



Heytesbury, Imber and Knook Parish Council
Parish Clerk Heather Parks FSLCC
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www.heytesburyparish.co.uk

18th November 2018

Agenda
Tuesday 27th November 2018
@ 7-15pm

Membership: Councillors A Perry (Chair), D Bond (Vice Chair), S Buttenshaw, E Colvin, T Eastman, P Fellowes, L Gould, D Hiscock, A Moore, L Morris, and V Sturmeay.

You are summoned to a meeting of the Parish Council to be held at Heytesbury School High St, Heytesbury, Warminster BA12 0EA.

Yours sincerely

Heather Parks FSLCC
Parish Clerk

Members of the public are welcome to attend meetings of the Parish Council, unless excluded due to the confidential nature of the business.

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- 1. Apologies**
To receive apologies including reasons for absence, from those unable to attend.
 - 2. Minutes**
 - 2.1 To approve** as a correct record the minutes of the meeting held on 23rd October 2018 previously circulated.
 - 2.2 To note** any matters arising from the minutes of the meeting held on 23rd October 2018.
 - 3. Declarations of Interest**
To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011
 - 4. Chairman's Announcements**
To note any announcements made by the Chair

Standing Orders will be suspended to allow for public participation

5. Public Participation

- 5.1 **To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.
- 5.2 **To receive** any petitions or deputations

Standing Orders will be reinstated following public participation

6. Financial Information

6.1 Payments for approval:

001228 £69.10 H Parks Stamps and Printer Ink
001229 £168.00 WALC Councillor Training x 4 people
001230 £200.00 Wiltshire Citizens Advice Grant
001231 £250.00 Heytesbury Fireworks Fund Grant
001232 £238.28 idverde Ltd Grounds Maintenance
001233 £66.00 HMRC November Payroll
001234 £264.00 H M Parks November Payroll
001235 £50.00 RBL Poppy Appeal 2 x Wreaths
001236 £30.31 H M Parks Refreshments and Paper
001237 £60.00 Acorn Education Trust Meetings x 3
001238 £53.49 H Parks Amazon Toner for A Perry

6.2 Balances of the Bank Accounts for noting:

Treasurers Account £ 5129.17
Bus Instant Access £ 6190.92
Village Hall Fund £4596.81
Balances @ 2nd November 2018

6.3 Monthly financial report:

Members to receive the monthly report which outlines the current position of spend against budget allocated year to date and includes the monthly reconciliation. See attached.

6.4 Budget Preparation 2019/2020

Please see attached draft budget proposal for debate and instruction to the Clerk. Final dates for decision will be in January 2019. **For debate.**

- Idverde have quoted for grass cutting over a period of 30 weeks from April – October. Total cost £1323.84 + VAT. Monthly payments of 189.12. This continues for three years.
- The figures include the official reserves required for the General Fund of £3150
- The figures include an upgrade to IT which will require support in the next financial year to provide accessibility and security to Parish business.
- The figures start to build a maintenance ear marked reserve for Assets

- Should the proposed increase in the precept be agreed it will effectively add 92 pence per year to Band D costs.

6.5 Grant Applications

Heytesbury Football Club

Grant application received, see attached, requesting the sum of £250. The application fulfils the criteria. **For Decision.**

7. Meetings 2019 – proposed meeting dates of the Parish Council, **For decision.**

January 15 – already booked	September 17
February 26	October 22
March 26	November 26
April 16	2020
May 21 Annual Meeting	January 21
May 28 Parish Meeting	
June 25	
July 23	

All dates have been selected to accommodate official auditing dates, legislation in respect of the Parish Meeting for the electorate and the Annual meeting.

8. Planning Applications

8.1 Applications received and for comment:

Members will review plans on line in advance of the meeting as no paper plans are received from the Planning Authority. Attached planning info sheet 14.

18/10072/TCA Site Location: 18a Little London Heytesbury BA12 0ES

Proposal: 1 - Goat Willow tree - pollard to 3.6m 2 - Cherry Plum tree - pollard to 1.5m

Members to ratify “no Objection” obtained by email circulation for the item above.

Members can use the links below to see the planning applications for discussion.

