment Abstraction Management Strategy (CAMS). Some of the units have been assessed as having water available, which means that the Environment Agency will consider an application for a licence to abstract surface or groundwater, on a case by case basis, dependent on the effects of the new abstraction on other existing abstractors and the environment, in the vicinity.

Other units may be deemed as either over abstracted or over licensed, and there is an over-arching stance in these areas that applications for consumptive groundwater abstraction licences would be refused under these CAMS policies. There are however, some circumstances where licences may be granted for abstraction at certain times of the year, dependent on hydrological conditions, and possible restrictions imposed on the licences. Applications for licences for open loop ground source heating systems may be considered in all surface water and groundwater units providing the water will be returned to the source and there would be no detrimental effects arising from the proposal.

The following table (Table 4) details the relevant CAMS and resource status for this site. Please note that an abstraction of up to 20 m³/day does not require a licence; this allows a cumulative abstraction up to this volume per day from any combination of springs, surface water, boreholes, well, etc., per relevant property deed.

Source Protection Zones (SPZs) indicate the presence of sensitive licensed groundwater abstractions from the underlying aquifer(s), often those used for public/private potable supply. The EA use these zones in conjunction with their Groundwater Protection Policy (GP3) to set up pollution prevention measures in areas which are at high risk, and to monitor the activities of potential polluters nearby that may result in contamination of these sources.

Relevant CAMS:	Bristol Avon and North Somerset Streams
Date CAMS last updated:	December 2012
Status of units relative to this site:	Open to new licence applications
Is site within a SPZ:	No
SPZ number:	N/A

Table 4: Regulatory information

8 Assessment Summary

B. A. Hydro Solutions Ltd. has been commissioned to complete a Hydrogeological Assessment to investigate the potential of developing a new groundwater abstraction for a private water supply. This study has collected and assessed all available information at the time of production. The prospect of successfully drilling a borehole to abstract the required volume of groundwater to support this proposal is based on a hydrogeological interpretation of the geology, and the conditions anticipated being present.

Please refer to:

- Section 3 for geological & structural summary,
- Section 4 for discussion on the lithology beneath the site,
- Section 5 for discussion on the hydrological and hydrogeological setting,
- Section 6 for discussion on the anticipated water quality, and
- Section 7 for relevant regulatory information.

The findings from this study and recommended design for a new abstraction borehole at the property are listed below in Table 5.

Strata	Thickness (m)	Max Depth (m)
Topsoil and Drift	2 – 5	5
Fuller’s Earth Formation	40 – 45	50
Inferior Oolite Group	13 – 18	68
Bridport Sand Formation	2 – 10	78
Charmouth Mudstone Formation	>40	118
Target horizon for borehole:	Inferior Oolite Group & Bridport Sand Formation	
Recommended drill depth:	80	metres
Recommended primary casing depth:	0 – 45	metres
Recommended uPVC screen depth:	45 – 80	metres
Gravel or Formation pack:	Graded Gravel	
Anticipated rest water level:	24 – 28	maOD
Anticipated transmissivity range:	5 – 15	m ² /day
Anticipated yield range:	2 – 4	m ³ per hour
Problematic water quality parameters:	Fluoride, Sulphate, Manganese, Ammonium	
Licensing status of catchment:	Open	
Water quality summary:	Poor	
Direction of Groundwater Flow:	South-East	

Table 5: Summary table

An outline design for a borehole is provided in Figure 4, drawing from the Inferior Oolite Group and Bridport Sand Formation beneath the site. A borehole targeting these horizons should be cased and grouted through the topsoil, Alluvium (if present), Fuller's Earth Formation and into firm Inferior Oolite Group down to approximately 45 metres below surface. The borehole should then be lined with slotted screen to approximately 80 metres below ground level, through that of the Bridport Sand Formation into the top of the Charmouth Mudstone Formation. The design provided in this Assessment is an 'outline' as the final design should evolve as the hole is drilled to reflect minor changes in the geology as proven by drilling.

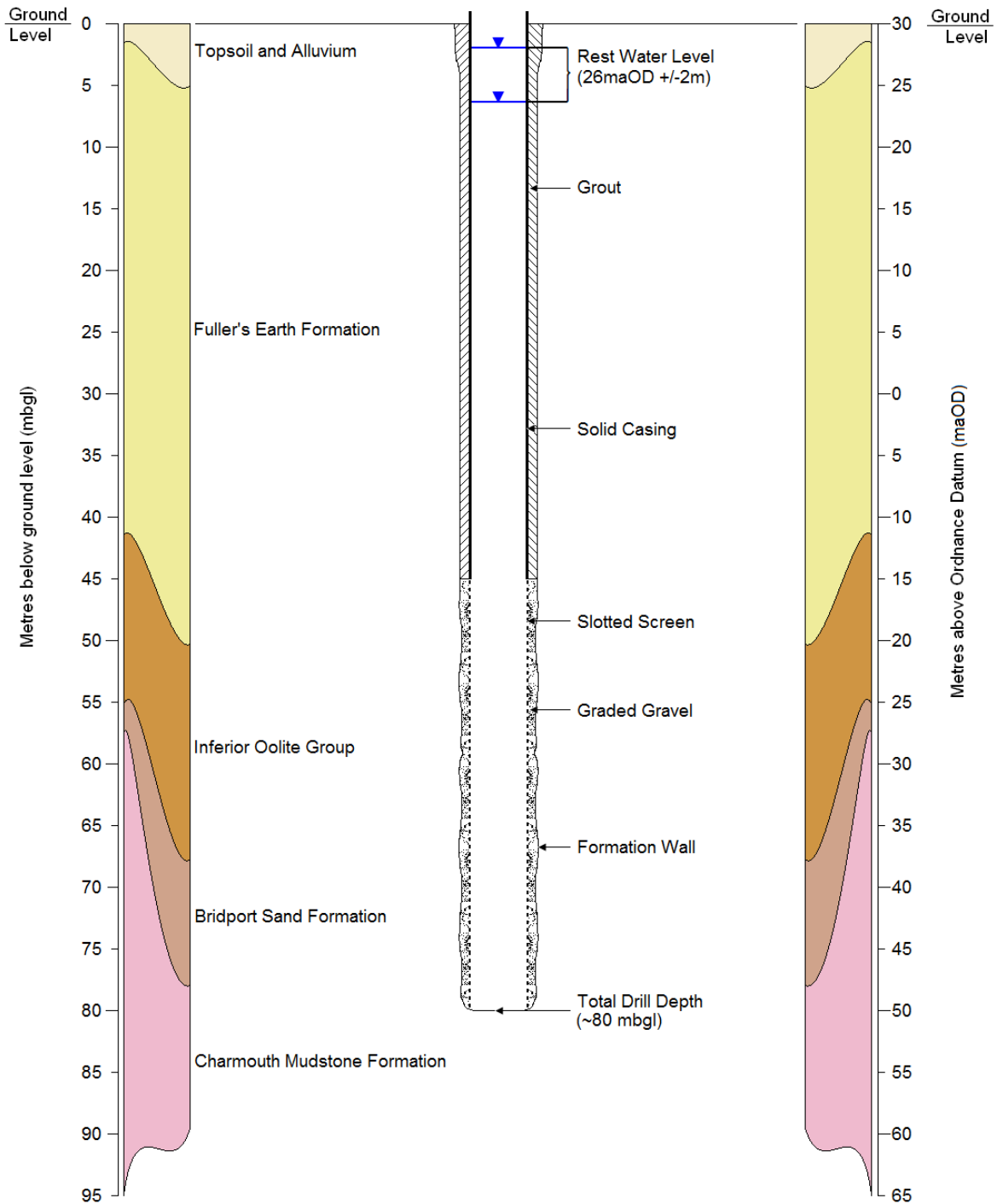


Figure 4: Outline borehole design

Disclaimer – Culver Close Bowls Club, Bradford – on – Avon, Wiltshire, BA15 1LF

Information within this Hydrogeological Report has been gathered from all sources available to B. A. Hydro Solutions Ltd. Discussion and interpretation is the professional opinion of B. A. Hydro Solutions Ltd. based on information and data provided by the client plus the best available information collected specifically for this study.

If the client wishes to drill a borehole based on the information contained within this report B. A. Hydro Solutions Ltd. must stress no guarantee can ever be given that groundwater will be present, or that the quantity or quality of groundwater required will be available for abstraction. B. A. Hydro Solutions Ltd. cannot guarantee the ground conditions discussed/used (as drawn from research undertaken) are directly comparable to the ground beneath the site. Groundwater quantities/qualities, ground properties including thermal potentials can vary seasonally and as a result of external factors beyond our control and not foreseen by this study.

November 2019

Additional Information 1 – Licensing Restriction

BAHS Ltd. have been instructed to complete a Hydrogeological Assessment for use in the development of a proposed new groundwater borehole. A borehole for abstraction purposes requires an abstraction licence if quantities exceed 20 m³/day.

Licences are awarded by the Environment Agency (EA) following a detailed review of the availability of the resource in the specific area. The country is divided into river catchments that are individually assessed to determine the total surface and groundwater resource that can be theoretically abstracted while maintaining sufficient levels or flows to protect or enhance the environment. Resources are then licensed up to the limit deemed sustainable by the Environment Agency.

Additional Information 2 – Hydrogeological Terms

The hydrogeological properties of strata and the ground as a whole is a function of its permeability and the ease at which water is able to move through the various strata. The ground can broadly be divided into three hydrogeological rock types, the aquifers which contain water, aquitards which can contain water but restrict the movement of water and aquicludes which do not contain water and act as a barrier to groundwater movement.

Groundwater moves through the ground via either pore spaces in the rocks, fractures and joints which dissect the strata or sometimes through solution features such as caves. The interconnectivity of the pores, joints, fractures and solution features determines the amount of water which can accumulate and the ability of the ground to transmit.

The storage potential of the ground is described by its *storativity* [S] which is a dimensionless value ranging from zero up to one. The larger the number the greater the proportion of the saturated ground, in terms of total volume, which can be drained by lowering the water table. If the storativity was one it would be space entirely filled with water and no rock.

When the storativity is very low or zero there is no space in which water can accumulate or none of the water in the ground can be abstracted by lowering the water table. Due to the number of observations needed to quantify the storativity of the ground it is uncommon to be able to derive such values from historical data.

The ground's ability to transmit water is measured by its *transmissivity* [T], the larger the number the easier the water is able to move through the rocks. Theoretically there is no maximum T value, practically it is limited by the aquifer thickness, the volume of water in the aquifer and the capacity of the borehole and pump used to test the ground conditions.

The productivity of boreholes is simplistically measured by its *specific yield* [Sy] which is a measure of the sustainable yield a borehole can deliver per day per metre the water table is lowered. This can easily be derived from measurements recorded during pump tests or reported steady state yield and drawdown values.

The Emerging Spatial Strategy Consultation Response Form

Ref:	(For official use only)
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The overarching 'Emerging Spatial Strategy' paper identifies the proposed overall level of new homes and employment land for each main settlement and rural part of the HMA, over the plan period, together with what remains to be planned for once existing housing completions and commitments have been accounted for.

To view the Emerging Spatial Strategies paper please visit the Council's Local Plan Review Consultation page on it's website at: <https://www.wiltshire.gov.uk/planning-policy-local-plan-review-consultation>

Please return to Wiltshire Council, by 5pm on Monday 8th March 2021.

By post to: Spatial Planning, Economic Development and Planning, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

By e-mail to: spatialplanningpolicy@wiltshire.gov.uk

This form has two sections:

Section One – Personal details

Section Two – Your comments on the Emerging Spatial Strategy. Please use a separate sheet for each representation.

Section One – Personal details

*if an agent is appointed, please fill in your Title, Name and Organisation but the full contact details of the agent must be completed.

	1. Personal details	2. Agent's details (if applicable)*
Title		
First name		
Last name		
Job title (where relevant)		
Organisation (where relevant)	BRADFORD ON AVON	
Address Line 1		
Address Line 2		
Address Line 3		
Address Line 4		

Postcode	BA15	
Telephone Number		
Email Address	gillellisking@btopenworld.com	

Section Two – Please enter any comments you have regarding the Emerging Spatial Strategy in the box below.

The Emerging Spatial Strategy rightly recognises the particular constraints applying to Bradford on Avon as a result of factors such as its' inherent geography, greenbelt, traffic congestion and air quality, and therefore limits proposed housing growth accordingly. Whilst the Strategy recognises the constraints, it does not emphasise the intrinsic value of all the land and the importance to prioritise its use and not squander green spaces with housing with too large physical and carbon footprint, whilst permanently damaging the biodiversity and well-being of these sites. Climate Emergency is real and we cannot achieve targets by focusing on housing numbers.

The proposed strategy for Bradford on Avon should include some employment growth up to 2036, and this important for the vibrant renewal of our town through COVID recovery. Economic pressures on small businesses and increased ease for change may destroy of our town centres and Bradford on Avon continuing its decline to become a dormitory town. Current planning skewed to big developers make this even more likely. Furthermore, the speculative land-banking that the planning process causes a constant need to react against unsuitable developments, rather than enabling proactive, positive and creative solutions.

To achieve sustainable development, we need to rebalance employment opportunities and housing so that people have the opportunity to live and work within our town, thereby reducing the need to travel. Provision of additional employment space should therefore be a priority.

We also need a strategy to focus housing delivery on the type of housing that our town needs, not what developers can make maximum profit from.

The Wiltshire Strategy for Bradford on Avon ignores the already identified potential for growth within the town including:

- *the 'Areas of Opportunity' identified in the made Neighbourhood Plan*
- *redevelopment of Wiltshire Councils' own sites, including the station car park and library for social infrastructure and also housing.*

Wiltshire Council rightly points out that a review of Bradford on Avon's made Neighbourhood Plan provides a vehicle whereby the town can plan for its own future and in particular plan for the reuse of brownfield land instead of green fields. BOATC would appreciate support from WC to strengthen the Neighbourhood Planning process.

I agree that, as stated at point 4 Delivery principles (page 6 of the Wiltshire Strategy document), communities should be encouraged through Neighbourhood Plans to determine for themselves where development takes place, including prioritising the use of brownfield (instead of greenfield) land.

Bradford on Avon Town Council will pursue and appropriate review of our Neighbourhood Plan, so that the town can determine its own needs and future housing, employment, green infrastructure and other facilities to meet those needs.

I wish to be notified of any future updates relating to the Local Plan Review:

YES: Y NO:

Clicking yes will add you to the planning policy contact database. This will mean you are kept informed of any future planning policy updates and consultations.

Further information on how the Spatial Planning Department treats your personally identifiable information can be found by reading the privacy notice available via the link below:

<https://www.wiltshire.gov.uk/planning-privacy-notice>

Here you will also find information about how and why your data may be processed and your rights under the Data Subject Information Notice section further down the page.

Signature:

Date:

Thank you for completing this form.

Data Protection

Wiltshire Council has a duty to protect personal information and will process personal data in accordance with Data Protection legislation. The personal data you provide on this form will only be used for the purpose of the Wiltshire Development Framework. It may also be used for the prevention or detection of fraud or crime and in an anonymised form for statistical purposes. The data will be stored on computer and/or manual files. You have a right to a copy of your information held by any organisation, with some exemptions. To gain access to your personal data held by Wiltshire Council or if you have any Data Protection concerns please contact Wiltshire Council's Data Protection Officer on 01225 713000 (switchboard) or e-mail to dataprotection@wiltshire.gov.uk ."

Market Town
Consultation Response Form
Bradford on Avon Town Council

Ref:

(For official use only)

A series of 'Planning for' documents break down the work undertaken so far for each Principal Settlement and Market Town. Within these documents, information is presented, and questions asked to help shape proposals for each place.

To view these documents please visit the Council's Local Plan Review Consultation page on its website at: <https://www.wiltshire.gov.uk/planning-policy-local-plan-review-consultation>

Please return to Wiltshire Council, by 5pm on Monday 8th March 2021.

By post to: Spatial Planning, Economic Development and Planning, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

By e-mail to: spatialplanningpolicy@wiltshire.gov.uk

This form has two sections:

Section One – Personal details

Section Two – Your response to the questions. Please use a separate sheet for each representation.

Section One – Personal details

*if an agent is appointed, please fill in your Title, Name and Organisation but the full contact details of the agent must be completed.

