

MARKET LAVINGTON PARISH COUNCIL

Parish Clerk & RFO: Tanya West Tel: 07770 679697 or Email: clerk@marketlavingtonparishcouncil.gov.uk
VAT Registration Number: 296 9715 35 / Website: www.marketlavingtonparishcouncil.gov.uk

Minutes of a Highways, Recreation, Amenity and Footpaths (HRAF) Committee Council Meeting held on Thursday 5th February 2026 at 7.15pm in the Old School, Market Lavington

Present:

Councillors: Fred Davis; Di Fraser (Chair); Chloe Stevens.

Officers: Tanya West – Parish Clerk & RFO

Public: Three members of the public were in attendance.

Cllr Fraser reminded attendees that to enhance the public participation experience for all, and in accordance with Standing Order 3.f, there will be a second public participation section on the agenda of the HRAF Committee meetings. Anyone wishing to make comment on agenda items is encouraged to do so within the allotted time of 5 minutes as the Chair may not automatically recognise public wanting to comment during agenda items debated by Councillors.

25/26-224	Attendance and Apologies for Absence Cllr Morrison was absent without apology.
25/26-225	Declarations of Interest and Dispensations to Participate a) No further interests to those already disclosed to the Monitoring Officer were declared. b) No dispensation requests had been received.
25/26-226	Adjournment for Public Participation (maximum of 5 minutes) No members of the public present wished to raise any matters at this point in the meeting and so the meeting was not adjourned.
25/26-227	Minutes of Council Meetings The draft minutes of the HRAF Committee meeting held on 6 th November 2025 had been circulated in advance of the meeting, although not in sufficient time for the amendments to be checked as satisfactory. Their approval was therefore deferred to the next meeting.
25/26-228	Review of Finances A report on expenditure for the 2025/26 financial year for those budgets specifically linked to the HRAF Committee was reviewed at the meeting. The following points were raised: <ul style="list-style-type: none">➤ It was noted that a number of budget headings currently show overspends and underspends. Members were advised that these variances had largely been anticipated and are expected to balance out by the end of the financial year.➤ The Football Club had paid their annual invoice for the use of Elisha Field pitches and the pavilion.➤ The significant overspend on tree works was acknowledged, with Members noting that this expenditure was unavoidable due to issues associated with ash dieback.➤ An update was provided regarding the electricity meter at Elisha Field, where a manual reading had recently been submitted and revised bills are awaited.➤ It was noted that funds had been drawn from reserves for the defibrillator and MLAV2 bank slippage works.➤ The Committee discussed the absence of a budget allocation for pavilion maintenance in the current financial year. It was confirmed that no provision had originally been made; however, a budget for pavilion maintenance has been included within the 2026/27 financial year. Members noted that any works required during the current year would need to be funded from reserves or, subject to availability, existing maintenance budgets.

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25/26-229

Routine Maintenance Works and Future Improvements

The Committee received reports on maintenance works undertaken since the last meeting and reviewed those requiring action and made associated decisions as follows:

- a) **Broadwell Play Area** – New signage regarding age limits on the play equipment is still to be installed. It was also raised that another sign stating ‘no ball games’ is outdated. Members agreed that new, clearer and more welcoming signage should be installed, including age-appropriate guidance and safety messaging. The Clerk to progress replacement signage and liaise with the wall owner where signage is affixed.
- b) **Hamilton Drive Play Area** – A copy of the licence with Aster had been circulated to members as pre-reading. The Committee reviewed responsibilities under the licence, and it was noted that the document lacks clarity regarding inspection, maintenance, and replacement of play equipment. Concerns were raised regarding insurance and liability. The Clerk to seek written clarification from Aster regarding responsibilities for inspection, maintenance, insurance and replacement of equipment, and to consult the Council’s insurer for advice.
- c) **Elisha Field Play Area** – Members noted that the swing seat and new chains and fittings had been completed, it was also ratified that the price was more than previously agreed [£427+VAT increased to £631+VAT], as it was necessary to fit a new set of chains and shackles to the second swing due to excessive wear. The next inspection is scheduled for March. Additional works discussed included topping up woodchip surfacing, general cleaning of equipment, and addressing uneven ground to reduce trip hazards. The Clerk to prepare a small action plan and obtain costs where required; volunteer support to be explored for cleaning and minor works.
- d) **Elisha Field Playing Field and Pavilion** – Following the pavilion inspection agreed at the last meeting, the Committee noted that quotes are being obtained for repairs to the timber and repainting works. The Clerk raised that repairs to the guttering and downpipes are also needed, as both are leaking significantly. The latest update from the Scouts for a modular replacement building was they were hoping to having something in place within the year. Members expressed concern that this timescale may not be achievable, however, it was agreed that only essential works should be progressed at this stage. The Clerk to obtain quotations and report back, with consideration of value for money given potential future redevelopment. Volunteer support to be included where possible and when weather permits.
- e) **Canada Woods / Community Park – Dog & Waste Bins** – Members noted that new dog and general waste bins and posts have been ordered and are expected to be delivered later this month. It was also ratified that the price was more than previously agreed [£450+VAT increased to £660.70+VAT], as it was necessary to purchase two ground lock posts and fixings for the dog waste bins, as the posts originally thought to be suitable to attach the bins to were not. The Clerk to liaise with Cllr Fraser regarding installation upon receipt.
- f) **Car Park, Amenity Land & Steps by Community Hall** – It was noted longer-term repairs to the steps and possible pathway improvements are being costed. Fly-tipping in this area was discussed, and it was noted that as this was more than old branches and vegetation, but included old sofas and fridges it had been reported by the MyWilts app. The quotations for longer-term repairs and pathway improvements will be considered once received.
- g) **Defibrillators and Bleed Kits** – Members noted that new defibrillators and cabinets are due for installation this month and the Clerk was liaising with the Doctor’s Surgery regarding the electrical connection. A proposal for an additional defibrillator on Kings Road was discussed, with potential contributions from residents and Easterton Parish Council. Cllr Stevens had met with from Cllr Boyt at Easterton Parish Council on this matter following a request they received from residents. The Clerk to circulate costs and liaise with interested parties regarding funding with a decision to be brought back to a future meeting. Issues relating to a portable defibrillator donated to the football club were also noted. The Clerk to contact the football club to clarify usage and future arrangements.