None

9. Outside Spaces Working Group

There has not been a working group meeting held since the last and therefore nothing to report.

10. Local Plan Review – Councillor Perry will provide a verbal report on the meetings attended in October.

11. Commemoration Trees

Members to confirm their agreement, reached by email, to plant the three whips over winter until these have grown to a suitable size for planting. Members to also approve the article written for the Parish News by Councillor Buttenshaw.

- 12. Rural Housing Needs Assessment** – Councillor Sturmeay is proposing that the Parish Council carries out an assessment. The full process is attached along with the current questionnaire issued by Codford Parish Council. **For decision.**
- 13. Items for a press release or statement from the Parish Council.**
Members to consider whether a press release or statement, on any item listed on the agenda is required for the media or any Parish Media Newsletters/Web sites.
- 14. Correspondence Issued to members 15.10.18 – 18.11.18- For Noting**
 Parish Newsletter 15 October and 29th October
 OFWG – News October 2018
 Highways Newsletter October
 30.10.18 Email to Chairman, invitation to Wiltshire Council’s Carol Service
 30.10.18 James Wilkinson – response to Parish regarding repairs to Play Equipment
 04.11.18 Councillors Email – Receipt of WW1 Trees
 04.11.18 Councillors Email – Planning Number 18/10072/TCA
 04.11.18 Councillors Email – Rural Housing Needs Assessment
 04.11.18 Councillors Email – Highways England Review of Codford Junction
 05.11.18 Briefing Note 370 – SPD review
 05.11.18 Parish Newsletter
 06.11.18 Wiltshire Police Consultation event invitation
 06.11.18 Social Housing Green Paper
 08.11.18 WALC November Newsletter
 10.11.18 Thank you from Bonfire Grant
 31.10.18 Thank you from CAB
 12.11.18 Briefing 372 A vision for special education
 12.11.18 Precept Fact Sheet
 17.11.18 Updated Standing Orders emailed to members
 17.11.18 Notice regarding renewal of Bus Passes
 17.11.18 Community Policing November Newsletter

Councillor Sturmeay wishes to discuss the issue of correspondence to members.

REPORT DATE

13/11/2018

		BUDGET	YEAR TO DATE	REMAINING
INCOME				
Precept	PRE	9050.00		9050.00
Interest	INT		1.81	1.81
Misc (Note1)	MIS		3,701.83	3701.83
Ear	EAR	3550.00		
				12753.64

EXPENDITURE				
Advertising	ADV	50.00	100.00	-50.00
Allowances	ALL	0.00	0.00	0.00
Audits	AUD	350.00	450.00	-100.00
Grants	GRA	1550.00	700.00	850.00
Elections	ELE	0.00	0.00	0.00
Equipment	EQU	0.00	0.00	0.00
Equipment (Note 2)	EQUos	1000.00	1,041.73	-41.73
Grounds Maintenance	GMT	2000.00	1,635.62	364.38
Insurance	INS	1600.00	1,054.31	545.69
IT	IT	100.00	73.97	26.03
Misc	MIS	200.00	314.40	-114.40
Misc	MISos	170.00	50.00	120.00
Printing/Stationary/Postage	STA	437.00	371.01	65.99
Professional Fees	PF	0.00	0.00	0.00
Professional Fees	PFos	150.00	113.40	36.60
Room Hire	VEN	280.00	160.00	120.00
Salary	SAL	3800.00	2,802.00	998.00
Subscriptions	SUB	413.00	425.52	-12.52
Training	TRA	500.00	348.00	152.00
				2960.04

