

FUTURE PLANNING WORKING GROUP

HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL

RURAL HOUSING REPORT

JULY 2023

BACKGROUND

In January 2021, Wiltshire council carried out a local plan review producing the Empowering Rural Communities emerging policy: Heytesbury had an indicated figure of 25 dwellings between 2016-2036. The parish council was consulted on the document.

In June 2021 the parish council set up the future Planning Working Group (FPWG)

Scope

The Future Planning working group has been tasked by the Parish Council with the specific role of identifying the future housing needs of the Parish between now and 2036. The Objective of the FPWG is to explore and to find possible solutions to ensure the Parish can meet its future housing needs. The long-term housing requirements have been identified by Wiltshire Council. The source documents the FPWG will rely on and refer to include The Wiltshire Council Plan 2016-2036; Empowering Local Communities; Local Housing Needs Survey; WC Housing Registers; SHEELA land mapping sites; WC Atkins Report etc. This list of source documents will be subject to review and is likely to be updated: the Local Plan Review is due to be drafted this July. The FPWG will consult with others, seek relevant information, advice and expertise, in order to produce recommendations for consideration by the Parish Council.

Documentation

Heytesbury was noted as a large village in the **Empowering Rural Communities Emerging Policy** with an indicated number of 25 new dwellings between 2016 – 2036; we understand this will be extended to 2038. 3 dwellings have been built between 2016 – 2019 when the document was written and since then to date, Heytesbury has had 1 change of use and 1 planning application (not yet built): therefore, the indicated number is 20 or 21

Parish housing needs survey 2019: this was delivered to every household in the parish of Heytesbury and Knook including Tytherington. The results were assessed by Wiltshire Council. This survey's recommendations concentrate on households unable to afford accommodation on the open market. The following indicates the minimum need over the following three years for new affordable housing development in the parish, based on the responses to the survey. The recommendations describe a snapshot of the need for affordable housing at the time the survey was conducted and do not take account of future changes in need, for example arising from the changing housing needs of employees of local

businesses. The recommendations may not represent the parish's full housing need as responses were not received from every household: for example households which are on the Housing Register but have not completed a questionnaire are not included in these recommendations (see Section 7). The full parish survey can be found on the parish website / Documents.

In order to fully assess the housing need in the parish, the recommendations need to be considered alongside evidence provided by Wiltshire Council's Housing Register, the Strategic Housing Market Assessment, and the advice of allocation staff who manage the Register.

Summary of Parish **Housing Needs Survey 2019**

Subsidised rented housing

- 4x one bedroom homes (2x bungalow/ground floor accommodation)
- 3x two bedroom homes (1x bungalow/ground floor accommodation)
- 1x three bedroom home

Shared ownership / discount market homes

- 1x one bedroom home
- 1x two bedroom home
- 1x three bedroom home

Wiltshire council register - Two households on the register required two bedroomed accommodation, it should be noted that the housing register is not static and any full assessment of housing need in the parish must take account of the Register as it changes.

Strategic Housing and Economic Land Availability Assessment (SHELAA)

Housing could be delivered over several sites over time, in order to lessen the impact. The FPWG have looked at 3 potential development sites in Heytesbury, all are just outside the village development boundary and could be considered as rural exception sites. We also understand some infill sites may come forward, but these are very unlikely to provide any affordable housing needed for those included in the parish needs survey and WC register.

Two sites shown on the SHELAA map we received in 2021 we have named as site 2 on the west side (we believe yet to be assessed) and 1A on the east side (we believe did not make the 4th of 4 assessments) we also looked at site 1B, owned by same owner and subject previously to a planning application. We have been unable to get an updated SHELAA map

Consultations

The FPWG produced a position statement and questionnaire and consulted the community for 6 weeks between July and August 2022: on rural housing (especially affordable housing) the results of residents comments and summary report and graph can be found on the

parish website under documents and policies; this is freely available to councillors and members of the public, to determine the information and many comments as they wish.

Last summer's consultation asked the local community on Heytesbury's future: its housing needs (especially affordable housing), its needs for community facilities such as a village hall, recreational space, and so on; and the need to protect its beautiful environment in the countryside.

Not surprisingly, there was strong support for the latter: a wish to keep Heytesbury much as it is - an attractive village in lovely countryside. Likewise, many did not wish to see many more houses built, and favoured small groupings of houses rather than large estates. Of the 96 responses, approx. one third accepted the need for 25 houses and two thirds did not, with some wanting more, some less and some did not want any at all.

Why did we consider a Village Hall?

In response to the questionnaire some people raised the desirability of a village hall through a planning gain. Existing meeting spaces have practical limitations. More activities could be accommodated in a modern community space paid for (at least in part) by the Raymond Trust Fund charity, specifically provided for this purpose and other available grants.

Looking at the 3 sites, there was more interest in a village hall on site 2, although some would like to see improved facilities for the sports clubs on site 1A

The FPWG had a briefing with Wiltshire council's Head of Spatial Planning and Neighbourhood planning teams in January 2023 - all councillors were invited to attend. The minutes can be found under agenda meeting papers 28th March 2023 on the parish website.

We held Drop-in sessions in May and early June 2023, to explore the residents comments further: we estimate over 4 sessions 85 people attended with 33 sending in feedback forms or feedback by email to the FPWG, which have been circulated to members of the council.

A month before the already planned drop-in sessions, news was circulating that the owner of two pieces of land sites 1A and 1B including the sports pitches had decided to sell their land on the open market: this news not surprisingly dominated the events. In total we looked at 3 possible development sites which that owner and another owner have in the past expressed an interest to develop, and could be used to fulfil the parishes housing needs; we also offered some possibilities on how the community might be able to protect the sports pitches.

Site 1A – Is partly recreational and is home to our football and cricket teams, with some areas used for grazing, people said they wanted the sports pitches protected for future generations and did not want development on this site.

Site 1B – is presumably agricultural use, people raised serious concerns of development on this site harming the river Wylfe and the knock-on effect of flooding to surrounding properties or properties down river, due to the lower part of the site being in a flood zone 3,

Site 2 – is presumably agricultural use, there were little concerns raised, other than development may cause harm to drainage systems.

Market led housing v Community led housing

The FPWG was asked to explore and look for solutions to ensure the parish can meet its future housing needs. Houses can be built in a number of different ways: the market can lead development when owners put land and buildings up for sale for development – these homes will have a market value. Wiltshire councils planning policy state 30-40% must be affordable, (affordable in these terms generally means 10% less than market value and can be split further 60/40 into social rented and part buy part rent): in rural areas these market property prices can be out of reach for many local people.

The planning system requires that developers should factor in the affordable housing requirement when buying land, to obviate the argument that such housing is not `viable`. `Exception sites` enable housing associations or other `Registered Providers` to build affordable housing with a small proportion of market housing to enable the development to be financially viable.

A third approach is for the community itself to undertake the building of affordable homes by creating a Community Land Trust which acquires a site on which homes can be built for local people. In this way the local community eg a village or parish can take control itself of meeting local housing needs, usually working with a housing association. Full details are available from the Wiltshire Community Land Trust.

