

## AGENDA

---

**Meeting:** Cabinet  
**Place:** Council Chamber - Council Offices, Browfort, Devizes  
**Date:** Tuesday 18 October 2011  
**Time:** 10.30 am

---

### Membership:

Cllr John Brady	Cabinet Member for Finance Performance and Risk
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Cllr Keith Humphries	Cabinet Member for Health and Wellbeing
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philippe	Cabinet Member for Strategic Planning, Economic Development and Tourism
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Waste, Property and Development Control Services
Cllr John Thomson	Deputy Leader and Cabinet Member for Adult Care, Communities and Housing
Cllr Dick Tonge	Cabinet Member for Highways and Transport
Cllr Stuart Wheeler	Cabinet Member for Campus Development and Culture (including Leisure, Sport and Libraries)

---


Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic Services, County Hall, Trowbridge, direct line 01225 718024 or email [yamina.rhouati@wiltshire.gov.uk](mailto:yamina.rhouati@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225)713114/713115.

All public reports referred to on this agenda are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## Part I

### Items to be considered while the meeting is open to the public

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

1. **Apologies**

2. **Minutes of the previous meetings** (*Pages 1 - 18*)

To confirm and sign the minutes of the Cabinet meetings held on 13 September and 6 October 2011

3. **Minutes - Capital Assets Committee** (*Pages 19 - 42*)

To receive and note the minutes of the Capital Assets Committee held on 14 June, 26 July and 14 September 2011

4. **Leader's announcements**

5. **Declarations of Interest**

To receive any declarations of personal or prejudicial interests or dispensations granted by the Standards Committee.

6. **Public participation**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Written notice of questions or statements should be given to Yamina Rhouati of Democratic Services by 12.00 noon on 14 October 2011. Anyone wishing to ask a question or make a statement should contact the officer named above.

7. **Countywide Analysis of the Impact of Car Parking Charges** (*Pages 43 - 74*)

Report of the Corporate Director – Operations is circulated

8. **Response to proposals from Salisbury City Council presented to Wiltshire Council 26 July 2011** (*Pages 75 - 92*)

Report of the Corporate Director – Operations is circulated

9. **Response to proposals from Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry presented to Wiltshire Council 26 July 2011** (*Pages 93 - 128*)

Report of the Corporate Director – Operations is circulated

10. **Provision of Internal Audit** (*Pages 129 - 142*)

Report of the Chief Finance Officer is circulated

11. **Budget Monitoring Period 5 August 2011** (*Pages 143 - 166*)

Report of the Director of Finance is circulated

12. **Recommendations on the Capital Programme** (*Pages 167 - 172*)

Report of the Director of Finance is circulated

13. **Urgent Items**

Any other items of business, which the Chairman agrees to consider as a matter of urgency

14. **Exclusion of the Press and Public**

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 15 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

## **Part II**

**Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed**

15. **Recommendations on the Capital Programme** (*Pages 173 - 174*)

Confidential report of the Director of Finance is circulated

**The items on this agenda reflect the key goals of Wiltshire Council, namely 'Work together to support Wiltshire's Communities', 'Deliver high quality, low cost, customer focused services and 'Ensure local, open, honest decision making'**

This page is intentionally left blank

## CABINET


---

MINUTES of a MEETING held in COUNCIL CHAMBER - COUNCIL OFFICES,  
BRADLEY ROAD, TROWBRIDGE, BA14 0RD on Tuesday, 13 September 2011.

Cllr John Brady	Cabinet Member for Finance Performance and Risk
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philippe	Cabinet Member for Strategic Planning, Economic Development and Tourism
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Waste, Property and Development Control Services
Cllr John Thomson	Deputy Leader and Cabinet Member for Adult Care, Communities and Housing
Cllr Dick Tonge	Cabinet Member for Highways and Transport
Cllr Stuart Wheeler	Cabinet Member for Campus Development and Culture (including Leisure, Sport and Libraries)

Also in Attendance:	Cllr Trevor Carbin
	Cllr Richard Clewer
	Cllr Peter Colmer
	Cllr Tony Deane
	Cllr Richard Gamble
	Cllr Jon Hubbard
	Cllr Julian Johnson
	Cllr John Knight
	Cllr Jerry Kunkler
	Cllr Jacqui Lay
	Cllr Alan Macrae
	Cllr Francis Morland
	Cllr Helen Osborn
	Cllr Jeff Osborn
	Cllr Carole Soden

---

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

### 113. Apologies

Apologies were received from Cllr Keith Humphries, Cabinet member for Health and Wellbeing and Cllr Laura Mayes, Portfolio Holder for Organisational Culture and Cllr Sheila Parker, Portfolio Holder for Vulnerable Children.

**114. Minutes of the previous meeting**

The minutes of the meetings held on 26 July and 19 August 2011 were presented. The minutes from the meeting held on 26 July which contained exempt information are dealt with at minute no. 126 of these minutes.

**Resolved:**

**To approve as correct records and sign the minutes of the meetings held on 26 July and 19 August 2011.**

**115. Leader's announcements**

The Leader made no announcements other than to welcome all those present to the meeting.

**116. Declarations of Interest**

There were no declarations of interest.

**117. Public participation**

(a) Denominational Home to School Transport

The Leader acknowledged receipt of a number of questions and statements in respect of the item on Denominational Home to School Transport (minute no. 118 refers). She explained that as usual, she would be happy to allow members of the public to speak at the start of each item if they wished to do so.

(b) Petition: Waste Transfer Station Plan on the Castledown Business Park, Ludgershall

Cllr Christopher Williams presented a petition from the NO2WASTE group and students from Wellington Academy with 1036 signatories opposing plans for a Waste Transfer Station Plan on the Castledown Business Park, details of which were presented. This had been raised at a meeting of the Tidworth Area Board on 6 June 2011 when Cllr Williams agreed to raise their concerns with Cabinet. Cllr Toby Sturgis, Cabinet member for Waste, Property and Development Control Services gave an assurance that the concerns raised would be taken into account and carry proper weight as part of the feedback to the recent consultation exercise.

(c) Question from Chippenham Vision Board

The Leader reported receipt of the following question from the Chippenham Vision Board:

'If the patronage of the Town's car park is reduced, what is the Cabinet's view on the damage to retail in the Town and whether the increase in car parking charges should be reviewed?'

Cllr Tonge, Cabinet member for Highways and Transport replied that a report to Cabinet currently scheduled for 18 October and Council on 8 November 2011 would analyse the countywide economic, social and environmental impacts of the current car parking charges.

(d) Question from Mr John Bowley

The Leader reported receipt of a question from Mr John Bowley:

'In referring to reported remarks of Councillor Fleur de Rhe-Philippe "that Westbury was holding up Wiltshire with the lack of a bypass and the next inspector might have different findings" asks whether these broadcast remarks represent the view of the Wiltshire Council Cabinet?'

Cllr Fleur de Rhe-Philippe, Cabinet member for Strategic Planning, Economic Development and Tourism replied that this was an inaccurate quote of what she had said. She had actually said that in her personal opinion, Westbury did need a bypass which would also benefit the whole A350 corridor or words to that effect. She also confirmed that she had not said that 'Westbury was holding up Wiltshire'. The Leader confirmed that the Council was supportive of a bypass for Westbury.

118

 **Denominational Home to School Transport**

Written Representations

The following members of the public submitted written representations either in the form of a question or a statement:

Paul Hughes, Headteacher, St Joseph's Catholic School, Salisbury  
Sharon Pearce  
Camilla Whipp  
Father Jean Patrice Coulon, Parish Priest of the Catholic Parish of Devizes  
Sarah Westhoff  
Colette and Dave Williams  
Stuart and Hazel Donaldson  
Mike Corcoran  
Kate Saunders  
William and Petrella Pope  
Anthony Leonard OBE  
Michael Stevenson MBE, Chair of Governors, St Augustine's Catholic College,  
Trowbridge  
Emma Kayne, Governor, St Patrick's Primary School, Corsham  
Francis White

Elizabeth Sian Bredif  
Jayne Keogh

Verbal representations

The following members of the public made verbal representations at the meeting:

Paul Hughes, Headteacher, St Joseph's Catholic School, Salisbury  
Emma Kayne, Governor, St Patrick's Primary School, Corsham  
Francis White  
Anthony Leonard OBE  
Father Jean Patrice Coulon, Parish Priest of the Catholic Parish of Devizes  
Mr Mortimer  
Miss R McLoughlin, Headteacher, St Patrick's Primary School, Corsham  
Governor, St John's Catholic Primary School, Trowbridge  
Willow Kayne and Lauren Wales, pupils at St Patrick's Primary School,  
Corsham  
Mary Ellis, Parent of children at St Patrick's and St Augustine's  
Sheila White  
Tony Lowe  
Alistair Erdozain  
Sarah Westhoff  
Canon Twomey  
Michael Stevenson MBE, Chair of Governors, St Augustine's Catholic College,  
Trowbridge  
Dr Mike Thompson, Clifton Diocese Co-opted Member to the Children's  
Services Select Committee  
Ian McNiff, Clifton Diocese Director of Schools & Colleges

-----

The Leader welcomed all those present who had particularly attended the meeting for this item.

It was noted that as a result of significant budget pressures, the Council had had to review all the services it currently provided. This had included a review of all discretionary transport provision. Cllr Dick Tonge, Cabinet member for Highways and Transport presented a report which sought approval for a change to the Council's Education Transport Policy in respect of denominational home-to-school transport, in order achieve financial savings.

The proposals had been the subject of consultation with those affected. Responses to the consultation had been summarised in the report presented with copies of representations received made available at the meeting. Additionally, two meetings had been held involving the Chairman of Governors and the Headteacher of St. Augustine's School, the Chairman of Governors and



other representatives of St. Patrick's School, Corsham, representatives of the Clifton Diocese and the Parish Priest of Devizes, the Leader of the Council, Cabinet Members, the Portfolio Holder and appropriate Council officers.

Following consideration of the representations received and of the financial, environmental, legal and equalities impacts referred to in the report presented, three options had emerged, details of which were presented. The report recommended Option 2. However, in response to the Task Group's recommendations and the further representations received, Cllr Tonge proposed option 3 and this was duly seconded.

Cllr Richard Gamble, Portfolio Holder for Transport explained the difference between the Council's statutory duty and discretionary power to provide home to school transport. He guided members through the report, the options considered and its recommendations.

The Children's Scrutiny Select Committee had considered the proposals at its meeting on 22 July and established a Rapid Scrutiny Task Group to consider the proposals in more detail and make recommendations as appropriate to this Cabinet meeting. Cllr Carole Soden, Chairman of the Scrutiny Select Committee and Lead Member of the Task Group presented the report of the Task Group held on 8 September 2011 with the following recommendations:

Withdraw discretionary denominational assistance with effect from September 2012, but:

- The current level of assistance to continue for all pupils already in receipt of transport, minus the amount saved through implementing a 10% increase to the parental contribution for each pupil;
- For this assistance to continue for the remainder of the pupils' time at their current school (but not for post-16 education);
- Transport to continue to be arranged by the Council, except where schools are willing to take over this responsibility.

She explained that whilst the Task Group acknowledged that savings needed to be made, considered that its recommendations would avoid disrupting the education of those currently attending a denominational secondary school.

Cllr Jon Hubbard paid tribute to the work of the Task Group highlighting it as an example of best practice and undertaken in a highly professional manner.

Cllr Tonge thanked the Task Group for the work it had undertaken and its report. He explained that adoption of the Task Group's recommendation for the Passenger Transport Unit to continue having responsibility for providing transport would prevent the required level of savings being achieved until the

end of the transition period. He also explained that the Council had offered to assist the schools to arrange their own transport, which would be particularly important for the smaller schools.

A debate ensued on the proposals during which a number of comments were made by members of the Council and members of the public.

The Leader and Cllr Lionel Grundy, Cabinet member for Children's Services in acknowledging the good results achieved by faith schools, emphasised that the Council was working very hard at improving standards in all schools.

Following a lengthy debate, it was

**Resolved:**

**That Cabinet approves the following change to the Council's Education Transport Policy in respect of denominational home to school transport in order to achieve financial savings:**

**Withdraw discretionary home to school transport assistance for children attending a denominational school on grounds of their religion with effect from September 2012 but with transitional provisions to assist all pupils who are already receiving transport subject to the following:**

- **except where there is a legal entitlement to free transport (i.e. for low income families in certain circumstances, as described in paragraph 3 of the report presented);**
- **during 2011/2012 Council officers would seek to support the schools to arrange their own transport, to try and ensure that, as far as possible, transport continues to be available but funded by the users or from other sources rather than by the Council and**
- **the Council would provide a fixed amount of funding direct to the schools, to assist them with the costs of providing transport for all pupils who are already attending the school, each year until they leave. The payment would be made once each year and would be for a fixed amount per pupil, for each child still attending the school who was receiving transport in the 2011/12 academic year. The overall amount paid by the Council would therefore decrease each year as successive year groups leave the school. The amount paid per pupil would be set at £409 per pupil (adjusted for any extraordinary costs), which is equivalent to the average overall cost per head of providing the existing transport in 2011/12, less the 2011/12 parental contribution. Transport would have to be arranged by the schools affected.**

Reason for Decision:

To achieve savings that will be required to balance the budget over a number of years, whilst providing continuity of education for pupils already attending a denominational school, and to support schools in making their own arrangements for pupil transport.