	1. Personal details	2. Agent's details (if applicable)*
Title		
First name		
Last name		
Job title (where relevant)		
Organisation (where relevant)	BRADFORD ON AVON TOWN COUNCIL	
Address Line 1		
Address Line 2		
Address Line 3		

Address Line 4		
Postcode		
Telephone Number		
Email Address		

Section Two – Questions

Which Market Town does your response relate to?

Answer:

Bradford on Avon

1. What do you think to the scale of growth? Should there be a brownfield target? Should it be higher or lower?

Answer:

In the present circumstances, the Town Council considers the scale of growth (up to 80 additional dwellings) is potentially appropriate, providing that:

- 1) there is sufficient available brown-field sites within the existing town curtilage to accommodate that number of dwellings without encroaching on the green-belt. The Green Belt restricts the potential for green field sites and there do not appear to be any advantages in seeking to amend this;*
- 2) highly inappropriate sites including the Woolley Allotments, the old golf course, and other areas of high amenity value to the community and biodiversity are excluded from development;*
- 3) priority is given to (i.e. the majority of future development is) social housing (housing at an affordable rent and with security of tenure), and low-cost housing for first time buyers and for those that wish to downsize;*
- 4) strict conditions on the quality of new development ensure consistency with zero carbon and biodiversity targets;*
- 5) the details of growth can be determined at town-level.*

The Town Council questions the assertion that there is no requirement for additional employment land and requests further information on how this conclusion was reached. Large areas of former employment land have been converted to residential use in recent years and there is circumstantial evidence that those considering a business move to the town are deterred by a lack of suitable sites or buildings for anything other than a small business. Furthermore, the recovery of the small businesses after COVID may be exacerbated by the increasing ease of change of use, resulting on potential permanent damage to our vibrant town centre.

The focus on housing numbers, rather quality and impact on heritage or greenspaces, seems to be an over-simplified basis for the Plan, especially as it is based on outdated [2014] formula that places high housing targets on rural counties. Wiltshire Council is putting unsustainable pressure on our towns and parishes' ability to cope, and abusing the very concept of 'sustainable development'.

Worse still, Wiltshire Council has agreed to take on an additional 5,000 houses above the approximately 41,000 prescribed under this formula, putting yet more pressure on our Climate and environment. It even proposes to accommodate some of this by selling off County farms for short term gain, whilst neglecting to consider brownfield development or include as part of its housing figures.

If Wiltshire Council pursues this Plan as is, there is no chance of achieving Climate targets for 2050, let alone the aspirational target for 2030 set by many of its towns and parishes.

2. Are these the right priorities? What priorities may be missing? How might these place-shaping priorities be achieved?

Answer:

The place-shaping priorities remain relevant but there are serious questions on how these will be achieved. For example, the delivery of employment growth and retention of existing sites is a planning failure because of the number of applications for change of use to residential that have been approved. Proposed permitted development policies will exacerbate this. Also, the provision of adequate affordable housing appears to be unachievable in present circumstances. All new housing needs to be carbon-neutral and plans to improve carbon footprint of existing housing should be imperative.

It is noted that addressing the Climate Emergency and enhancing biodiversity are key objectives of county-wide Local Plan Strategy. For Bradford on Avon with its remarkable landscape setting, these need to be included in more detail as place-shaping priorities with appropriate measures identified. This is a priority in the proposed review of the Neighbourhood Plan.

A missing priority is the need to recognise the landscape setting and we must ensure that this is given proper attention. It is an important characteristic of the town and one that should influence future shape and use.

More holistic flood controls need to be considered, and not just for developments over 5 houses; including grey-water and run-off use, improved soak-away and more permeable driveway material, enhancement of meadows/woodland.

Wiltshire's Local Plan should include sites and strategy to develop renewable energy, to include onshore wind where suitable. There should be permitted development for future-proofing existing properties, provided modifications are appropriate to setting.

Existing infrastructure, particularly roads and pavements, are not adequate for the current population and the growth in housing in Bradford and neighbouring towns such as Trowbridge and Melksham will cause significant problems of traffic congestion, with further decline in pedestrian safety and air quality. This will be compounded by Bath's CAZ starting 15th March 2021.

Investment in (green) public transport and improvements in the road system are improvement. Retention of the current 'temporary' COVID distancing scheme would be a good start, alongside traffic calming along New Road, Trowbridge Road and elsewhere and better pedestrian crossings on the Town Bridge and New Road, and elsewhere as necessary, and all properly signed. A 20mph limit, with suitable signage within the entire settlement area would be a reasonable measure.

Other amenities, including the Health Centre and school capacity need to be addressed.

3. Is this the right pool of potential development sites?

Are there any other sites we should be considering?

Answer:

We do not agree that any of these sites are appropriate.

- **The Old Golf Course** site was fully examined in the preparation of the Neighbourhood Plan and rejected for sound reasons, including poor access, floodplain, landfill contamination, green space amenity. Full reference to the analysis is set out in the Strategic Environmental Assessment that accompanied the NP (which is supplied in support of this submission). This site is highly inappropriate for development as it is of considerable

community amenity for well-being and wildlife, and would contravene Wiltshire Council's blue-green space aspiration. Developing along the river side and on floodplain is clearly not suitable. It is also in close proximity to the Strips which have been noted as a High Value Natural Asset by the Town Council 'Nature Recovery Report' commissioned from EcoSulis (https://uk-15a54.kxcdn.com/wp-content/uploads/2021/02/BOATC_Ecosulis_Nature-Recovery-Report-Final.pdf). Development on the site is likely to have a significant impact on this habitat and biodiversity, which public authorities have a duty to protect under the Natural Environment and Rural Communities Act 2006.

- Woolley allotments area is also a highly inappropriate site for development and should remain as community allotments because they provide high amenity value to the community resulting from the contribution they make to the locality, with well-kept vegetable plots providing local food, and significantly improved well-being for plot-holders while at the same time providing open green-space and biodiversity benefits for the community at large. There is no convenient safe access and there are landscape and important biodiversity issues. It also borders the Conservation Area.
- **The former Greenhouses by Woolley:** There might be potential for use of some part of the land, but subject to further examination of landscape and biodiversity issues; bats, owls and other wildlife are known at this site. It is a locally much-loved and used amenity in an area that has seen a lot of development in recent years, which has seen degradation of the local environment and increased pressure on the constricted roadways. Access to the site is difficult. It is also in close proximity to the Brooklands which has been noted as a High Value Natural Asset by the Town Council 'Nature Recovery Report' commissioned from EcoSulis (https://uk-15a54.kxcdn.com/wp-content/uploads/2021/02/BOATC_Ecosulis_Nature-Recovery-Report-Final.pdf). Development on the site is likely to have a significant impact on this habitat and biodiversity, which public authorities have a duty to protect under the Natural Environment and Rural Communities Act 2006. It is adjacent to the Woolley Conservation Area.

It is noted that Wiltshire Council is examining development potential in part of the Station Car Park, with the OPE funding focused on the Health Centre, but as included in our Neighbourhood Plan this entire area could be beneficially developed and needs to be better considered as a suitable site.

The Town Council preference is for a full examination of potential sites within the framework of a Neighbourhood Plan review where local issues can be assessed in more detail.

4. What land do you think is the most appropriate upon which to build?

What type and form of development should be brought forward at the town?

Development needs to be contained within the Settlement Boundary to prevent sprawl and to enhance the potential for properly sustainable living. This indicates that development should be contained within the already developed area, preferably on brown-field and infill sites. House prices in Bradford on Avon restrict the ability of the lower-paid local workforce to live in the town and this problem needs to be addressed, with right-sized affordable accommodation and potentially community-led housing projects.

The town does not need the type of 'executive homes' favoured by the national housing developers, as we have seen in recent developments here and across Wiltshire. This type of housing has a large land-footprint and carbon-footprint and ill-suited to the small amount of land available for new dwellings in the town. We need to prioritise our land use very carefully.

The requirement is for co-operative/social housing to rebalance the housing mix and provide for the changing demographic of Bradford on Avon and this should be a priority in any new housing.

The green spaces within the settlement boundary should be protected, as they are important to counter the densely crowded historic town-scape and this creates the positive balance for aesthetic and well-being, which also underpinning the attraction to visitors.

5. Are there important social, economic or environmental factors you think we've missed that need to be considered generally or in respect of individual sites?

Answer:

Factors that need to be considered generally are:

- *Provision of new homes for all sections of the community based on the demographic. The demographic changes outlined in the draft Local Plan seem based on or driven by the types of properties available, which, because they have not matched housing needs identified in the Neighbourhood Plan, do not allow for sufficiency of opportunity to downsize, or for first-time buyers and younger people to enter the housing market. Demographic shifts are therefore in part being driven by housing development and lack of coherent policy;*
- *Recognition of the importance of the historic built environment to the economic life of the town. (many of our businesses are visitor and recreation focussed), including the need to protect key habitats, settings and views;*
- *The Town Council has declared a Climate and Ecological Emergency. The Local Plan does not address these, nor sufficiently allow for the impact either of 80 additional dwellings within Bradford on Avon, or other much larger developments in the surrounding areas, which will directly impact habitat, land-use, pressure on shared infrastructure such as health facilities, schools and shops;*
- *Two of the identified sites are in close proximity to areas (The Strips and Brooklands) identified as High Value Natural Assets by the Town Council commissioned Nature Recovery Report (https://uk-15a54.kxcdn.com/wp-content/uploads/2021/02/BOATC_Ecosulis_Nature-Recovery-Report-Final.pdf) and provide a level of continuity of green spaces, contributing to a green corridor. The remaining site is well-used as allotments, and in proximity to other similar Town Council owned allotments and greenspace, which will be part of the Town Council Biodiversity Forward Management Plan. Building on these sites will therefore impact sites identified as important habitats, or which will be improved to promote biodiversity, and impede habitat recovery in these areas. Development on the sites is likely to have a significant impact on habitat and biodiversity, which public authorities have a duty to protect under the Natural Environment and Rural Communities Act 2006. The town intends to introduce green corridors throughout the town in a review of the Neighbourhood plan, with significant new documentary evidence.*

6. Are there any issues or infrastructure requirements that should be identified?

Other than that already identified within the 'Planning for' document?

Answer:

It is noted that addressing climate change is a focus for the Local Plan Strategy and this needs to be the driving force in assessing the towns' infrastructure. Town priorities also need to be focussed on the Green/Blue aspects of the local plan revision particularly to maintain and enhance green corridors and protect biodiversity.

In addition, whenever more houses are considered for the town, and in the surrounding areas, there is a legitimate concern as to the carrying-capacity of infrastructure and amenities, including the roads, schools, GP surgery, dentist etc., especially considering infrastructure has not kept pace with the

development that has already taken place. This will also directly affect both amenity and the environment in the town, impacting air quality and increasing health risks to residents arising from vehicle emissions, which are already known to be a significant issue. The Local Plan needs to take account of the impact on the existing Air Quality Management Zone in the town, and duties on public authorities to protect public health, noting recent links between emissions and respiratory diseases.

The large increase in housing assigned to neighbouring towns in this Local Plan draft will also significantly impact Bradford on Avon, particularly relating to the increase in through traffic, which as already noted is already creates congestion and air pollution. Wiltshire Council's Climate emergency targets are unachievable with this level of build on green spaces.

If you have any further comments you wish to make, please detail them below.

There is a missing section in the Settlement Profile related to the need to protect the historic quality of Bradford on Avon as one of the most important former industrial towns in the South West. We are extremely fortunate that previous generations have left us with a town that offers a high quality of life and it is this quality that is key to its economic future.

Given the declarations of Climate and Ecological Emergencies by Bradford on Avon Town Council, the declaration of a Climate Emergency by Wiltshire Council, duties under law to promote biodiversity and address air quality and other environmental concerns, it would not be reasonable for the sites listed as Potential Development Sites to be maintained as such, and the impact on those duties of other developments in the surrounding area must also be considered in respect of those duties.

Future notification

I wish to be notified of any future updates relating to the Local Plan Review:

YES: NO:

Clicking yes will add you to the planning policy contact database. This will mean you are kept informed of any future planning policy updates and consultations.

Further information on how the Spatial Planning Department treats your personally identifiable information can be found by reading the privacy notice available via the link below:

<https://www.wiltshire.gov.uk/planning-privacy-notice>

Here you will also find information about how and why your data may be processed and your rights under the Data Subject Information Notice section further down the page.

Signature:

Date:

Thank you for completing this form.

Data Protection

Wiltshire Council has a duty to protect personal information and will process personal data in accordance with Data Protection legislation. The personal data you provide on this form will only

be used for the purpose of the Wiltshire Development Framework. It may also be used for the prevention or detection of fraud or crime and in an anonymised form for statistical purposes. The data will be stored on computer and/or manual files. You have a right to a copy of your information held by any organisation, with some exemptions. To gain access to your personal data held by Wiltshire Council or if you have any Data Protection concerns please contact Wiltshire Council's Data Protection Officer on 01225 713000 (switchboard) or e-mail to dataprotection@wiltshire.gov.uk .”

Skatepark project timeline

July 2018

38 Degrees petition and Facebook page launched

24th July 2018

Initial decision by Community and Recreation Committee to provide £5000 initial funding (Proposed Cllr Newton, seconded Cllr Kay).

7th August 2018

£5,000 confirmed by Full Council (Proposed Cllr Newton, seconded Cllr Garwood).

2nd July 2019

After presentations by suppliers on away-day, decision to delay appointing a contractor (Proposed Cllrs Gibson, seconded Cllr Lynch).

August 2019

Article confirm selection of Maverick Industries as supplier.

6th August 2019

Full Council agrees to select Maverick Industries as the Contractor (proposed Cllr Kay, seconded Cllr Newton).

25th February 2020

Community and Recreation confirms selection of Poulton Field site (Proposed Cllr Garwood, seconded Cllr Roberts). Decision published in minutes.

May 2020

Poulton Field noted as location in response to concerns re: possible housing on the site.

July 2020

Skatepark Users Group initial design meeting.

September 2020

Concept designs shared with Users Group.

October 2020

Concept designs shared with Town Councillors.

November 2020

Site selection and next steps publicised via Town Council website and Newsletter, including proposed site.

December 2020

Confirmation from Wiltshire Council that, as a direct replacement, project would be viewed as Permitted Development
Launch of GoFundMe page.

February 2021

User Group meeting to discuss and revise concept design.
Town website article thanking AB Dynamics for £3k donation.
Donation from Christine's Sustainable Supermarket of £2000.

March 2021

Town Council Newsletter article marking fundraising efforts.



DRAFT

BRADFORD ON AVON
TOWN COUNCIL

ANNUAL REPORT

2019 - 20

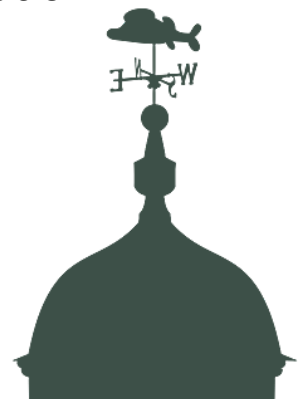


**BRADFORD
ON AVON
TOWN COUNCIL**



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- 13 Your Officers
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Introduction from

Cllr Simon McNeill-Ritchie, Mayor
and

Cllr Dom Newton,
Leader of the Council



As we look back on 2019-20, we cannot help but view it through the prism of the last two months, our preparations for addressing the ongoing Public Health Emergency, and the Prime Minister's announcement of a nationwide lockdown on 23rd March.

At this stage, the duration of the Emergency is unclear, but to the extent that we can, we will continue provide support and resourcing to support our community and thank everyone for their stoicism.

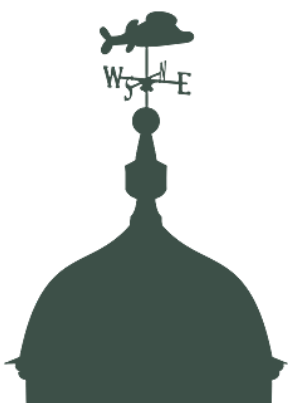
We must also mark, though, the significant work that has been undertaken in the last 12-months in other areas . The declaration of a Climate Emergency in March 2019, alongside the installation of solar panels on St. Margaret's Hall, set the tone for the year, which has seen a strong emphasis on addressing Climate Change through community action. Projects such as the installation of the water fountains, adoption of several small woodlands, and the continued fantastic efforts of our community volunteers mark the town out as one which we are proud to serve.