Neighbourhood planning

We note that Heytesbury does not have a neighbourhood plan.

In Wiltshire there are 48 plans in place and 70 parishes looking at neighbourhood planning 66% of large villages which Heytesbury is, have or are in the process of writing their plans which gives them direct power and a shared vision; if the community pass the plan through a referendum it has the same legal status as WC local plan and is used in the determination of planning applications; it can protect open spaces and influence building design: it also means the parish can receive more money collected through the community infrastructure levy (CIL): in short it gives residents more say and control.

If we get our area designated for a neighbourhood plan there is guidance and money up to £10,000 available through "Locality" to get the neighbourhood plan started up and then further funding of up to £8,000 which could be used to employ consultants to assist with planning; a small plan can take a year to 15 months; large plans 3 – 4 years – it depends how extensive the plan is, you might just have a focused plan on specific areas.

Countryside Protection for Rural England CPRE says – *Neighbourhood Plans provide a great opportunity for local people to have more influence on how the places in which they live, and work will change over time. local knowledge and sense of what needs to be protected and what needs to change can really make a difference.* They have put together eight simple steps to take if you want to prepare a Neighbourhood Plan and involve the whole community to

make sure it becomes formally adopted as part of the development plan for your community and can be used to influence planning decisions.

Find out more from Wiltshire Council or use a link to Neighbourhood planning from Countryside Protection for Rural England

CPRE link and QR code

<https://www.cpre.org.uk/resources/how-to-shape-where-you-live-a-guide-to-neighbourhood-planning/?gclid=EAlaIQobChMIldrewoXm wIVFeTtCh3g4g2dEAAYASAAEgKuNPD BwE>



Community Land Trust Network lead a movement working for a community land trust in every community that wants one. They are mainstreaming the community ownership of affordable housing and land in public policy and market practice. CLTs across the country are building affordable homes and creating new community owned assets, Community land trusts CLTs – are democratic, non-profit organisations that own and develop land for the benefit of the community.

They typically provide affordable homes, community gardens, civic buildings, pubs, shops, shared workspace, energy schemes and conservation landscapes.

Run by ordinary people. They are community organisations run by ordinary people from the community, who want to make a difference to their local community, putting control of assets into the hands of local people. They can be set up by the community or a landowner, developer or council.

Protecting community assets forever. They ensure that their homes are permanently and genuinely affordable. CLTs act as long-term stewards of land and the assets on it. They ensure that it is put to the benefit of the local community, not just for now but for every future occupier.

A worldwide movement. Started in the USA, CLTs are now a worldwide movement. In both urban and rural areas, CLTs are a key part of the future of land, affordable housing and community facilities.

Want to find out more about community land trusts use the QR code or Wiltshire Community Land Trust and Seend community and asset trust links

<http://wiltshirecommunitylandtrust.org.uk/>

<https://www.seendclt.org/>



During the consultation process residents expressed an interest in being involved with writing a neighbourhood plan or helping to set up a community land trust or both.

Wiltshire Council's local plan updated review (online 4th July 2023)

Wiltshire council, says, we have held several consultations to inform the Local Plan review. Our most recent consultation, in early 2021, gave people the opportunity to have their say on the emerging Local Plan. We received more than 3,500 representations from 2,682 people and organisations.

These responses, plus all other relevant evidence, have now been considered and we have prepared a draft local plan. If Full council approves the Plan on 18 July, it will then move to the final public pre-submission consultation, which will be the opportunity for all interested parties to have their say on the proposals. This will be held in the autumn and we will have more details soon.

Residents can read the "Rural settlement housing requirements, distribution, methodology and outputs" paper, the purpose of this paper is to explain the process of distributing the Local Plan's Housing Market Area (HMA) rural housing requirements to the Local Service Centres and Large Villages, in order to support neighbourhood planning in Wiltshire; and to set out the outputs from this process. Heytesbury's residual number 2020 -2038 is 20.

Heytesbury is in appendix D, Trowbridge Housing Market area, pages 201 and 217 - 219

[https://www.wiltshire.gov.uk/media/11432/Rural-Settlement-Housing-Requirements-Distribution-Outputs-2023/pdf/Rural Settlement Housing Requirements Distribution Methodology Outputs 2023 osv5udx8vzgb.pdf?m=638239969492700000](https://www.wiltshire.gov.uk/media/11432/Rural-Settlement-Housing-Requirements-Distribution-Outputs-2023/pdf/Rural%20Settlement%20Housing%20Requirements%20Distribution%20Methodology%20Outputs%202023%20osv5udx8vzgb.pdf?m=638239969492700000)

The FPWG would like to thank the many residents and groups who have engaged with the FPWG and parish council on the topic of rural housing and for taking the time to give us their comments and views, which will be made available on the parish website. www.heytesparishparish.co.uk

Recommendations

1) The parish council should undertake to revise its out of date housing needs survey, to understand the affordable housing needs of local people over the next 3 years.

2) The parish council should resolve to prepare a Neighbourhood Plan, and establish a neighbourhood Plan steering group, made up of lead councillors and residents, this group will report to the FPWG and can have access to all their documents with a view to exploring all possible options to achieve the key priorities including:

1, protecting the sports fields

2, protecting and enhancing the environment of the village

3, meeting local housing needs (affordable housing)

4, providing a community centre

The Neighbourhood Plan will give more power and control to local people in their future, the document will need to be approved by a Referendum of the electorate, whereupon it should be a lead document for the planning of the village, in line with the Wiltshire Local Plan.

3) The parish council should consider giving support and encouragement to the establishment of a Community Land Trust formed of local people, to initiate a community -led development of affordable housing and/or community facilities.

Heytesbury Imber and Knook Parish Council

Prepared by : John Cap Parish Clerk and RFO

Date

30/06/2023

Approved by: Cllr N Williams

Date

30/06/2023

A	Bank reconciliation		
	Cash in hand 01/04/2023		10,551.11
	Add Receipts 01/04/2023 - 30/06/2023		11,757.92
			22,309.03
	Subtract Payments 01/04/2023-30/06/2023		6,599.57
	Cash in hand 30/06/2023 (per cash book)		15,709.46
B	Cash in hand per bank statements 30/06/2023		
	Treasurers Account	10,448.75	
	Business Bank Instant Account	5,260.71	
			15,709.46
	Less payments		
	Plus receipts		
	Adjusted bank balance		15,709.46
	A is equal to B		

REPORT DATE

14/07/2023

		BUDGET	YEAR TO DATE	REMAINING
RECEIPTS				
Precept		19570.00	9,785.00	9785.00
Interest			13.23	
Miscellaneous and refunds			1,963.26	
Earmarked reserves			0.00	
			11,761.49	9785.00

PAYMENTS				
Audits		600.00	264.00	336.00
Elections			0.00	0.00
Grants		100.00	0.00	100.00
Grounds maintenance		2000.00	791.50	1208.50
Insurance		1500.00	1,168.60	331.40
IT		750.00	1,157.00	-407.00
Meeting room hire		300.00	80.00	220.00
Mileage allowance		120.00	18.90	101.10
Miscellaneous			357.00	-357.00
Outside spaces, play area and amenities		3000.00	201.06	2798.94
Professional Fees		600.00	0.00	600.00
Staff		8500.00	2,100.81	6399.19
Stationery, printing and publicity		500.00	111.67	388.33
Subscriptions		600.00	349.03	250.97
Training		1000.00	0.00	1000.00
		19570.00	6,599.57	12970.43