VAT

DATE	TRANSACTION	REFERENCE	CODE	DEPOSITS	PAYMENTS	NET	Amount	BALANCE
1-Apr-18	BROUGHT FORWARD							£6,910.33
04.04.18	Warminster Lions		MIS	400.00				7,310.33
09.04.18	Interest		INT	0.26				7,310.59
11.04.18	HMRC PAYE April	1177	SAL		62.40			7,248.19
12.04.18	Acorn Education Trust	1179	MISos		50.00			7,198.19
12.04.18	H M Parks SLCC Sub	1180	SUB		84.00			7,114.19
12.04.18	WALC Sub	1181	SUB		341.52	284.60	56.62	6,772.67
12.04.18	Acorn Education Trust	1179	VEN		20.00			6,752.67
23.04.18	Wiltshire Council		PRE	9,050.00				15,802.67
24.04.18	Sutcliffe Play	1182	EQUos		475.20	396.00	79.20	15,327.47
25.04.18	HMRC VAT Refund		MIS	727.09				16,054.56
27.04.18	H M Parks Postage	1183	STA		19.99			16,034.57
27.04.18	H M Parks April Payroll	1178	SAL		249.60			15,784.97
05.05.18	N R Still	1184	GMT		202.50			15,582.47
09.05.18	Interest		INT	0.25				15,582.72
21.05.18	Auditing Solutions Ltd	1187	AUD		210.00	175.00	35.00	15,372.72
22.05.18	P Dale	1188	EQUos		23.55			15,349.17
24.05.18	Heytesbury PCC	1189	GRA		250.00			15,099.17
25.05.18	H M Parks May Payroll	1185	SAL		249.60			14,849.57
25.05.18	HMRC May Payroll	1186	SAL		62.40			14,787.17
30.05.18	A Perry	1191	MIS		13.62			14,773.55
30.05.18	S L Corden (Buttenshaw)	1190	EQUos		14.30	11.92	2.38	14,759.25
31.05.18	BHIB	1192	INS		1,054.31			13,704.94
11.06.18	Interest		INT	0.28				13,705.22
11.06.18	H Parks	1193	STA		19.99			13,685.23
15.06.18	NeatNTidy	1197	GMT		300.00			13,385.23
26.06.18	Acorn Education Trust	1194	VEN		80.00			13,305.23
26.06.18	H Parks June Payroll	1195	SAL		249.60			13,055.63
26.06.18	HMRC June Payroll	1196	SAL		62.40			12,993.23
04.07.18	V Sturmey	1199	STA		2.00			12,991.23
04.07.18	WALC	1198	MIS		6.98			12,984.25
09.07.18	Interest		INT	0.24				12,984.49
20.07.18	H Parks Paper & Ink	1200	STA		62.97			12,921.52
23.07.18	Raymond Trust		MISC	2,548.50				15,470.02
27.07.18	HMRC July Payroll	1202	SAL		109.20			15,360.82
27.07.18	H Parks July Payroll	1201	SAL		436.80			14,924.02
31.07.18	Acorn Education Trust	1203	MIS		195.00			14,729.02
02.08.18	Raymond Trust		MIS	26.24				14,755.26
24.08.18	H M Parks Aug Payroll	1204	SAL		264.00			14,491.26
24.08.18	HMRC Aug Payroll	1205	SAL		66.00			14,425.26
24.08.18	123 Reg (A Perry)	1206	IT		23.98			14,401.28
24.08.18	Mirage Signs	1207	EQUos		78.00	65.00	13.00	14,323.28
24.08.18	H M Parks Postage Stamps	1208	STA		33.47			14,289.81
02.09.18	Glasdon UK Ltd	1209	EQUos		297.08	247.57	49.51	13,992.73
02.09.18	Acorn Education Trust	1210	MIS		40.00			13,952.73
04.09.18	idverde Ltd	1211	GMT		238.28	198.57	39.71	13,714.45
04.09.18	Broxap Ltd	1212	EQUos		153.60	128.00	25.60	13,560.85
04.09.18	A Perry Big Fat Web Hosting	1213	IT		49.99			13,510.86
27.09.18	H Parks September Payroll	1214	SAL		264.00			13,246.86
27.09.18	HMRC September Payroll	1215	SAL		66.00			13,180.86
17.09.18	NeatNTidy	1216	GMT		180.00			13,000.86
17.09.18	H M Parks Postage	1217	STA		37.99			12,962.87
09.08.18	Interest		INT	0.26				12,963.13
02.10.18	SLCC	1218	TRA		180.00	150.00	30.00	12,783.13
02.10.18	PFK Littlejohn	1219	AUD		240.00	200.00	40.00	12,543.13
02.10.18	idverde Ltd	1220	GMT		238.28	198.57	39.71	12,304.85
26.10.18	H M Parks October Payroll	1221	SAL		264.00			12,040.85
26.10.18	HMRC October Payroll	1222	SAL		66.00			11,974.85
23.10.18	The Upper Wyllye Valley Parish News	1223	ADV		100.00			11,874.85