Alongside this, events such as the Duck Race and Christmas Lights switch on continue to provide a source of fun and entertainment to our town, and support local businesses and community groups.

As we head into the next period, there will no doubt be challenges. But, coming together as we will, we are sure that the community will show resilience and outstanding support for each other.

With very best wishes,

Simon and Dom



Climate Emergency

The declaration of a Climate Emergency at the beginning of March 2019 set a significant part of the Town Council's policy agenda.

Over the course of the year, the Council has hosted several public meetings to consult residents, and bring in external experts on specific subjects. It's also provided the theme for a number of events.

In May, Climate Friendly Bradford on Avon, local schools, voluntary organisations and businesses each took a role in creating bunting festooned around the town - a real community effort!



An inaugural meeting of the Climate Emergency Steering Group was held in August 2019, with a follow up in November.

The strategy document resulting from this process was shared extensively within the South West region, and led the way for several other Town and Parish Councils following suit.



Policies & Strategies adopted 2019-20

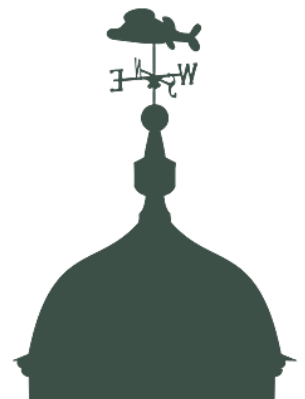
Alongside these policy areas, specific actions on these policies included:

- extensive tree-planting in Avoncliff Wood;
- ecology talks such as a 'Bat Chat', raising an awareness of endangered species;
- Green Homes event;
- Support for achieving Plastic-Free Community status;
- Adoption of Climate Emergency logo, to raise awareness of the policy;
- Adoption of local woodland.

Preparing for Growth

Alongside the Climate Emergency declaration, the Council continued to prepare for the long-anticipated transfer of assets and delegation of services from Wiltshire Council. This is anticipated to complete in mid-2020.

To further this policy, in January 2020 the Town Council recruited a Green Spaces Officer, who will work with voluntary and community sector groups and other stakeholders to promote and enhance our green infrastructure.



Projects 2019-20

Support for St. Laurence

In early summer Town Councillors confirmed a £10,000 donation to support new science facilities at St Laurence School. The build, which is now planned to be opened in Autumn 2020, will support children and young people across the town and from the surrounding area. The Town Council has launched a competition to name the lab, under the theme 'Ecology'.



Skatepark Project Progress

In August 2019 the Town Council selected Maverick Industries as our partner to design and build a new skatepark in the town to replace the facility removed by Wiltshire Council in early 2018, with site provisionally confirmed as Poulton field in February 2020.

The project, which is hoped to be funded primarily from community donations and grants, will provide a wheeled sports facility for skaters, BMXers and scooters.

Design work will now proceed with a consultation group made up of skaters and young people in the town, prior to initial work on planning permission.

Safer Pathways Project

In April 2019, the Town Council launched the Safer Pathways project to review safety on various pedestrian routes around the town, with a view to installing handrails, and addressing paving surfaces.

Railings have now been completed between Newtown & Tory, and on the McKeever Bridge. Other areas continue to be reviewed.

Wood for the Trees

In keeping with our declaration of a Climate Emergency, the Town Council have taken on two areas of woodland. Kingston Woods was transferred to Town Council ownership alongside an attached children's play area by housing developer CG Fry.

Arnolds Wood was gifted to the town in early 2020, and will be maintained as a mixed woodland habitat.



Fountains Support Plastic-free

Working with Climate Friendly Bradford on Avon, the Preservation Trust and other partners, the Town Council have installed three water fountains around the town to slake thirst and reduce the numbers of single-use plastic bottles.

Part of the Plastic Free initiative, the refill stations can be found in Culver Field, St. Margaret's Car Park and Sladesbrook play area.



Events

The **2019 Duck Race** held on 22nd April saw its biggest crowd to date, with hundreds flocking to the town centre for the annual race of 1000 ducks down a section of the River Avon.

The event was sponsored by Puddle Ducks Bristol & Bath with entertainment from Ticklish Allsorts and the FB Pocket Orchestra!



Christmas Light Switch-On & Gift Fair 2019

The annual Christmas Lights switch-on event was a big success once again. Performances in Westbury Garden came from Swing with Soul, St Laurence School Choir and Groovy Movers. There was also street entertainment from Nothing Like a Dame, fairground rides and food stalls.

The 2019 Shining Lights of BoA, Pip Maguire and Ellie Davies attended the event, and were presented with trophies by the Mayor.

Pancake Race 2020

The 2020 race was won by Harry Hamlin of CS Bowyers Funeral Directors.



Tourism & Events 2019-20

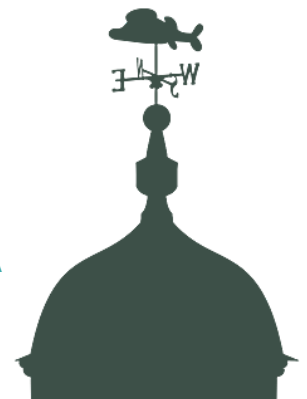
Along with the organisation and running of various annual events, the Town Council oversees the town's tourism offer; running the Tourist Information Centre (TIC) located in Westbury Garden; liaising with tourist industry organisations such as Visit Wiltshire, Visit Bath and the Great West Way; liaising with local venues and businesses; and developing the Explore BoA brand (implemented in 2018).



Along with the above, the www.bradfordonavon.co.uk website and social media feeds **@ExploreBoA** are managed by the Tourism & Events officer.



Follow **@ExploreBoA**
on social media



Facilities & Green Spaces 2019-20

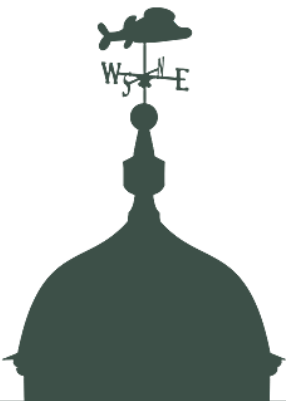
The Town Council are responsible for St Margaret's Hall, the Youth & Community Centre, Westbury Garden, Victory Field and Culver Close Recreation Ground offering affordable rates for private, commercial and organisational hire.

We are currently working with Wiltshire Council as part of their Asset Transfer process, which will see several extra locations and facilities being brought over to our stewardship, under management of our recently appointed Director of Operations.



New Role creation: Green Spaces Officer

In preparation for this transferral of assets and to inform our Climate Emergency strategy, we have also created a new role; Green Spaces Officer, and increased our Town Warden numbers.



Online

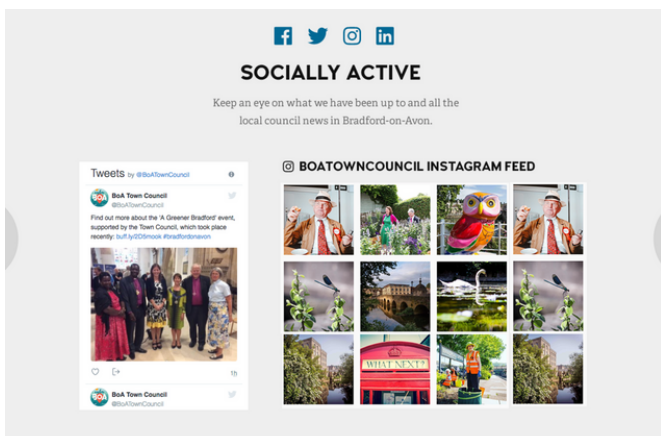
The Town Councils website and social media websites have developed rapidly in the last year, becoming a primary means of communicating accurate and timely information to residents.

In combination with re-branding, a clean and accessible website has dramatically improved our online presence.



Our social media feeds have also grown strongly. We have developed a standardised look, feel, and tone of voice for posts, coupled with high-quality imagery from an in-house professional photographer to build brand profile and online engagement.

This enables us to reach more people in the community, to ensure that they are aware of and can get involved in what the Town Council is doing - providing for improved accountability and transparency.



Communications

2019-20

Quarterly Newsletter

We continue to produce and distribute our Newsletter on a quarterly basis, to every household in the BA15 1 and BA15 2 postcodes.

As well providing information on Town Council initiatives, the Newsletter enhances visibility for community groups that have received grants or other support from us.



Business plan sets priorities up to 2021

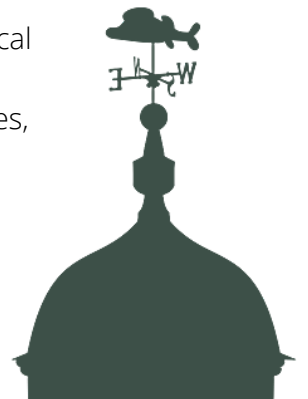
Community engagement

We regularly liaise with community groups, providing graphics where needed to support their events, helping to promote local charities. We work closely with the Town Council Community Emergency Volunteers to provide logos, branded equipment and identity cards and to enlist volunteers.

As well as Town Council meetings, we have hosted a range of other meetings and evenings, particularly in relation to the declaration of a Climate Emergency in March 2019.

We provide information to local and national press on Town Council policies, and respond to media enquiries.

Follow @BoATownCouncil on social media



Accounts 2019-20



Bradford on Avon Town Council Accounts Balance Sheet as at 31 March 2020

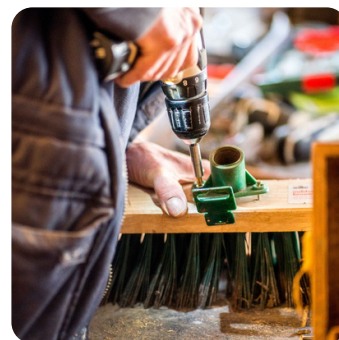
	£	£
Current Assets		
Stock	2541	
Debtors	4100	
VAT Due	4753	
Prepayments	15481	
Rented Property Deposit	3000	
Current Account (Lloyds)	7514	
Deposit Accounts (Lloyds)	445917	
Deposit Account (CCLA)	150000	
Petty Cash	550	
		633856
Current Liabilities		
Creditors	21499	
Accruals	8064	
HMRC Due	7767	
Receipts in Advance	4771	
Booking Deposits Held	654	
BOA Fireworks	8050	
Misc Deposits Held	573	
		51378
Total Assets less Current Liabilities		582478
Financed By	£	£
General Reserves	(34,677)	
EMR - Signage & Wayfinding	14950	
EMR - Infrastructure Funding	76000	
EMR - Flood Defences	30000	
EMR - Youth Strategy	37105	
EMR - Capital Projects	62768	
EMR - Highways & Transport	49332	
EMR - Consultancy/Agency	43000	
EMR - Democratic Development	8000	
EMR - CIL	135484	
EMR - Asset Management	60176	
EMR - Recreation	16000	
EMR - Property	6500	
EMR - IT Replacements	8914	
EMR - Secret Gardens	1000	
EMR - Station Approach	2500	
EMR - Kingston Farm	62968	
EMR - Skatepark Feasibility	5000	
		585020
BALANCE AT YEAR END		(2,542)

For more information on Town Council accounts visit:
www.bradfordonavontowncouncil.gov.uk/freedom-of-information
 or contact our office (see page 14)

Grants Awarded 2019-20

Recipient Body	Date	Amount	Purpose
St Laurence School	April 19	£10,000	Science equipment for new laboratories
Friends of Larkrise school	April 19	£1,000	Donation to assist in legal advice
Wessex MS Therapy	May 19	£750	Towards the cost of providing counsellors
BOA Lions	May 19	£110	Lions Fun Run
U3A Photography Group	May 19	£200	Photograph mounts & frames for exhibition in the West Barn
Carers Support Wiltshire	July 19	£1200	To set up a carer's café in BOA – one afternoon a month where carers can come together for support
BOA Computer club (no website added explore info)	July 19	£800	Towards cost of providing service
BOA Film Society	Sept 19	£50	Sponsoring a film - 3 Billboards outside Ebbing Missouri
BOA Museum	Dec 19	£1000	Towards the Grounds resistance system for Museum
Group 5	Dec 19	£500	Maintenance & running costs of the vehicle
Monday – Wednesday Club	Dec 19	£300	Towards food and Trip costs
Help Counselling Services	Dec 19	£360	Towards provision of 15 councillors in the area
Dementia Action Alliance	Dec 19	£950	Towards cost of 'Party in the Park' event
Men's Shed	Dec 19	£2400	Venue rent
Bowls Club	Dec 19	£1400	Half amount (with Area board) for new mower

For more information about grants awarded and how to apply for a grant visit:
<https://bradfordonavontowncouncil.gov.uk/grants-funding/>



Emergency Provision 2019-20

The last month or so of 2019-2020 have primarily been focused on the developing public health emergency, and the Town Council's response to that.

The confirmation of business continuity protocols by senior officers in March 2020 correctly pre-empted subsequent announcements by Her Majesty's Government laying the groundwork for continuing good governance of the town, as the situation develops.

With support the town's Community Emergency Volunteers, the Town Council have established emergency procedures, with the Leader of the Council and Chair of Council (Mayor) providing direct advice to the Town Clerk in order to support decision-making in the months ahead.

This will be supported by both the Director of Operations and Communications Manager in daily meetings to assess and respond to the needs of the town.

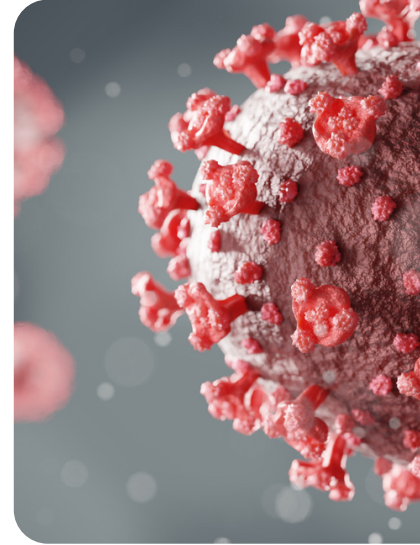
Information and leadership

While, as a Town Council we do not have a statutory role in public health, and only limited resources to assist in those efforts, providing effective communication and information will be key in supporting our community.

Covid-19 pandemic

Ensuring that public health messaging is made locally relevant, that it doesn't become 'wall-paper' and that it is delivered in an interesting and innovative way will be key areas of focus.

This will range from direct messages from Council Leaders, to online visuals content and short films.



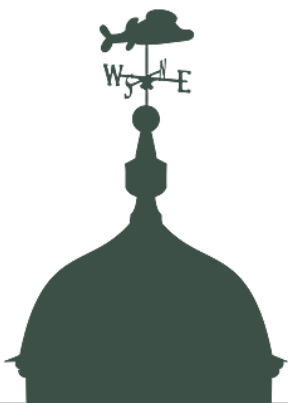
Community Support

The Town Council have recently launched a community fund, which will aim to raise £5,000 for the most vulnerable members of our community.

In addition, we are supporting a growing network of Street Champions to assist neighbours at a street-by-street level. This has involved rapid development of IT processes to assist in deployment of resources - assisted by several volunteers with experience of setting up processes and using online platforms.

We have also provided emergency additional funding to the Bradford on Avon Hub and Julian House, recognising that those most vulnerable are likely to be hardest hit.

The Town Council have closed all facilities for the present period, and will ensure that they are available as required for public health use.



Your Councillors 2019-20

Bradford on Avon is divided into two wards: South Ward and North Ward, each represented by six elected councillors.

Councillors are volunteers who are elected by the people of Bradford on Avon.



North Ward

Simon McNeill-Ritchie
Alex Kay
Dom Newton
Tom Lomax
Jim Lynch
Dan Taylor

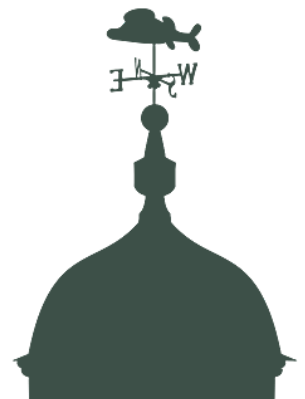
South Ward

Emma Franklin
Sarah Gibson
Jenny Parker
Dave Garwood
Mike Roberts
Laurie Brown

**To get in touch with any of your local
councillors visit:**

www.bradfordonavontowncouncil.gov.uk/your-councillors

or contact them via our office (see page 14)



Your Officers

2019-20

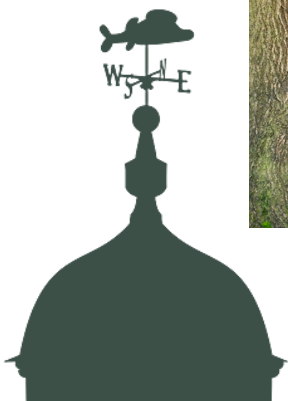
Town Council Officers ensure the day to day running of the organisation, as well as the delivery of council services and functions. Council staff are responsible for providing advice, implementing council's direction and taking action on council decisions.