847 from reserves

357 from reserves

Earmarked reserves

Less

Remaining

Biodiversity	310.00		310.00	
Play area	1567.66		1567.66	
Medals	500.00	357.00	0.00	143 to general reserve
Laptop	1000.00	847.00	153.00	
Elections	1000.00		1000.00	

Total	4377.66	1204.00	3030.66	
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Parish Emergency Assistance Scheme
2023 - 24



Parish/Town Council	
Parish Emergency Contact	
Name:	
Phone Number:	
E Mail:	
Equipment Requested	
☐ 25kg bag of salt ☐ Gel Sacs (50 per box) ☐ 'Flood warden' Tabards ☐ 'Snow warden' Tabards ☐ 'Flood' sign ☐ 'Drive slowly through flood water' sign (How many:) Max 20 bags (How many:) (How many:) (How many:) (How many:) Max 2 (How many:) Max 2	
Preferred Collection Location / Date	
☐ (Between 08:00 – 14:00) 6th October 2023 Chippenham Winter Depot ☐ (Between 08:00 – 14:00) 13 th October 2023 Marlborough Winter Depot ☐ (Between 08:00 – 14:00) 20th October 2023 High Post Winter Depot	
☐ Not Required this Year	

Any Town/Parish requesting kit from the PEAS scheme should be able to demonstrate an active Snow/Flood plan demonstrating the risks in the area and how the kit will assist.

Wiltshire Council, Weather and Drainage Team, County Hall, Trowbridge, Wiltshire,
BA14 8JN
Weather.team@wiltshire.gov.uk

Parish Emergency Assistance Scheme
(PEAS)

Cold Weather

Wiltshire Council as part of its ongoing community engagement is looking to help town and parishes across Wiltshire in periods of extreme cold weather.

The Parish Emergency Assistance Scheme allows Wiltshire Council to provide equipment to local town and parish councils to enable them to refill salt bins or spread salt in known areas during periods of adverse weather.

The equipment currently available to councils is as follows:

- 25kg bags of salt
- 'Snow Warden' tabards



There are certain conditions attached with the provision of the PEAS equipment which should be considered should you wish to participate.

- Salt must be kept in a secure location with easy access.
- A nominated representative who will be responsible for working with us.
- Develop a parish weather response plan with Wiltshire Council

In return Wiltshire Council asks that you prepare a snow plan outlining how the parish will respond to a cold weather-related incident. The plan should outline key personnel, local risks, and areas of high priority. The plan will also outline where the PEAS equipment will be positioned, should the situation occur.

Wiltshire Council collates requests for equipment until the end of August each year. The standard quantities and differing equipment vary from parish to parish. We can provide additional amounts of equipment where a Town or parish can prove that additional equipment is required to fulfil their plan.

For more information please contact the weather team:

Weather.team@wiltshire.gov.uk / 01225 718003

Parish Emergency Assistance Scheme
(PEAS)

Flooding

Flooding is a natural event and no drainage or flood protection system can give absolute protection. Flooding occurs in different ways such as heavy rainfall causing rivers and streams to fill beyond capacity and with nowhere else to go the floodwaters spread into the surrounding land.

Wiltshire Council as part of its ongoing community engagement and flood prevention schemes is looking to help towns and parishes across Wiltshire should floods occur. The Parish Emergency Assistance Scheme allows Wiltshire Council to provide flood equipment to parishes across the county, the standard equipment is currently:

- 100 gel sacs
- 2 “Flood” signs
- 2 “Drive slowly through flood water” signs
- Flood warden tabards



In return Wiltshire Council asks that you prepare a flood plan outlining how the parish will respond to a flooding incident. The plan should outline key personnel, local risks, and areas of high priority. The plan will also outline where flooding equipment will be positioned, should the situation occur.

There are certain conditions attached with the provision of the PEAS equipment:

- Equipment must also be kept in a secure site.
- A nominated representative will be responsible for working with us.
- Develop a parish weather response plan with Wiltshire Council

Wiltshire Council collates requests for equipment until the end of August each year. The standard quantities and differing equipment vary from parish to parish. We can provide additional amounts of the standard equipment where a Town or parish can prove that additional equipment is required to fulfil their plan.

Parishes can apply for the disposable equipment each year if the previous year's stock disposable equipment has been used. The long-life equipment such as signs and tabards will not be delivered year after year.

For more information please contact the weather team:

Weather.team@wiltshire.gov.uk / 01225 718003

Heytesbury, Imber and Knook Parish Council

Community Emergency Plan

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2	Flood
3	Snow
4	Gas, water and electricity
5	Public health emergency
6	Major incident
	Appendix
1	Sandbag / gel bag policy
2	Flood warnings
3	Met Office weather warnings
4	Personal flood plan

Heytesbury, Imber and Knook Parish Council accepts no liability for any loss, damage arising directly or indirectly from action taken or not taken in reliance on material or information contained within this plan, or for any failure to activate the plan or to carry out any planned activities in response to a flood alert or warning issued to or by flood wardens and community volunteers. Heytesbury, Imber and Knook Parish Council can make no guarantee actions contained within the plan will be carried out.

1	Useful contacts		
Parish council			
Name	Role	Tel Nos	Email
Cllr Vanessa Sturme	Parish council chair	07847941133	vsturmey@hotmail.co.uk
Cllr Caroline Barker Bennett	Emergency planning and flood warden	01985 840323	carolinebarkerbennett@gmail.com
Flood warden (FW) / community volunteer (CV)			
Name	Tel No	Email	
Cllr Caroline Barker Bennett FW	01985 840323	carolinebarkerbennett@gmail.com	
Meralin Canty CV	01985 841604		
Louise Croker CV	07746959055		
Emergency contacts			
Organisation	Non-Emergency	Emergency	
Environment Agency	03708 506 506	0800 80 70 60	
Wiltshire Council	0300 456 0100	0300 456 0100 (outside office hours select highways).	
Dorset & Wiltshire Fire & Rescue	0306 799 0019	999	
Wiltshire Police	101	999	
South West Ambulance	111	999	
British Transport Police	0800 40 50 40	999	
A&E Salisbury District Hospital	01722 336262		
The Orchard - Surgery	019895 850298	111	
The Avenue - Surgery	01985 224600	111	
Network Rail		03457 11 41 41	
Gas		0800 111 999	
Water (Wessex Water)	0345 600 4600	0345 600 4600	
Electricity (Scottish and Southern Electricity Networks)		105	
National Flood Forum	01299 403 055		