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Correspondence had been received from Zoll Medical reporting of a known manufacturer issue with the Powerheart G5 AED, this was noted and will continue to be monitored and reported to the manufacturer if and when required.

- h) **Bus Shelters & Street Furniture** – The two grit bins at Rochelle Court are still in situ (minute 24/25-128 refers); the redistribution of the contents using the flexi tubs purchased is yet to be actioned. Several residents had requested a grit bin at Francis Road and options were discussed. A bin at Parsonage Lane, for use by those residents and those of Bouverie Drive, was also raised as it had been previously requested. Cllr Fraser undertook to walk the areas to identify suitable locations; options to be brought back for consideration, along with the potential re-siting of existing bins.
Wiltshire Council are still continuing with their bus stop improvement works.
- i) **Maintenance Equipment** – The Committee discussed concerns regarding the whereabouts of the Parish Council strimmer and contractor arrangements. The Clerk and Cllr Davis to make further enquiries regarding the missing equipment and contractor arrangements.
- j) **Other Parish-Owned Land (Market Place, Broadwell, Village Green)** – Following matters raised by a resident at the January Full Council meeting, Cllr Davis attended the site to investigate drainage issues at the **triangle near Northbrook**. Potential short-term and long-term solutions were discussed. The short-term option involves the temporary clearance of the culvert. The long-term option involves the removal of the bridge and culvert leading to a property on Bouverie Drive, which is no longer used by the resident. The Clerk was asked to contact the Environment Agency to seek advice on whether they would unblock the culvert, particularly as it contributes to flooding on the nearby road. The Clerk was also asked to obtain quotations for the removal of the bridge and disposal of waste, to be reported back at a future meeting.
An update on the **Oaks at 80 Scheme** project was noted, with no allocation made to the Parish.
- k) **Missing Mileposts** – Following discussions at the January Full Council meeting it was reported that two mileposts are missing: one at Black Dog/Dewey's Water (grade II listed) and another by the unclassified road north west of Black Dog farm. Historical enquiries revealed that in 2019 a road traffic accident had broken the Dewey's Water milepost, and the remnants were previously held by a private individual who is now deceased. Efforts are being made to contact the family members of the deceased to trace any remaining components. The Clerk had contacted Wiltshire Council Heritage Conservation Officers and Historic England for guidance on restoration options. A response from the latter was pending [a case reference had been provided]. The Milestone Society has been engaged and were apparently aware of the matter and will provide further information in due course. Funding opportunities for restoration have been identified, including grants for small heritage projects. Members agreed it is appropriate to apply for grants to restore both missing mileposts. Preliminary cost estimates are being obtained. The Clerk and Cllr Fraser to work together on the project.

25/26-230 Review of HRAF Related Projects

The Committee considered the draft list of projects linked to the HRAF Committee.

Members were advised that the projects list had been compiled as a working document, with indicative timescales (short, medium and long term), current status, estimated and known costs, and potential external funding opportunities. It was noted that the list is intended to be flexible and may contain duplication or items requiring clarification.

The Committee discussed the need for a clear and transparent approach to prioritisation, particularly in light of budget constraints. It was agreed that priority should be informed by factors including urgency, the number of residents likely to benefit, and whether funding is already being set aside or is available from external sources.