Council officers also provide advice and expertise that help the council to form policy, along with delivering services and implementing decisions.

Town Clerk - Sandra Bartlett
Director of Operations - Ian Brown
Communications Manager - Lydia Booth
Tourism & Events Officer - Steph Shearing
Green Spaces Officer - Chris Hogg
Accountant - Sarah Hawkins
Facilities Manager - Tim Yeomans



Deputy Hall Manager - Keith Draper
Senior Administrator - Val Baker
Administrator - Gill Murray
Administrator - Jackie Brown
Town Warden - Simon Sutton
Town Warden - Stewart Heatherwick
Town Warden - Keith Denmark
Caretaker - Roger Collett





Contact us

We'd love to hear from you on how you think we are doing, what you would like us to focus on in the future, and how we can make our services even better.

Our phone line and email are staffed
9am - 5pm Monday - Thursday
9am - 4:30pm Friday

Email:

office@bradfordonavontowncouncil.gov.uk

Telephone: 01225 864240

By Post:

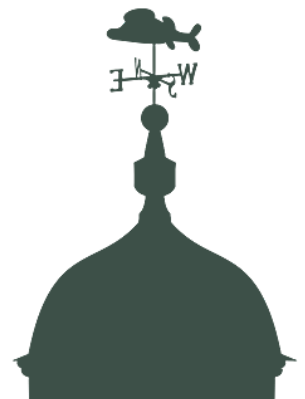
St Margaret's Hall, St Margaret's Street,
Bradford on Avon, Wiltshire BA15 1DE

You can also reach us and find out lots more information online:

Visit our website::

www.bradfordonavontowncouncil.gov.uk

We are closed on weekends & public holidays (unless otherwise stated)





**Bradford on Avon
Town Council**

STANDING ORDERS

Public

1.3

Version control

<i>Version</i>	<i>Change</i>	<i>Author</i>	<i>Status</i>	<i>Date</i>
0.1	Full redraft	Cllr. D. Newton	Draft	12/05/2017
0.2	Amendments following Member consultation	Cllr. D. Newton	Draft	05/06/2017
0.3	Amendments following majority party consultation	Cllr. D. Newton	Draft	07/06/2017
1.1	Amendments proposed in light of committee changes	Cllr. D. Newton	Draft	29/03/2018
1.2	Amendments to NALC Standing Orders and Financial Regulations	Sandra Bartlett	Draft	07/05/2019
1.3	Amendments to NALC Standing Orders (all changes in grey font)	Sandra Bartlett	Draft	01/02/2021 ¹⁰

Approval

<i>Version</i>	<i>Body</i>	<i>Date</i>	Review date
1.0	Town Council	20/06/2017	Mar 2018
1.1	Town Council	08/05/2018	Mar 2019
1.2	Full Council	02/07/2019	Apr 2020
1.3	Full Council	02/03/2021	May 2021

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1 Introduction

1.1 Use of Standing Orders

- 1.1.1 These standing orders incorporate the statutory Standing Orders applying to Parish and Community-level councils, and additional clauses which we, the Council, feel will enable and promote the following:
- a. Smooth running of meetings;
 - b. Appropriate and positive engagement by the community in meetings;
 - c. Clarity on the role of the Chair of the Council, Deputy, committee chairs and the Leader of the Council;
 - d. Rules on voting;
 - e. Information management, including minutes and accessible information under relevant law;
 - f. Role of the Town Clerk as Proper Officer.
- 1.1.2 Statutory clauses are integrated into the relevant sections of these Standing Orders and are shown in **bold** typeface.
- 1.1.3 Throughout these Standing Orders 'written' is deemed to include email or other digital forms of communications.
- 1.1.4 The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form, and they shall be published as part of the Council's Scheme of Publication.
- 1.1.5 Where, from time to time, the Council defines policies on certain matters, these shall have the same effect as these Standing Orders, excepting that where there is disagreement in the terms of those policies, these Standing Orders shall take precedence.

2 Roles

2.1 Chair and vice-Chair of the Council

- 2.1.1 A Chairperson of the Council is required by the Local Government Act 1972 (LGA 1972) (Part 1, Section 15), and will fulfil the roles and responsibilities required by that Act.
- 2.1.2 The Council will also appoint a Vice-Chairperson and will fulfil the roles and responsibilities required by that Act in the event that the Chair is not available.
- 2.1.3 The Chairperson is entitled to use the style 'Mayor of Bradford on Avon'. The Vice-Chairperson is entitled to use the style 'Deputy Mayor of Bradford on Avon'. Each will represent the town as such where requested at civic and public events.
- 2.1.4 The Chairperson and Vice-Chairperson has only such powers as are granted under the LGA 1972—the role confers no other special privileges.

2.2 Statutory provisions relating to the Chair and Vice Chair

- 2.2.1 The Chairperson~~man~~ of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the Council.
- 2.2.2 The Vice Chairperson~~man~~, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairperson~~man~~ at the next annual meeting of the Council.
- 2.2.3 In an election year, if the current Chairperson~~man~~ of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairperson~~man~~ of the Council has been elected. The current Chairperson~~man~~ of the Council shall not have an original vote in respect of the election of the new Chairperson~~man~~ of the Council but shall give a casting vote in the case of an equality of votes.
- 2.2.4 In an election year, if the current Chairperson~~man~~ of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chairperson~~man~~ of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairperson~~an~~ of the Council and shall give a casting vote in the case of an equality of votes.

2.2.5 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair~~person~~man of the Council may in their absence be done by, to or before the Vice-Chair~~person~~man of the Council.

2.2.6 The Chair~~person~~man, if present, shall preside at a meeting. If the Chair~~person~~man is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair~~person~~man and the Vice-Chair~~person~~man are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

~~2.2.7~~ ~~—2.2.7—~~In an election year, delivery by the Chair~~person~~man of the Council and councillors of their acceptance of office forms unless the Council ~~—————~~resolved for this to be done at a later date. In a year which is not an election year, delivery by the Chair~~person~~man of the Council of ~~his~~ ~~—————~~their ~~—————~~acceptance of office form unless the council resolves for this to be done at a later date.

2.3 Leader of the Council

2.3.1 The Leader of the Council is elected by members of the Town Council;

2.3.2 The Leader of the Council has no direct powers or privileges beyond those of an ordinary councillor. The leader cannot take decisions or actions as an individual;

2.3.3 The Leader will provide strategic and policy direction for the council, will chair the Resources Committee and will undertake such and other roles as may be defined in Council Policies or by resolution;

2.3.4 The Leader will work closely with the Town Clerk and appointed staff, to manage the relationship and effective working between Councillors and Town Council Employees. This may include consulting on matters such as prioritisation of activities, and staff organisation and deployment with the Town Clerk.

2.4 Proper Officer

- 2.4.1 The Proper Officer shall be known generally as the Town Clerk;
- 2.4.2 The Proper Officer, and other Officers of the Council will hold such qualifications as to confer upon the Council the General Power of Competence;
- 2.4.3 Confirmation of said qualifications shall be an item at the Statutory Annual Meeting (SO 3.2)
- 2.4.4 The Proper Officer shall:
- a. at least three clear days before a meeting of the council, or a committee serve on councillors by ~~email a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email)~~ an appropriate means including, where consent has been granted for such, by email, and:-
 - b. Provide, in a conspicuous place, public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);
 - c. convene a meeting of full council for the election of a new Chair ~~person~~ man of the Council, occasioned by a casual vacancy in his office;
 - d. receive and retain copies of byelaws made by other local authorities;
 - e. The Proper Officer shall provide a copy of the council's standing orders (including a digital document, or the location of the document on the Town Council's website) to a councillor as soon as possible after ~~he~~ they ~~has~~ have delivered his acceptance of office form.
 - f. facilitate inspection of the minute book by local government electors.

3 Structure of the Council

3.1 Committees and sub-committees

- 3.1.1 Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- 3.1.2 **The members of the committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- 3.1.3 Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- 3.1.4 The council shall, at the Annual Town Council meeting, or otherwise as required and subject to a proper motion, appoint such committees as it deems necessary, and confirm the ~~remit~~ Terms of Reference, and membership, and unless deferred to the relevant committee, the chairpersonship.
- 3.1.5 Each committee shall have the number of members determined by the council such that it can effectively conduct its business and achieve a quorum.
- 3.1.6 The Leader of the Council shall be an ex-officio member of each committee, and will also Chair the Resources Committee, and appoint a Vice Chair of that committee.
- 3.1.7 Unless a Committee Chairperson has already been elected at Full Council, members of each other committee will elect a Chairperson and Vice Chair person, who shall hold office until the next Annual Town Council Meeting, unless a motion is passed at Full Council to remove them;
- 3.1.8 Committees are empowered to take decisions within the powers and duties defined in Committee Terms of Reference document.

3.2 Removal, addition of and changes to committees

- 3.2.1 If a committee is no longer required to fulfil its stated Terms of Reference, the Full Council may vote to disband the committee, and disburse its powers and duties to other committees or reserves ~~its powers and duties to other committees~~ them to or the full council.
- 3.2.2 The Council may appoint further committees at any Council meeting and may appoint members to those committees at that time. Chairs and Vice Chairs to additional committees will be elected only until the next Annual Town Council meeting, and at which point all committees will be subject to review and reselection of members.
- 3.2.3 The Council may review and amend the membership, including chairperson and vice-chairperson and terms of reference of committees at any time by resolution in a Full Town Council meeting.

3.3 Appointment of non-councillors to committees

- 3.3.1 The Council recognises the role that members of the wider community can play in the business of the Council.
- 3.3.2 **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.** Non-councillors may be appointed by vote of the members of that committee, on the basis that;
 - a. They add additional expertise to the work of the committee and do not simply 'pack' the committee with individuals of a like view;
 - b. They have been subject to any selection process which may be defined by the Council;
 - c. They have declared any interests, pecuniary or otherwise, in a way consistent with requirements on elected members of the council;
 - d. They are not permitted to vote on any matter.
- 3.3.3 Any relationship of a proposed non-councillor appointee to a committee to an elected Councillor shall be reported to the Proper Officer in any case prior to their acceptance of appointment, and otherwise as required under 2.4.2.
- 3.3.4 Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- 3.3.5 The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.

3.3.6 Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

3.3.7 A register of non-councillor members of committees, including registered interests and expertise will be maintained.

3.4 Proposals from committees

3.4.1 Any individual may make a proposal for a consideration by committee, and the Council will provide a Policy and suitable template to assist with that process. In the first instance, the proposal should be addressed to the committee in which Terms of Reference it falls.

3.4.2 All proposals that meet a defined minimum bar, whether from individuals or a Councillor, will be assigned a Councillor as Sponsor who will assist with drafting the proposal and guiding it through the process.

3.4.3 All proposals with a financial requirement above the assigned annual budget and/or spending cap for each Committee, as agreed by full Town Council shall be brought before the Resources Committee or full Town Council for scrutiny. Proposals for financial commitments in excess of £30,000, or which require a loan to be taken will be presented to and considered by Full Council.

4 Meetings

4.1 Notice of meetings

- 4.1.1 Three clear days' notice will be given of meetings to councillors and the public. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- 4.1.2. The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- 4.1.3 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- 4.1.4 Subject to standing order 4.1.5., a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- 4.1.5 A person present at the meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 4.1.6 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairperson of the Council may in his absence be done by, to or before the Vice-Chairperson of the Council (if there is one).**

4.2 Statutory Annual Meeting

4.2.1 The Statutory Annual Meeting of the Council shall be held;

a. In an election year, on or within 14 days following the day on which the new councillors elected take office;

or

b. In a year which is not an election year the annual meeting of a council shall be held on such day in May as the council decides.

4.2.2 If no other time is fixed, the annual meeting of the council shall take place at 7.00pm.

4.2.3 The first business conducted at the annual meeting shall be the election of the Chair~~person~~ and Vice-Chair~~person~~ (if there is one) of the Council.

4.2.4 Following the election of the Chair~~person~~ of the Council and Vice-Chair~~person~~ (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

a. In an election year, delivery by the Chair~~person~~ of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date.

b. In a year which is not an election year, delivery by the Chair~~person~~ of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;

4.3 Other meeting requirements

- 4.3.1 The Council will hold a minimum of three other meetings in the year; those other meetings shall be held at such an hour and on such days as the council may determine (Derogation from Model Standing orders, in line with LGA 1972, Sch. 12, PII, 8).
- 4.3.2 Extraordinary meetings of the Council, committees and sub-committees may be called:
- a. By the Chair person of Council, or in respect of the committees the chair of that committee ~~man~~ or sub-committee, at any time;
or
 - b. Upon receipt of a requisition signed by two members, to the Mayor and stating the business to be transacted, no other business being allowed.
 - ~~c. The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee at any time)~~
- 4.3.3 If the Chair person ~~man~~ does not call or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- 4.3.4 Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- 4.3.5 Meetings will finish by 21.30 except by agreement of a majority of all ~~all~~ Councillors present, and the Proper Officer.

4.4 Joint Meetings of committee

- 4.4.1 Where there is a clear coincidence of purpose of terms of reference, committee Chairs may agree to call a joint meeting of two committees. Such meetings shall require a quorum of three Councillors of *each committee* in order to be quorate (accepting that Councillors may sit on both committees and thus contribute to both quora)
- 4.4.2 In the event that such a coincidence occurs across more than two committees, consideration should be given to referring the matter to a meeting of the full Council.

4.5 Quorum requirements

- 4.5.1 **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
- 4.5.2 **If a meeting is or becomes inquorate no business shall be transacted.**
- 4.5.3 Committees shall not be quorate unless three or more Councillors are present.
- 4.5.4 In the event that a member declares a disclosable pecuniary interest in respect of a specific agenda item, such that the meeting becomes inquorate, that item will be deferred to the next meeting, or to such and other meeting as will be determined by the Council or the Committee.
- 4.5.5 To that end, all members of meetings will be asked to disclose pecuniary interests as early as possible in proceedings to allow for agendas to be adjusted.

4.6 Voting

- 4.6.1 **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- 4.6.2 **Unless standing orders provide otherwise, voting on a question shall be by a show of hands.**
- 4.6.3 Voting by the Council in relation to the following matters shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question;
 - a. Motions in respect of the calling of local referenda;
 - b. Motions in respect of the transfer of assets to control (direct or indirect) of the Council by another body;
 - c. Motions in respect to strategic documents, business plans, the Neighbourhood Plan, or documents of similar nature;
 - d. Any motion which results in the rejection of a proposal which has already been ratified by the Resource and General Purposes Committee in its role as a scrutiny committee.
- 4.6.4 **At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.**

- 4.6.5 Voting in committees shall be limited to members of the council.
- 4.6.6 The code of conduct adopted by the Council shall apply to councillors and non-councillors in respect of the entirety of meetings
- 4.6.7 **The chairperson of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**
- 4.6.8 **A councillor or a non-councillor member who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- 4.6.9 A member of the Council who is not an assigned member of that committee or acting as a substitute, is entitled to attend and discuss items on the agenda at any committee meeting, but only as a non-voting member.

4.7 Absence from Council meetings

- 4.7.1 Members will give as much prior notice as possible of absence at Council meetings and committee meetings.
- 4.7.2 **At every meeting the first business shall be to elect a Chair for the meeting if the Chair and Vice-Chair are absent.** Substitute members shall not be permitted to act as Chair under this clause.

4.8 Absence from committee meetings and substitutions

- 4.8.1 If a committee member knows that they will be absent for a meeting, they may, by prior agreement with the Chair of that Committee, request that another member of the Council acts as their substitute on that committee for that meeting only. Such an arrangement is deemed desirable if the meeting would otherwise not be quorate.
- 4.8.2 The absent member shall in any case be recorded as giving apologies for that meeting, and a note of the substitution made in the record.
- 4.8.3 In the event that no assigned Councillors can attend a committee meeting, they shall not be permitted to send substitutes and the meeting will instead be rescheduled at the earliest available opportunity.