2	Flood
Planning	
The community is at risk of flooding from the River Wylye. There are several vulnerable areas where the river could overflow, combined with an increase in the groundwater levels. • Check parish equipment (sandbags//PPE/ etc) annually to ensure everything is in place and working property. • Attend flood warden/volunteer training. • The parish council is able to access flood defence equipment through Wiltshire Council's Parish Emergency Assistance Scheme (PEAS). • Residents are advised to report blocked drains online via MyWilts. • The council has a limited supply of equipment that may be available. • The parish council has recruited community volunteers to assist in the event of an emergency. • The parish council advises residents to check their flood risk and take steps to protect their property from flooding before it floods. • Weather warnings can be found on the Met Office website. • Sign up for flood warnings on www.gov.uk and search for sign up to flood warnings. • Information about protecting your property can be on the following websites: ○ National Flood Forum ○ Environment Agency ○ Wiltshire Council	
Incident	
• Monitor Met Office weather warnings and Environment Agency flood alerts/warnings. • Volunteers should not enter flood water or put themselves at risk or in danger under any circumstances. Their role is that of warning and informing. • Flood wardens may undertake door knocking – advising residents of flood warnings or to move cars. • Report incidents of vulnerable people in need of support to Wiltshire Council. • If flood warning issued it may be necessary to use flood defence equipment and road traffic flood signs. • If emergency services are deployed to the parish, coordinator/warden/volunteer should make themselves known to the Incident Commander. • Offer assistance and information gathered.	

- If severe flood/weather warning consider stepping down volunteers if conditions become dangerous.
- If local evacuation required consider opening local rest centre and assist in supporting facility.
- Ensure volunteers report in, where going and must report when back/home.
- If road conditions become dangerous inform Wiltshire Council highway engineers/duty engineer (outside office hours).
- Do not enter flood water, it could be contaminated or hide hazards and advise members of the public to avoid.
- Inform Incident Commander (if emergency services involved) and Wiltshire Council if standing down volunteers.
- Volunteers should always keep assessing conditions on the ground and withdraw if conditions worsen – advising coordinator of actions.
- Take pictures, record event only if safe to do so.
- Monitor flood levels.

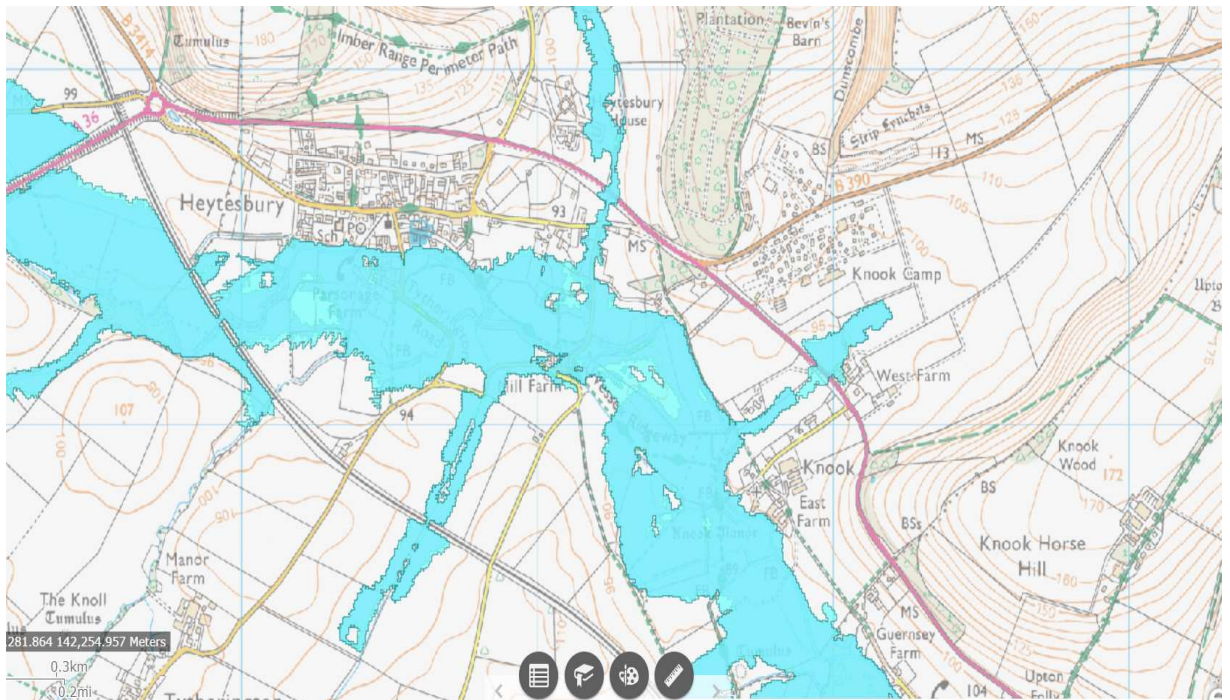
Post incident

- Ensure those affected by flooding know where they need to go in order to get help.
- Assist coordination of community efforts to clear up.
- Check businesses and residents flooded are coping.
- Collect data/photographs/information on incident and pass to Wiltshire Council or Environment Agency
- Support Wiltshire Council with organising public meetings to discuss and review any information gathered.
- Review the emergency plan.