119  **11-19 Commissioning Strategy**

Cllr Lionel Grundy, Cabinet member for Children's Services presented a report which proposed a revised 11 to 19 Commissioning Strategy. The Strategy had been developed by Wiltshire Children's Trust Partnership which brought together all agencies working with children and young people. The Strategy would also ensure the best use of overall resources available to support young people within Wiltshire, ensuring there were no gaps or overlaps in provision. The Partnership was seeking endorsement of the Strategy by this Council.

The Strategy and the report presented outlined the strategic direction for reshaping youth services in Wiltshire and for making savings (£450k in 2012/13) from current expenditure on youth work provided by the Council's Youth Development service.

The suggestions for reshaping the Youth Development service that were consulted on were namely, testing the market to assess whether there could be an alternative provider for youth services; developing local partnerships with the voluntary sector; closer alignment with campus developments and reduced reliance on use of the existing 24 dedicated youth centres.

Cllr Grundy reassured Cabinet that Wiltshire would continue to provide open access youth work in all community areas. There would be a move towards focussing more Council resource on one to one targeted work with young people where it was needed. Youth advisory groups would be implemented in each area with links to Area Boards to look at the needs of young people. There would be greater use of volunteers in running open access youth work who would always work alongside qualified staff.

The necessary financial savings would be made through a mixture of income generation, from centrally held budgets and open access youth work staff. It was noted that discussions with the Deputy Chief Constable confirmed that the Police were very supportive of the Strategy as a whole and for the proposed changes to the Youth Development service.

Cllr Richard Clewer explained the consultation undertaken and feedback received. He was clear that no youth centre buildings would close as a result of the proposals put forward for re-shaping the Youth Development Service.

The report of the Rapid Scrutiny Task Group held on 9 September 2011 to consider the Strategy in detail for recommendation to this Cabinet meeting,

which included a number of recommendations was presented. Cllr Jon Hubbard, Lead member on the Task Group and Cllr Jacqui Lay, member of the Task Group summarised the views of the Task Group.

Cllr Grundy in thanking the Task Group for its work, commented that he was disappointed with its findings given that he, Cllr Clewer and the Service Director for Commissioning and Performance had gone through the report in great detail and responded to all questions and concerns. He did, however, undertake to work with Scrutiny to deliver the outcomes of the Strategy.

**Resolved:**

**That Cabinet agrees the strategic direction and priorities outlined in the 11 to 19 Commissioning Strategy as detailed at Appendix 1 of the report presented, including agreeing the following:**

- (a) The commissioning priorities outlined in section 6 of the strategy and highlighted in section 15 of the report presented;**
- (b) The Wiltshire Youth Work Offer for young people aged 13 to 19 also outlined in section 6 of the Strategy and sections 22 and 23 of the report presented and**
- (c) The savings from youth work services budgets outlined in section 24 of the report presented.**

Reason for Decision:

The Wiltshire Children and Young People's Trust brings together all agencies working with children and young people in Wiltshire. The Trust has developed a commissioning strategy covering services for the 11 to 19 age range. The strategy sets out the strategic direction for services for this age range including services purchased and provided by Wiltshire Council. Wiltshire Council Cabinet is being asked to endorse and approve the strategy including the commissioning priorities.

The 11 to 19 strategy includes plans for reshaping youth services in Wiltshire and for making the savings from the transformation of youth work services noted in the Council's Financial Plan for 2011 to 2015.

**120. Annual Governance Statement 2010-11**

Cllr John Brady, Cabinet member for Finance, Performance and Risk presented a report which asked Cabinet to consider a draft Annual Governance Statement for 2010/11 for preliminary comment before final approval was sought from the Audit Committee at its meeting on 28 September 2011.

The Statement had been previously considered by the Audit Committee at its meeting on 29 June and by the Standards Committee at its meeting on 20 July 2011. The relevant extracts of the minutes of these meetings were presented for Cabinet's information.

Cabinet was asked to consider the draft Statement and to make any amendments or observations to its content. The Statement would be revised in light of any comments from Cabinet and the ongoing review work by the Assurance Group.

In order to ensure the Statement contained the most up to date information as possible, three amendments to the Statement were proposed as follows:

(a) Paragraph 68

At the end of the paragraph add: *'Although there were issues highlighted by KPMG in respect of IT audit work these issues have now been addressed.'*

(b) Paragraph 83:

The final sentence reads "The group will submit its application for charter status during 2011."

To be updated to read:

Wiltshire Council was externally assessed by South West Councils on 9 August 2011 and was subsequently awarded Charter Status for Councillor Development. This is recognition that the Council has achieved best practice in the way it provides learning and development opportunities for its elected councillors. The accreditation lasts for three years."

(c) New paragraph 106:

'The Leader has initiated a consultation process on a proposal to achieve financial savings through a restructuring of the senior management team, involving the removal of the post of the Chief Executive and a Corporate Director post. The Cabinet will be considering this proposal in the light of the outcome of the consultation at the end of this month. The risks and governance issues associated with this proposal will be considered as part of the decision making process.'

With regards to the senior management restructuring, the Service Director, Law and Governance clarified that this was a matter for the Executive. Any dismissal of the Chief Executive as a consequence of a restructuring would require approval of Council. The Leader explained that she intended to bring the matter before Cabinet to ensure transparency.

**Resolved:**

**That the Annual Governance Statement for 2010/11 be amended as detailed at (a), (b) and (c) above and that the Audit Committee be informed accordingly.**

Reason for Decision:

To prepare the Annual Governance Statement 2010/11 for publication in accordance with the requirements of the Audit and Accounts Regulations.

**121. Business Plan Scorecard Report**

Cllr John Brady, Cabinet member for Finance, Performance and Risk presented a report which provided a summary of progress against Wiltshire Council's Business Plan. It provided:

- Community results and Council performance Scorecards for the period April to June 2011
- The status of the Council's main programmes
- The Workforce Report from Human Resources

**Resolved:**

**That Cabinet note progress against the Business Plan.**

Reason for Decision:

To keep Cabinet informed of progress being made against the Business Plan.

**122. Budget Monitoring Period 4 - 4 July 2011**

Cllr John Brady, Cabinet member for Finance, Performance and Risk presented a report which updated members of progress in delivering savings identified in the 2011-2015 Financial Plan in relation to the 2011/2012 base budgets. The report also advised on any significant new cost pressures or changes since the last report on 26 July 2011. The report also set out the future budget monitoring reporting arrangements to members for the rest of the financial year.

The July cabinet report suggested an overspend / shortfall on the balanced budget of £4.683 million due to cost pressures. Allocation of additional unringfenced grant income reduces this by £2.00 million.

During the period additional cost pressures have been identified of £0.401 million. This is made up of an extra £0.222 million caused by demand for adult care services, an extra 0.139 million caused by the demand on the Looked After Children budget and an extra £0.040 million estimated shortfall of income from car parks.

The risk assessment of savings highlights £0.599 million of savings with red risk attached to them. Work would continue in all of these areas to review and identify required actions and this would inform the next monitoring report.

The early identification of potential issues was part of sound and prudent financial management. Action to address this year's forecast should be taken where officers have the delegated powers to do so and this is underway.

A question was raised on how the Council intended to manage expenditure on adult care services. Cllr John Thomson, Cabinet member for Adult Care, Communities and Housing explained that one of the Council's main priorities was to support vulnerable adults and children. The rising expenditure was a reflection of an ageing population and consequently an increase in those requiring more acute support.

**Resolved:**

**That Cabinet:**

- (a) Note the outcome of the Period 4 (July 2011) budget monitoring.**
- (b) Approve the virement of £2million from additional unringfenced grant income to cover cost pressures identified in adult care services.**

Reason for Decision:

To inform effective decision making and ensure a sound financial control environment.

**123. Urgent Items**

The Leader accepted the following item as urgent business as the matter could not wait until the next scheduled meeting.

**124. Wiltshire Incubation Environment Network**

Cllr Fleur de Rhe-Philippe presented a report on the Wiltshire Incubation Environment Network (WIE). The report set out the background to the WIE and its relationship to the Corporate Plan objectives. Cabinet approval was sought on the provision of capital funding that would provide the capital proportion of the match funding required to draw down European Union grant aid. This would enable the creation of four new business incubation and enterprise spaces. This would be achieved through the conversion of three existing vacant Council owned offices and the conversion of existing industrial units at Castledown Business Centre, Ludgershall to provide a single complex of individual desk/workspace units.

The WIE project was an opportunity to support new business and job creation in communities that were either dependent on military employment or have been hardest hit by job losses. Capital funding was essential to delivering the conversion of vacant space to create the required business incubation spaces.

**Resolved:**

**That Cabinet:**

- (a) approve the provision of up to £375,000 of capital funding to support the conversion of industrial space at Castledown Business Centre at Ludgershall, vacant Council owned office space at Manor House, Wootton Bassett and two other locations as yet to be confirmed and to recommend that Council approve this addition to the Capital Programme;**
- (b) delegate authority to the Service Director, Economy & Enterprise in conjunction with the Programme Director, Transformation, ICT and Information Management to work up and implement a more detailed scheme and**
- (c) delegate authority to the Service Director, Economy & Enterprise in consultation with the Cabinet member for Economy & Enterprise and the Director of Legal and Democratic Services to agree the terms of the contract with CLG when the offer of European Regional Development Fund is made for this project.**

Reason for decision

WIE will help to meet the demand for flexible business space and business support services that will enable the start-up, survival and growth of new and existing micro businesses and thereby create and safeguard jobs. It is an important element of the Action for Wiltshire programme which is concerned with supporting economic recovery and contributes to meeting Corporate Plan targets relating to job creation and safeguarding. The project will align with the Government's Growth Agenda by providing the right environment within which local enterprise can be started and developed within a nurturing and supporting network. Given the disproportionate impact of the recession on certain Wiltshire towns, the project provides the opportunity to target those areas where the impact of the recession has been greatest.

## 125. **Exclusion of the Press and Public**

**Resolved:**

**That in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in minute number 126 below as it was likely that if members of the public**



**were present there would be disclosure to them of exempt information as defined in paragraphs 3 & 4 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

**126. Confidential minutes of the meeting held on 26 July 2011**

The confidential minutes of the meeting held on 26 July 2011 were presented in respect of:

Helping to Live at Home and  
Transformation of the Passenger Assistant Service

**Resolved:**

**To approve as a correct record and sign the confidential minutes of the meeting held on 26 July 2011.**

(Duration of meeting: 10.30 am – 2.35 pm)

These decisions were published on the 20 September 2011 and will come into force on 28 September 2011
---

The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail [yamina.rhouati@wiltshire.gov.uk](mailto:yamina.rhouati@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## CABINET

---

MINUTES of a MEETING held in COUNCIL CHAMBER - COUNCIL OFFICES,  
BRADLEY ROAD, TROWBRIDGE, BA14 0RD on Thursday, 6 October 2011.

Cllr John Brady	Cabinet Member for Finance Performance and Risk
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Cllr Keith Humphries	Cabinet Member for Health and Wellbeing
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philipe	Cabinet Member for Strategic Planning, Economic Development and Tourism
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Waste, Property and Development Control Services
Cllr John Thomson	Deputy Leader and Cabinet Member for Adult Care, Communities and Housing
Cllr Dick Tonge	Cabinet Member for Highways and Transport
Cllr Stuart Wheeler	Cabinet Member for Campus Development and Culture (including Leisure, Sport and Libraries)

Also in Attendance:	Cllr Trevor Carbin
	Cllr Christopher Cochrane
	Cllr Peter Colmer
	Cllr Peggy Dow
	Cllr Mike Hewitt
	Cllr Jon Hubbard
	Cllr David Jenkins
	Cllr Julian Johnson
	Cllr Jerry Kunkler
	Cllr Alan Macrae
	Cllr Laura Mayes
	Cllr Jemima Milton
	Cllr Helen Osborn
	Cllr Jeff Osborn
	Cllr Mark Packard
	Cllr Sheila Parker
	Cllr Christopher Williams

---

### 127. Apology

An apology for absence was received from Cllr Richard Gamble, Portfolio Holder for Public Transport.

**128. Leader's announcements**

There were no announcements.

**129. Declarations of Interest**

There were no declarations of interest.

**130. Public participation**

The Leader explained that she would be happy to hear any presentations from members of the public on the subject matter to be considered at this meeting. Questions received which did not relate to this item would be dealt with at the next ordinary meeting of Cabinet on 18 October 2011.

**131. Senior Management Restructuring**

Public Participation

Mr Phil Matthews addressed Cabinet on this matter suggesting that any savings made should be used for health care.

The Leader presented her report which proposed changes to the senior management structure of the Council. If approved, the changes would result in the deletion of the posts of Chief Executive and one Corporate Director. Details of the structure as proposed were presented.