5 Public involvement in meetings

- 5.1.1 Public involvement is central in the promotion of democratic government—access to meetings is a right for all members of our community, both in terms of physical access to the meeting itself, and wider accessibility of council proceedings.
- 5.1.2 All meetings shall therefore be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons, subject to Section 4 of these Standing Orders.
- 5.1.3 At the Chair’s discretion, individual members of the public shall be provided with opportunity to speak for not more than 5 minutes each prior to the commencement of any meeting, including committee meetings, subject to;
- a. A request made to the Clerk of that meeting to do so (which may be via email in advance, or ahead of the published start time of that meeting);
 - b. Notice given as to the subject of the question or statement to be made;
 - c. Disclosure of any relevant interest they have in relation to the matter they wish to discuss (for example, membership of an interest group¹, proximity to a proposed development or such);
 - d. The total time allocated to public questions and statements not exceeding 30 minutes except at the discretion of the Chair of the meeting;
- 5.1.4 Where it is apparent that multiple individuals wish to speak on the same subject, and taking account of differing views, the Chair may request that a spokesperson be selected by those speakers to represent them, rather than allow all individuals to speak.
- 5.1.5 Members of the public may be invited to speak during an Agenda item where they can provide additional information to Members. Members shall receive the Chair’s assent prior to directly engaging a member of the public, although assent should only be withheld where there would be significant detriment to the running of the meeting.
- 5.1.6 Mindful of the use of time of Members and the public, further opportunity for questions from the public may be provided once the formal meeting has been closed.
- 5.1.7 A record of public participation prior to or after the meeting shall be appended to the minutes.

¹ for the purposes of 5.1.3.c, interest groups are defined as any group, whether constituted or not, body corporate or not, that consists of 3 or more individuals or companies that wish to express an opinion on a matter or matters under consideration by the Council.

- 5.1.8 A record of public participation as part of an agenda item shall be minuted against that agenda item.
- 5.1.9 The press shall be provided reasonable facilities for the taking of a report of all or part of a meeting at which they are entitled to be present.**
- 5.1.10 In accordance with The Openness of Local Government Bodies Regulations 2014; a person may not orally report or comment about a meeting as it takes place if he is present at the meeting, but otherwise may;
- a. film, photograph or make an audio recording of a meeting;
 - b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - c. report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- 5.1.11 By acceptance of these Standing Orders, Councillors consent to the recording or broadcasting of meetings by analogue or digital means.
- 5.1.12 Where a meeting is to be recorded or broadcast in any format, clear notice will be given of this to members and to the public.
- 5.1.13 With respect to meetings organised by the Council for the specific purpose of public engagement, outside of standard meetings, these Standings Orders will apply only insofar as is required to meet statutory requirements and ensure the smooth running of the meeting.

6 Conduct of meetings and debate

6.1 Motions not requiring notice

- 6.1.1 Motions in respect of the following matters may be moved without written notice to the Proper Officer;
- a. To appoint a person to preside at the meeting;
 - b. To correct an inaccuracy and approve the accuracy of the Minutes of the previous meeting;
 - c. To dispose of business, if any, remaining adjourned from the previous meeting;
 - d. To alter the order of business on the agenda for reasons of urgency or expediency;
 - e. To put a motion to the vote in relation to any agenda topic;
 - f. To refer by formal delegation a matter to a committee, sub-committee or an officer;
 - g. To note the minutes of a committee or sub-committee;
 - h. To consider a report and/or any recommendations made by a committee, sub-committee, officer, professional expert, advisor or consultant;
 - i. To authorise legal deeds to be sealed by the Council's common seal and witnessed;
 - j. To amend a motion;
 - k. To give leave to withdraw a motion or an amendment;
 - l. To defer consideration of a motion and proceed to the next business on the agenda;
 - m. To conduct a consultation with residents who are directly affected by any specific measure;
 - n. To exclude the public and press (See Section 7.5 of these Standing Orders);
 - o. To not-hear or eject from the meeting a person for disorderly conduct. (See 6.5);
 - p. To require a written report;
 - q. To extend the time-limits for speaking;
 - r. To suspend any Standing Order except those which are mandatory by law;
 - s. To temporarily suspend, close or adjourn the meeting;
 - t. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.

6.2 Motions requiring notice

- 6.2.1 All motions except those listed under 6.1 require that written notice of no less than 7 clear days be given to the Proper Officer, to allow its inclusion in the Agenda such that it will have public notice.
- 6.2.2 The Proper Officer shall maintain a record of all motions received for a meeting.
- 6.2.3 Motions to amend Standing Orders, or to remove the Chair, Vice-Chair or assignment of membership to a committee are reserved to Full Council, and the Chair and leader of the Council will be informed of the receipt of such motions without undue delay.
- 6.2.4 The Proper Officer, in consultation with the Chair or convenors of the meeting, may reject a motion on the basis of;
 - a. Lack of clarity or legibility;
 - b. Irrelevance to the Terms of Reference of the Meeting;
 - c. Unlawful or improper conduct or wording;
- 6.2.5 The decision of the Proper Officer to reject a motion is final. Such decisions will be recorded, with reasons listed, under 6.2.2 and the record made publicly available.
- 6.2.6 The Proper Officer will set out in the Summons for each meeting all notices of motion or recommendation in an order agreed with the Chair of the meeting.
- 6.2.7 Any motion may be withdrawn by the member proposing it, or a deferral sought, up to and including during the meeting, by written or verbal notice to the Chair.
- 6.2.8 Any motion which is not moved during the meeting without notice having been given under 6.2.6 will be considered withdrawn and will not automatically be deferred.
- 6.2.9 Any motion which falls under the Terms of Reference of a committee will be referred by the Council to that committee unless the Chair deems it to be a matter of urgency, or the matter has been referred by that committee.
- 6.2.10 Every motion, recommendation and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

6.3 Rules of debate

- 6.3.1 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the discretion of the chair of the meeting.
- 6.3.2 All motions require a proposer and seconder. The Chair may require the motion to be provided in writing at their discretion, even if proposed during the meeting.
- 6.3.3 Once proposed, any member may request an amendment to the words of the motion; the proposer may only propose the withdrawal or amendment of the motion by agreement with the seconder.
- 6.3.4 Amendments shall not rescind the original motion proposed.
- 6.3.5 One motion or amendment will be discussed at a time.
- 6.3.6 The Chair will determine the order of speakers and will, at their discretion set a time-limit on both individual contributions and the whole debate.
- 6.3.7 Members and other permitted contributors will conduct themselves appropriately and respectfully of each other, and attention is drawn to the Code of Conduct.
- 6.3.8 The proposer of a motion or amendment shall have the right to reply prior to the matter being put to vote
- 6.3.9 A member raising a point of order will refer to the specific provision of these Standing Orders. The decision of the Chair on a point of order is final.
- 6.3.10 When a motion is under debate no other motion shall be moved except the following:
 - a. To amend the motion;
 - b. To put the motion to the vote;
 - c. To adjourn the debate and proceed with business;
 - d. To refer a motion to a committee or to the Council, as appropriate for consideration;
 - e. To take any actions on exclusion from the meeting subject to SO 6.5 or 7.1;
 - f. To suspend any standing order, except those which reflect mandatory statutory requirements.

6.3.11 Any member may move to put the motion to a vote, providing that the Chair is satisfied that sufficient time has been allowed for debate and allowing for the Proposer's rights under 6.3.8.

6.4 Temporary suspension of Standing Orders

6.4.1 All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

6.4.2 Having due regard to the advice of the Proper Office or meeting Clerk, the decision of the Chair on the application of Standing Orders is final.

6.5 Disorderly Conduct

6.5.1 No person including members shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or if a member, in such a manner as to bring the Council into disrepute.

6.5.2 Any member deemed by the Chair to be unfit to take part in proceedings, through alcohol or other substances, they will be asked to leave the meeting and further action may be taken under the Code of Conduct.

6.5.3 If, in the opinion of the Chair, a person has acted in a manner contrary to that required, the Chair shall express that opinion to the Council and thereafter any member may move that the person named be no longer heard or that the person named to leave the meeting, and the resolution, if seconded, shall be put forth with and without discussion.

6.5.4 If either of the resolutions mentioned in Standing Order 6.5 is disobeyed, the Chair may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

7 Confidential matters

7.1 Handling confidential information

- 7.1.1 No member of the council will disclose to any person not a member of the council and information which they believe to be confidential, or which was provided to them in circumstances that would normally give rise to that belief.
- 7.1.2 In discussions with other members, and with staff, Members will at all times consider whether others 'need to know' the information and refrain from sharing information outside of that need, accepting that there will in many cases be a legitimate public interest in sharing information.
- 7.1.3 Members will ensure that any materials with protective markings of 'Restricted' or 'Private and Confidential' are treated as such and shall follow any further instructions or policy that the Council may define on the handling of such information.
- 7.1.4 If they believe that such a marking is inappropriate or is no longer relevant, the Proper Officer may agree with the Chair and Leader of the Council to disclose such documents.
- 7.1.5 In respect of Council Employees, apart from members of the Resources committee, no member shall, at any time, have a right of access to employee records, appraisals or other documents that are held in the context of an employment relationship. Access may be granted only in specific circumstances, by agreement of the Proper Officer and Chair, Deputy Chair or Leader of the Council, and unless detrimental to the purposes of the request, by consent of the individual employee.

7.2 Information Security

- 7.2.1 Members shall take all due precautions to ensure the security and integrity of information that they receive or create in the course of their duties. These may include;
 - a. Using only systems provided by the Town Council for official council business, except where otherwise agreed with the Proper Officer;
 - b. Taking due care of those systems, including following instructions from Council staff or contractors in respect of security and other software updates;
 - c. Refraining from use of portable media such as USB flash drives;
 - d. Installation or use of encryption technologies;

- e. Undertaking such training as is identified by the Town Council as providing an appropriate level of knowledge on matters relating to information security and privacy
- f. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- g. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and the encryption of personal data.
- h. The Council shall have in place, and under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's Retention Policy shall confirm the period for which this information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- i. The Agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- j. Councillors, staff, Council's contractors and agents shall not disclose confidential information or personal data without legal justification.
- k. The Council shall have a written policy in place for responding to and managing a personal data breach.
- l. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- m. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- n. The Council shall maintain a written record of its processing activities.

7.3 Confidentiality within meetings

- 7.3.1 The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion viz; 'That in accordance with the Public Bodies (Admission to Meetings) Act 1960, such that it would be prejudicial to the Public Interest by reason of the confidential nature of the business to be transacted, the meeting resolves that the public and press will be temporarily excluded.
- 7.3.2 Such resolutions shall only be permissible within these standing orders where;

- a. The Council has a duty under Law (for example as employer) to individuals whose personal data or other confidential information is required to be, or is likely to be discussed;
 - b. The Council is otherwise bound by law or compliance with a contract that requires a matter to be discussed confidentially in line with the 1960 Act.
- 7.3.3 Records of matters discussed in confidential session will remain confidential while the reason for confidentiality remains extant, subject to the Freedom of Information Act 2000, the Data Protection Act 1998 and other relevant laws of England and Wales.
- 7.3.4 Members shall always be mindful of their general duty of confidentiality under law, both as individuals and, collectively, as the Employer (Bradford on Avon Town Council).
- 7.3.5 Discussion in relation to any aspect of employee relations with Town Council staff, collectively or individually, shall be referred to a meeting of the Resources Committee. Such agenda items will be considered confidential to the members of that committee, and other members will be asked by the Committee chair to vacate the room for those items, pursuant to SO 7.1.5

8 Code of conduct and declaration of interests

8.1 Code of conduct

- 8.1.1 The Council has its own Code of Conduct and all members will receive a copy of said code and be bound by that Code of Conduct.
- 8.1.2 Suspected breaches of the Code of Conduct will be referred to the Wiltshire Council Monitoring Officer
- 8.1.3 **Upon notification by Wiltshire Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the council shall consider what, if any, action to take against that individual. Such action excludes disqualification or suspension from office.**
- 8.1.4 Subject to Following the Monitoring Officer's final decision, the Council reserves the right to suspend or permanently remove, by motion at a meeting, any office held by that member including chair, vice-chair or membership of a committee, where it deems that doing so is necessary for the protection of the dignity of the office held or failure to do so would bring the Council into disrepute. ~~(This para to be deleted as it is in conflict with 8.1.3)~~

8.2 Disclosure of interests

- 8.2.1 Councillors with a disclosable pecuniary interest in relation to any item of business being transacted at a meeting may (i) make representations,
(ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

8.3 Dispensations in respect of disclosable interests

- 8.3.1 Dispensation requests shall be in writing and submitted to the Proper Officer.
- 8.3.2 A dispensation may be granted in accordance with 8.3.1 if having regard to all relevant circumstances **any of the following applies:** 25

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great proportion of the meeting transacting the business as to impede the transaction of the business;
25
- ii. granting the dispensation is in the interests of persons living in the Council's area or
- iii. it is otherwise appropriate to grant a dispensation.

8.4 Other Restrictions on councillor activities

- 8.4.1 No councillor shall claim to represent the Council without a resolution authorising them to do so.
- 8.4.2 Unless authorised by a resolution, no councillor shall inspect any land and/or premises/which the council has a right or duty to inspect/investigate; or issue orders/ instructions or directions.
- 8.4.3 No Councillor shall represent their personal view in any forum or meeting as the expressed view of the Council unless such has been expressed by a resolution of the Council in a meeting.

9 Financial controls, procurement and deeds

9.1 Financial regulations

- 9.1.1 Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender (SO 9.1.2).
- 9.1.2 Where the value of a contract is likely to exceed £164,176 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2015 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.
- 9.1.3 A public contract regulated by the Public Contracts Regulation 2015 with an estimated value in excess of £25,000 but less than the relevant threshold in Standing Order 8.5.4 is subject to Regulations 109 – 114 of the Public Contracts Regulations 2015, which includes a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity, unless it proposes to use an existing list of approved suppliers (framework agreement).
- 9.1.4 A public contract regulated by the Public Contracts Regulation 2015 with an estimated value in excess of £189,330 for a public service or a supply contract or in excess of £4,733,252 for a public works contract or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union OJEU) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- 9.1.5 A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

9.1.6 Additionally, *Bradford on Avon Town Council: Financial Regulations*, and other policies that shall be established shall apply.

9.2 Execution and sealing of legal deeds

9.2.1 A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

9.2.2 Subject to SO 9.2.1 above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer or Director of Operations in the presence of two councillors who shall sign the deed as witnesses.

10 Responsibility to provide information

10.1.1 In accordance with the Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

10.1.2 The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements – England) Regulation 2015.



Widcombe Institute, Widcombe Hill, Bath BA2
6AA
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‘Bradford on Avon: Unlocked’

Community Well Being Arts project 2021

Led by the Natural Theatre Company

Summary:

This project is an open access arts workshop for families and individuals in Bradford on Avon, developed in order to support the Mental Health of the town. Following the Covid restrictions over the past year, this project will promote creative reflection on the positives of 2020-2021.

It will focus on the things that have been discovered, learnt, embarked upon, taken up, or sorted out over that period – e.g. new relationships with neighbours or key workers, those daily walks or cycle rides.

Did you take a lovely photograph, make some visual art, learn to play a piece of music or song, rediscover some family memories or photos, meet someone new who made an impression or start learning a skill that had always been on your bucket list?

Through a series of fun and accessible virtual workshops, the Natural Theatre Company will collate the Positive Lockdown stories and experiences of the people of Bradford on Avon, and Creatively Produce a living exhibition around the town of characters, visual art, writing and music that tells the positive story of this extraordinary period.

There will be a social media platform for the participants to engage with throughout the project which will enable participants to stay in contact and share content, ideas and memories from beginning to end.

The final piece could include live performances of scenes, music or poetry or photographic records of tables of characters or memories, displayed art or crafts, audio interviews or art installations in peoples, windows, gardens, streets or in public places.

This immersive piece will be able to be enjoyed either as a live walking experience or virtually via an online exhibition of the work professionally photographed and recorded as a legacy for the town, so can be enjoyed whether or not social distancing regulations are still in place.

This project is designed to be reactive to the participants and thereby reflect the creativity and positivity of a whole community.

Who?