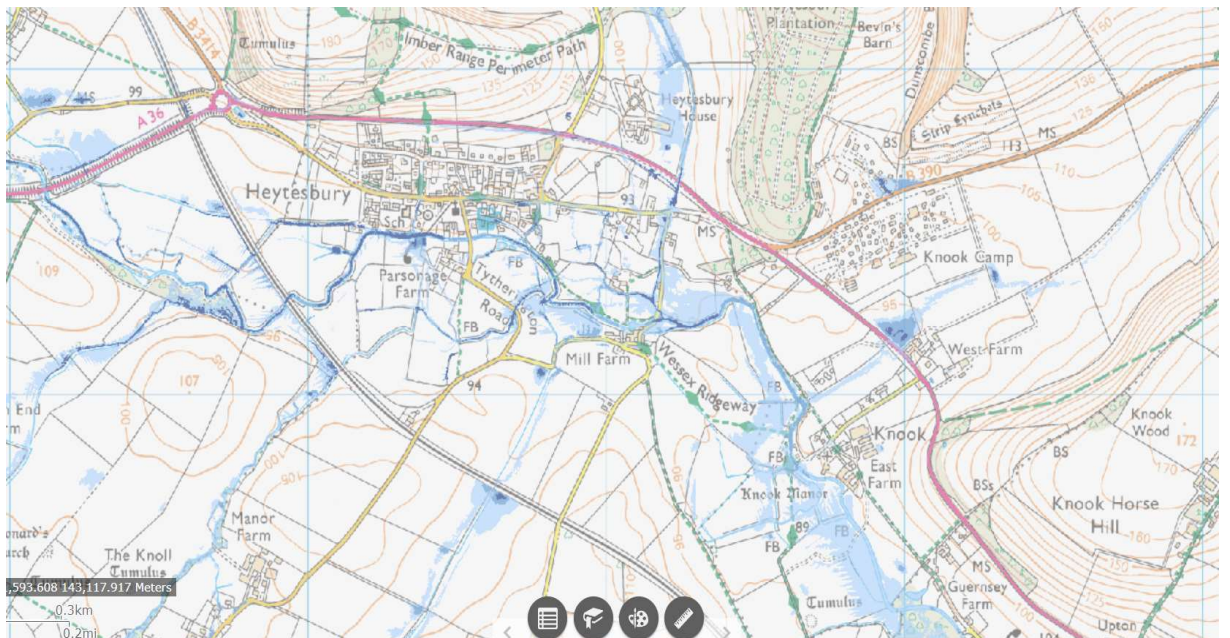
Flooding indicators

Local reference point	Indicators
Bridge at end of Park Street and top of Park Lane. Entry point of water from Salisbury Plain into village winterbourne.	Keep an eye on the water levels entering the winterbourne at this point.
Winterbourne along length of Park Lane	Monitor the flow, particularly leading to and around the bridge to Park Farm.
Water Meadows, bridge and footpath adjacent to Mill Farm, leading to Mantles Lane	Monitor depth and flow of river. Monitor the groundwater levels in the adjacent water meadows, south of Old Forge Close, to Park Lane.
Riverside footpath, leading to Mantles Lane	Monitor groundwater levels and depth and flow of river adjacent to fields.
Mill Lane and Mill Street	Keep an eye on the river depth and flow, to the bridge opposite the church.
Knook	Monitor the depth and flow of the river at the footbridges, and groundwater in adjacent water meadows

Flood risk from river

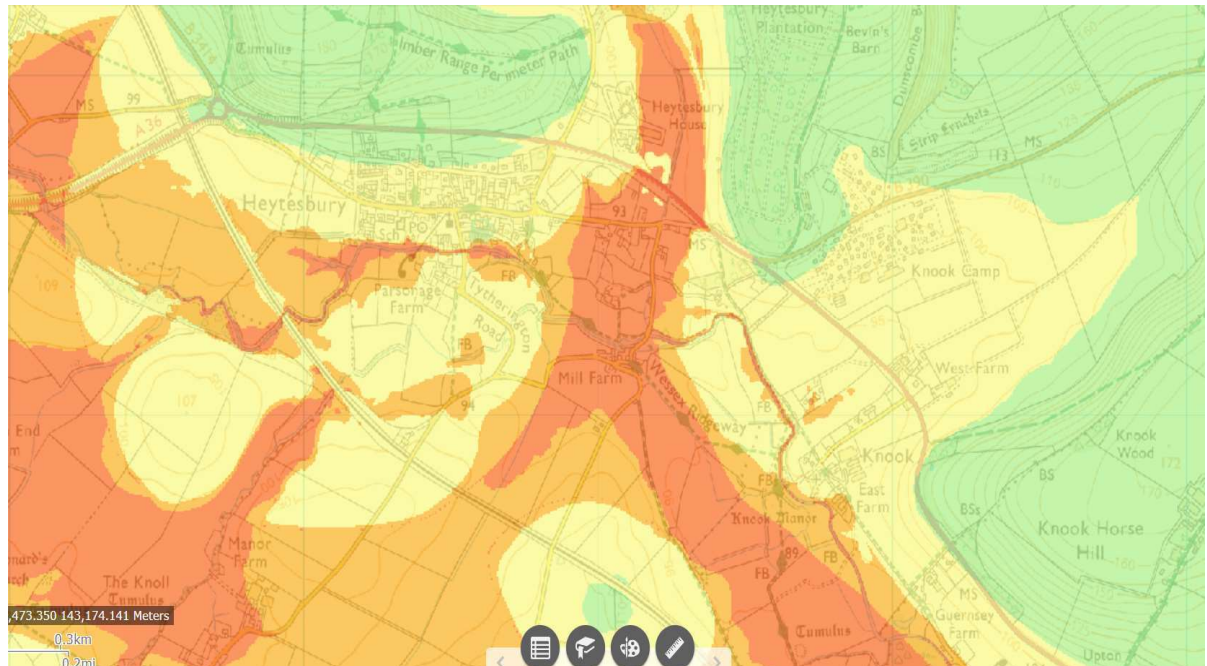


Flood risk from surface water



The dark blue indicating these areas are at risk of flooding from a 1:30 year event, the mid blue for a 1:100 year event and the light blue for 1:1,000 year event.

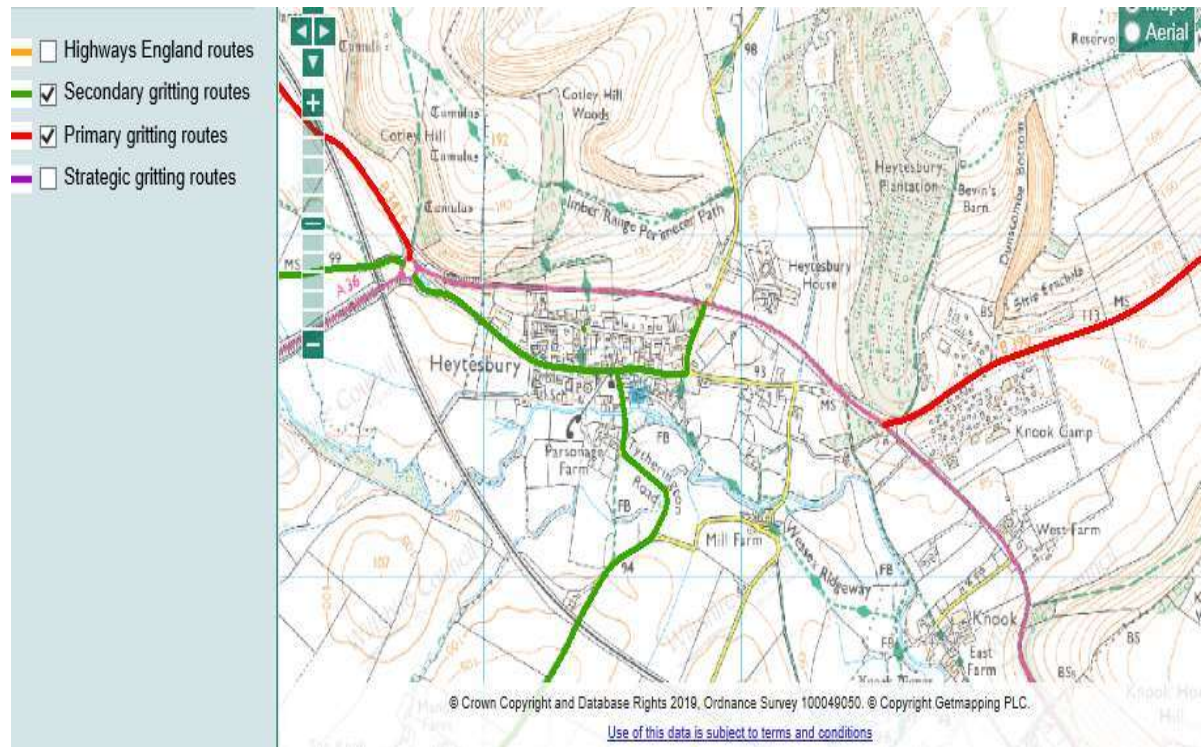
Groundwater flood risk



- No risk.
- Groundwater levels are at least 5m below the ground surface.
- Groundwater levels are between 0.5m and 5m below the ground surface.
- Groundwater levels are between 0.025m and 0.5m below the ground surface.
- Groundwater levels are either at or very near (within 0.025m of) the ground surface.