The Leader explained the context in which she had developed her proposal. The Council was under financial pressures to make savings of £100 million over the next four years, with £36 million of those savings to be found next year. The proposal would reduce annual management costs by approximately £200,000 in the current year 2011/12 and would deliver full year savings in 2012/13 of £400,000. This would provide a saving of £1.4 million over the period of the current four year Business Plan.

The Leader explained that the Council was in a strong position to be able to realise its key priority to deliver the strategic four year Business Plan which set out how the Council intended to manage the challenge it faced over the next few years.

The Leader acknowledged that the senior management restructuring as proposed could be regarded by some to be radical but that it had been reached after careful consideration and was based on delivering what she believed to be best for the people of Wiltshire. The proposal would reduce resources from senior strategic posts in order to minimise the impact on front line services.

Local authorities had a statutory duty to designate one of its officers as head of paid service. The statutory role of the head of paid service was most closely aligned with the responsibilities of the Council's Service Director, Human Resources and Organisational Development. It was therefore proposed that the role be designated to this post, subject to Council's approval.

Feedback on the proposal had been invited specifically from those directly affected and from all other staff. A joint response from the Corporate Directors and the Joint Director of Public Health who was not affected by the proposal was presented. The response stated their commitment to the proposal.

The Council's external auditors, KPMG had been made aware of the proposal and had provided some helpful feedback.

The Service Director, Law and Governance explained the consequential matters which would be required should the proposal be approved such as reviewing the Scheme of Delegation for Officers and other parts of the constitution. He also explained that the Senior Officers Employment Sub-Committee would need to meet to consider the dismissal of the Chief Executive and a Corporate Director on the grounds of redundancy with any such decision on the Chief Executive post requiring confirmation by the full Council. The Officers Appointments Committee would also need to meet to determine the appointment to the three remaining Corporate Director posts.

The Leader opened the proposal to full debate and responded to questions which included responding to the points submitted by the Devizes Guardian group, details of which were circulated.

The Leader took the opportunity to thank Andrew Kerr for all his hard work and commitment to Wiltshire. His contribution in delivering a clear strategic plan for the next few years had provided a strong foundation for the Council to now move forward and be in a position to adopt a new model of leadership.

Following debate, it was:

**Resolved:**

**That Cabinet:**

- (a) approve the new senior management structure as detailed at Appendix 1 of the report presented at corporate director level on the understanding that the alignment of services below that level would be determined by the Head of Paid Service following discussion by the corporate directors and in consultation with the Leader and Cabinet in accordance with paragraph 4.7 of the report presented;**

- (b) recommend to Council to designate the statutory function of Head of Paid Service to the Service Director, Human Resources and Organisational Development;**
- (c) note that the appointment of the returning officer, the arrangements for the support of the lieutenancy and any consequential changes to the constitution, including the scheme of delegation to officers would be the subject of a separate report to council and**
- (d) adopt formal individual external appraisals for corporate directors.**

### **Reason for Decisions**

Since the formation of Wiltshire Council in April 2009 we have made radical and positive changes saving more than £14 million in the first year.

A four year Business Plan has been produced setting out actions to deliver the vision. The plan is bold, ambitious and realistic. It reflects the impact of the general election in May 2010, and how this has changed the way in which the council needs to be organised to manage the financial challenges it faces. However the financial pressures cannot be underestimated.

Over 4 years (2010-2015) the council has to absorb a cut of 28.4 per cent of grant funding from the government. Next year 2012/13 the council will need to find savings of £36 million.

Given the financial pressures the Council is faced with, to achieve savings on the senior management costs of the Council in order to minimise the reduction of resources on front line services and to continue to deliver the Business Plan.

### **132. Urgent Items**

There were no urgent items.

(Duration of meeting: 12.30 - 1.50 pm)

These decisions were published on the 10 October 2011 and will come into force on 18 October 2011
---

The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail [yamina.rhouati@wiltshire.gov.uk](mailto:yamina.rhouati@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

## **CABINET CAPITAL ASSETS COMMITTEE**

---

### **MINUTES OF THE CABINET CAPITAL ASSETS COMMITTEE MEETING HELD ON 14 JUNE 2011 AT COMMITTEE ROOM A - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM.**

#### **Present:**

Cllr John Noeken, Cllr Fleur de Rhe-Philippe, Cllr Jane Scott OBE (Chair) and Cllr Toby Sturgis

#### **Also Present:**

Cllr John Brady, Cllr Lionel Grundy OBE, Cllr Alan Macrae and Cllr Jeff Osborn

---

#### **36. Apologies**

There were no Apologies for Absence.

#### **37. Minutes of the previous meeting**

The minutes of the meeting held on 19 April 2011 were presented and it was,

#### **Resolved:**

**To approve and sign the minutes as a correct record.**

#### **38. Chairman's Announcements**

The Chairman announced an additional meeting of the Cabinet Capital Assets Committee to be held at 1.30 pm on Tuesday 26 July at City Hall, Malthouse Lane, Salisbury, in order to consider matters arising.

#### **39. Declarations of interest**

There were no Declarations of Interest.

40. **Capital Budget Monitoring 2010/11 Outturn Report**

The Chief Accountant, Resources, introduced the report and summarised the recommendations made.

Members' attention was drawn to the final position of the 2010/11 Capital Budget, including the final underspend and proposed changes to reprogramming of the Capital programme.

Following discussion regarding the points raised and recommendations made in the officer's report, it was,

**Resolved:**

- a. **To note the final outturn position of the 2010/11 Capital programme.**
- b. **Note the budget changes in section 1 and 2 of Appendix B of the report.**
- c. **Approve the reprogramming of schemes as detailed in Appendix A of the report.**

41. **Castledown Business Park, Ludgershall**

The Service Director, Economy & Enterprise, introduced the report and summarised the recommendations made.

Members' attention was drawn to the update received from the South West Regional Development Agency regarding ownership of the land set out in Phase 1 of the proposals, and it was confirmed that Wiltshire Council owns the leasehold to this site on a protected basis.

The Cabinet Member for Waste, Property, Environment and Development Control questioned the status of a Section 106 agreement on the development of the land and it was confirmed that this had been secured, in addition to Wiltshire Council retaining land use restrictions on the development of the site to uses B1, B2 and B8 of the Use Classes Order.

The Cabinet Member for Economic Development and Spatial Planning noted the advantageous nature of developing the site, noting the above Member's observation on the complex nature of the development agreement, in cementing good relations with the Ministry of Defence.

The Service Director, Economy & Enterprise advised Members that costs were to be recovered over 10-15 years with the development of the site, and that the proposals had been cleared by the Regional Development Agency and the Council's legal advisors.



The Leader raised a question in respect of the potential use of part of the site by Castledown Academy. It was confirmed that this remained a valid option subject to planning being achieved. The proposed purchase cost of the site was discussed in respect of the business case for acquiring the site, along with the previous comments, and it was,

**Resolved:**

**To acquire the 17.75 hectares (31.1 acres) of land at Castledown Business Park, Ludgershall, for a net sum of up to £180,000 on terms set out in the Council offer.**

42. **Urgent items**

There were no Urgent Items.

(Duration of meeting: 1.30 - 1.50 pm)

The Officer who has produced these minutes is Chris Marsh, of Democratic Services, direct line (01225) 713058, e-mail [chris.marsh@wiltshire.gov.uk](mailto:chris.marsh@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## CABINET CAPITAL ASSETS COMMITTEE

---

### MINUTES OF THE CABINET CAPITAL ASSETS COMMITTEE MEETING HELD ON 26 JULY 2011 AT COUNCIL CHAMBER - COUNCIL OFFICES, BRADLEY ROAD, TROWBRIDGE.

#### **Present:**

Cllr John Noeken, Cllr Fleur de Rhe-Philippe, Cllr Jane Scott OBE (Chair), Cllr Toby Sturgis and Cllr John Thomson

#### **Also Present:**

Cllr John Brady, Cllr Peter Davis, Cllr Lionel Grundy OBE, Cllr Alan Macrae, Cllr Jeff Osborn, Cllr Dick Tonge and Cllr Stuart Wheeler

---

#### 43. **Apologies**

There were no apologies for absence.

#### 44. **Minutes of the previous meeting**

The minutes of the meeting held 14 June 2011 were presented and it was,

#### **Resolved:**

**To approve and sign the minutes as a correct record.**

#### 45. **Chairman's Announcements**

The Chairman noted that there would be no regular capital monitoring update, owing to this being an extraordinary meeting.

The Chairman announced that due to particular public interest, item 7, Corsham Mansion House and Library, would be taken as the first of the main items of business.

#### 46. **Declarations of interest**

Cllr Alan Macrae declared a personal interest in item 7, Corsham Mansion House and Library, owing to his knowing individuals working for the proposed partner, Hadston Ltd.

47. **Policy for the Transfer of Community Assets**

Cllr Toby Sturgis, Cabinet Member for Waste, Property, Environment and Development Control, introduced the item and summarised the recommendations made. He drew Members' attention to the following points:

- That the original Community Asset Transfer policy had been approved by Cabinet in 2009;
- This policy has been progressively less fit for purpose in light of the Council's priorities and problems encountered in respect of some prospective transfers;
- That a review of the original policy was ordered by the Cabinet Capital Assets Committee at their meeting on 10 January 2011; and
- That the report represents the outcome of the review process and a solution to address the issues encountered with asset transfer to date.

The Cabinet Member circulated an accompanying flow chart diagram indicating the progression of a typical asset transfer request under the proposed new policy, as requested by the Organisation and Resources Select Committee in their examination of this issue.

Cllr Jeff Osborn, Chairman of the Organisation and Resources Select Committee, expressed his views in respect of the proposals as follows:

- That the flow chart is welcomed and provides greater clarity on the process;
- That a key challenge is the degree of realism of community groups' proposals, although well-intentioned, when transfers can be subject to complicated and expensive legal issues that may gradually emerge; and
- That the policy should enable the successful transfer of assets wherever practicable, and that officers should make reliable advice available to interested parties at the soonest opportunity, especially in light of the above point.

Cllrs Stuart Wheeler, Fleur de Rhe-Philippe and John Noeken expressed their support for the proposed new policy and emphasised their appreciation of the inevitability of occasional legal issues, as above. It was agreed that the availability of early advice would be pivotal in the successful implementation and application of the policy.

It was,

**Resolved:**

1. **That the Cabinet (Capital Assets) Committee approves the approach to the transfer of community assets as detailed in the report.**

2. That the Cabinet (Capital Assets) Committee approves that decisions related to Category 2 and Category 3 applications under the policy are delegated to Area Boards;
3. That a plan for communication of this decision be developed in conjunction with Democratic Services, Area Board Team and Communications, together with the development of an improved guidance document to support all parties involved in the process.

48. **Mechanical & Electrical Servicing Contracts**

The Cabinet Member for Resources introduced the report and summarised the recommendations made. He made the following points:

- That permission was sought to progress the procurement process to secure future building maintenance and engineering contracts;
- That the authority has inherited a multitude of legacy contracts from the previous four district councils and county council;
- That this process seeks to reduce the number of contractors from around 60 currently to seven or fewer;
- This is expected to realise savings of around 10% on the current figure, equating to around £125,000 annually;
- That some tender documents have already been received from prospective contractors, and these will be evaluated in August and September with a view to any contract award in October 2011; and
- That initial contract award may be later supplemented by smaller service packages.

The Chairman asked whether and what provision had been made to support local contractors and employees in the contracting process. The Building Maintenance Manager in attendance confirmed that provision had been made and that this was a driving factor in seeking around seven contractors, rather than awarding all work to one national contractor, which would likely preclude local businesses. It was suggested that the proposed process will encourage local competition.

The Cabinet Member for Finance, Performance and Risk, asked if there were any expectation that more than the £125,000 figure might be saved. The Building Maintenance Manager considered that this figure was that which was to be expected, and representative of relative contracts and current market conditions.

The Cabinet Member for Waste, Property, Environment and Development Control asked whether the proposed contract award would include the Council's offices at Monkton Park, Chippenham. The answer was not known off hand, but Members were assured that provision could be made in contracts for this. The Programme Director for Transformation, ICT and Information Management

informed Members that a phased approach to the transfer of services at Monkton Park back to the authority was in progress.

It was,

**Resolved:**

**That the Director of Resources be delegated authority to award the M&E Servicing Contracts following satisfactory conclusion of the formal tendering process that is currently underway.**

49. **Corsham Mansion House & Library**

The Cabinet Member for Waste, Property, Environment and Development Control introduced the report and summarised the recommendations made. He explained that the proposal fitted within agreed principles that the Corsham campus should be funded in part through disposal of the property, among others.

Members' attention was drawn to the two items of late representation made by members of the public expressing their views with regard to the proposals.