10.09.18	Interest		INT	0.27				11,875.12
13.10.18	SLCC Enterprises Ltd	1224	STA	103.99				11,771.13
23.10.18	Playsafety	1226	Pfos	113.40	94.50	18.90		11,657.73
23.10.18	idverde Ltd	1227	GMT	238.28	198.57	39.71		11,419.45
19.10.18	Amazon Stamps and Printer Ink	1228	STA	69.10	61.20	7.90		11,350.35
19.10.18	WALC	1229	TRA	168.00	140.00	28.00		11,182.35
25.10.18	Wiltshire Citizens Advice Grant	1230	GRA	200.00				10,982.35
25.10.18	Heytesbury Fireworks Fund Grant	1231	GRA	250.00				10,732.35
11.11.18	idvede Ltd	1232	GMT	238.28	198.57	39.71		10,494.07
27.11.18	HMRC November Payroll	1233	SAL	66.00				10,428.07
27.11.18	H M Parks November Payroll	1234	SAL	264.00				10,164.07
12.11.18	RBL Poppy Appeal 2 x wreaths	1235	MIS	50.00				10,114.07
12.11.18	Morrisons Refreshments 23.11.18	1236	MIS	8.80				10,105.27
12.11.18	Amazon Paper	1236	STA	21.51	17.92	3.59		10,083.76
12.11.18	Acorn Education Trust	1237	VEN	60.00				10,023.76
09.10.18	Interest		INT	0.25				10,024.01

TOTALS:	12,753.64	9,639.96	2,765.99	548.54
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<u>Reconciliation:</u>	<u>Deposits</u>	<u>Payments</u>	<u>Balance</u>
	12,753.64	9,639.96	£10,024.01

HAYTESBURY IMBER & KNOOK PARISH COUNCIL
 MRS PERRY
 2B PRESTBURY DRIVE
 WARMINSTER
 WILTSHIRE
 BA12 9LB



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TREASURERS ACCOUNT
 HEYTESBURY IMBER & KNOOK PARISH COUNCIL

Account Summary

Balance On 5 October 2018	£6,849.95
Total Paid In	£0.00
Total Paid Out	£1,720.78
Balance On 2 November 2018	£5,129.17

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
5 Oct 18		BALANCE BROUGHT FORWARD			6,849.95
12 Oct 18	Cheque	✓ 001220	238.28		6,611.67
12 Oct 18	Cheque	✓ 001219	240.00		6,371.67
15 Oct 18	Cheque	✓ 001218	180.00		6,191.67
26 Oct 18	Payment	✓ 001222	66.00		6,125.67
29 Oct 18	Cheque	✓ 001221	264.00		5,861.67
29 Oct 18	Cheque	✓ 001228	69.10		5,792.57
30 Oct 18	Cheque	✓ 001223	100.00		5,692.57
31 Oct 18	Cheque	✓ 001226	113.40		5,579.17
2 Nov 18	Cheque	✓ 001230	200.00		5,379.17
2 Nov 18	Cheque	✓ 001231	250.00		5,129.17
2 Nov 18		BALANCE CARRIED FORWARD			5,129.17

o/s.

001224	103.99	
001227	238.28	
001229	168.00	
	<hr/>	
	510.27	

5129.17
6191.70
<hr/>
11320.87
510.27
<hr/>
10810.60

Mirage Signs 78.00.
 o/s since August.
 Nov Cheques 708.59

 10024.01

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.
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HAYTESBURY IMBER & KNOOK PARISH COUNCIL
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BUS BANK INSTANT
 HEYTESBURY IMBER & KNOOK PARISH COUNCIL

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 Sort code: **30-99-13**
 Account number: **07036026**
 BIC: **LOYDGB21294**
 IBAN: **GB97 LOYD 3099 1307 0360 26**