3	Snow
Planning	
• Check grit bins. • Check Met Office weather warnings.	
Event	
• Check Met Office weather warnings. • Wiltshire Council grit bins are yellow. • Report vulnerable people in need of support to Wiltshire Council. • If public offer use of 4 x 4 vehicles advise they should check insurance cover for use. • If amber or red weather warning consider withdrawing volunteers until safe to work outside again. • Volunteers should always report in to a coordinator, where they are going and when they are back. • If road conditions become dangerous, inform Wiltshire Council. • Advise Wiltshire council when standing down volunteers.	
Post event	
• Review the emergency plan.	

Gritting routes



4	Gas, water and electricity
Planning	
Note contact telephone numbers for gas, water and electricity	
Incident	
- Monitor Met Office weather warnings - If power cut inform power company - If water failure or sewage leak inform water company - Be aware of vulnerable residents who may need assistance in event of loss of services. Contact Wiltshire Council or health services if concerned. - Do not approach any fallen power cables. Inform Scottish and Southern Electricity Networks as soon as possible. If someone is trapped inform emergency services. - If gas leak call 0800 111 999. - If red or amber weather warning given consider standing down volunteers. - If local evacuation required assist rest centre. - Stay clear of burst water mains. - Volunteers should report to coordinator when going out and when they return.	
Post incident	
Review the emergency plan.	

5	Public health emergency
Action	
If a public health emergency is declared liaise with Wiltshire Council.	
Following a public health emergency	
Review the emergency plan.	

6	Major incident
Planning	
- Training courses for volunteers e.g. first aid, emergency response. - Check equipment e.g. first aid kits.	
Incident	
- If major incident occurs e.g. train crash/vehicle crash/multiple property fire, coordinator/volunteers to report to Incident Commander to see if they can provide assistance. - If local evacuation, casualty station or comfort station required due to long duration of event consider opening local respite centre in coordination with Incident Commander/Wiltshire Council. - Volunteers may be asked to assist with road closures. (Volunteers have no powers to stop people entering cordon or road closed – if breach occurs take details and report to Incident Commander). Do not advise drivers of detour routes. - Arrange rota of volunteers if situation ongoing. - Contact local resources if they may be of assistance - Advise Incident Commander and Wiltshire Council when standing down volunteers. - Stay safe and follow instructions from emergency services. Do not put your life or others at risk.	
Post incident	
Review the emergency plan	

Sandbag / gel bag policy

- | |
|--|
| <ul style="list-style-type: none">• Neither the parish council nor Wiltshire Council has a statutory duty to provide sandbags /gel bags or other temporary flood defences to residential and business properties although we will try to help subject to availability and demand. It should be noted it is the property owner's responsibility to protect their property from flooding.• If you know your property is at risk of flooding it is strongly recommended that you make your own arrangements for sandbags/ gel bags or other defences as part of a pre-emptive flood defence plan and sign up for flood warnings by calling Floodline 0345 988 1188.• We have a limited supply of sandbags /gel bags and any requests for them will be considered on a case by case basis and will be prioritised by level of need and vulnerability.• We will not supply sandbags/ gel bags or other temporary defences in advance based on forecasts.• Once issued, sandbags/ gel bags are your property and you are responsible for disposal. Wiltshire Council can provide advice on disposal. |
|--|

Flood warnings

 Flood Alert	Flooding is possible. Be prepared. General advice • Be prepared to act on your flood plan. • Prepare a flood kit of essential items. • Monitor local water levels on the Environment Agency website.
 Flood Warning	Flooding is expected. Immediate action required. General advice • Move family, pets and valuables to a safe place • Protect yourself, your family and help others • Turn off gas, electricity and water supplies if safe to do so • Put flood protection equipment in place
 Severe flooding.	Severe flooding. Danger to life. General advice • Stay in a safe place with a means of escape. • Be ready should you need to evacuate from your home. • Co-operate with the emergency services. • Call 999 if you are in immediate danger.
Warnings no longer in force	No further flooding is currently expected in your area. General advice • Be careful. Flood water may still be around for several days.

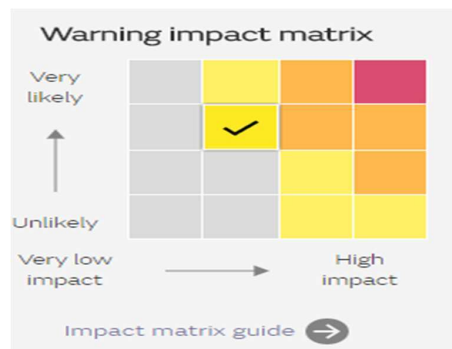
Met Office weather warnings

The Met Office issues weather warnings, through the National Severe Weather Warning Service, when severe weather has the potential to bring impacts to the UK. These warnings are given a colour (yellow, amber or red) depending on a combination of both the impact the weather may have and the likelihood of those impacts occurring.

Yellow and Amber warnings represent a range of impact levels and likelihoods. This means it is important to read each warning to know what level of impact you can expect for your chosen warning area – and how likely those impacts are to occur.

These impacts can include damage to property, travel delays and cancellations, loss of water supplies, power cuts and, in the most severe cases, bring a danger to life.

We show this combination of impact and likelihood in a matrix, which can be seen in the Further Details section of our warnings. To understand how likely we think the forecast impacts are, always check the matrix to see which box has been ticked.



Yellow warning: Yellow warnings can be issued for a range of weather situations. Many are issued when it is likely that the weather will cause some low level impacts, including some disruption to travel in a few places. Many people may be able to continue with their daily routine, but there will be some that will be directly impacted and so it is important to assess if you could be affected. Other yellow warnings are issued when the weather could bring much more severe impacts to the majority of people but the certainty of those impacts occurring is much lower. It is important to read the content of yellow warnings to determine which weather situation is being covered by the yellow warning.

Amber warning: There is an increased likelihood of impacts from severe weather, which could potentially disrupt your plans. This means there is the possibility of travel delays, road and rail closures, power cuts and the potential risk to life and property. You should think about changing your plans and taking action to protect yourself and your property. You may want to consider the impact of the weather on your family and your community and whether there is anything you need to do ahead of the severe weather to minimise the impact.

Red warning: Dangerous weather is expected and, if you haven't already done so, you should take action now to keep yourself and others safe from the impact of the severe weather. It is very likely that there will be a risk to life, with substantial disruption to travel, energy supplies and possibly widespread damage to property and infrastructure. You should avoid travelling, where possible, and follow the advice of the emergency services and local authorities.

Personal flood plan

Name



Are you signed up to receive flood warnings?

If not call Floodline on 0345 988 1188 to see if your area receives free flood warnings.

Let us know when you've completed your flood plan by calling Floodline on **0345 988 1188**. This will help us learn more about how people are preparing for flooding.