The Strategic Projects and Development Manager explained the content of the report, making the following key points:

- Corsham Mansion House and Library are recommended for disposal by off-market sale;
- The interested party, Hadston Ltd, are willing to offer full market value for the property;
- Building is currently not fit for purpose, and represents a substantial liability due to its current state of repair;
- Maintenance cost estimate, excluding fees and inflation over the next 25 years is in the region of £850,000, the majority of which would occur in the earlier rather than later years;
- The maintenance costs could increase due to the building being Listed
- Officers are satisfied that Hadston is the only bidder that would offer full market value for residential and/or other development purposes whilst being limited to community uses, representing sound value for money;
- That officers would undertake appropriate investigations into the company's funding arrangements; and
- That it should be noted that the proposal is for an off-market sale consistent with the agreed campus principles, and not a community asset transfer.

Mrs Jane Browning spoke as a member of the public, expressing her views on the proposals as follows:

- That concerns are raised as to the community uses to which the building would be put, and what guarantees exist in this respect;
- That the procurement process has not been sufficiently thorough in terms of property valuations and alternative buyers;
- That the provenance of Hadston as a company, which formed as a subsidiary as recently as February 2011, is questionable;
- That interest from third party organisations and prospective partners using the building has been overestimated by officers and Hadston;
- That the full range of options available to Wiltshire Council in respect of the disposal and/or use of the building has not been fully explored;
- That proposed measures to guarantee uses by condition are not sufficiently watertight or extensive;
- That it should be the Council and not a company who proposes Terms and Conditions of contract, which should not include a confidentiality agreement;
- That Corsham Town Council had envisaged the building as being put to retail and/or residential use in future; and therefore,
- That the Committee cannot make an informed decision on the matter at this time.

The Strategic Projects and Development Manager addressed a number of these points, emphasising that officers were satisfied with the processes followed and that suitable guarantees would be obtained as part of any transaction. He also noted that the a joint report submitted to the 1<sup>st</sup> February 2011 report to the Corsham Area Board by the Corsham Community Area Network & Corsham Town Council acknowledged that the Mansion House and Library buildings would be sold if the Operational Campus was to be delivered. The report also noted that some members of the community were concerned that the buildings may deteriorate rapidly during the intervening time, and that they wished to see them being used to the benefit of the local economy and community. It was therefore considered that Hadston's proposals would meet both of these concerns. He confirmed the Council had proposed the Terms and Conditions to Hadston, which did not include a Confidentiality Clause.

The Chairman raised a number of questions relating to the nature of the prospective buyer, Hadston Ltd, the valuation process and the conditions proposed as part of the sale. The Strategic Projects and Development Manager assured Members that he was satisfied with all three aspects and added that whilst seeking guarantees from the buyer, Wiltshire Council would have to make suitable guarantees as to the building's future use (met through contract 'overage') to ensure that the maximum capital receipt is obtained. The Council would also seek an uplift clause, providing capital clawback in the event that the buyers were to develop all or part of the site for a more profitable use such as residential accommodation in future.

Mr Ian Storey spoke as a member of the public, raising the following questions:

- Why had the proposal been rushed through, providing very little notice to local consultees such as the Corsham Area Board?
- Why Hadston had made reference to extensive consultation with all stakeholders in their supporting document, when little, if any, of this had been undertaken?

Cllr Alan Macrae, the divisional member for Corsham Pickwick, requested permission to respond to the questions and explained that the proposal was consistent with the campus strategy agreed 18 months ago and was therefore by no means a rushed decision. He further noted that consultation had occurred between Hadston and the Vice-Chancellor and Property Manager at Bath Spa University, which would have a significant interest in using the building if the proposal were approved. The Strategic Projects and Development Manager suggested that further consultation occur if the proposal were approved and emphasised that Hadston had a unique intention to use the building for community purposes.

Cllr Peter Davis, the divisional member, expressed his views on the proposal as follows:

- That he had been assured that the viability of the Corsham campus would not be predicated on the disposal of this building;
- That it was questionable whether community uses would remain valid once the campus development was completed;
- That he had received several comments of concern from local residents, relating to:
  - Wiltshire Council contracting with Hadston Ltd
  - The track record of Hadston Ltd, a company in its infancy
  - Perceived short-termism of the Council's approach
  - How much community benefit could be gained from the proposed uses
  - The overall viability of the proposed uses
  - That a third party had also approached the Council over the purchase of the buildings but was denied access to the properties
  - The responsibilities of the Council to conserve listed buildings, of which Corsham Mansion House is one
  - The wider impacts of a change of use on Corsham town centre
  - The lack of consultation with local stakeholders
  - The proposed means of transfer in light of the government's localism principles
  - The lack of reference in the report to the building's value and ongoing issues of confidentiality, and
  - The perceived insufficiency of the valuation process
- That many local people have expressed concerns about the relocation of the library with campus development, and that this function could be retained at the property; and
- That in light of the above, the item should be deferred for further consultation and investigation into alternative future uses of the building.



Cllr Alan Macrae, divisional Member for Corsham Pickwick, Chair of the Corsham Area Board and Area Board Representative on the Shadow COB, expressed his views on the proposal as follows:

- Proposal represents a positive opportunity to dispose of a liability, obtain a capital receipt and retain community use for at least as long as will be required;
- That the proposal demonstrates an acknowledgement that community functions do not necessarily have to be provided by the local authority;
- That the interest of Bath Spa University presents a potential boost to Corsham and opportunities for commercial diversification;
- That the campus principles, when agreed, endorsed the disposal of this property amongst others as an integral source of campus funding;
- That the proposal has the support of the Chair of the Community Area Network, especially in terms of its potential to attract further investment;
- That better communication with local people and Area Boards would have helped to clarify the proposals and reasons for these and address many local concerns; and would therefore,
- Recommend that Hadston's statement be revised to address local concerns and that Hadston send a representative to the soonest possible meeting of the Corsham Area Board to present their proposal, should the report be approved.

The Strategic Projects and Development Manager confirmed that a meeting with the third party had taken place but neither he nor Hadston had been allowed access but were both provided with the same information on the layout and condition of the properties. The third party was interested in the development of the property rather than retaining it for community use.

Cllrs Stuart Wheeler, Cabinet Member for Campus Development and Culture; Fleur de Rhe-Philipe, Cabinet Member for Economic Development and Strategic Planning; and John Noeken, Cabinet Member for Resources, all expressed their support for the proposals.

The Chairman requested that Hadston be required to present the scheme to the Corsham Area Board at the soonest appropriate opportunity upon purchase of the building.

Cllr Toby Sturgis reiterated his support for the proposals and assured Members that due diligence would continue to be exercised by offers in delivering the proposed transaction. He also noted that under the proposals, Hadston should be allowed to nominate an alternative charitable trust, to whom the building could be sold.

It was,

**Resolved**

**To sell the Mansion House and Library at Pickwick Road Corsham to Hadston, or its nominated charitable trust, for community purposes at a price that reflects open market value for alternative uses, subject to officers being satisfied that the proposals are fully funded.**

**To request that Hadston present the scheme to the Corsham Area Board at the soonest opportunity upon purchase of the building.**

50. **Urgent items**

There were no urgent items.

(Duration of meeting: 2.10 - 3.20 pm)

The Officer who has produced these minutes is Chris Marsh, of Democratic Services, direct line (01225) 713058, e-mail [chris.marsh@wiltshire.gov.uk](mailto:chris.marsh@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

## CABINET CAPITAL ASSETS COMMITTEE

---

MINUTES of a MEETING held in COMMITTEE ROOM C - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM on Wednesday, 14 September 2011.

Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philippe	Cabinet Member for Strategic Planning, Economic Development and Tourism
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Waste, Property and Development Control Services
Cllr John Thomson	Deputy Leader and Cabinet Member for Adult Care, Communities and Housing

Also in Attendance:	Cllr John Brady
	Cllr Christopher Cochrane
	Cllr Lionel Grundy OBE
	Cllr Jeff Osborn
	Cllr Stuart Wheeler

---

### 51. Apologies

Apologies were received from Cllr Alan Macrae.

### 52. Minutes of the previous meeting

The Leader noted that two changes were recommended to the minutes of the meeting held on 26 July:

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 26 July 2011, subject to the following changes:**

- **Minute no. 49 to be amended to reflect Mrs Browning's point that the Council should propose terms and conditions to Hadston and not vice-versa, and the Strategic Projects and Development Manager's confirmation that the Council had already done so.**
- **Minute no. 47, part 2 of resolution be amended to clarify the Committee's decision that Category 2 and 3 applications are to be delegated to Area Boards for determination (as per paragraph 20 of the report).**

**53. Leader's Announcements**

The Leader noted that she had agreed to accept the following item as urgent business as the matter could not wait until the next scheduled meeting, minute no. 62 refers.

- Middlefields / 357 Hungerdown Lane Site, Chippenham

No other announcements were made.

**54. Declarations of interest**

There were no declarations of interest.

**55. Capital Monitoring - month 4**

Cllr John Brady, Cabinet member for Finance, Performance and Risk, presented a report which informed the Committee on the position on the 2011/12 Capital Programme as at 31 July 2011 and sought approval to recommend to Council, via Cabinet, a change to the Transformation programme.

It was noted that the proposed change, set out at paragraph 5 of the report, had been approved by the Committee at the 7 February 2011 meeting, but due to the timing of the decision had not been included as part of the capital budget setting report which went to Council on 22 February.

**Resolved:**

- a. Note the budget changes in Appendix A and in section 1 of Appendix B.**
- b. To recommend that Council, via Cabinet, approve the allocation of the £8.295 million to the Transformation Programme.**
- c. Note the current position of the capital programme as at month 4 in Appendix C.**

**Reason for Decision**

To inform the Committee of the current position of the 2011/2012 capital programme and to highlight changes in the capital programme.

## 56. **Nomination to Wiltshire Community Land Trust Board**

Cllr John Thomson, Cabinet member for Adult Care, Communities and Housing, presented a report which informed the Committee of the Wiltshire Community Land Trust, and recommended that the Committee nominate a Council representative to sit on the Trust's board.

Cllr Thomson considered that the work of this organisation could relate to some of the Council's strategic projects, such as the Campus initiative. As such, it was important that the Council had an awareness of the work of the organisation and had a senior level link to the organisation.

It was suggested that a lead officer also be appointed in due course, and that the role of Board and status of the Council representative be clarified.

### **Resolved:**

- a. That Councillor John Thomson be appointed as the Council's representative on the Wiltshire Community Land Trust Board.**
- b. That an officer appointment also be made, following the outcome of the on-going restructure of the Corporate Leadership Team.**
- c. That further information be sought from the organisation, in relation to the legal relationship between Wiltshire Community Land Trust and Wiltshire Community Land Trust Board, and the legal status of the Council's representative.**

### **Reasons for Decision**

To respond to the request from Wiltshire Community Land Trust for the co-option of a Member of the Council to serve as a Member of their Board, and to establish an active link at Member level to ensure close partnership working to help achieve the aims and objectives of both the Council and local communities.

## 57. **Quarterly Progress Update - Transformation Programme**

Cllr Stuart Wheeler, Cabinet member for Campus Development and Culture (including Leisure, Sport and Libraries), presented a verbal update on the progress of the Transformation Programme, raising following points:

- The Transformation Programme was currently within budget and within planned timescales; this was confirmed by regular monitoring and reporting on both aspects. In addition, the Corporate Programme Office was in the process of rolling out Sharepoint 2010 across the programme. This tool would allow consistent reporting on all corporate programmes.
- Nine Shadow Community Operations Boards were now in place, working under the auspices of the Area Boards to consult with local communities

and develop campus proposals. In addition, work was on-going to establish a Shadow Community Operations Board for a Campus proposal in Tidworth.

- The programme was actively seeking and developing opportunities for partnership working across a range of sectors, including strategic partners, private and voluntary sectors.
- A series of staff events was being planned for November and December 2011 to support all staff across the organisation to engage with the Transformation Programme. These sessions would focus on talking with staff about why changes to working environments were taking place and to paint a picture of the future.
- Proposals for the three “pathfinder” campuses (Corsham, Melksham and Salisbury) were in the process of being approved by their respective Area Boards and were expected to be presented to Cabinet in November.

It was confirmed that proposals would be subject to scrutiny by the Campus and Operational Delivery Programme Scrutiny Task Group prior to being submitted to Cabinet.

**Resolved: To note the verbal update.**

**58. Aiming High for Disabled Children (AHDC) Capital Grant 2011-12**

Cllr Lionel Grundy, Cabinet member for Children’s Services, presented a report which sought approval for a capital programme for 2011-12 to benefit disabled young people and their families.

Details of the proposed spend were set out on pages 32-33 of the agenda. It was noted that the government grant (£248,487) for this programme was not ringfenced to spending on disabled children, but that the grant-giving body had recommended that it be spent on Aiming High for Disabled Children (AHDC) schemes. The proposed projects were in line with these recommendations. It was also noted that the proposed projects supported the Council’s commitment to supporting disabled and vulnerable young people.

**Resolved:**

**That the Cabinet Capital Assets Committee approve the Capital Programme as detailed in the report.**

**Reason for decision**

The proposals sought to match the funding available through the Aiming High for Disabled Children (AHDC) Capital Grant 2011-12 to projects which will meet the commissioners priorities for short breaks for disabled children and young people in Wiltshire.

59. **Sarum Academy, Salisbury**

Cllr Lionel Grundy, Cabinet member for Children's Services, introduced the report, and invited the Strategic Projects and Development Manager to present the background.

