



Full Council meeting

Minutes

From the meeting at 7pm on Tuesday 8 July 2025

At: United Church Bradford on Avon, 10 St Margaret's Street, Bradford on Avon

Decision making

The **decisions** made by the Full Council at this meeting are at minutes [18](#), [22](#), [25](#), [26](#) & [27](#).

Present

Councillors:

- James Atkinson
- Sam Blackwell
- Kevin Elliott
- Alex Kay
- Ben Reed
- Ghika Savva
- George Simmonds
- Chris Spence
- Katie Vigar
- Jack Vittles (Chair & Mayor)

Town Council Officers:

- Ian Brown - Chief Executive & Town Clerk
- Chris Stringer – Deputy Town Clerk
- Sarah Hawkins - Accountant

Meeting clerk:

- Sarah Howe – Committee Clerk
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Apologies

From Councillors unable to attend the meeting:

- Kate Bessant (Vice Chair & Deputy Mayor)
- Andy Gordon



17. Agenda item 3 - Declarations of interest

No declarations of interest were made.

18. Agenda item 4 – Minutes of 13 May 2025

It was proposed by Councillor Vittles and seconded by Councillor Kay and with all in favour **resolved:** to accept the minutes of the Annual Full Council meeting held on the 13 May 2025.

19. Agenda item 5 - Matters Arising

None

20. Agenda item 6 – Chair’s Update

The Chair provided a verbal update.

The Chair, representing Bradford on Avon, attended the swearing in of the new Mayor of Bath on the 7 June 2025.

The Chair had a zoom meeting with the Mayor of Tubas in Palestine with whom the town has a friendship link. Despite the tensions in the region Tubas still believes in ‘hope overcoming hatred’ and is pressing ahead with various civic projects such as building a children’s play area. The Mayor of Tubas has also extended an invite for representatives from BoA to visit at some point.

The old gold course site is no longer of interest to Cala Homes who were looking into developing the site for housing and completed a testing programme. According to Cala Homes they have taken a business decision not to build on the site. The Chair confirmed the Council still opposes any development of the site.

21. Agenda item 7 – Flood Forum update

The Flood Forum will take place on 21 July 2025 in Holy Trinity Church from 2pm until 6.30pm.

Following a meeting convened by the M.P. for Bradford on Avon after the flooding last November which included Wiltshire Council, the Environment Agency and Wessex Water it is hoped all the parties will be present to answer questions from residents and businesses in town and discuss resilience measures. A mobile display of resilience measures will



also be available. The town's flood wardens are also due to attend who are always looking for volunteers and can offer some advice.

Councillor Vigar asked if posters will be displayed, and the Chair confirmed posters are being prepared along with banners and those affected by the flooding are in a WhatsApp group which receives updates from the town council.

It was confirmed again that the original Environment Agency flooding proposal of sunken water tanks near the bridge is now off the table (as too costly) and the focus is now on the introduction of resilience measures.

22. Agenda item 8 – Residents Panel review

The Town Clerk summarised his report as supplied with the agenda.

The residents panel was introduced at the start of the last administration. Around 100 representative residents were picked to form the panel. Response rates to surveys on town council activities averaged at around 65%. As a result of the responses various initiatives were introduced such as the online newsletter Snippets, tree planting with volunteer help and the warm spaces programme. The panel has proved to be a useful tool to help take decisions.

Councillor Vigar thanked the town clerk for the report and is keen to see the panel continue perhaps with more members, say 200. Councillor Elliott, who was on the panel, said he enjoyed being involved and felt part of the process. The Chair concluded by suggesting the panel should perhaps be opened up to a wider group and advertised widely to attract panellists.

Proposed by Councillor Vigar

Seconded by Councillor Elliott

And with all in favour **resolved:**

- a. To approve the continuation of the residents panel, with a remit to seek residents views on issues relating to the work of the council.
- b. Agree to refer the development and delivery of the residents panel for the next 4 years to the Community and Wellbeing committee.



23. Agenda item 9 – Neighbourhood Plan review

The Deputy Town Clerk referred to his report as supplied with the agenda and highlighted the development that central government is no longer funding neighbourhood plan generation in any way. The additional costs are therefore outlined in the report and the full cost of producing plans now falls to individual councils. Councillor Simmonds commented that he suspects government funding has been cut so smaller councils will defer to more strategic local plans. The Chair added he had done some 'googling' and discovered some district councils are earmarking funding to help parish councils meet any shortfall. He suggested Wiltshire Council was approached to help in this way.