The Natural Theatre Company have over 50 years of experience of performing for and engaging with communities around the world with their unique style of street theatre. In recent years they have run large scale community arts engagement projects for BANES Council and National Heritage Lottery Fund. They specialise in engaging with those members of a community who would not normally get involved with the arts.

The workshops will be open access for families or individuals, with anyone under 16 having to be accompanied by an adult.

Participants can engage in a whole spectrum of ways – from those who are happier watching and quietly submitting some writing or baking a cake...to those who want to act out their experience or sing an aria.

Everyone is welcome to take part!

When?

The workshops will start during April and continue through May, with the final piece happening at the end of May.

The virtual workshops will take place during evenings in the week or daytime at weekends. Initially they will be short virtual workshops of between 1hr and 1hr 30mins, to try and engage as many people as possible.

Nearer the end of the project there will need to be longer sessions to bring the piece together.

Fee:

Each workshop would cost £165 which covers up to 3hrs of engagement. This could therefore be a longer session or a repeated short session.

Ideally, we would run 10 of these sessions at a cost of £1,650.00

There would also be:

- £500 administration fee
- £200 costume and props fee
- £235 10% contingency

TOTAL £2,585.00

(*This fee and plan are negotiable depending on budgets)



KINGFISHER TRAIL COTSWOLDS 2021



In 2021, Cotswolds National Landscape will host the Kingfisher Trail. A fantastic arts trail that will be popular with residents and visitors alike, it will bring businesses, arts and local communities together. This is an opportunity to partner with us to drive interest in your business, as we work together to connect people with nature, across the Cotswolds.

SPONSOR PACK

CREATED BY



Kingfisher Sponsorship pack Updated 25 Jan 21 (2).pdf - Page 87 of 111

Overall Page 87 of 111

COTSWOLDS NATIONAL LANDSCAPE

The Cotswolds landscape is probably best known for its rolling hills, picturesque villages, historic towns and breath-taking views from the escarpment.

Probably less known, however, is the hugely significant role that the landscape plays in providing valuable water sources for three major rivers – the Thames, the Severn and the Bristol Avon. The Thames and the Severn are the two longest rivers in the UK and the source of the Thames is argued to be located at Seven Springs in the heart of the Cotswolds.

And when you think about, the importance of water is steeped in Cotswolds history – providing the power to run the woollen mills that shaped the industrial rise of the region.



- This will be a fantastic event to promote the Cotswolds National Landscape and its partners in 2021.
- Public arts projects generate an incredible amount of headline grabbing publicity.
- Previous partners have benefited from millions of social media impressions, valued in significant equivalent media spend.
- The trail publicity will begin autumn/winter 2020, with the official trail launch in spring 2021 and running throughout spring/summer 2021.

**BRINGING BUSINESS, ARTS AND LOCAL COMMUNITIES
IN THE COTSWOLDS TOGETHER TO CREATE AN AMAZING
PUBLIC ARTS TRAIL, WHILE RAISING MUCH NEEDED
FUNDS FOR CHILDREN AND YOUNG PEOPLE.**



KINGFISHER TRAIL: THE EVENT OF 2021

In 2021 we are celebrating our waterways by launching the Kingfisher Trail – with 21 sculptures (painted by talented artists) located in towns and villages connected to our rivers, not only within the Cotswolds but reaching into surrounding towns and cities. Residents and visitors will be able to access the trails on foot, bike or reach them by public transport.

We have chosen the kingfisher because it is an iconic bird that has a reliance on both land and water. It is also a real survivor, representing adaptability and resilience. As the country comes out of the Coronavirus crisis, the Kingfisher Trail will be a positive symbol of recovery and an increased appreciation of nature. It will encourage residents and visitors alike to spend time outdoors exploring the Cotswolds and the many leisure, entertainment and cultural activities the area has to offer.





THE KINGFISHER TRAIL WILL ALSO RAISE MONEY THAT WILL BE REINVESTED IN THE COTSWOLDS NATIONAL LANDSCAPE. THE TWO PROJECTS THAT WILL RECEIVE SUPPORT THROUGH OUR FUNDRAISING EFFORTS ARE:

RURAL SKILLS – REACHING OUT

Partner support for the Kingfisher Trail will help generate funding for local schools to take part in a rural skills experience (which could be for a day or part of a residential, spending a night under the stars). We will target harder to reach/disengaged learners giving them the opportunity to learn a new skill in the countryside and, perhaps, the start of a new career that they had never considered.

COTSWOLDS LANDSCAPE – LEARNING

Partner support will also help us to employ an Education Officer. The project will help children understand what makes the Cotswolds special and help them to develop a long lasting appreciation and connection with nature.

The trail will be launched on the Spring Bank Holiday in May and run until October half-term. If you would like to know more about the Cotswolds National Landscape and how we support nature and people, please contact James Webb, Partnerships and Fundraising Lead james.webb@cotswoldsaonb.org.uk



KINGFISHER TRAIL COTSWOLDS 2021



TWO TRAILS – 21 SCULPTURES

In the west, the **Severn Trail** will follow the tributaries of the River Severn and the Cotswold Way along the dramatic escarpment.

In the east, the **Thames Trail** will link stunning Cotswold villages and the waterways and tributaries of the River Thames.

Each trail will have 10 magnificent kingfisher sculptures, painted by local artists. The 21st kingfisher – the flying kingfisher – will move to a new location each fortnight and could be found anywhere in the Cotswolds!

..... THE SEVERN TRAIL
 THE THAMES TRAIL

TIMELINE

JANUARY 2021

Official website and social media go live
Selected Artists Confirmed



FEBRUARY – APRIL 2021

Artists receive their Kingfisher sculptures
and decorate them
Official Trail App created



MAY – SEPTEMBER 2021

Trail remains live and is promoted to visitors
nationwide in all media and online



SEPTEMBER 2021

Official commemorative auction
catalogue is distributed to sponsors,
partners and buyers



OCTOBER 2021

Kingfishers are auctioned to raise
funds for the Cotswolds National
Landscape projects



OCTOBER – NOVEMBER 2021

Kingfishers are delivered to their new
owners around the country & the world



BECOME A LEAD SPONSOR FOR £15,000 WE NOW INVITE YOU TO BECOME INVOLVED

We now invite you to partner with us in the event of 2021 and create a lasting legacy for people and nature. As well as extensive publicity opportunities for your business, it will raise awareness and generate increased engagement with your brand and/ or venue. There are a number of different ways your business can become involved at different levels of commitment.

As a Lead Sponsor, which will be restricted to just four non-competing businesses, you will have the opportunity to benefit from a number of exclusive opportunities afforded to you, including:

- Lead Naming Credit on all advertising and promotional materials and in all social media communications for the Kingfisher Trail for the duration of the project.
- Opportunity to choose and ultimately take ownership of a unique kingfisher from the designs submitted by our talented artists (logo and 25 word company overview will appear on all plinth naming plaques).
- Strong visual presence (banners and signage) at our official launches (artists and general public) and press photo-calls.
- Recognition of involvement and input in press releases and other publicity.
- Full A4 page colour advert in our exclusive Souvenir Auction Catalogue.
- Ability to supply samples, discount vouchers, special offers and competition prizes.
- An opportunity to showcase your CSR values by helping us to conserve landscapes and change lives.



YOUR NAME AND LOGO

- name and logo featured in the official Trail App
- will be prominently displayed alongside and in conjunction with the official Kingfisher Trail and Cotswolds National Landscape logos.

BECOME A TRAIL SPONSOR FOR £5,000

As an Official Sponsor of either the Severn Trail or Thames Trail, you will benefit from a number of exclusive opportunities afforded to you, including:

Your name will be associated with the individual Trail Title giving you a unique range of benefits such as:

- Having your name and logo featured on all advertising and promotional materials relating to the individual trail.
- Social media communications highlighting your involvement in the naming of your chosen Kingfisher Trail.
- The opportunity to view, choose and ultimately take ownership of an individual kingfisher piece of art.
- Your company logo and 25-word company overview will appear on the plinth naming plaques on the named Trail to indicate your involvement.
- We will invite you to undertake a strong visual presence, with the likes of banners and signage at our official launches for artists and the general public, as well as and press photo-calls.
- Your recognition of individual Trail Sponsorship will be highlighted in press releases and other publicity.
- A full-page A4 colour advertisement will be allocated to you in our exclusive Souvenir Auction Catalogue.
- We would like to offer you the opportunity to supply samples, discount vouchers, special offers and competition prizes.
- As an individual Trail Sponsor you will be able to highlight your CSR values whilst at the same time helping us to conserve the wonderful Cotswolds Landscapes and make a significant contribution to identified worthwhile projects.



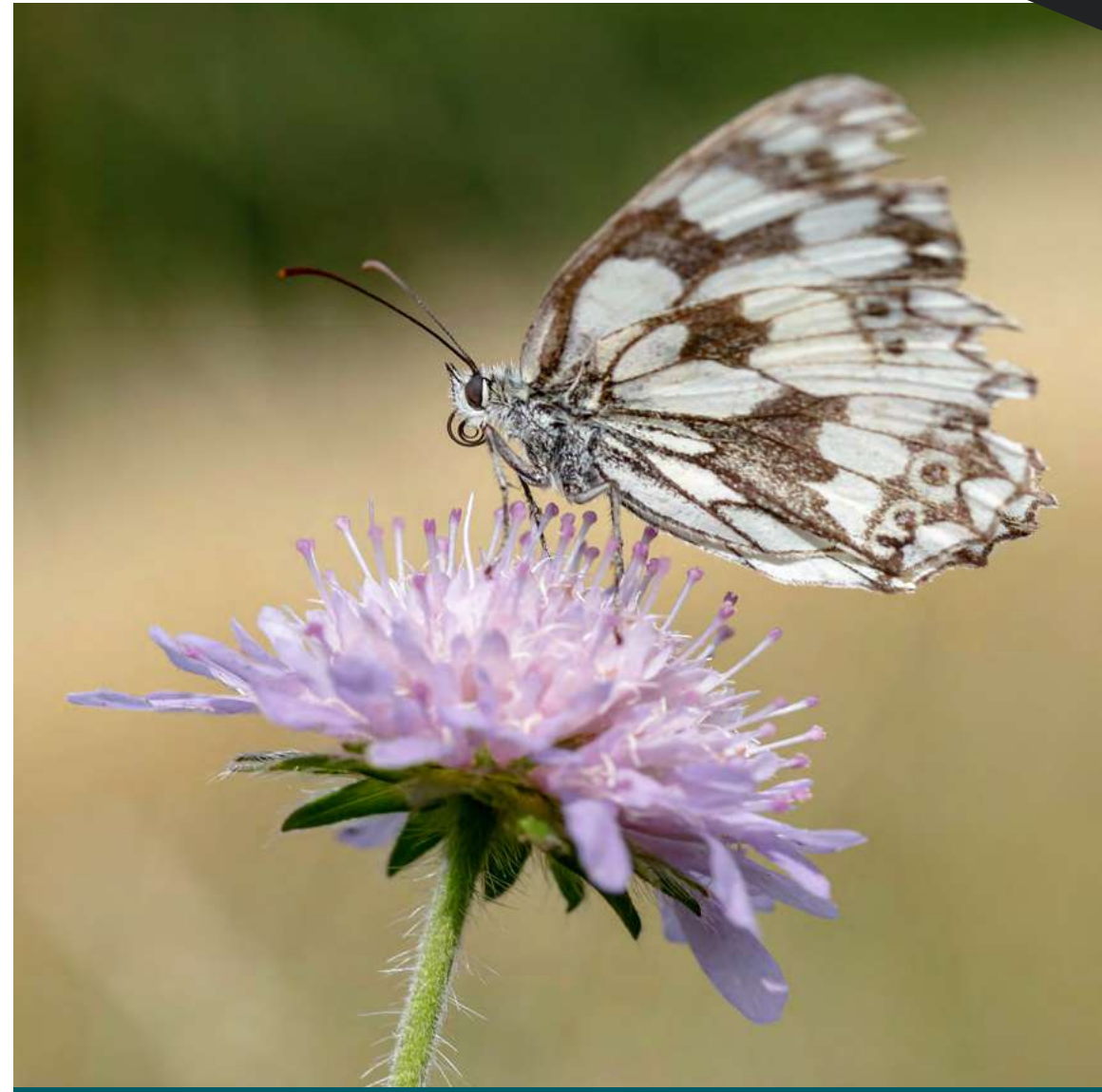
YOUR NAME AND LOGO

- will feature prominently on the individual kingfisher naming plaques attached to the plinths on the trail of your choice.
- name and logo featured in the official Trail App
- will be prominently displayed alongside and in conjunction with the official Kingfisher Trail and Cotswolds National Landscape logos.

BECOME A VALUED PARTNER FOR £5,000

By contributing £5,000 or providing in-kind support (e.g. press campaign, radio ad, billboards, logistics etc.) to this value, you will benefit from:

- Official Valued Partner Credit on all advertising and promotional materials and in all social media communications for the Kingfisher Trail for the duration of the project.
- Recognition of involvement and input in press releases and other publicity.
- Name, logo featuring in our Kingfisher Trail route App map.
- Having your company logo featured on the Kingfisher webpage.
- Invitations to all key events over the course of the project.
- An opportunity to showcase your Corporate Social Responsibility values by helping us to conserve landscapes and change lives.
- Playing an important part in bringing colour, fun, smiles and enjoyment to Cotswolds National Landscape and gateway towns and creating an unforgettable atmosphere during the summer of 2021.





SPONSOR AND HOST A SCULPTURE (FOR THE DURATION OF THE TRAIL)

Choose your favourite kingfisher and put your name, mission and logo on its plinth plaque for the entire duration of the project. Then benefit from PR, marketing opportunities, increased footfall and general 'feel good' factor for a very achievable amount.

The sponsorship opportunity gives you the ability to view and select a large or medium sized kingfisher on a first-come, first-served basis. The design of the kingfisher that you are sponsoring is selected from the range of designs created by our chosen artists, makers and designers.

As a sponsor of an individual kingfisher, you can benefit from the following:

- Your logo and 25 word company overview will appear on a kingfisher plinth naming plaque of your choice.
- Exposure on the kingfisher webpages.
- Recognition and confirmation that you have sponsored the individual kingfisher in our exclusive Souvenir Auction Catalogue.
- Participation in select social media channels.
- The opportunity to use the official Kingfisher Trail logo on your website.
- Name and logo featured in the official Trail App
- Raise brand awareness of your company/service via your individual kingfisher

- Associate yourself/ company with a superb kingfisher design created by one of the region's talented artists and at the same time support the creative sector with exposure and awareness generating opportunities.
- Use this exciting opportunity to showcase your own corporate social responsibility (CSR) and engage your staff, customers and associates with your input and support.
- Benefit from the association with your own 'feel-good' stories in the media, internal communications and trade publications.
- Enable significant funds to be raised for Cotswolds National Landscape through the online and live auctions, where your chosen kingfisher will feature at the end of the project.
- Play an important part in bringing colour, fun, smiles and enjoyment to Cotswolds National Landscape and surrounding towns and in creating an unforgettable atmosphere during the summer of 2021.

SPONSOR A LARGE SCULPTURE: £1,200

SPONSOR A MEDIUM SCULPTURE: £800

ADOPT (BUY OUT) AN INDIVIDUAL WORK OF ART:

Did you know that if you fall in love with a kingfisher you can adopt it? Adoption means that after the trail has closed you don't need to be nervously bidding for your favourite kingfisher; it will be yours to take home.

Larger Sculptures (not reserved for auction) can be adopted for £10,000 and Medium sized Sculptures (not reserved for auction) can be adopted for £5,000. Alternatively, you can commission a bespoke design with your own corporate colours / logo.

WE NOW INVITE YOU TO BECOME INVOLVED

Businesses of all kinds, as well as individuals, are invited to sponsor or host a superb kingfisher sculpture mounted on its own presentation plinth.

Selected artists, both celebrated and emerging, will decorate a kingfisher so that it becomes a unique work of art.

Kingfishers will be placed at supporting businesses for the summer of 2021 and 'kingfisher spotters' from all over the country will come to find them.

At the end of the summer, all 21 kingfishers will be gathered back together and exhibited as a collection, after which they will be auctioned off with the proceeds going to conservation projects in the Cotswolds region.