Members welcomed the use of a spreadsheet format, noting that it provides a clear visual tool for internal decision-making and external communication. It was acknowledged that the projects are not currently listed in priority order and that further detailed consideration is required.

The Committee agreed that Members should review the projects list in detail outside the meeting and return with individual views on priorities. It was suggested that a small number of short-term or

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urgent projects should be identified initially, with other projects held on a longer-term or “future consideration” list to avoid unnecessary work being undertaken prematurely.

Agreed Actions:

- To add a column to the projects list entitled ‘ expected number of residents to benefit’.
- That the projects list be circulated to Members as a working document.
- That Members review the list and consider priorities, timescales and relative benefit.
- That the Committee reconvene to agree a priority order and proposed timescales, in order to make recommendations to Full Council.

25/26-231 Elisha Field Terms and Conditions of Hire

The Committee reviewed the current terms and conditions of hire for Elisha Field and Pavilion. Members agreed that no substantial changes were necessary to the existing document. However, it was **agreed** to action the following minor amendments:

- Clause 2 – referencing the “management committee,” was noted to refer effectively to the HRAF Committee.
- Clause 11 – For clarity, examples of licences that hirers may need be included, such as music and alcohol licences (currently referred to as “necessary licences”).

25/26-232 Other HRAF Matters

Councillors were provided with an opportunity to raise any matters not already included on the agenda. Items requiring a decision will be carried forward to a future meeting and items b) and c) to be added to the future project list.

- a) **Fallen Tree at Fence by Drove Lane junction with the B3098** – Members were informed that the tree which had fallen and damaged the fence by the safe route to school had been inspected by Gaigers (the contractor employed by the landowner). The tree is scheduled to be removed within the next week or two by a local contractor who will clear the debris, cut back the scrub by about one metre and make good the fence.
- b) **Oak Lane to Drove Lane MLAV16 Steps and Drainage** – The Parish Flood Wardens had recently been involved in clearing and improving the steps when undertaking the village clean up works on Drove Lane. Further drainage improvements were being investigated, including the potential of installing French drains. Once further details and costings are obtained, these may be proposed for consideration through a future LHFIFG application.
- c) **Leaf Mulch Bins** – A recommendation for the introduction of leaf mulch bins in the village was noted, to manage road sweepings and drain clearance debris and provide a useful product. A full report and proposal will be submitted to the next Full Council meeting.

25/26-233 Adjournment for Public Participation (maximum of 5 minutes)

Members of the public were invited to raise questions or make comments on parish related matters including non-agenda items.

The meeting was adjourned at 8.17pm and resumed at 8.25pm.

- a) **Oak Lane to Drove Lane MLAV16 Steps** – A member of the public noted that the original work to divert water from the steps was undertaken by Wiltshire Highways, who had admitted it was not completed to a satisfactory standard. The Wiltshire Council Rights of Way Officer had visited the site and agreed to liaise with Wiltshire Highways for a resolution. This is an ongoing issue and continues to be followed up by the Rights of Way Working Group.
- b) **Screen Visibility at Meetings** – Concerns were raised regarding the readability of the meeting screen due to lighting and distance. It was suggested that for future Council meetings, the main hall lights could be switched off, and a portable light could be purchased and stored on site to provide sufficient lower lighting levels for the Clerk and Members to make notes during meetings. This would improve visibility of the screen at meetings.
- c) **Village Fencing and Bins** – A resident asked for an additional dog waste bin to be installed at the entrance to MLAV26, near to the access of the old Reeds site at the end of White Street. The

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issue with dog fouling in this area was discussed. Members agreed to review existing orders and consider combining bin purchases to achieve better value. The Clerk to investigate with the supplier and landowners and subject to feedback on placement and purchase it was agreed in principle. Clerk to provide details and decision to be ratified at the next meeting.

- d) **Play Area Age Range** – A question was raised regarding the legal age range for equipment use at the Broadwell play area. Members confirmed that the area is designated for children aged three to twelve years.
- e) **Village Trees – Safety Concerns** – Concerns were raised regarding the condition of sweet chestnut trees on the drive to Dauntsey's Manor and the potential risk of falling branches. Members agreed to identify the landowner and make them aware of the situation so they can assess the trees for any necessary action.

25/26-234 Items for next agenda

Councillors were provided with an opportunity to raise items to be included on the agenda for the next HRAF Committee meeting.

It was agreed that the next meeting should be to focus on the projects list; with a full review and discussion on priorities and funding options.

25/26-235 Date and Time of Next Meeting

The next meeting of the HRAF Committee is to be determined. The Clerk to circulate some possible date options.

There being no further business the meeting was closed at 8.25pm.

Signed..... Date.....