General contact list	Company name	Contact name	Telephone
Floodline	Environment Agency		0345 988 1188
Electricity provider			
Gas provider			
Water company			
Telephone provider			
Insurance company and policy number			
Local council			
Local radio station			
Travel/weather info			

Key locations

Service cut-off	Description of location
Electricity	
Gas	
Water	

Who can help/who can you help?

Relationship	Name	Contact details	How can they/you help?
Relative			
Friend or neighbour			

Be prepared for flooding. Act now

Personal flood plan

What can I do NOW?



☐	Put important documents out of flood risk and protect in polythene	☐	Look at the best way of stopping floodwater entering your property	☐	Find out where you can get sandbags	☐	Identify what you would need to take with you if you had to leave your home
☐	Check your insurance covers you for flooding	☐	Make a flood plan and prepare a flood kit	☐	Identify who can help you/ who you can help	☐	Understand the flood warning codes

What can you do if a flood is expected in your area?

Actions		Location
Home		
• Move furniture and electrical items to safety		
• Put flood boards, polythene and sandbags in place		
• Make a list now of what you can move away from the risk		
• Turn off electricity, water and gas supplies		
• Roll up carpets and rugs		
• Unless you have time to remove them hang curtains over rods		
• Move sentimental items to safety		
• Put important documents in polythene bags and move to safety		
Garden and outside		
• Move your car out of the flood risk area		
• Move any large or loose items or weigh them down		
Business		
• Move important documents, computers and stock		
• Alert staff and request their help		
• Farmers move animals and livestock to safety		
Evacuation - Prepare a flood kit in advance		
• Inform your family or friends that you may need to leave your home		
• Get your flood kit together and include a torch, warm and waterproof clothing, water, food, medication, toys for children and pets, rubber gloves and wellingtons		

There are a range of flood protection products on the market to help you protect your property from flood damage. A directory of these is available from the

National Flood Forum at www.bluepages.org.uk

Be prepared for flooding. Act now

**Survey of Trees at
Knook Allotments, Knook. BA12 0JG**

11th July 2023

Prepared by Stephen Woollard



**wrc
trees**

**ARBORICULTURAL
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- 1. Introduction**
- 2. Data Collection**
- 3. Risk Management**
- 4. Limitations**
- 5. Statutory Protection**
- 6. Conclusions and Recommendations**

Appendix 1. Tree Location Plan

Appendix 2. Survey Schedule

1. Introduction

- 1.1 WRC Trees were instructed by John Cap of Heytesbury, Imber and Knook Parish Council to undertake a safety survey of trees growing at Knook Allotments.
- 1.2 This survey has focused on the safety of trees only.

2. Data Collection

- 2.1 The Tree Survey was carried out by Stephen Woollard, a licensed user of Quantified Tree Risk Assessment (QTRA) methodology and holder of a LANTRA certificate for Professional Tree Inspection qualification, on 5th July 2023. The weather was sunny.
- 2.2 The trees were assessed from ground level employing the Visual Tree Assessment method, using a nylon sounding mallet, steel probe and binoculars where necessary. Otiss Tree Survey software and a GPS enabled handheld device were used to record data and map the tree locations (see Appendix 1 - Tree Location Plan).
- 2.3 The trees were assessed for physiological health and structural condition, and an assessment of the local environment made. This was to enable identification of any defects predisposing the trees to failure, and where a significant risk to people and property may be posed. This assessment also gives an indication of the vitality of each tree and of its tolerance to competition for nutrients and light, stress, wounding and pathogens.

3. Risk Management

- 3.1 This survey aims to accord with the 'Common sense risk management of trees - Guidance on trees and public safety in the UK for owners, managers and advisers - 2011' as published by the National Tree Safety Group (NTSG). The Health and Safety Executive was consulted in the production of the above publication. It endorses the sensible, proportionate, reasonable and balanced advice to owners on managing the risk from trees set out in their guidance.

4. Limitations

- 4.1 Trees are dynamic living organisms, whose health and condition can be subject to rapid change, depending on a number of external and internal factors.
- 4.2 All trees will drop branches during their lifetime and no tree can be considered entirely safe. Trees can be damaged during high winds or extreme weather. Fungal fruiting bodies may appear in the future and can indicate decay or the threat of decay and possible tree failure.
- 4.3 The conclusions of this survey relate to conditions observed at the time of inspection. Any significant changes to the condition of the trees or to the use of the surrounding land will necessitate a reassessment of the trees. Aerial tree inspection, invasive procedures not highlighted, soil analysis and excavations are outside the scope of the survey, but if considered a requirement will be recommended in the report.

5. Statutory Protection

- 5.1 A check of the Wiltshire Council Planning Explorer Map indicates that none of the trees surveyed are protected by either a Conservation Area or Tree Preservation Order.

6. Conclusions and Recommendations

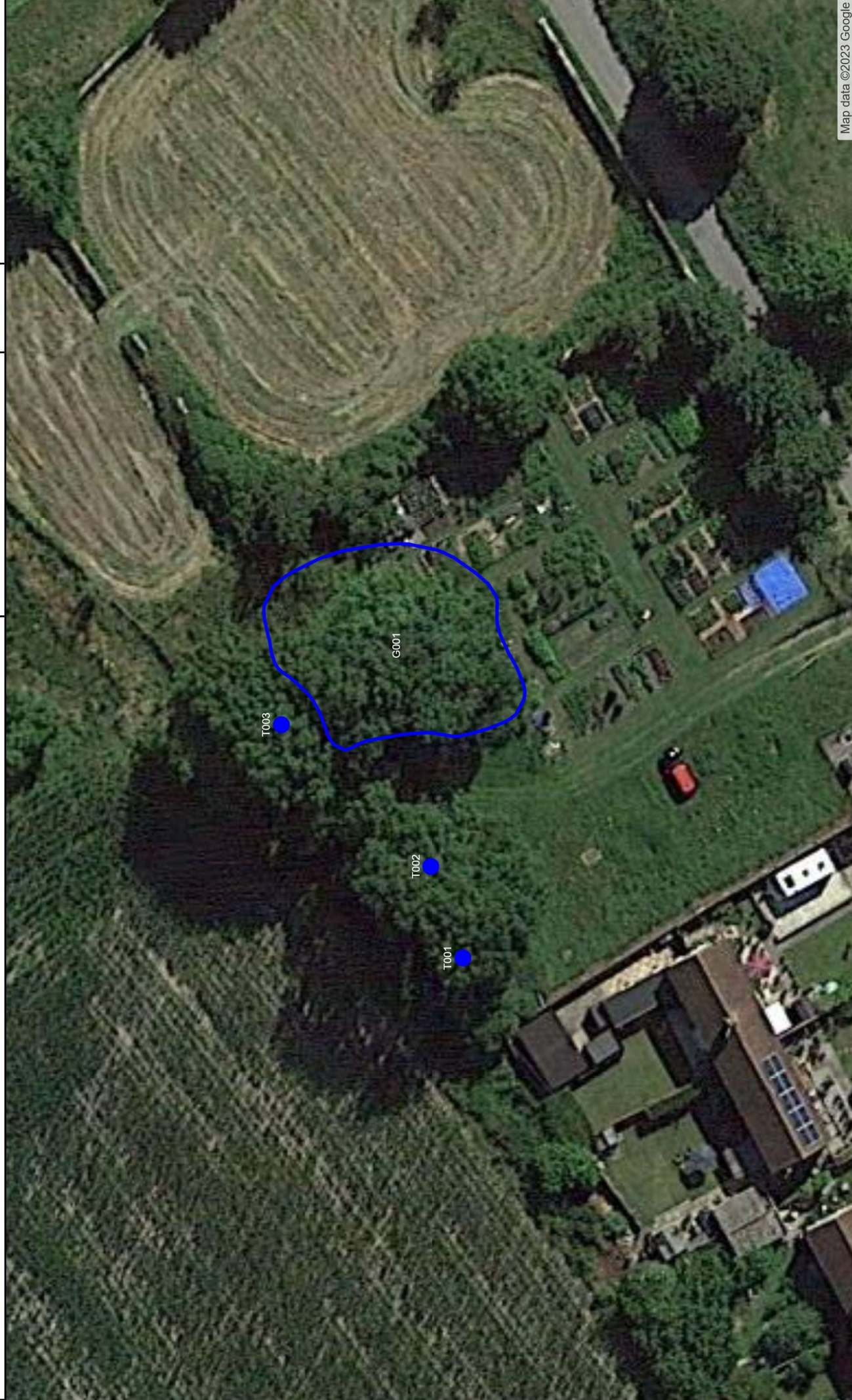
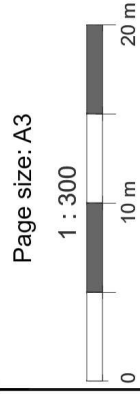
- 6.1 The condition of the trees is fair, offering good visual amenity and ecological benefits. However, all trees or groups exhibit some symptoms of ash dieback (*Hymenoschyphus fraxineus*).
- 6.2 Ash dieback (*Hymenoschyphus fraxineus*) is a serious disease of ash trees, particularly of the UK's native ash (*Fraxinus excelsior*). It is a fungal pathogen which causes rapid deterioration and often death of ash trees. Trees affected by ash dieback are documented to be prone to branch failure or total failure, often caused by the degradation of wood structure or infection by a secondary pathogen such as honey fungus (*Armillaria mellea*). Trees decline rapidly, although some trees may resist for several years, and a few may recover. Current guidance is to retain infected ash trees unless they pose a risk to persons or property. That guidance has been followed in this survey.