NEXT STEPS

To find out more about being part of this new high profile public art trail and align your business or brand to the region's leading cultural initiative for 2021, please call Mel Jones on (07771 988432) or email melanie@encorepr.co.uk



If you would like to know more about the Cotswolds National Landscape and how we support nature and people, please contact James Webb, Partnerships and Fundraising Lead james.webb@cotswoldsanb.org.uk



KINGFISHER TRAIL

COTSWOLDS 2021



f /KINGFISHERTRAIL

ig @KINGFISHERTRAIL

tw @KINGFISHER2021

in KINGFISHERTRAIL

WWW.KINGFISHERTRAIL.ORG

Kingfisher Trail

This summer we plan to run a sculpture trail in the Cotswolds - the Kingfisher Trail 2021. There will be 21 kingfisher sculptures in two different sizes; 3 foot & 5 foot. They will sit on wooden plinths bringing both sizes up to 7ft tall so they will look impressive! We have selected 21 artists to work with us on this exciting project including established artists, as well as some up and coming talent. Each artist will paint/ decorate the kingfisher sculpture in their own unique style.

The Kingfisher Trail 2021 will run from 31st May to the end of September 2021 across the Cotswolds. There will be two trails, each hosting 10 sculptures. The Trails are inspired by our biggest rivers; the Severn Trail in the west and the Thames Trail in the east. The 21st sculpture, the flying Kingfisher, will move to a new location each fortnight to create interest and intrigue.

The Kingfisher sculptures will be painted by well-known and up and coming artists over the winter and then placed in their host locations for the duration of the summer.

We have chosen the kingfisher because it is an iconic bird that represents adaptability and resilience. Visiting the 21 sculptures will be family orientated, inclusive and free. It will convey a positive message about engagement with nature, post Covid-19.

The official website is live and has details of the artists we are working with, our sponsors and partners: <https://www.kingfishertrail.org/>

In terms of publicity, the Trail social media channels are building momentum so there is going to be lots of positive exposure for everyone involved. A trail App is being developed, which will provide exposure for all the sponsors. Cotswold Life is our official media partner and the Kingfisher Trail is featuring in the March and September issues. Our recent press release (attached) was picked up by a number of quality publications. They published the article and details of the trail. So far, the trail features in:

Business & Innovation magazine have published the trail launch article on their website and shared it across their superbly popular social channels:

<https://www.businessinnovationmag.co.uk/artistic-talent-spearheads-covid-recovery-in-the-cotswolds/>

Visit Cheltenham have included the Trail in their list of 35 unmissable events in 2021:

<https://www.visitcheltenham.com/blog/read/2021/02/cheltenham-2021-35-unmissable-events-b639>

Experience Winchcombe: <https://www.winchcombe.co.uk/the-kingfisher-trail/>

Visit Tewkesbury: <http://www.visittewkesbury.info/whats-on/the-kingfisher-trail-cotswolds-2021/>

Visit Cheltenham: <https://www.visitcheltenham.com/blog/read/2021/01/new-kingfisher-trail-coming-to-the-cotswolds-this-year-b633>

SoGlos<<https://www.soglos.com/sport-outdoor/49264/Cotswolds-National-Landscape-is-launching-a-new-Kingfisher-Trail>>

It's a great project and something we've developed in part because of Covid, not despite it. We want to offer a safe and engaging activity for residents and visitors this summer. It's also increasingly important for business recovery, especially hospitality and tourism. We are seeking organisations and businesses that would like to host a kingfisher sculpture for the summer. Hosting a kingfisher is a great way to drive footfall to an area/ destination. Unfortunately we weren't able to take the Trail to the south of the AONB this time. However, the Flying Kingfisher will be going all over the AONB. Happy to chat with you about this and how you can get involved. I've also attached the sponsor pack, which has a bit more info.

Bradford on Avon Town Council
List of Payments January 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/01/2021	Grist Environmental Limited	DD 4Jan21	168.84	Refuse Collections Nov20
05/01/2021	Wiltshire Pension Fund	FP 5JAN21	8507.74	Pension Conts Dec20
05/01/2021	Prudential Assurance	FP 5JAN21	200.00	AVC Pension Dec20
08/01/2021	Lloyds Bank plc	DD 8Jan21	15.52	Bank Charges Nov20
12/01/2021	West Mercia Energy	DD 12Jan21	797.12	Electricity Nov20
12/01/2021	West Mercia Energy	DD 12Jan21	346.88	Gas Nov20
13/01/2021	Booker Ltd	DD 13 Jan 21	41.58	Cleaning Materials
14/01/2021	West Mercia Energy	DD 14 Jan 21	422.18	Electricity Nov20
15/01/2021	Entanet International Ltd	DD 15 Jan 21	11.40	YC Line Rental Jan21
18/01/2021	Bluesky International Ltd	180121001	258.00	National Tree Map
18/01/2021	ID Card Centre Ltd	180121002	11.18	CEV ID cards x2
18/01/2021	Initial Washroom Hygiene	180121003	91.29	SMH Sanitary Waste OND20
18/01/2021	Overt Design	180121004	160.00	CL20 FB Advent Campaign
18/01/2021	Systemagic Ltd	180121005	274.80	Samsung Galaxy Tablet MR
18/01/2021	BOA Walkers are Welcome	180121006	200.00	VIC 50xWalkersWheelMap
18/01/2021	BIRMINGHAM	DD 18Jan21	226.50	Dec Calls/Jan Charges
22/01/2021	Citation Ltd	220121001	419.82	Fire Risk Assessment Jan21
22/01/2021	Cornflower Ltd	220121002	998.40	VIC Tea Towels x200
22/01/2021	Integrated Water Services Ltd	220121003	121.34	Water Hygiene Dec20
22/01/2021	Matchbox Productions Ltd	220121004	360.00	Editing of Aerial Images
22/01/2021	Gill Murray	220121005	84.00	GM Eye Test/Glasses
22/01/2021	Tom Beavan Ltd	220121006	108.00	Website Hosting Jan21
22/01/2021	Timothy Yeomans	220121007	8.85	Ballast/Cement Playgrd Repairs
22/01/2021	Entanet International Ltd	DD 22Jan21	29.10	YC Broadband Jan21
22/01/2021	HMRC	BACS	8428.67	PAYE/NIC Dec20
25/01/2021	UK Wholesale Direct	DD 25Jan21	20.00	VIC Dec Calls/Feb Charges
25/01/2021	Moorepay Limited	DD25Jan21	144.48	Payroll Dec20
25/01/2021	Lloyds Bank plc	DD 25Jan	441.93	Credit Card Purchases Dec20
25/01/2021	Lloyds Bank plc	DD 25Jan	828.00	VIC Vend Package Annual Renewal
25/01/2021	Lloyds Bank plc	DD 25Jan	720.00	Dropbox Annual Renewal
26/01/2021	Staff Salaries	BACS	24088.28	Staff Salaries Jan21
27/01/2021	Booker Ltd	DD 27Jan21	8.22	Cleaning Materials
28/01/2021	Wiltshire Council Non-Domestic	DD 159398	331.00	NDR SMCP Conveniences 20/21
28/01/2021	Wiltshire Council Non-Domestic	DD 142337	349.00	NDR TIC 20/21
28/01/2021	Wiltshire Council Non-Domestic	DD 158763	362.00	NDR SCP Conveniences 20/21
28/01/2021	Wiltshire Council Non-Domestic	DD 112343	404.00	NDR Y&CC 20/21
28/01/2021	Wiltshire Council Non-Domestic	DD 134007	484.00	NDR SMH 20/21
28/01/2021	Burbidge Electrical	280120001	2400.00	CL20 Balance Light Fitting etc
28/01/2021	Lyreco UK Limited	280120002	115.28	Cleaning Mats Dec20
28/01/2021	Ricoh UK Ltd	280120003	394.44	Copier Data Overwrite
28/01/2021	Systemagic Ltd	280120004	594.88	IT Support/MS Packages Jan21
29/01/2021	Information Commissioners Office	DD 29Jan21	55.00	Data Protection Annual Fee

Total Payments £ 54,031.72

LW Living Green Wall
BF Barton Farm
C19 Covid 19
CC Culver Close
CL20 Christmas Lights 2020
KF Kingston Farm
VF Victory Field

SCP Station Car Park Toilets
SMCP St Margaret's Car Park Toilets
SMH St Margaret's Hall
VIC Visitor Information
E&C Education & Communications in E&P Budget
WG Westbury Garden
YC Youth Centre

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
98	Stock	2,541	
100	Trade Debtors	39,230	
105	VAT Control A/c	1,753	
110	Prepayments	22,616	
115	The Greenhouse Deposit	3,000	
200	Lloyds Current Account	12,062	
201	Lloyds Premier Interest Acct	56,070	
204	Lloyds Fixed Term Deposit	182,388	
205	CCLA Deposit Fund	700,000	
231	Petty Cash	300	
232	TIC Float	53	
233	Events Float	100	
235	Youth Club Petty Cash	100	
	Total Current Assets		1,020,212
	<u>Current Liabilities</u>		
501	Creditors	22,055	
510	Accruals	6,072	
515	PAYE/NI Due	8,202	
516	Superannuation Due	8,376	
518	AVC Due	200	
530	Deposits	50	
565	Holding Deposit - Bookings	575	
575	Cards For Good Causes	3,741	
580	Misc Creditors	433	
605	BOA Fireworks	8,050	
610	First Aid Course Deposits	90	
620	Floaty Boat Fund	4,796	
625	Living Green Wall	6,047	
630	Borehole Project	5,174	
	Total Current Liabilities		73,859
	Net Current Assets		946,353
	Total Assets less Current Liabilities		946,353

Represented by :-

300	Current Year Fund	363,875
310	General Reserves	(40,785)
325	EMR - Signage&Wayfinding	14,950
335	EMR - Infrastructure Funding	76,000
338	EMR - Flood Defences	30,000
339	EMR - Youth Strategy	37,105
341	EMR - Capital Projects	62,768
342	EMR - Highways & Transport	49,332
343	EMR - Consultant/Agency	43,000
344	EMR - Democratic Development	8,000
345	EMR - CIL	135,484
346	EMR - Asset Management	60,176
347	EMR - Recreation	15,921
348	EMR - Property	6,500
349	EMR - IT Replacements	5,874

Detailed Balance Sheet - Excluding Stock Movement**Month 10 Date 31/01/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
350	EMR - Secret Gardens	1,536	
351	EMR - Station Approach	2,500	
352	EMR - Kingston Farm	62,968	
353	EMR - Skatepark Feasibility	3,150	
354	EMR - C19	8,000	
	Total Equity		946,353

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Detailed Income & Expenditure by Budget Heading 31Jan21

Month No: 10

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Resources							
101 Administration							
1010 Grants Received	0	1,000	0	(1,000)			0.0%
1011 Donations Received	0	586	0	(586)			0.0%
1015 Insurance claims	0	17,964	0	(17,964)			0.0%
1070 Miscellaneous Income	(2)	280	0	(280)			0.0%
1075 CIL (S106) Grants Receivable	0	36,618	0	(36,618)			0.0%
1076 Precept	0	885,590	885,590	0			100.0%
1080 CWLPEC SLA Income	0	19,500	19,500	0			100.0%
1090 Interest Received	35	4,347	2,600	(1,747)			167.2%
1095 Dividends Received	6,942	23,934	23,000	(934)			104.1%
1100 C19 Crowdfunder Income	0	5,237	0	(5,237)			0.0%
1150 Allotment Income	0	0	1,000	1,000			0.0%
1160 Cemetery Income	0	0	21,000	21,000			0.0%
1170 Market Income	0	0	9,000	9,000			0.0%
1208 Works Income	164	803	0	(803)			0.0%
Administration :- Income	7,139	995,859	961,690	(34,169)			103.6%
4001 Staff Employment Costs	40,864	414,069	507,000	92,931		92,931	81.7%
4006 Refreshments	6	202	800	598		598	25.3%
4007 Staff Travel	0	34	300	266		266	11.3%
4008 Training and Conferences	0	351	5,000	4,649		4,649	7.0%
4013 Rent	0	0	20,000	20,000		20,000	0.0%
4017 Cleaning	0	521	275	(246)		(246)	189.5%
4019 Miscellaneous	84	357	300	(57)		(57)	118.9%
4021 Telephone & Broadband	189	1,823	1,000	(823)		(823)	182.3%
4022 Postage	4	6	400	394		394	1.4%
4023 Stationery	17	297	1,000	703		703	29.7%
4024 Photocopying	58	802	1,200	398		398	66.8%
4025 Insurance	632	6,043	15,000	8,957		8,957	40.3%
4026 Subscriptions	140	1,656	1,964	308		308	84.3%
4027 Licences	55	1,855	40	(1,815)		(1,815)	4637.5%
4031 Recruitment Advertising	0	0	2,000	2,000		2,000	0.0%
4032 Publicity	58	2,224	1,000	(1,224)		(1,224)	222.4%
4036 Software & Support	1,152	11,352	12,000	648		648	94.6%
4037 Computer Hardware	1,448	3,040	0	(3,040)		(3,040)	0.0%
4038 Town Clock Maintenance	274	2,190	250	(1,940)		(1,940)	876.0%
4041 Property & Other Maintenance	0	7	500	493		493	1.3%
4046 Equipment Purchase	76	1,190	0	(1,190)		(1,190)	0.0%
4051 Audit Fees - external	133	1,733	2,000	267		267	86.7%

Detailed Income & Expenditure by Budget Heading 31Jan21

Month No: 10

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4052 Audit Fees - internal	37	816	900	84		84	90.6%
4054 Payroll Fees	120	1,160	1,000	(160)		(160)	116.0%
4055 Legal Fees	0	7,500	5,000	(2,500)		(2,500)	150.0%
4056 HR Consultancy	350	3,471	5,000	1,529		1,529	69.4%
4058 Professional Fees	0	0	1,000	1,000		1,000	0.0%
4064 Bank Charges	30	206	300	94		94	68.7%
4100 C19 Crowdfunder Exps	0	5,237	0	(5,237)		(5,237)	0.0%
4450 Street Scene Costs	0	0	154,150	154,150		154,150	0.0%
4850 Volunteer Development Fund	307	690	3,000	2,310		2,310	23.0%
Administration :- Indirect Expenditure	46,035	468,832	742,379	273,547	0	273,547	63.2%
Net Income over Expenditure	(38,896)	527,027	219,311	(307,716)			
6002 plus Transfer from EMR	1,448	3,040					
6003 less Transfer to EMR	0	536					
Movement to/(from) Gen Reserve	(37,448)	529,531					
<u>102 Civic & Democratic</u>							
4027 Licences	0	50	0	(50)		(50)	0.0%
4030 Events	0	464	0	(464)		(464)	0.0%
4034 Newsletter	0	3,742	4,500	758		758	83.2%
4201 Chairmans Allowance	0	0	1,100	1,100		1,100	0.0%
4202 Chairmans Expenses	0	0	750	750		750	0.0%
4203 Members Expenses	0	38	600	562		562	6.3%
4221 Twinning	0	0	1,300	1,300		1,300	0.0%
4750 Democratic Development Fund	0	0	4,000	4,000		4,000	0.0%
Civic & Democratic :- Indirect Expenditure	0	4,294	12,250	7,956	0	7,956	35.1%
Net Expenditure	0	(4,294)	(12,250)	(7,956)			
<u>109 Capital & Projects</u>							
4901 CP - Loan Repayment	0	9,170	18,340	9,170		9,170	50.0%
4902 Rolling Contingency Fund	0	43,850	(16,355)	(60,205)		(60,205)	(268.1%)
Capital & Projects :- Indirect Expenditure	0	53,020	1,985	(51,035)	0	(51,035)	2671.0%
Net Expenditure	0	(53,020)	(1,985)	51,035			
6002 plus Transfer from EMR	0	1,850					
Movement to/(from) Gen Reserve	0	(51,170)					
Resources :- Income	7,139	995,859	961,690	(34,169)			103.6%
Expenditure	46,035	526,146	756,614	230,468	0	230,468	69.5%
Net Income over Expenditure	(38,896)	469,713	205,076	(264,637)			
plus Transfer from EMR	1,448	4,890					
less Transfer to EMR	0	536					

Detailed Income & Expenditure by Budget Heading 31Jan21

Month No: 10

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Movement to/(from) Gen Reserve	(37,448)	474,067					

Community & Recreation103 Grants

4102 Grants	0	6,450	27,000	20,550		20,550	23.9%
4660 Health & Wellbeing	0	10,097	22,000	11,903		11,903	45.9%
Grants :- Indirect Expenditure	0	16,547	49,000	32,453	0	32,453	33.8%
Net Expenditure	0	(16,547)	(49,000)	(32,453)			