Account Summary

Balance On 5 October 2018	£6,191.45
Total Paid In	£0.25
Total Paid Out	£0.00
Balance On 9 October 2018	£6,191.70

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
5 Oct 18		BALANCE BROUGHT FORWARD			6,191.45
9 Oct 18		INTEREST (GROSS)		0.25	6,191.70
9 Oct 18		BALANCE CARRIED FORWARD			6,191.70

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Messages

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Heytesbury, Imber and Knook Parish Council

Name of Organisation: Heytesbury Football Club

Name of Applicant: Mr Martyn Spratt

Address: 8 St Johns Rd Warminster Wilts BA12 9LY

Tel: 07790728197

Position held in the Organisation: Secretary

Aims and Purpose of the Organisation:

To facilitate Adult Football for both players and spectators in Heytesbury Village.

What project or activity would the money be used for and how would it benefit the Parish?

To aid the purchase of 6 Portable floodlights to allow the players to train at Heytesbury Park during the winter months. This will help with their fitness and improve their skills. It will help with team cohesion. It will also be of benefit for the long -term future of the club

There is also the possibility that they could be used for other Village activities.

How many people or what proportion of the people who would benefit live in the Parish?

The football club has one registered player from the Village at the moment, with interest being shown from another young adult in the Village.

The club is supported on match days by village residents of all ages.

What is the total cost of the project or activity?

£3600.02

Specifically, how much money are you requesting from the Parish Council towards the project or activity? (*The maximum request is £ 250*)

Amount requested £250.00



Heytesbury, Imber and Knook Parish Council

If the money requested only forms a part of the overall cost, what would this grant be specifically spent on in the context of the project or activity?

The money requested would be used to part fund the project.

Is the Organisation: not for profit? Yes

(b) a charitable organisation? No

Has a grant application for this project or activity been made to any other local authority or organisation? Yes

If Yes, please give details and the result of the application if known:

Wiltshire Area board £1050.00 requested Decision to be made 1st November 2018

.....

If your grant application is successful, please name to whom the cheque should be made payable.

Heytesbury Football club

This application must be supported by a Financial Statement showing Income and Expenditure and Balance Sheet for the previous accounting year. For new initiatives or activities, a budget forecast will be acceptable. All questions on this form must be completed but you may attach supporting information.

Press and Publicity - By receiving and accepting your grant you have made a commitment to using the Parish Council's logo when publicising the award. The Parish Council may also publicise the grant and organisation which has benefitted.

Signed Martyn Spratt

Date 24/10/2018

Date notified	Planning No	Description	Date reply due back to Wiltshire Council	Chair's decision 1. meeting (m) 2. no time for action (o) 3.extension (e)	Case Officer	Wiltshire Council decision
11/09/18	18/08442/TPO	Site Location: The Coach House 11 Heytesbury Park Heytesbury BA12 0HG Proposal: T1 Lime Tree coppice, Remove tree and stump and plant replacement.	03/10/18	Email	Shane Verrion	
05/09/18	18/08508/FUL	Site Location: The Dairy House West Farm Barns Knook BA12 0JF Proposal: Ground floor extensions and installation of additional roof windows.	15/10/18	Email	Verity Giles-Franklin	Approved
26/09/18	18/08892/TPO	Site Location: Hospital of St John Newtown Heytesbury BA12 0HW Proposal: T4 Lime tree, re-pollard tree at approx. 500mm above the previous pruning points.	18/10/2018	Email	Shane Verrion	
26/09/18	18/09070/TCA	Site Location: Hospital of St John Heytesbury Warminster Wiltshire BA12 0HW Proposal: T1 - Apple - reduce lateral branches by up to 1.5metres T2 -Mulberry - Reduce long lateral branches by up to 1.5metres T3 - Mulberry - As above T5 - Crown lift Cherry & Gleditsia to approx. 1.5m T6 - Weeping Pear - Reduce crown by 1 metres T7 - Reduce Bay to approx. 2.5m T8 Cherry - Reduce spread by 1m & thin crown by 15% T9 Beech Trees x 2 Remove lower branches to crown lift to 4m.Reduce lateral branches by 1.5m	18/10/18	Email	Shane Verrion	