Finally, he commented that the town council has been pleased with the response rate to the NP surveys following the engagement sessions and the council's consultant Place Studio is very surprised by the scale of engagement in the town.

24. Agenda item 10 - Traffic Update

The Town Council had sent to a letter to Wiltshire Council in January 2025 requesting the project be pushed forward to the design stage and have still not received a response. The Wiltshire councillors on the town council have chased too. Despite changes in personnel, holiday and sickness at Wiltshire Council, the lack of response is very disappointing. The Chair confirmed he would write again on 9 July 2025, following the Full Council meeting.

Councillor Blackwell confirmed the mixed messages and changing personnel at Wiltshire Council have been disappointing and frustrating. Councillor Blackwell has also met with the new Cabinet member for Transport and gave him a tour of the town and explained how slow progress has been since the Future of Transport project started back in 2022. Councillor Smith does appear to have gone back and spoken to Wiltshire Council Officers. The Chair added that he has asked for an officer task group to be set up at Wiltshire Council to look at the traffic scheme designs and did get a positive response back.



The Chair read out the motion agreed at the September 2024 Full Council meeting and all councillors voted to reaffirm their support for it. (The motion can be viewed on the town council's website on the Future for Transport page).

Councillor Spence, as a new councillor, added he fully endorsed the proposal as a pragmatic response and that trials and data are needed in key areas to show the impacts on the wider road system. Councillor Vigar added that Market Street only comes at the end of the proposal because that road in particular needs trial data ahead of any design decision.

25. Agenda item 11 - Local Council Award Scheme

The Deputy Town Clerk referred to his report and appendices as supplied with the agenda. The council currently has the gold award issued by the Local Council Award Scheme. The council is reapplying to retain the gold award. The scheme also operates as a learning process in the pursuit of achieving the mark.

Proposed by Councillor Spence

Seconded by Councillor Simmonds

And with all in favour **resolved**: Bradford on Avon confirms that all the required documents, information and conditions are in place for the gold award, and that these are published on the town council's website, where applicable.

The Chair thanked the Deputy Town Clerk and relevant officers for compiling all the required details.

26. Agenda item 12 – Westbury Garden Wall

The Town Clerk referred to his report as supplied with the agenda. The aim is to repoint the wall and add fencing with an appropriate gap to allow for the growth of the tree and cope with any flood water, which might become trapped in the garden, allowing it to drain. Councillor Kay added that small, random bits of shrubbery will also be removed to improve the resilience of the wall.



Proposed by Councillor Kay

Seconded by Councillor Atkinson

And with all in favour **resolved:** a budget of up to £25,000 is approved and agreement to delegated authority to the Chief Exec and Town Clerk to engage a contractor to undertake the project and report back at the next Full Council.

27. Agenda item 13 – Term of Reference for Internal Auditor

The town clerk confirmed that the Terms of Reference supplied with the agenda outline what an Internal Auditor would do for the town council.

Proposed by Councillor Vigar

Seconded by Councillor Reed

And with all in favour **resolved:** the Terms of Reference for an Internal Auditor as set out were approved.

28. Agenda item 14 – French Twinning Update

Councillor Kay, who had attended the French twinning trip to Sully-sur-Loire reported back that the experience had been filled with joyous musical events. Around 47 residents of BoA had taken part, and a newsletter has been put together which is being circulated.

The German twinning society will soon be commemorating the anniversary of the signing of the charter between BoA and Norden in 1969.

29. Next meeting

The next Full Council meeting is planned for Tuesday 2 September 2025.

End of the meeting

The meeting finished at 7.49pm.



Appendix A:

There were 6 members of the public present and 2 questions were asked.

(Q1) There was a question regarding the temporary fencing at the end of the station carpark. Who owns it and it looks a mess?

The Chair speculated it could be Network Rail but that the town council would look into it and try and encourage some improvements.

(Q2) Following regulations that indicate town councils should be making gradually more environmental and climate information available on the website, there appears to be a shortage of such information on the town council's website. Some of the relevant links which are in place don't work.

It was suggested the resident compile a list of links affected and the council will look into it. The Chair confirmed the town council is doing plenty to help with the climate emergency and other environmental issues and was sure there would be further updates at Environment and Green Spaces meetings and subsequently the website.