205 Youth Services

1010 Grants Received	0	0	8,000	8,000			0.0%
1215 Youth Services Income	0	18,500	10,000	(8,500)			185.0%
Youth Services :- Income	0	18,500	18,000	(500)			102.8%
4213 Hall/Room Hire	0	1,608	0	(1,608)		(1,608)	0.0%
4650 Youth Strategy	4,039	39,507	48,260	8,753		8,753	81.9%
Youth Services :- Indirect Expenditure	4,039	41,115	48,260	7,145	0	7,145	85.2%
Net Income over Expenditure	(4,039)	(22,615)	(30,260)	(7,645)			

311 Skatepark

1225 Skatepark Donations	100	400	0	(400)			0.0%
Skatepark :- Income	100	400	0	(400)			
4314 Skatepark Expenses	0	136	0	(136)		(136)	0.0%
Skatepark :- Indirect Expenditure	0	136	0	(136)	0	(136)	
Net Income over Expenditure	100	264	0	(264)			

Community & Recreation :- Income	100	18,900	18,000	(900)			105.0%
Expenditure	4,039	57,798	97,260	39,462	0	39,462	59.4%

Movement to/(from) Gen Reserve (3,939) (38,898)

Town Development301 Town Development

1011 Donations Received	0	10,790	0	(10,790)			0.0%
1070 Miscellaneous Income	0	193	500	307			38.5%
1200 Christmas Lights Income	0	1,900	5,500	3,600			34.5%
Town Development :- Income	0	12,883	6,000	(6,883)			214.7%

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Detailed Income & Expenditure by Budget Heading 31Jan21

Month No: 10

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4025 Insurance	0	51	0	(51)		(51)	0.0%
4045 Christmas Lights	2,000	13,873	14,500	627		627	95.7%
4059 CEV	56	2,008	3,000	992		992	66.9%
4061 Tourism Memberships	221	2,603	4,250	1,648		1,648	61.2%
4219 South West In Bloom	0	174	5,000	4,826		4,826	3.5%
4225 Signage & Wayfinding Project	0	1,237	10,000	8,763		8,763	12.4%
4302 Hanging Baskets	0	6,944	6,700	(244)		(244)	103.6%
4303 Seat Repairs&Renewals	0	1,015	1,500	485		485	67.7%
4404 Tory Trees	0	215	1,000	785		785	21.5%
4550 Play Areas (WC)	0	16,836	20,000	3,164		3,164	84.2%
4700 Tourism Development Fund	300	5,945	6,000	55		55	99.1%
4850 Volunteer Development Fund	0	74	0	(74)		(74)	0.0%

Town Development :- Indirect Expenditure **2,577** **50,974** **71,950** **20,976** **0** **20,976** **70.8%**

Net Income over Expenditure **(2,577)** **(38,091)** **(65,950)** **(27,859)**

6002	plus Transfer from EMR	0	79
6003	less Transfer to EMR	0	8,000

Movement to/(from) Gen Reserve **(2,577)** **(46,012)**

Town Development :- Income **0** **12,883** **6,000** **(6,883)** **214.7%**

Expenditure **2,577** **50,974** **71,950** **20,976** **0** **20,976** **70.8%**

Net Income over Expenditure **(2,577)** **(38,091)** **(65,950)** **(27,859)**

plus Transfer from EMR **0** **79**

less Transfer to EMR **0** **8,000**

Movement to/(from) Gen Reserve **(2,577)** **(46,012)**

Environment & Planning

401	Environment & Planning						
4026	Subscriptions	3	30	36	6	6	83.3%
4401	Conservation Consultant	0	1,021	0	(1,021)	(1,021)	0.0%
4800	Environmental Development Fund	0	8,127	10,000	1,873	1,873	81.3%

Environment & Planning :- Indirect Expenditure **3** **9,178** **10,036** **858** **0** **858** **91.4%**

Net Expenditure **(3)** **(9,178)** **(10,036)** **(858)**

Environment & Planning :- Income **0** **0** **0** **0** **0.0%**

Expenditure **3** **9,178** **10,036** **858** **0** **858** **91.4%**

Movement to/(from) Gen Reserve **(3)** **(9,178)**

Operations

Detailed Income & Expenditure by Budget Heading 31Jan21

Month No: 10

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
201 Victory Field							
1001 Booking Income	0	725	1,000	275			72.5%
1010 Grants Received	0	400	0	(400)			0.0%
Victory Field :- Income	0	1,125	1,000	(125)			112.5%
4012 Water	7	81	100	19		19	81.0%
4014 Light & Heat	11	108	150	42		42	71.9%
4017 Cleaning	0	118	175	57		57	67.4%
4030 Events	0	400	0	(400)		(400)	0.0%
4252 Victory Field Maintenance	2	2,121	10,000	7,879		7,879	21.2%
Victory Field :- Indirect Expenditure	20	2,828	10,425	7,597	0	7,597	27.1%
Net Income over Expenditure	(20)	(1,703)	(9,425)	(7,722)			
203 Youth & Community Centre							
1001 Booking Income	0	4,145	20,000	15,856			20.7%
1005 BoA Youth Service Bookings	0	450	3,000	2,550			15.0%
Youth & Community Centre :- Income	0	4,595	23,000	18,406			20.0%
4011 Rates	337	3,368	4,042	674		674	83.3%
4012 Water	58	611	500	(111)		(111)	122.3%
4013 Rent	85	838	1,000	162		162	83.8%
4014 Light & Heat	391	1,917	3,000	1,083		1,083	63.9%
4016 Refuse Disposal	25	322	500	178		178	64.4%
4017 Cleaning	14	344	500	156		156	68.9%
4021 Telephone & Broadband	34	369	250	(119)		(119)	147.4%
4027 Licences	43	184	200	16		16	91.8%
4039 CCTV Costs	5	48	250	202		202	19.3%
4040 Alarms	22	218	275	57		57	79.3%
4041 Property & Other Maintenance	0	1,256	1,500	244		244	83.8%
Youth & Community Centre :- Indirect Expenditure	1,013	9,476	12,017	2,542	0	2,542	78.9%
Net Income over Expenditure	(1,013)	(4,881)	10,983	15,864			
303 Westbury Gardens							
1001 Booking Income	0	36	250	214			14.4%
Westbury Gardens :- Income	0	36	250	214			14.4%
4062 Westbury Gardens Maintenance	0	867	5,000	4,133		4,133	17.3%
Westbury Gardens :- Indirect Expenditure	0	867	5,000	4,133	0	4,133	17.3%
Net Income over Expenditure	0	(831)	(4,750)	(3,919)			

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Detailed Income & Expenditure by Budget Heading 31Jan21

Month No: 10

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
304 Tourism inc TIC							
1201 TIC Income	0	1,279	6,000	4,721			21.3%
1204 Charity Christmas Cards	0	0	1,000	1,000			0.0%
1206 Website Income	0	(240)	0	240			0.0%
1207 Sponsorship Income	0	0	1,250	1,250			0.0%
1209 Christmas Fair Income	0	0	1,300	1,300			0.0%
Tourism inc TIC :- Income	0	1,039	9,550	8,511			10.9%
4006 Refreshments	0	6	100	94		94	5.7%
4007 Staff Travel	0	0	200	200		200	0.0%
4011 Rates	291	2,911	3,493	582		582	83.3%
4012 Water	10	103	100	(3)		(3)	103.3%
4013 Rent	1,095	10,948	17,650	6,702		6,702	62.0%
4014 Light & Heat	399	1,270	1,500	230		230	84.7%
4017 Cleaning	0	42	0	(42)		(42)	0.0%
4019 Miscellaneous	0	0	100	100		100	0.0%
4021 Telephone & Broadband	26	257	250	(7)		(7)	102.9%
4022 Postage	0	4	100	96		96	3.5%
4023 Stationery	22	80	300	220		220	26.5%
4025 Insurance	35	328	0	(328)		(328)	0.0%
4028 Uniforms/Protective Clothing	0	49	0	(49)		(49)	0.0%
4030 Events	0	160	0	(160)		(160)	0.0%
4032 Publicity	0	551	1,000	449		449	55.1%
4036 Software & Support	63	1,043	0	(1,043)		(1,043)	0.0%
4040 Alarms	2	22	0	(22)		(22)	0.0%
4041 Property & Other Maintenance	36	2,111	3,000	889		889	70.4%
4046 Equipment Purchase	11	399	500	101		101	79.9%
4063 Service Charge	71	702	850	148		148	82.6%
4065 iZettle Charges	0	85	0	(85)		(85)	0.0%
4070 Goods for Resale	854	4,747	3,500	(1,247)		(1,247)	135.6%
Tourism inc TIC :- Indirect Expenditure	2,913	25,818	32,643	6,825	0	6,825	79.1%
Net Income over Expenditure	(2,913)	(24,779)	(23,093)	1,686			
305 Bridge Street							
1305 Utilities recharge	0	0	100	100			0.0%
Bridge Street :- Income	0	0	100	100			0.0%
4014 Light & Heat	7	100	0	(100)		(100)	0.0%
Bridge Street :- Indirect Expenditure	7	100	0	(100)	0	(100)	
Net Income over Expenditure	(7)	(100)	100	200			

Detailed Income & Expenditure by Budget Heading 31Jan21

Month No: 10

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
306 Culver Close							
1001 Booking Income	0	388	1,000	612			38.8%
1011 Donations Received	0	764	0	(764)			0.0%
1208 Works Income	0	1,300	1,300	0			100.0%
1330 Culver Close Rent Income	375	3,750	10,000	6,250			37.5%
Culver Close :- Income	375	6,202	12,300	6,098			50.4%
4012 Water	278	1,577	3,100	1,523		1,523	50.9%
4014 Light & Heat	185	1,175	2,100	925		925	56.0%
4017 Cleaning	0	118	150	32		32	78.6%
4041 Property & Other Maintenance	7	826	0	(826)		(826)	0.0%
4500 Culver Close Asset Transfer	149	9,149	20,000	10,851		10,851	45.7%
Culver Close :- Indirect Expenditure	618	12,845	25,350	12,505	0	12,505	50.7%
Net Income over Expenditure	(243)	(6,643)	(13,050)	(6,407)			
307 BAW							
1011 Donations Received	0	38,020	0	(38,020)			0.0%
BAW :- Income	0	38,020	0	(38,020)			
4055 Legal Fees	0	2,605	0	(2,605)		(2,605)	0.0%
BAW :- Indirect Expenditure	0	2,605	0	(2,605)	0	(2,605)	
Net Income over Expenditure	0	35,415	0	(35,415)			
308 Kingston Wood & Play Areas							
4306 Kingston Wood	0	416	0	(416)		(416)	0.0%
Kingston Wood & Play Areas :- Indirect Expenditure	0	416	0	(416)	0	(416)	
Net Expenditure	0	(416)	0	416			
309 Avoncliff Weir							
1011 Donations Received	0	24,325	0	(24,325)			0.0%
Avoncliff Weir :- Income	0	24,325	0	(24,325)			
4312 Avoncliff Weir Expenses	15	24,340	0	(24,340)		(24,340)	0.0%
Avoncliff Weir :- Indirect Expenditure	15	24,340	0	(24,340)	0	(24,340)	
Net Income over Expenditure	(15)	(15)	0	15			
310 Living Green Wall							
1011 Donations Received	0	5,141	0	(5,141)			0.0%
Living Green Wall :- Income	0	5,141	0	(5,141)			

Detailed Income & Expenditure by Budget Heading 31Jan21

Month No: 10

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4313 Living Green Wall Expenses	138	5,278	0	(5,278)		(5,278)	0.0%
Living Green Wall :- Indirect Expenditure	138	5,278	0	(5,278)	0	(5,278)	
Net Income over Expenditure	(138)	(138)	0	138			
403 Public Conveniences							
4011 Rates	482	4,824	5,789	965		965	83.3%
4012 Water	157	1,109	2,500	1,391		1,391	44.4%
4014 Light & Heat	370	2,016	3,030	1,014		1,014	66.5%
4028 Uniforms/Protective Clothing	0	1,177	5,000	3,823		3,823	23.5%
4039 CCTV Costs	0	0	500	500		500	0.0%
4041 Property & Other Maintenance	0	1,600	3,000	1,400		1,400	53.3%
4046 Equipment Purchase	0	217	0	(217)		(217)	0.0%
4311 Public Conv's Cleaning Product	80	857	1,500	643		643	57.2%
Public Conveniences :- Indirect Expenditure	1,089	11,801	21,319	9,518	0	9,518	55.4%
Net Expenditure	(1,089)	(11,801)	(21,319)	(9,518)			
501 St Margaret's Hall							
1001 Booking Income	820	13,498	42,750	29,252			31.6%
1085 FIT Income	199	1,483	2,750	1,267			53.9%
1203 Events Income	0	1,175	3,200	2,025			36.7%
St Margaret's Hall :- Income	1,019	16,156	48,700	32,544			33.2%
4011 Rates	403	4,034	4,841	807		807	83.3%
4012 Water	51	276	2,000	1,724		1,724	13.8%
4013 Rent	0	0	(20,000)	(20,000)		(20,000)	0.0%
4014 Light & Heat	493	2,403	4,500	2,097		2,097	53.4%
4016 Refuse Disposal	73	1,064	2,400	1,336		1,336	44.3%
4017 Cleaning	28	764	1,500	736		736	50.9%
4019 Miscellaneous	0	0	100	100		100	0.0%
4027 Licences	45	456	760	304		304	60.0%
4030 Events	0	265	4,000	3,735		3,735	6.6%
4032 Publicity	12	323	1,000	677		677	32.3%
4039 CCTV Costs	0	0	250	250		250	0.0%
4040 Alarms	59	673	475	(198)		(198)	141.8%
4041 Property & Other Maintenance	694	6,644	5,000	(1,644)		(1,644)	132.9%
4043 Equipment Repairs&RunningCosts	0	101	1,650	1,549		1,549	6.1%
4046 Equipment Purchase	7	105	6,000	5,895		5,895	1.8%
St Margaret's Hall :- Indirect Expenditure	1,864	17,108	14,476	(2,632)	0	(2,632)	118.2%
Net Income over Expenditure	(845)	(952)	34,224	35,176			

Detailed Income & Expenditure by Budget Heading 31Jan21

Month No: 10

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>601</u> <u>Bearfield</u>							
4601 Bearfield Maintenance	0	1,715	2,500	785		785	68.6%
Bearfield :- Indirect Expenditure	<u>0</u>	<u>1,715</u>	<u>2,500</u>	<u>785</u>	<u>0</u>	<u>785</u>	<u>68.6%</u>
Net Expenditure	<u>0</u>	<u>(1,715)</u>	<u>(2,500)</u>	<u>(785)</u>			
<u>602</u> <u>Festival Gardens</u>							
4602 Festival Gardens	0	0	1,000	1,000		1,000	0.0%
Festival Gardens :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
Operations :- Income	1,394	96,638	94,900	(1,738)			101.8%
Expenditure	7,678	115,196	124,730	9,534	0	9,534	92.4%
Movement to/(from) Gen Reserve	<u>(6,284)</u>	<u>(18,558)</u>					
Highways & Transport							
<u>402</u> <u>Highways & Transport</u>							
4409 Highways Improvements	0	1,113	20,000	18,887		18,887	5.6%
Highways & Transport :- Indirect Expenditure	<u>0</u>	<u>1,113</u>	<u>20,000</u>	<u>18,887</u>	<u>0</u>	<u>18,887</u>	<u>5.6%</u>
Net Expenditure	<u>0</u>	<u>(1,113)</u>	<u>(20,000)</u>	<u>(18,887)</u>			
Highways & Transport :- Income	0	0	0	0			0.0%
Expenditure	0	1,113	20,000	18,887	0	18,887	5.6%
Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,113)</u>					
Grand Totals:- Income	8,633	1,124,280	1,080,590	(43,690)			104.0%
Expenditure	60,332	760,405	1,080,590	320,185	0	320,185	70.4%
Net Income over Expenditure	<u>(51,699)</u>	<u>363,875</u>	<u>0</u>	<u>(363,875)</u>			
plus Transfer from EMR	1,448	4,969					
less Transfer to EMR	0	8,536					
Movement to/(from) Gen Reserve	<u>(50,251)</u>	<u>360,308</u>					