In order to maintain the safety of children during the redevelopment of Sarum Academy, the Council had investigated using 2.5 hectares of land to the north of the site as a builders' compound and car park. The proposed agreement with the existing landowner also included an option for the Council to purchase the site for future educational purposes. In return, the Council would permit the existing access to the Academy to be used as a pedestrian and bus link between the Bemerton Heath residential estate and the proposed Fugglestone Red development, subject to planning permission. It was confirmed that the agreement was without prejudice to the Council's role as Local Planning Authority.

Cllr Chris Cochrane, a Governor at Sarum Academy, commented that the redevelopment works were currently on schedule and the new buildings were forecast to be occupied in September 2013. He also drew the Cabinet's attention to the excellent work which is being done by Richard Pearce as Project Manager.

**Resolved:**

**That the Council acquires an Option to purchase the 2.5 hectares (6.2 Acres) of land adjoining Sarum Academy, Salisbury on terms to be agreed by the Director of Transformation and Resources and the Solicitor to the Council.**

**Reasons for Decision**

The Option Agreement will safeguard the need for land to provide further secondary school places, together with the benefit of providing flexibility and mitigating health and safety risks during the proposed construction at Sarum Academy.

60. **Corsham Mansion House and Library**

**Public participation**

Mr Ian Storey addressed the committee on this issue.

Cllr Toby Sturgis, Cabinet member for Waste, Property and Development Control Services, presented a report which updated the Committee on the disposal of Corsham Mansion House.

At the meeting on 26 July, the Committee had approved a proposal to sell the site to Hadston at open market value. Since then, a further bid for the site had

been received from another company, and a further expression of interest received from a third party. In order to ensure the process was fair and to avoid any legal challenge, in addition to securing the best price possible, the Committee's approval was now sought to offering the sale on the open market.

Cllr Stuart Wheeler, Cabinet member for Campus Development and Culture (including Leisure, Sport and Libraries), emphasised that any sale would only be finalised once planning consent and an acceptable construction tender had been obtained for the proposed Campus. The Library and Youth Services would continue to operate from the existing site, until the new premises were ready for occupation.

It was also confirmed that the Council could not demonstrate a transparent and equitable open market disposal by insisting that all offers must include community benefits. However this could be part of the assessment criteria. Officers undertook to make this clear to the public through the Corsham Area Board.

**Resolved:**

**To offer the Mansion House and Library at Pickwick Road, Corsham, for sale on the open market.**

**Reasons for Decision**

To demonstrate that the Council has obtained the best price possible in the disposal of these assets.

**61. Preferred Development Framework / Burnham House, Malmesbury**

Cllr John Thomson, Cabinet member for Adult Care, Communities and Housing, presented a report which provided information on the outcome of the joint extra care Preferred Developer Framework tender with Devon County Council, and requested approval to progress with the use of the vacant Burnham House site in Malmesbury for the development of a 50 unit extra care scheme as identified through the Older People's Accommodation Strategy.

Extra Care provision had been identified as the preferred use for the site by a working group formed under the Malmesbury Area Board. Once the framework was in place, a mini-competition process would be undertaken with the developers to ensure best value and quality for each scheme.

It was noted that there may be a capital receipt from the site, in addition to the delivery of new facilities. However, this would not be known until after the bidding exercise. Any resulting capital receipt or other substantive change to what was set out in the report would be brought back to the Committee for approval.



**Resolved:**

**1. That the Cabinet (Capital Assets) Committee:**

- a. note the outcome of the extra care joint preferred developer framework tender with Devon County Council;**
- b. approve the use of the vacant Burnham House site for the development of a 50 unit extra care scheme predominantly for older people;**
- c. authorise officers to undertake any associated procurement activities required to select a developer for these facilities; and**
- d. delegate authority to the Corporate Director for Community Services, in consultation with the Cabinet Member for Community Services, to authorise the transference of the Burnham House site to the developer at a negotiated value.**

**2. Any capital receipt resulting from the process, or other substantive change to that set out in the report, should come back to the Cabinet (Capital Assets) Committee for approval.**

**Reasons for Decision**

The Burnham House site will provide the necessary land for delivery of the extra care facilities outlined in the Older People's Accommodation Strategy.

Through the development of the site, the Council would benefit from the provision of a new extra care housing to meet the needs of the growing elderly population in Malmesbury. Additionally, this development would improve choice and control for older people and provide a vital community resource.

**Note:** The Leader agreed to vary the order of the agenda and take the report on Middlefields, Chippenham next, in view of the impact on the report's proposals on items 12 and 13 (respectively, The Paddocks, Trowbridge, and Coombe End Court, Marlborough).

**62. Urgent item - Middlefields / 357 Hungerdown Lane, Chippenham**

Cllr John Thomson, Cabinet member for Adult Care, Communities and Housing, presented a report which sought approval to utilise the Middlefields / 357 Hungerdown Lane site in Chippenham for the provision of a new care home and extra care housing development as identified in the Older People's Accommodation Strategy.

The buildings on this site were coming to the end of their usable life and this proposal offered an opportunity to develop new facilities and meet the needs identified in the Older People's Accommodation Strategy.

It was recommended that committee exclude the press and public before discussing the financial information set out in the appendix to the report.

**Resolved:**

**That in accordance with Section 100A(4) of the Local Government Act 1972, to exclude the public from the meeting for the consideration of the appendix to the report as it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

Noted and discussed the financial information as set out in the appendix to the report, following which the meeting moved back into public session.

**Resolved:**

**That the public be readmitted to the meeting**

In response to a question, the Interim Chief Finance Officer confirmed that, should Members be minded to approve this report and the following two reports, the capital programme would remain balanced. However, as this was an amendment to the Capital Programme, the Committee would recommend the changes to Council, via Cabinet. It was also suggested that, should Members be minded to support the proposals, and those of the following two reports (The Paddocks, Trowbridge, and Coombe End Court, Marlborough) the three reports should be combined into one report, presenting a broadly neutral capital cost overall.

**Resolved:**

**That the Cabinet (Capital Assets) Committee:**

- a. approve the use of the Middlefields / 357 Hungerdown Lane site for the provision of a new care home and extra care units for older people, pending consultation with the Chippenham Area board;**
- b. authorise officers to progress investigations into this site to deliver these facilities and to undertake any associated procurement activities required to appoint developers / operators;**
- c. delegate authority to the Corporate Director for Community Services to agree the basis on which the land would be transferred to the**

**developer, for example, leased on an open market or peppercorn rent basis, sold for residential or care development, or provided at reduced value to facilitate the development of extra care without external public subsidy;**

- d. following the relocation of the existing residents of Seymour House to the new purpose built modern care home and extra care units; approve the sale of the site on the open market to generate a capital receipt; and**
- e. delegate authority to the Corporate Director for Community Services to progress plans for any surplus land on the site to generate additional capital receipt to repay the capital programme where appropriate.**
- f. recommend to Council, via cabinet, that the necessary changes be approved to the capital programme to enable implementation of the above decisions.**

#### Reasons for Decision

The Middlefields / Hungerdown Lane site will provide the necessary substitute for delivery of the required facilities outlined in the Older People's Accommodation Strategy and will enable to the residents from Seymour House to relocate to a modern, fit for purpose environment.

Through the development of this site, the Council would benefit from the provision of a new specialist care home for older people with dementia and units of extra care housing to meet the needs of the growing elderly population in Chippenham. Additionally, this development would improve choice and control for older people.

#### **63. The Paddocks Care Home Site, Trowbridge**

Cllr John Thomson, Cabinet member for Adult Care, Communities and Housing, presented a report which sought approval to progress with the freehold sale of The Paddocks care home site to The Orders of St John Care Trust (OSJCT), to facilitate the development of a care home.

As noted under the previous item, as the proposals represented an amendment to the Council's capital programme, the Committee would recommend the changes to Council, via Cabinet, as part of one combined report.

#### **Resolved:**

- a. That the Council facilitate the redevelopment of the site to deliver a new 66 bed specialist care home for people with dementia by approving the freehold sale of The Paddocks care home site to OSJCT.**

- b. That the Cabinet (Capital Assets) Committee recommend to Council, via Cabinet, that the necessary changes be approved to the capital programme to enable implementation of the above decisions.**

Reasons for Decision

Demographic projections indicate there will be significant growth in the 65+ age group in Trowbridge from 7,210 in 2007 to 12,580 in 2026 (74.5% increase). Additionally, the number of people aged 50+ with dementia in Trowbridge will increase by 85% by 2026. It was identified in the Accommodation Strategy for Older People that there is an adequate supply of residential care but an identified shortage of dementia and nursing home provision in Wiltshire.

This proposal will allow the site to be redeveloped to provide much needed high quality facilities for the care of older people within Trowbridge.

**64. Coombe End Court, Marlborough**

Cllr John Thomson, Cabinet member for Adult Care, Communities and Housing, presented a report which sought approval to sell the Coombe End Court site and associated land at the front of the property to The Orders of St John Care Trust (OSJCT) to enable them to build a 16 bed nursing extension for people with dementia.

As noted under the previous two items, as the proposals represented an amendment to the Council's capital programme, the Committee would recommend the changes to Council, via Cabinet, as part of one combined report.

**Resolved:**

**That the Cabinet (Capital Assets) Committee:**

- a. approve the sale of the Coombe End Court site and associated land at the front of the property to The Orders of St John Care Trust (OSJCT) for the provision of a nursing wing extension for people with dementia; and**
- b. delegate authority to the Corporate Director for Community Services, in consultation with the Cabinet Member for Adult Care, Communities and Housing to agree a price for the site following independent valuation.**
- c. recommend to Council, via Cabinet, that the necessary changes be approved to the capital programme to enable implementation of the above decisions.**

## Reasons for Decision

The land at the front of the Coombe End Court site will provide the necessary land for delivery of the additional facilities outlined in the Older People's Accommodation Strategy and the sale of the site to OSJCT would enable this development to be progressed given the funding constraints.

Through the development of the site, the residents of Marlborough would benefit from the provision of a new 16 bed nursing extension for people suffering from dementia, which has been identified as a growing requirement due to the demographic projections. Additionally, this development would improve choice and control for older people.

### 65. **Exclusion of the Press and Public**

#### **Resolved:**

**That in accordance with Section 100A(4) of the Local Government Act 1972, to exclude the public from the meeting for the business specified in minutes number 66 and 67 below as it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

### 66. **The Paddocks Care Home site, Trowbridge**

Noted the confidential financial information as set out in the appendix to the report.

### 67. **Coombe End Court, Marlborough**

Noted the confidential financial information as set out in the appendix to the report.

(Duration of meeting: 3.00 - 4.33 pm)

These decisions were published on 22 September 2011 and will come into force on 30 September 2022
---

The Officer who has produced these minutes is James Hazlewood, of Democratic Services, direct line 01722 434250 or e-mail [james.hazlewood@wiltshire.gov.uk](mailto:james.hazlewood@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

**Wiltshire Council**

**Cabinet**

**18 October 2011**

---

**Public Participation  
From Mr John Bowley – Westbury Bypass**

**Question**

How does Wiltshire Council intend to realise its aspiration of a Westbury Bypass? Does the Council agree that its last experience would rule out a second attempt at the eastern route?

**Response**

While Westbury Bypass is not explicitly mentioned, Core Policy 48 'Strategic transport network' in the Wiltshire Core Strategy Consultation Document (June 2011) includes the following:

"Work will be undertaken in conjunction with the Highways Agency, Network Rail, transport operators and other agencies, that will seek to develop and improve the strategic transport network to support the objectives and policies in the Core Strategy and Local Transport Plan."

"In particular, the strategic transport network along the A350 corridor will be maintained, managed and selectively improved to assist employment growth at Chippenham, Melksham, Trowbridge, Westbury and Warminster."

In terms of what these selective improvements might be in Westbury, this will be determined in light of the available funding and following a study which will assess the range of options that might deliver the required outcomes.

This page is intentionally left blank



**Public Participation  
Question from Mr Phil Matthews**

**Question**

Bearing mind that the area covered by the former Salisbury District Council still has a weekly refuse collection will the Council consider keeping this weekly collection now that Eric Pickles has said there is £250 million available for weekly collections. If at the end of the day the Council decides to go ahead with a fortnightly refuse collection in the Salisbury Area will they consider providing householders with the larger type refuse bin?

**Response**

Reverting to weekly collection would not enable the council to achieve its objectives of increasing recycling and reducing waste to landfill. On 30 September 2011 Eric Pickles announced a new fund of up to £250m to support councils in delivering a weekly collection of household waste. Further information has not yet been made available about how to apply for the additional funding. There are 348 local authorities with waste collection responsibilities in England and Wales and of these 195 operate alternate weekly collections of non-recycled waste.

The Local Government Group issued a briefing paper which states that funding will be given to local authorities that guarantee to retain or reinstate weekly collections of residual waste for at least five years. If Wiltshire Council continues with the current roll out of new services and adds weekly residual waste collection, the cost of the additional collection services alone would be £3.2m each year, assuming that 50% recycling is achieved. This gives a cost of £16m over the 5 year period required.