Date notified	Planning No	Description	Date reply due back to Wilts Council	Chair's decision 1. meeting (m) 2. no time for action (o) 3.extension (e)	Case Officer	Wiltshire Council decision
02/10/18	18/09249/FUL	Site Location: 4 Greenlands Heytesbury BA12 0EJ Proposal: Two storey extension	01/11/18	M	Katie Tregay	
03/10/18	18/09133/FUL	Site Location: 48 High Street, Heytesbury, BA120EB Proposal: Rear Two Storey Extension.	31/10/18	M	Katie Tregay	
11/10/18	18/09520/FUL	Site Location: Mount Pleasant, 28 Little London, Heytesbury, BA12 0ES Proposal: Demolition of part rear extension and construction of larger rear/side extension	08/11/18	M	Katie Tregay	
25/10/18	18/10072/TCA	Site Location: 18a Little London Heytesbury BA12 0ES Proposal: 1 - Goat Willow tree - pollard to 3.6m 2 - Cherry Plum tree - pollard to 1.5m	16/11/2018	Email	Sue Morgan	

Date agenda to be sent out: 18th November 2018

Plans are available to view at <http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

Parish Clerk

From: Kanzurovska, Belinda <Belinda.Kanzurovska@wiltshire.gov.uk>
Sent: 05 November 2018 17:40
To: Parish Clerk
Subject: Heytesbury Imber and Knook Parish Council
Attachments: North Bradley Parish Survey Report Final.pdf

Dear Heather,

Many thanks for your email. The process for undertaking a Rural Housing Needs Survey in Heytesbury, Imber & Knook is as follows:-

1. Once a request for a survey is received, my colleague Sonia Burgess, from the Service Development Team will advise dates for the survey period and when the survey forms will be available for collection.
2. The Council organises the printing of the survey forms, supplies the forms in individual A4 envelopes and inserts a pre-paid envelope into each envelope, so the completed survey forms can be returned direct to the Council.
3. Some A5 posters are also supplied with the survey forms for the Parish Council to use to publicise the survey. We ask the Parish Council to publicise the survey / explain its importance to the community (either by website or newsletter) if possible before the survey is distributed in order to help ensure a good return rate which will give more robust/comprehensive data for the final report.
4. When the survey forms are ready for collection, my colleague Sonia Burgess and myself will liaise with you so that we can organise a convenient date/location for the forms to be collected.
5. The Parish Council organises the distribution of the surveys forms in the Parish, allowing at least 2-3 weeks for the residents to return the forms back to the Council. The survey close by date is stamped on to the survey forms.
6. The survey form will also be on the Council's website should residents wish to complete and submit one in this way.
7. We ask the Parish Council to supply a Parish Summary to be included in the final report, an example, is attached from a recently completed survey for your guidance (see section 1).
8. After the closing date my colleague, will produce a draft report which is sent to you to liaise with the Chair usually. This is to check for any obvious errors in format or commentary in the report.
9. Once happy with the initial draft a final copy of the report will be produced and sent to you for the Parish Council to note the findings and for your use.
10. The final report is then circulated to the Council's Preferred Development Partnership who fund the survey programme and a copy is stored on the Council's Website Intelligence Network with the other completed surveys.
11. We ask the Parish Council to send me an email to acknowledge that it has received the final survey report and noted its findings which ends the survey process.
12. Following the survey the Service Development & Enabling team will be able to advise the Parish Council regarding Registered Providers who would be able to work with them to meet the identified housing need.

As stated above, there is no cost to the Parish Council regarding the production of the survey forms and producing the final report, but we do need your assistance with various elements in the process i.e.

- Promoting the survey prior to distribution in the Parish/to encourage forms to be completed and returned;
- Distributing the survey forms in the Parish;
- Supplying a Parish Summary for inclusion in the final report.

I hope the above explains the process sufficiently. Once the Parish Council has had the opportunity to consider the above please could you confirm by email that you are happy to proceed with the survey and I will then confirm dates with Sonia.

I look forward to hearing from you.