Ash trees in this survey have been classified by level of infection as described in The Tree Council Action Plan Toolkit:

- Class 1 100%–76% of the crown remains
- Class 2 75%–51% of the crown remains
- Class 3 50%–26% of the crown remains
- Class 4 25%–0% of the crown remains

6.3 Some trees have dense ivy which prevents a full and detailed inspection. However, ivy is ecologically important, for example as a potential nesting site for birds and bats and as a late source of nectar for invertebrates. It is not recommended that the ivy is severed.

6.4 No works are recommended currently. However, due to the potentially rapid decline of trees infected with ash dieback it is recommended that the trees on this site are inspected annually during the summer months, when symptoms are most easily observed, by a suitably qualified and experienced arboriculturalist.



Appendix 2. Survey Schedule



Ref.	Species	Structure	Life Stage	Survey Notes	Condition	Control Measures	Timescale
G001	Common Ash (<i>Fraxinus excelsior</i>)	Group	Early Mature	Group of tall, slender ash stems drawn up by each other. A larger tree has been removed to the west/southwest of the group. Some minor to moderate symptoms of ash dieback (<i>Hymenoschypus fraxineus</i>) to a few trees on the periphery, most notably on the western side. Ash dieback Class 1 Most trees in the groups do not currently exhibit symptoms of ash dieback.	Fair	No action required.	No Action
T001	Common Ash (<i>Fraxinus excelsior</i>)	Tree	Early Mature	Suppressed tree with lean to west Very heavily pruned for utilities to north. Dense ivy on stem prevents full inspection. Deadwood throughout crown typical of species. Very minor symptoms of ash dieback (<i>Hymenoschypus fraxineus</i>) observed. Ash dieback Class 1	Fair	No action required.	No Action
T002	Common Ash (<i>Fraxinus excelsior</i>)	Tree	Mature	Very dense ivy which prevents full inspection. Pruned for utilities to north Asymmetrical crown biased to south/southeast. Deadwood throughout crown typical of species and age. Minor symptoms of ash dieback (<i>Hymenoschypus fraxineus</i>) observed. Ash dieback Class 1	Fair	No action required.	No Action

T003	Common Ash (<i>Fraxinus excelsior</i>)	Tree	Mature	Very dense ivy which prevents full inspection. Deadwood throughout crown typical of species and age. Minor symptoms of ash dieback (<i>Hymenoschyphus fraxineus</i>) observed. Ash dieback Class 1 Allotment detritus at base.	Fair	No action required.	No Action
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HONEY
FOR SALE AT KNOCK



Please clean up
after your dog



1



2



3



4

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agreed to approach some suitable people to liaise with Cllr Nicholas Williams.

10 To consider the following proposal from Cllr Anthony Wilson:

We need to resolve what is meant by 'in the immediate vicinity' and I propose a choice of immediate vicinity to include Upton Levell and Corton, or Upton Levell, Corton plus Sutton Verry and Cottford.

11 To consider the following proposal from Cllr Anthony Wilson:

I propose that a key element of deciding grants is: does the applicant benefit local inhabitants? So an applicant might not geographically be in one of those villages but would still be eligible if meeting that requirement.

12 To consider the following proposal from Cllr Anthony Wilson:

I propose applicants be allowed to present in person to the trust their case for a grant and answer questions about their written application.

13 To consider the following proposal from Cllr Caroline Barker Bennett and Cllr Anthony Wilson:

We propose that the attached letter is sent to Jueliel Deverell, trustee of the Saxon Trust and a director of Heytsdale Ltd.

14 To consider the following proposal from Cllr Vanessa Sturmer:

I propose the attached position statement from the Raymond Trust Fund.

15 To consider the proposal from Cllr Vanessa Sturmer to respond to Heytsdale Estate as follows:

Thank you for your email of 3 May.

As you will read from our letter to you, we have started some work on consultation with the community.

We do have more work to do in finding out exactly what the beneficiaries, the inhabitants of Heytsdale, Knook and Tylberington want from the Raymond Trust Fund, in terms of an indoor community space, in this day and age.

Perhaps we could arrange a meeting with you or your representatives to discuss possibilities further.

16 To consider the proposal from Cllr Anthony Wilson for an article to the Parish News about the Raymond Trust Fund.

17 To review the minutes of the trust working group meeting on 31 May 2023 and consider the recommendations.



HOME PRODUCTS

HONEY

FOR SALE AT KN

AT

FOR SALE AT KNOCK

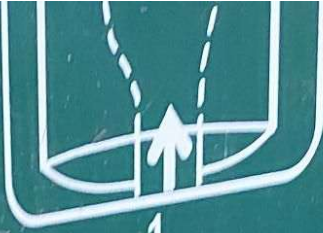
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1



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2



3



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