At present in Wiltshire the recycling rates achieved where there are fortnightly collections on residual waste are 46% in the east and 44% in the west. Recycling rates where there are weekly collections of residual waste are 37% in the south and 26% in the north. There is a risk that if Wiltshire Council reverts to weekly collection, recycling rates will fall and more waste would be sent to landfill as a consequence. If recycling levels fall to 35%, total costs of the additional residual waste collection could be in excess of £5.5m each year by 2014 due to the increase in Landfill Tax to £80 per tonne.

The council's standard size refuse bin is 180 litres which residents in the south, north and east of the county already have. Households in west Wiltshire have 240 litre bins but these will be replaced with 180 litre bins over time as they need replacing due to wear and tear. Residents in east Wiltshire have managed with 180 litre bins and alternate weekly collection of residual waste for some years, so the council is

not proposing to provide householders with larger refuse bins. If any residents have difficulty managing with alternate weekly collection they should contact the council for advice. In certain circumstances additional capacity for residual waste would be provided.

**Public Participation**

**Question from Mr Michael Sprules, - Chairperson RADAR  
(Residents Against Development Affecting Recreational Land)**

**Question**

**False And Misleading Information Submitted Within A Planning Application Form  
And Supporting Documentation**

Cabinet Members and attending Elected Members

Over the past year, you have all been very kind in affording me much of your very valuable time, not just in answering my questions but also in the time that you have afforded to me after the close of Meetings.

When I leave Cabinet, I spread the word about how Wiltshire Council Cabinet wish to engage more with all Members of the Public, including those of us from Residents' Associations also.

Many of you will be aware of the question that I have recently asked to the Rt. Hon. Eric Pickles M.P., regarding a "**Letter of Directive**" and a possible amendment to the new National Planning Policy Framework.

My question to the Rt. Hon. Eric Pickles M.P., concerns the submission of "False and Misleading information", within a Planning Application Form and Supporting Documentation, that could, lead to unjust influence in the outcome of a "Recommendation" or, indeed, a "Decision", taken by any Local Planning Authority.

The interim "Directive" suggestions are as follows : -

**Directive One**

Before "**Granting Permission**" for an application, in particular, for a "**Sizeable Residential Development**" ( i.e. - More than 10 Dwellings), the Local Planning Authority **MUST** check that all information supplied within the Application Form and Supporting Documentation, as provided by the Applicant and / or the Applicant's Agent, is true and correct.

**Directive Two**

If it can be proved that an Applicant and / or Applicant's Agent has been untruthful in the information supplied within the Application Form and Supporting Documentation, then such an application should be **dismissed outright** with **no right of appeal** and **no right to submit an amended application on the same site, for a similar development, at a later date !!**

Such legislation already exists in "Employment Law". Therefore, it does seem only right and just that similar legislation should exist in Planning Law also.

Taking the above "Suggested Directives" into consideration, my question to Cabinet is :

**If information contained within any Planning Application, submitted within the four Wiltshire Council L.P.A. s, could be proven to be "False" or, indeed, "Misleading", thus leading to the possibility of an unjust influence, in favour of the Applicant, then what measures would be taken by Wiltshire Council to deal with such applications – along the lines of "Due Diligence" for example ?**

May I, once again, thank Cabinet Members and, indeed, Elected Members for allowing me to ask this question.

### **Response**

The Council starts from the basis that the information submitted in support of a planning application is correct. This is normally the case and the courts have said that to require Councils to check the accuracy, for example, of the ownership certificates in every case would be to impose too heavy an administrative burden.

If a third party questions the validity of submitted information the Council will always ask the applicant/agent for comment. If the applicant/agent confirms the information provided is accurate the authority notes this and normally accepts it at face value. Similarly, if third parties make statements that the applicant questions, a similar approach for clarification will be made.

If an applicant says a site will generate 5 lorry movements and a third party says it will generate 25, the planning case officer will question the applicant and if there is any suspicion one option is to impose a condition limiting movements. If the condition is then breached, it is then open to the authority to take enforcement action. The authority cannot refuse permission on the basis of what it suspects may occur. Decisions have to be based the information submitted with the application.

Decisions can be overturned by the courts - In a 2004 planning decision in Salisbury the applicant for planning permission had failed to notify the owner of part of the application site, and had completed a false certificate of ownership which wrongly certified that he owned the whole of the land covered by the application. The court quashed the subsequent grant of planning permission.

Wiltshire Council

Cabinet

18<sup>th</sup> October 2011

---

### Public Participation

#### Question from Mr Michael Sprules, - Chairperson RADAR (Residents Against Development Affecting Recreational Land)

#### Question

#### Wiltshire Core Strategy Consultation Document (13/06/11 to 08/08/11)

Cabinet Members and attending Elected Members

I would like to bring to Cabinet Members attention the comment that I put forward regarding the draft Core Strategy :

#### Any Other Comments

As Chairperson of R.A.D.A.R., I would like to make the following points regarding Chippenham: -

Whilst I am pleased to see the removal of Westinghouse Sports & Recreation Ground from the "**Housing Element**" of the Core Strategy, I would strenuously request that it should be included as part of the "**Green Infrastructure Strategy**" without delay !!

Recreation Grounds of such unique value to the local Community should be "**Ring-fenced**" and protected by Wiltshire Council within a given area of this Core Strategy. I am unable to find such an area into which this comment should be included.

Previous to this Consultation, I have taken part in two previous Consultations where Westinghouse Sports & Recreation Ground was identified as a site to be protected by Local Residents ! I trust that this Consultation Comment will not be declared invalid due to the "**Removal**" of Westinghouse Sports & Recreation Ground from the Core Strategy document, as this would render six years of Continued Consultation, to identify Westinghouse Sports & Recreation Ground as a significant Community Asset, as unimportant in the eyes of Wiltshire Council.

From my visits to Cabinet, over the past eight months, I know that "**Engaging with the Local Community**" is how Wiltshire Council is moving forward. I would, therefore urge Wiltshire Council to show that six years of highlighting Westinghouse Sports & Recreation Ground has not been in vain !!

Westinghouse Sports & Recreation Ground is **STILL IN USE** !! I was very sad to learn that, Spatial Planning were under the mistaken impression that it was a derelict site !! I would strenuously urge Wiltshire Council Officers to **CHECK ALL FACTS** for themselves first, rather than be misled by Agents and Applicants.

There is a lack of Good Quality Recreational Facilities within Chippenham.

Westinghouse Sports & Recreation Ground would make a fantastic Sport Hub for the Local Community within Chippenham. It has good links to Local Communities, is a safe and secure Ground as it is **COMPLETELY LANDLOCKED**, and is accessible to the Local Community for the very purpose it was always intended for.

Westinghouse Sports & Recreation Ground will have a much larger significance within the next year. The Pavilion, Bowls Green & Hard Tennis Courts were opened by Lord Burghley, 6th Marquess of Exeter, in 1937. Best known for the Burghley Horse Trials, Lord Burghley was also a great Olympian. The Olympic Games of 2012 will be hosted by the United Kingdom. Indeed, the Torch will come through Salisbury on its route to London. Clearly, Wiltshire Council values the importance of the Olympic Torch coming through Wiltshire, indeed, maybe the Olympic Torch could come to Westinghouse Sports & Recreation Ground, in recognition of the fact that it was opened by Lord Burghley? . I hope, also, that Wiltshire Council will value the need to protect such a valuable Community Asset by protecting it within the Core Strategy Document!

Wiltshire Council are now looking to **"Put Forward"** sites for inclusion into the Fields In Trust 2012 Challenge ! What kudos would come forward to Wiltshire Council if Westinghouse Sports & Recreation Ground - with facilities opened by such an important Olympian as Lord Burghley, were to be put forward as a **"2012 Field" !!**

In Conclusion the Westinghouse Sports & Recreation Ground should be retained as Open Space for the Local Community, as a Recreation Ground for which it was intended or as a Community Facility which is sadly lacking in the Cepen Park Wards.

Taking my Core Strategy comment into consideration, my question to Cabinet is :

**Whilst I am aware that Cabinet can in no way comment on an individual site, are you able to give an assurance that my comment will be fed into the Core Strategy Document and that six years of consultation comments will be taken forward as "Evidence Base" in the "Final Draft" of the Core Strategy and that the "Final Draft" will be sent to those of us who have made these comments ?**

May I, once again, thank Cabinet Members and, indeed, Elected Members for allowing me to ask this question.

## **Response**

I can confirm that we are aware of the issues relating to this site and can also confirm that your comments have been fed into the Core strategy development process and that all representations made do form part of the evidence base which informs the development of the Core Strategy.

Everyone who has made a representation and given us contact details will be informed when the draft Wiltshire Core strategy is out for consultation. Hard copies will be available in libraries and council offices and will be sent to individuals on request.

**Wiltshire Council**

**Cabinet**

**18 October 2011**

**Council**

**8 November 2011**

---

**Subject: Countywide Analysis of the Impact of Car Parking Charges**

**Cabinet Member: Councillor Dick Tonge – Highways and Transport**

**Key Decision: No**

## **Executive Summary**

This report examines the link between introduction of Wiltshire's new car parking strategy and charges with car parking usage in the context of current economic climate.

It was planned that a post-implementation analysis of the current car parking charges would have been undertaken in early 2012. Carrying out the analysis now means that behaviour patterns are still in a state of flux and there is not a significant timeline of post-implementation evidence available. Given this, the report utilises the best available evidence and, where necessary, highlights concerns with its robustness and/or relevance.

The evidence used in the report includes the following:

- National and local economic data
- Retail trends data
- Research and studies showing the relationship between parking and market towns
- Car park usage and income data
- Evidence from other authorities
- Other strategies and plans.

The key conclusions are that:

- (i) The findings of wider research are that it is what a town or City has to offer is the primary factor affecting economic health and not parking charges.
- (ii) Parking ticket sales were already in decline before the introduction of the new parking charges in April 2011. Neighbouring local authorities are also reporting a decline in car park usage and/or an income shortfall.
- (iii) A large number of local authorities have either brought in increased parking charges or are considering such a move. A few have reduced their charges with limited and mixed results.

- (iv) National economic evidence shows that Britain is currently suffering from a period of slow growth, low consumer confidence and squeezed household disposable incomes. The rise of out-of-town shopping centres, large chain stores, supermarkets and the internet have also significantly impacted on the UK's high street.
- (v) There are signs that some of Wiltshire's towns are bucking the national trend.
- (vi) Parking charges provide essential Council income to support other services such as local buses and, as a demand management measure, can help the Council and its partners meet CO<sub>2</sub> and air quality targets.

Overall, it is considered that if parking charges are broadly appropriate, then the main factors affecting market towns are:

- wider economic factors (e.g. consumer confidence);
- societal trends (e.g. supermarket and internet shopping); and
- the actual offer a town makes.

The first of these factors is largely international in its origin and scope. The second is largely national. The third is local and is being addressed by the Council in the county's largest towns through the Vision programmes.

### **Proposal**

That Cabinet/Council:

- (i) Considers and notes the findings of the countywide analysis of the impact of the current car parking charges as presented in this report.

### **Reason for Proposal**

At its meeting on 12 July 2011, Council requested a full report on the car parking charges on a countywide basis be presented to the next meeting of Council on 8 November 2011.

**Mark Boden**  
**Corporate Director – Operations**  
**Department of Neighbourhood and Planning**



## Wiltshire Council

### Cabinet

18 October 2011

### Council

8 November 2011

---

**Subject:** Countywide Analysis of the Impact of Car Parking Charges

**Cabinet Member:** Councillor Dick Tonge – Highways and Transport

**Key Decision:** No

---

### Purpose of Report

1. For Cabinet and Council to consider a countywide analysis of the economic, social and environmental impacts of the current car parking charges.

### Background

Note – a fuller background brief is given in **Appendices 1 and 2**

2. Consultation on the draft car parking strategy was undertaken from 12 July to 3 September 2010. A variety of means were used to inform people of the consultation.
3. Feedback on the consultation findings were presented to all the Area Boards between 22 September and 23 November 2010.
4. The Wiltshire Local Transport Plan 2011-2026 – Car Parking Strategy was approved by Cabinet at its meeting on 14 December 2010. The minutes of this meeting record the receipt of two questions and 46 written submissions. Ten verbal representations were also made.
5. In accordance with the Overview and Scrutiny Procedure Rules (Part 8 of the Constitution), the Cabinet decision was called in by the Environment Select Committee. At the extraordinary meeting held on 21 December 2010, the Committee resolved:

*That it was satisfied by the response, and agreed to no further action being taken and requested that the decision-maker (Cabinet) was informed accordingly; noting that the decision would then be implemented immediately.*

6. The LTP Car Parking Strategy was formally adopted by the Council at its meeting on 22 February 2011 as part of the Wiltshire LTP 2011-2026. Three petitions relating to car parking issues in Bradford-on-Avon, Devizes and Marlborough were presented at the meeting.

7. A petition on car parking charges in Chippenham was presented to the Council meeting on 12 July 2011 where the request for this report was made.