Kind regards,

Belinda

Belinda Kanzurovska BSc (Hons) MSc

Principal Development Officer
(Devizes, Trowbridge, Warminster, Westbury)
Housing - Service Development & Enabling Team
Wiltshire Council

Mobile: 07775 540837

Email: belinda.kanzurovska@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

Click here to go to the housing pages: www.wiltshire.gov.uk/housing

From: Parish Clerk [mailto:parishclerk@heytesburyparish.co.uk]

Sent: 04 November 2018 12:24

To: Kanzurovska, Belinda

Subject: Heytesbury Imber and Knook Parish Council

Dear Belinda

I have received your contact details from Codford Parish Council following their recent arrangement with Wiltshire Council to carry out a Rural Housing needs assessment. One of our own Councillors has suggested that HIK carry out an assessment too. I am not sure of the process and wonder if you could advise. At this stage I am just researching and haven't put this to our members, but I have been asked to submit it as an agenda item at our next PC meeting.

I wonder if you could advise me of what the steps would be and how we should approach Wiltshire Council.

Yours sincerely

Heather Parks FSLCC

Parish Clerk

Heytesbury Imber & Knook Parish Council

2(B) Prestbury Drive

Warminster

BA12 9LB

Tel: 01985 212340/07970780424

Email: parishclerk@heytesburyparish.co.uk



Codford

Housing needs survey

Wiltshire Council
Where everybody matters

Dear Resident,

The parish council and Wiltshire Council are working together to identify the housing needs of local people in your parish and would be grateful for your help. Households in your parish are being asked to take part in a survey that will give up-to-date information about local housing circumstances and aspirations. This information will be used to help the council develop its housing and planning policies to best meet these needs, including whether there is a local need for affordable housing in your parish and, if so, of what size and type. We need your help to find out what is important to you.

We would be grateful if you would take a few minutes to complete this survey. All of the information that you give on the form will be treated as strictly confidential and will not be linked with your name or address, nor to any other database; nor will any information be passed on to other agencies or market research organisations.

We are interested in getting the views both of households in your parish and of households that may live elsewhere but require affordable housing in your parish. If you know someone who does not live in the parish, but is in need of housing within the parish, please let them know about this survey. See the link below for access to the on-line survey, or contact the rural research officer for extra copies. Please see below for contact details.

Once the results from your parish have been received, a report will be produced to show the results and a copy provided to the parish council. Discussions will then be held to decide if any further action is required

Please return the completed questionnaire in the pre-paid envelope or send it to:

The Housing Strategy Team, Wiltshire Council, Monkton Park, Wiltshire SN15 1ER

The survey is also available for completion online at www.wiltshire.gov.uk/housingneedssurvey

Please return by:

26 NOV 2018

Section 1.

Please complete this section if you **currently live** in the parish.

If you live in the parish and require new affordable housing within the parish please also complete section 2.

Please complete section 2 if you require affordable accommodation in the parish.

Notes for completing the questionnaires

Most of the questions are about your **household**. A household is made up of either:

- one person living alone, or
- a group of people (not necessarily related) living at the same address with common housekeeping and so sharing at least one meal a day or sharing a living/sitting room.

If you would like **help** with any of the questions **or** want to discuss the questionnaire, please telephone Housing Strategy on **01249 706563**.

Questionnaires in large print, Braille, or different languages are also available on request

The survey

1. Is your home in the parish your main home?

Yes No

2. Please provide the ages of the people in your household by writing the total number of people in each age range below:

	0-15	16-24	Age 25-44	45-64	65+
Male					
Female					

3. Do you own or rent your home?

- Own outright
- Own with a mortgage or loan
- Rent from the council
- Rent from a housing association or other social rented
- Rent from a private landlord or letting agency
- Armed Services accommodation
- Rent from a relative or friend
- Tied or linked to a job
- Shared ownership (part rent/part buy, HomeBuy)
- Other (please specify) _____

4. What type of home do you live in?

- Detached
- Semi-detached
- Terraced (including end-terrace)
- Purpose built flat / apartment
- Converted flat / apartment
- Maisonette
- Mobile home, caravan or other mobile structure
- Other (please specify) _____

4a. Is your property sheltered or supported accommodation?

