



Full Council meeting

Minutes

From the meeting at 7pm on Tuesday 2 September 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 [31](#), [34](#), [35](#), [36](#), [37](#), [41](#) & [42](#).

Present

Councillors:

- James Atkinson
- Sam Blackwell
- Kevin Elliott
- Andy Gordon
- Ben Reed
- George Simmonds
- Chris Spence
- Katie Vigar
- Jack Vittles (Chair & Mayor)

Town Council Officers:

- Ian Brown - Chief Executive & Town Clerk
- Chris Hogg – Green Spaces Officer
- 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)
 - Alex Kay
 - Ghika Savva
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30. Agenda item 3 - Declarations of interest
No declarations of interest were made.

31. Agenda item 4 – Minutes of 8 July 2025

It was proposed by Councillor Spence and seconded by Councillor Elliot and with all in favour **resolved:** to accept the minutes of the Full Council meeting held on the 8 July 2025.

32. Agenda item 5 - Matters Arising

None

33. Agenda item 6 – Chair’s Update

The Chair provided a verbal update.

The Chair reported back on the Flood Forum which was held on 29 July at Holy Trinity Church. Around 400 residents came to speak to the Environment Agency, Wessex Water, the Flood Wardens and representatives from the town and Wiltshire Council. The Chair reflected that flooding is still a worry, even after months of dry weather, for those who were affected. The Town Council plans to work with the EA and Wessex Water to find some resilience measures. Locally affected residents have also set up a committee.

The Neighbourhood Plan update – The Chair confirmed that the government funding cuts are very disappointing. However, for the current stage the council is, at with the NP, there is funding for topic groups to meet and brainstorm.

The Call for Sites report is due imminently.

Westbury Garden Wall – an environmental management contractor has been appointed and has begun clearing away some vegetation. Some of the wall has also been removed for access. The Environment Agency have been in touch with the Green Spaces Officer regarding the work and consent may be needed.

The Chair attended an enjoyable German twinning lunch at Cumberwell golf course.



34. Agenda item 7 – Business Plan

- (i) The Town Clerk introduced the item referred to the report reviewing Council performance 2021-25 which was supplied with the agenda and said it was a good idea to take a moment to review the activities of the previous council. The Chair agreed and confirmed it was good to record the 2021-25 administration. The report was noted.
- (ii) The Town Clerk introduced the Business Plan for 2025-29 which was supplied with the agenda. Following on from public questions where there had been a question about Bradford on Avon as a wellbeing town, Councillor Vigar mentioned that wellbeing was a thread running through the document and the Chair added that the climate and environmental concerns were also considered in everything the council does.

Proposed by Councillor Vittles and seconded by Councillor Gordon and with all in favour **resolved**: to adopt the Bradford on Avon Town Council Business Plan for 2025-29.

35. Agenda item 8 – Becky Addy Wood new Management Plan

The Green Spaces Officer introduced the item and referred to the report supplied with the agenda. Councillor Gordon confirmed it was a good plan but asked about deadwood habitats and the intentions to manage them as this point appeared to be missing from the plan. The Green Spaces Officer confirmed the plan mentions them in two ways: (i) trees would be left standing as monoliths except where dangerous, (ii) felled/fallen trees would be left as deadwood where they fell except for newly fallen trees which would be removed. Councillor Gordon asked if removal of dead wood would be logistically complicated. The Green Spaces Officer confirmed that the plan was a strategic 5-year plan at this stage and working plans for dealing with the woodland would move through the Environment and Green Spaces committee. It was also confirmed that grants would be sought to help with the costs. Councillor Vigar thanked the Green Spaces Officer for all his hard work with the experts who co-wrote the plan and the formation of the liaison committee.

Proposed by Councillor Vigar and seconded by Councillor Spence and with all in favour: **resolved** to adopt the Beck Addy Wood new management plan.



36. Agenda item 9 – Risk Management Strategy

The item was introduced by the Town Clerk who referred to the report supplied with the agenda.

Proposed by Councillor Simmonds and seconded by Councillor Reed and with all in favour: **resolved** to adopt the town council's Risk Management Strategy.

37. Agenda item 10 – Risk Management Scheme

The item was introduced by the Town Clerk who referred to the report supplied with the agenda. Councillor Vigar asked if any training was planned for staff. The Town Clerk confirmed safeguard training has taken place and operational training is planned.

Proposed by Councillor Gordon and seconded by Councillor Elliot and with all in favour: **resolved** to adopt the town council's Risk Management Scheme

38. Agenda item 11 – St Margaret's Hall Update

The Deputy Town Clerk's report as supplied with the agenda was considered. Testing has not revealed whether the flooding came into the building from the river or up through the ground, which is disappointing. Therefore it is hard to know what measures could help prevent flooding in future. However flooring and electrics will be replaced, and any resilience measures will have to be cost neutral. If the council decided to introduce any improvements or resilience measures which cost more, then requests will be made to the nearest committee for councillors to agree.

39. Agenda item 12 – Traffic

The Chair confirmed that finally the town council do have a meeting with Wiltshire Council in two weeks' time. The town council will be pushing to set up an officer-based task group.

Councillor Vigar thought it would be wise to take all feedback from the two public consultations for the Wiltshire Council Officers to consider.

40. Agenda item 13 – Pedestrian River Crossing

There will be a meeting between the town council and Wiltshire Council this week to push this project on a little further too.



41. Agenda item 14 – Confidential Business

Proposed by Councillor Vittles and seconded by Councillor Vigar and with all in favour **resolved**: to go into confidential business.

42. Agenda item 15 – Poulton Park - Drainage

43. Next meeting

The next Full Council meeting is planned for Tuesday 4 November 2025.

End of the meeting

The meeting finished at 8.25pm.



Appendix A:

There were 8 members of the public present and 10 questions were asked.

(Q1) There was a question regarding the state of the bus shelters and gullies around town?

The Chair confirmed the Town Wardens would be asked to have a look and see if they could smarten up the shelters and do what they can with blocked gullies.

(Q2) A resident who had attended the recent Community and wellbeing committee meeting and would like the town to become a 'wellbeing town'. He would also like a healthy lifestyle programme launched.

Councillor Vigar remembered the request and said she would report back to the next Community and Wellbeing committee.

(Q3) A resident asked the new councillors if they have read 'Bradford's footbridge saga' and recommended that they do. There was also a request to provide details of the money spent on investigating the provision of a new footbridge.

The Chair promised to get back to the resident with the figures.

(Q4) A resident asked the whereabouts of the 5 'Welcome to Bradford on Avon' signs from pre-1964. The resident believes one is now in private hands and wondered if they are owned by the town council.

The Chair confirmed they are owned by Wiltshire Council so any queries should be addressed to them.

(Q5) A resident made a few statements about the previous set of minutes, various website queries and the recording of questions at the end of the minutes.



(Q6) Councillor Elliot brought up the renovations on Rosemary Steps and asked if the work is finished.

The Town Clerk confirmed the work is finished although the lack of a white strip on the top of each step seems necessary to minimise hazards.

He wondered if one of the newly purchase phone boxes, the one by the catholic church, could be a site for a Defibrillator.

It was confirmed that decisions have not been made on what to do with the 2 new boxes yet.

Councillor Elliot also thought Snippets, the online newsletter should be more widely advertised, possibly advertised on town council notice boards.

(Q7) A resident asked if the E-bike has been recovered after it was stolen.

It was confirmed that it has not.