### **Main Considerations for the Council**

8. At the full Council meeting on 22 February 2011, Councillor John Brady (in his previous capacity as Cabinet Member for Economic Development and Strategic Planning) committed the Council to conducting a post-implementation analysis of the current car parking charges. This analysis, however, was not something that the Council would normally have undertaken only five months after the charges had been introduced. As stated by the Chief Executive in a letter to Salisbury City Centre Management, dated 16 June 2011, the review was planned to have been undertaken early next year when people's behaviour and patterns had stabilised, and when there would have been a year's economic and transport related evidence to analyse.
9. Having said this, it was always recognised that undertaking the post-implementation analysis would not have been easy given the current economic situation and the fact that parking charges is only one factor of many influencing an area's economic performance. Carrying out the analysis now, however, does mean that people's behaviour and patterns are still in a state of flux, and there is not a significant timeline of post-implementation economic and transport-related evidence available. Given this, this report utilises the best available evidence and, where necessary, highlights concerns with its robustness and/or relevance.

### **The National Economic Context**

10. The UK economy grew at an above trend rate between April and September 2010 (Q2 1.2% growth, and Q3 0.8% growth) but then suffered a fall October-December 2010. The Office for National Statistics attributed this 0.5% fall to the bad weather in December 2010. January to March 2011 saw some improvement, however, conditions for the UK economy remain challenging and recovery is slow at 0.2% and recent evidence indicates that no improvement is expected for July-September 2011.
11. In February 2011, consumer confidence reached a record low (Nationwide consumer confidence data), and recent figures from July 2011 show no considerable improvement, with confidence levels 7 points lower than in July 2010. The underlying reasons why consumer confidence has fallen are numerous; however, one of the main factors is the drop in disposable income levels. In addition, recent evidence from the British Retail Consortium notes a change in consumer habits with consumers seeking even more value and making efficiencies as the economy continues to fluctuate. This has resulted in retailers having to adapt by making more attractive value offers.

#### Disposable Income

12. The Office for National Statistics has recently stated that UK households have seen the biggest fall in disposable income for more than 30 years. ONS data for the first quarter of 2011 indicated that household spending fell by 0.6%; this is attributed to numerous factors including for example: household disposable income being squeezed by inflation outpacing rises in wages, rises

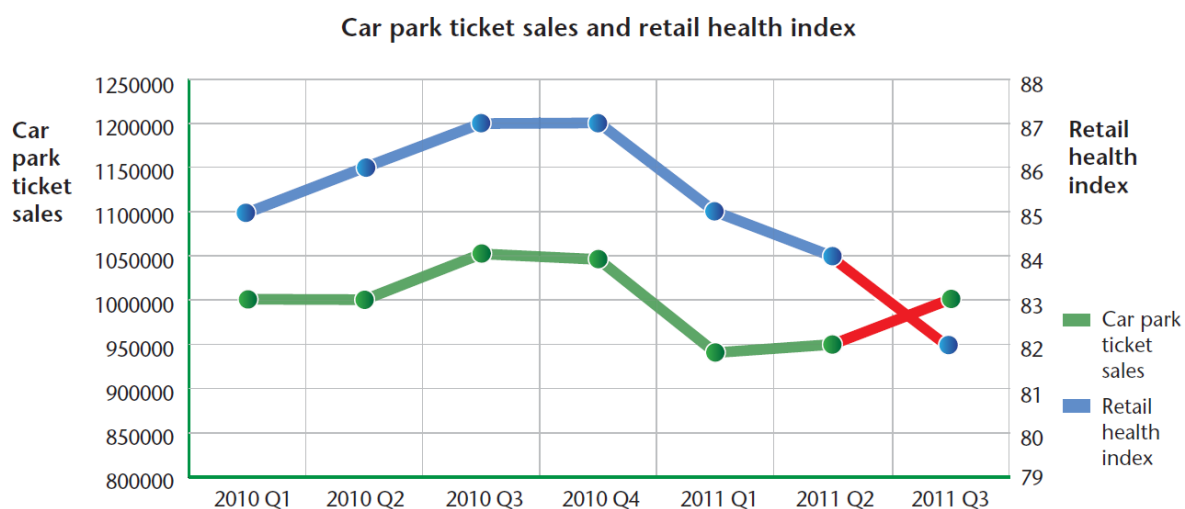
in energy prices, rises in fuel prices, problems with managing household debt, and high levels of unemployment. Selected factors are explained in greater detail below.

13. January 2011 saw VAT rise from 17.5% to 20%. Kelkoo, one of Europe's largest e-commerce websites, forecasted that the tax rise would cost each household in the country an additional £520 a year, and reduce household spending power by an average of 1.25% per annum.
14. Earlier this year, supermarket giant Morrisons stated that the rise in the price of oil and fuel duty meant that consumers were spending on average 15.8p a litre more at the pump when compared to last year. Data from The AA illustrates that the average UK price for a litre of unleaded petrol has risen from 104.4p in August 2009 to 135.7p in August 2011 (a rise of 30%).
15. Financial services firm Deloitte stated in May 2011 that UK households could face a drop of nearly £800 in disposable income over the next year. Deloitte stated that government cuts, rising inflation and soaring commodity prices are the main factors contributing to this fall.

### Retail Health

16. By the end of July 2011 the UK retail market was considered to be firmly back in recession with a strong downturn in retail health expected in between July and September 2011 (KPMG/Synovate Retail Think Tank (RTT)). The RTT measures retail health by gathering quantitative data per quarter from their members in terms of demand, margins and costs. Over the last five years, retail health has fallen from a peak in early 2007 and it expected to fall to its lowest level again in Q3 2011, a level last seen in mid 2009 when the UK was in the middle of the banking crisis. The drop in retail health from Q4 2010 to Q1 2011 correlates with the drop in Wiltshire car park ticket sales for the same period. This period was prior to the change in charging policy that came into effect in April 2011. Chart 1 below compares national retail health and car park ticket sales in Wiltshire (it should be noted that the 2011 Q3 data are estimates).

Chart 1: Retail Health Index 2010-2011 (Source KPMG/Synovate Retail Think Tank) / Wiltshire Car Park Ticket Sales



17. The RTT largely attributes this decline in retail health to the softening of demand, brought about by consumers reining in spending in response to unforeseen increases in petrol prices on top of the drop in disposable incomes, as the gap between living costs and wage inflation grows.

Vacant Shops and Footfall

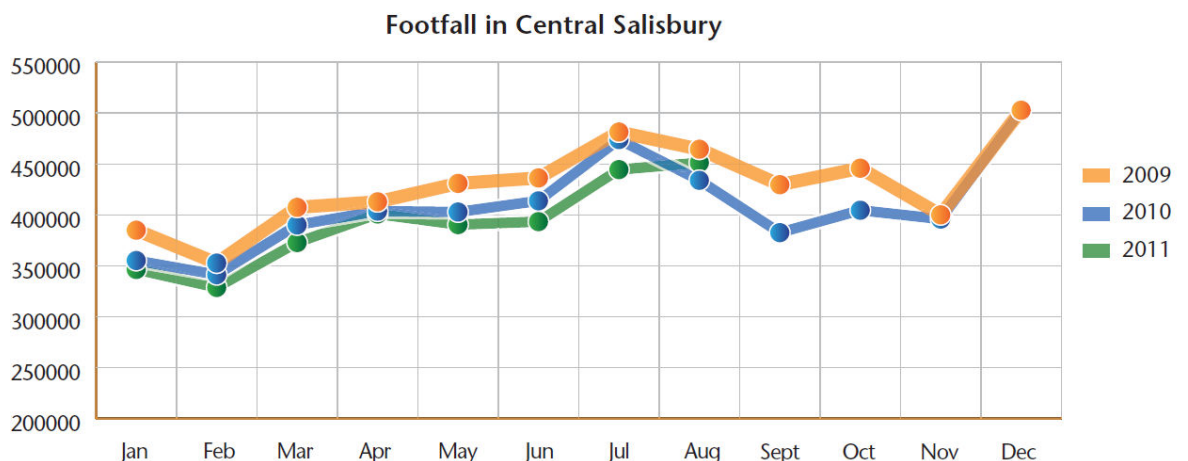
18. This drop in consumer confidence and spend is illustrated by the number of vacant shops nationally and the drop in high street footfall. A survey by the Local Data Company (LDC) in the first half of 2011 indicated that average town centre vacancy rates across the south west were 12.8%, which is 2.2% higher than Wiltshire’s average shop vacancy rate of 10.6%. LDC data for 2010 indicated that Trowbridge had the most vacant shops in Wiltshire at 16.7%, Salisbury’s vacancy rate was 10.7%, Chippenham’s stood at 10.3%, Devizes was 7.9% and Marlborough’s rate was 8%. LDC data from 2011 indicates that all of these vacancy rates, with the exception of Salisbury, have fallen, as illustrated in Table 1 below.

**Table 1 Shop Vacancy Rates Comparison 2010-2011 (Local Data Company)**

%	2010	2011	Difference
Chippenham	10.3	8.1	-2.2
Trowbridge	16.7	16.5	-0.2
Salisbury	10.7	11.9	1.2
Devizes	7.9	6.8	-1.1
Marlborough	8.0	5.8	-2.2

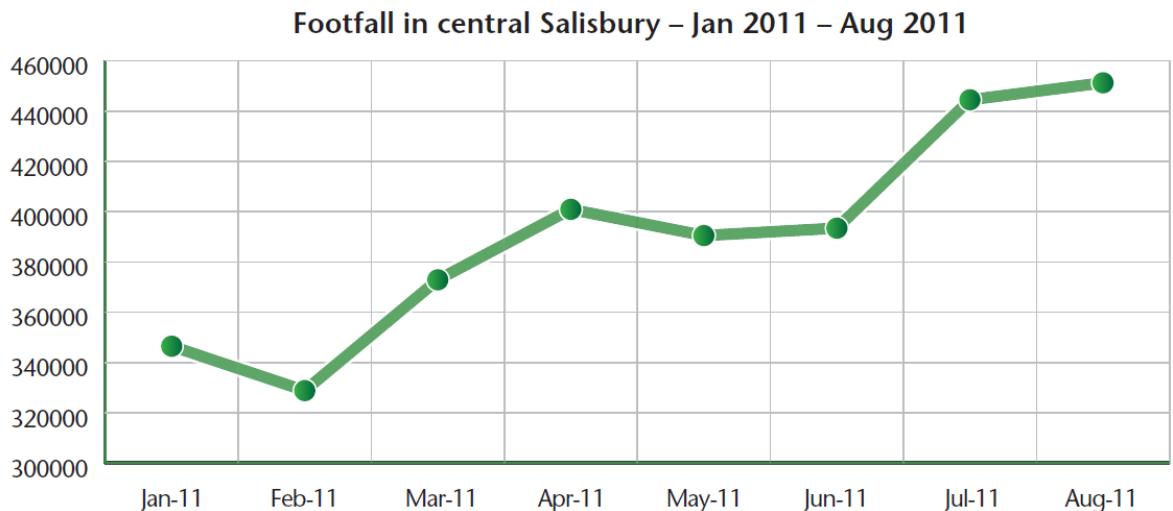
19. The British Retail Consortium has indicated that over the last 12 months high streets on average have seen a drop in footfall of 2.6%. Chart 2 below illustrates pedestrian flow figures in Central Salisbury. It can be seen that footfall is lower in 2011, which indicates further that the fall in consumer confidence is translating to pedestrian flows in the city centre.

Chart 2 – Footfall in Central Salisbury (Source: Salisbury City Centre Management)



20. Chart 3 below illustrates footfall data in Central Salisbury from January 2011– August 2011 (the new car parking charges were implemented in April 2011). The chart indicates that footfall is steadily increasing and the recent figures for August 2011 (451,298) are greater than August 2010 (434,018).

Chart 3 Footfall in Central Salisbury – Jan 2011 – Aug 2011 (Source: Salisbury City Centre Management)



21. The evidence provided illustrates that the retail sector is currently operating in a tough economic and low growth environment, with changing consumer spending patterns. These factors, combined with the threats listed below, are adversely impacting on high streets, forcing retailers to adapt in order to stimulate demand and attract consumers. Even though there is a downturn in retail health and consumer confidence, Wiltshire is faring better than other regions. With the exception of Salisbury, other settlements covered in this report now have fewer empty shops when compared with data from 2010.

#### Threats to High Street and Town Centre Shops

22. The downturn in retail performance in town centres/high streets is driven by multiple factors and its effect varies across the country. The rise of out-of-town shopping centres, large chain stores, supermarkets, and the internet have interacted to alter the retail market in the UK and divert resources away from the high street. The threats are explained in more detail below.

#### Out of Town Shopping Centres and Retail Leakage

23. Town centres and high streets are a social and economic centre for everyday life; however, this position is increasingly under threat from a number of sources. The rise of out of town shopping centres, the growth of internet retail and supermarkets has directly challenged the centrality and sustainability of the high street. With supermarkets increasingly moving into non-food goods sales, such as clothes, electrical, garden equipment, medicines, household goods, insurance etc, it is being argued that these stores are having a detrimental impact on town centres and high streets.