- No
- Yes, sheltered
- Yes, supported

5. How many bedrooms are in your home?

- 1
- 2
- 3
- 4
- 5+

6. How long have you lived at your present address?

- Less than 2 years
- 2 - 5 years
- 5 - 10 years
- More than 10 years

7. Is your home adapted? Please tick all adaptations to your home.

- None
- Stair lift
- Access ramps
- Grab rails
- Level access shower
- Lifeline / Careconnect
- Other (please specify) _____

8. Please fill in the table below for those members of the household **not** in full time education

Employment status	Number of people in household
Working full time	
Working part time	
Unemployed seeking work	
Unemployed not seeking work	
Retired	

9. For everyone who works (**not** in education) in your household, please state how far they have to travel to work. (Please do not complete this question if this is your second home).

	Up to 2 miles	2 - 10 miles	10 - 50 miles	50+
Person 1				
Person 2				
Person 3				
Person 4				
Person 5				

9a. What transport do they use to get to work?

	Work from home	Car	Motor-Bicycle	bike	Bus	Train	Walk	Other
Person 1								
Person 2								
Person 3								
Person 4								
Person 5								

10. Have any members of your family moved permanently **out** of the parish in the last five years? Please indicate how many.

- 0
- 1
- 2
- 3
- 4
- 5+

10a. Please indicate their reasons for moving out of the parish. Please choose a maximum of five reasons, ranking them 1-5 with 1 being the most important.

- To move to cheaper accommodation
- Previous home was too small
- Previous home was too big
- Access problems (e.g. steps, stairs)
- A problem with the condition of the home
- Relationship breakdown
- To live with partner
- To move closer to transport links
- To move closer to friends / other family
- To live closer to employment
- To live closer to shops and services
- To move to a better environment
- To move to a safer area
- To move into a school catchment area
- To live independently
- To receive higher levels of care
- Unable to manage in previous home
- Eviction, end of tenancy or repossession
- Other (please specify) _____

15.

Please complete this section if you **own land** that may be suitable for the development of new affordable housing.

Name:

Address:

Telephone no:

Email:

Details of land available (include location and approximate size)

Equalities monitoring

We would be grateful if you could complete this part of the survey. The information provided in this section will be used for monitoring purposes and will be treated in the strictest confidence.

We have a legal duty to make sure that we treat our employees and people who use our services fairly and that we do not discriminate on the grounds of race, gender or disability.

It is not enough to say that we do not discriminate unfairly. We must be able to demonstrate fairness and to do this we need to collect information about the people using our services.

The collection of equality information is a positive way to check that people from all sections of our community are able to have their say. Checking this information also helps us to plan for the future and make the most effective use of our money and other resources.

The questions in this section relate to the person who has filled out the form.

1. What is your gender?

Male

Female

Prefer not to say

2. What faith / religion / belief do you follow?

Baha'i

Buddhist

Christian

Hindu

Muslim

Jain

Jewish

Rastafarian

Shinto

Sikh

Taoist

Zoroastrian

None

Prefer not to say

Other (please specify) _____

3. Do you consider yourself to have a disability?

- Yes
- No
- Prefer not to say

3a. If you have answered question 3, please tick all that apply.

- Sensory impairment, e.g. hearing or visual impairment
- Hidden disability e.g. diabetes, epilepsy
- Physical impairment
- Mental health difficulty
- Learning difficulty
- Learning disability
- Other (please specify) _____

4. What is your sexuality?

- Heterosexual
- Bisexual
- Gay man
- Lesbian
- Prefer not to say

5. Please tick the box that most accurately reflects your ethnic origin:

White:

- British
- Irish
- Any other White background

Black or Black British:

- African
- Caribbean
- Any other Black background

Asian or Asian British:

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Mixed:

- White and Black African
- White and Black Caribbean
- White and Asian
- Any other mixed background

Other ethnic group:

- Chinese
- Roma
- Irish Traveller
- English Traveller
- Other (please specify) _____
- Prefer not to say

Please return this questionnaire in the pre-paid envelope.

Thank you for completing the questionnaire