24. Town centres are in increasing competition with neighbouring towns and cities for limited consumer resources. The GVA Wiltshire Town Centre and Retail Study (2011) household telephone survey indicated that the county suffers leakage in trade to competing retail centres which have a superior retail offering. Salisbury, Chippenham and Trowbridge are Wiltshire's strongest performing centres; however, a significant proportion of expenditure (25.7%) is lost to Swindon, Bath and Southampton. Bath has a superior retail offer when compared to settlements in Wiltshire; however, car parking charges are also higher (see **Appendix 3**), indicating that consumers are willing to pay higher parking charges to access a better retail offer. Shopping patterns derived from the survey enabled GVA to calculate the amount of comparison goods expenditure that each competing centre draws from Wiltshire. This indicator takes into consideration the strength of the retail offer as well as the centre's accessibility and distance from Wiltshire centres.
25. In addition, out of town shopping centres often bring together a large number of retail outlets, allowing customers to do their shopping more conveniently and are in direct competition with town centre shopping.

#### Internet Shopping

26. High Streets are also in competition with internet shopping which allows consumers to shop 'out of hours' and secure best prices. Internet sales are estimated at 8% of the country's retail sales (ONS). Although Internet sales are quiet modest, they are expected to increase gradually in the future. In 2010, consumers spent a total of £58.8 billion\*, which was 18% more than in 2009 and spending is expected to increase at the same rate this year (2011) to £69 billion\* (Interactive Media in Retail Group). (\*includes purchases related to leisure and tourism). Recent figures from IMRG for August 2011 indicate that online sales are up 14% when compared with August 2010. IMRG also state that online sales are growing at 18% per annum despite the recession, and that 37 million people in the UK currently shop online.
27. The GVA Wiltshire Town Centre and Retail Study indicated that as competition from the internet increases, town centres need to offer a quality destination where people want to spend time and gain access to facilities not available on the web.

#### **The Relationship between Car Parking and a Market Town's Competitiveness**

28. The report 'Car Parking Research' (2007), commissioned by Yorkshire Forward (the regional development agency), looked at a number of respected research and survey findings to better understand the relationship between market towns and parking. In response to the specific question "What is the critical factor in a town's competitiveness?", the report states the following:

*Providing direct causal links between parking management and economic performance is difficult, but the literature and experience shows that parking is not usually the primary factor in a town's competitiveness. People are drawn to towns, or away from them, by other factors, such as place of work and the quality of shopping facilities and public spaces.*

29. Given the above, the conclusion of this section of the report is that:

*Parking is not the primary factor affecting performance. Rather it is what the town has to offer.*

30. To help understand and manage the relationship between car parking and economic viability, the report reviewed existing evidence related to the economic impact of parking policies.

31. The report also found that “There are several attributes of parking that are important to customers, not just price” and that:

*When changes to parking restrictions, charges or enforcement are made, the evidence suggests that the primary responses to that change tend to be:*

- *an acceptance of the new arrangements (in which case people’s behaviour broadly remains unchanged);*
- *a change in parking location (people park further away from their destination in an attempt to avoid paying a charge); or*
- *a reduction in the length of stay in order to reduce parking costs.*

*Despite fears to the contrary, there is little evidence to suggest that the primary response to parking management is more extreme than this; there is no evidence that visitors use alternative destinations more.*

32. One of the other key findings of the report was that parking should form part of an overall integrated approach to transport in market towns which looks at:

- walking, cycling and public transport access;
- managing the overall demand for travel;
- traffic management; and
- road safety.

Such an approach to transport is set out in the Wiltshire Local Transport Plan 2011-2026 (see paragraph 83).

#### Improving Wiltshire’s Market Towns and their Retail Offer

33. Wiltshire Council is committed to improving market towns and their retail offer. This is evident in Wiltshire’s Core Strategy Consultation Document which is focussed on delivering stronger and more resilient communities. The underlying principles of the strategy seek to manage future development to ensure that communities have an appropriate balance of jobs, services and facilities and homes. One of the strategic objectives of the Core Strategy is focussed on enhancing the vitality and viability of town centres in Wiltshire. The key outcomes of this objective include:

- Appropriate retail, leisure and employment opportunities will have been located within town centres.
- Planning applications for retail development will have been determined in line with the need to safeguard town centres.
- Local outdoor markets will have been safeguarded and enhanced.

- A broadened night time economy within town centres, especially Chippenham, Salisbury and Trowbridge, which has been refocused to provide greater choice for families and tourists and respect the quality of life for residents, will have been delivered.

34. To support the delivery of these outcomes, the principle settlements of Wiltshire (Chippenham, Salisbury and Trowbridge) each have a Vision programme in place (see **Appendix 4**).

#### Car Park Data

35. Table 2 below shows the trend in total ticket sales in Wiltshire both on and off-street for the period January 2010 to August 2011, and January 2011 to August 2011.

**Table 2 On and Off Street Ticket Sales in Wiltshire**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>2010</b>	303,489	320,328	377,069	316,331	338,998	345,010	370,763	338,787
<b>2011</b>	302,598	305,487	332,386	306,888	315,740	327,128	338,000	338,893
<b>Diff.</b>	-891	-14,841	-44,683	-9,443	-23,258	-17,882	-32,763	106

36. The table shows that ticket sales were in decline before the introduction of the new parking charges in April 2011; indeed, annual ticket sales had declined from 4,274,523 in the period April 2009 - March 2010 to 4,038,743 in the period April 2010 - March 2011.
37. The total number of tickets sold between April and August 2010 was 1,709,889; 1,626,649 tickets were sold for the same period in 2011 which equates to a 4.9% reduction. The trend from April to August 2011 shows a gradual increase in ticket sales of 10.4%; this compares with an increase of 7.1% over the same period in 2010.
38. Table 3 below details the income received for on and off-street car parking in Wiltshire for the period January 2010 to August 2010 and January 2011 to August 2011.

**Table 3 On and Off Street Income received in Wiltshire**

£'000	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>2010</b>	400,201	518,242	528,907	407,948	482,103	458,636	565,201	510,038
<b>2011</b>	421,948	393,475	613,936	398,057	557,732	508,756	534,345	508,832
<b>Diff.</b>	21,747	-124,767	85,029	-9,891	75,629	50,120	-30,856	-1,206

39. The total income received to date has increased compared to the same period last year by 1.7%. The total income budget for on and off street parking in 2011/12 is £7.192 million.



## **Evidence of car park usage in other local authorities**

40. Officers have contacted a number of other local authorities regarding the impact of the economic downturn and its effect on parking:
- (i) Basingstoke and Dean Borough Council made 'minor' charging increases in 2010/11; income for that year fell by 16% and it is envisaged that income will be a further 5% down in 2011/12.
  - (ii) Test Valley Borough Council (Andover car parks) made no changes to their charges but are reporting a 'slight' downturn in usage for this year.
  - (iii) Winchester City Council reported a 'few tweaks' to their charges and are reporting a 10% downturn in usage.
  - (iv) Bournemouth Borough Council did make various changes to their charges and are reporting a decrease in usage against the previous year. They reported a 11% (£770,000) parking income shortfall in 2010/11 and are reporting further pressure and a likely shortfall in their latest budget monitoring report in financial year 2011/12.
  - (v) Bath and North East Somerset Council has identified a 4% (£450,000) parking income shortfall for 2011/12 in its latest budget monitoring report.
  - (vi) Southampton City Council and Borough of Poole Council were also contacted but have yet to respond. However, a 3.8% (£250,000 and £230,000) parking income shortfall for 2011/12 have been identified in Southampton City Council's and Poole Borough Council's latest budget monitoring reports respectively.
41. Overall, it is clear that all the above local authorities are currently suffering from a decline in car park usage and/or an income shortfall.
42. The ranges of current charges for the above authorities are shown in **Appendix 3**.

## **Evidence of Impact of Reduced Parking Charges in other local authorities**

43. An investigation by The Sunday Telegraph last year revealed that at least 150 councils had brought in increased parking charges, or said they were considering such a move. A much smaller number of councils have recently reduced or are planning to reduce their parking charges. Given this situation, the available evidence on the overall impact of parking charge reductions is limited. Three authorities that have produced some analysis on the impact of parking charge reductions in their respective areas are Walsall Council, Swindon Borough Council and Newport City Council.

44. Walsall Council reported that offer of free parking during Christmas 2010 did not lead to significant change in car park usage. Swindon Borough Council reduced charges in three central car parks and had reports of increase in footfall and turnover from retailers. At the same time total car park usage across Swindon dropped, indicating a shift in use of car parks. In Newport, the feedback from traders on the City Council's initiative showed that only five traders reported an increase in turnover, with four attributing it to lower parking charges. Further details can be seen in **Appendix 5**.

#### Car Parking Charges in the context of other policies

45. There are a number of other wider issues which should be considered in any assessment of the impact of car parking charges. These include Wiltshire's Business Plan, Community Plan, Joint Strategic Assessment, Local Development Framework, Local Transport Plan, and other Environmental Policies. The details of how the current charges support those overriding policies can be seen in **Appendix 6**.

#### **Environmental and Climate Change Considerations**

46. The increases in parking charges that were introduced in April 2011 have the potential to stimulate behavioural change amongst residents from their cars to more sustainable transport methods. This action would help to reduce congestion and carbon emissions, whilst improving air quality. However, this change can only be fully achieved if viable alternatives to car usage are available to residents.
47. Section 3.45 of the Council's recent Car Parking Strategy stated that any surplus revenue from the service, once operating costs had been accounted for, could be used to fund sustainable transport projects. It is therefore important that the Council communicates to residents how it is using these funds to implement projects that are economical, reliable alternatives to private car usage.
48. Any future review of car parking pricing or budgets will need to look at the effectiveness of projects funded through surplus revenue.
49. The car parking strategy was subject to a Strategic Environmental Assessment (SEA) as part of the development of the Wiltshire Local Transport Plan 2011-2026. The SEA was subject to public consultation from 4 October to 26 November 2010. The report to Cabinet on 14 December 2010 provided details of the summary findings of the SEA.

#### **Equalities Impact of the Proposal**

50. None have been identified as arising directly from the proposal.
51. The car parking strategy was subject to an Equalities Impact Assessment (EqIA) as part of the development of the Wiltshire Local Transport Plan 2011-2026. The EqIA was subject to public consultation from 4 October to 26 November 2010. The report to Cabinet on 14 December 2010 provided details of the summary findings of the EqIA.

## **Risk Assessment**

52. None have been identified as arising directly from the proposal.

## **Financial Implications**

53. Any shortfall in car parking income will be reported in the revenue budget monitoring report.

## **Legal Implications**

54. None have been identified as arising directly from the proposal.

## **Options Considered**

55. As set out in paragraph 9, this report has been based on the best evidence available at this time.

**Mark Boden**  
**Corporate Director – Operations**  
**Department of Neighbourhood and Planning**

Report Authors:

**Ian Brown**  
Head of Amenity and Fleet  
01380 734792

**Matthew Croston**  
Economic Development Officer  
01249 706429

**Robert Murphy**  
Principal Transport Planner – Transport Policy  
01225 713458

September 2011

---

## **The following unpublished documents have been relied on in the preparation of this Report**

None

## **Appendices:**

Appendix 1 - Background briefing and main considerations for the Council  
Appendix 2 - Criteria for Spatial Bands  
Appendix 3 - Range of Parking Charges in Neighbouring Authorities  
Appendix 4 - Visions  
Appendix 5 - Reduced Parking Charges in Other Local Authorities  
Appendix 6 - Car Parking Charges in the Context of Other Policies

This page is intentionally left blank

## Background Briefing and Main Considerations for the Council

1. A report on the proposed approach to reviewing the Wiltshire Local Transport Plan (LTP) Car Parking Strategy was presented to the Environment Select Committee on 12 January 2010. In response to the proposal to allow Area Boards to set parking charges (within defined limits), the Committee:
  2. *...felt that area boards should be used for consultation purposes only as it was felt inappropriate for area boards to have full responsibility for parking charges within their respective areas.*
3. The Council commissioned its term consultants, Mouchel, to undertake the review of the car parking strategy in January 2010. Mouchel's final reports were issued to the Council at the beginning of July 2010.
4. Consultation on the draft car parking strategy was then undertaken from 12 July to 3 September 2010. A variety of means were used to inform people of the consultation.
5. Feedback on the consultation findings were presented to all the Area Boards between 22 September and 23 November 2010.
6. The Environment Select Committee considered the car parking strategy at its meeting on 2 November 2010 where Members resolved:
  - a. *To congratulate the Cabinet Member on the work undertaken and note the update provided and request that the comments made are taken into consideration by the Cabinet Member prior to the final report's submission to Cabinet.*
7. Following the Environment Select Committee meeting, a minority report was received on 18 November 2010. The response to this report was issued on 13 December 2010.
8. The Wiltshire Local Transport Plan 2011-2026 – Car Parking Strategy was approved by Cabinet at its meeting on 14 December 2010. The minutes of this meeting record the receipt of two questions and 46 written submissions. Ten verbal representations were also made.
9. The following off-street (Monday-Saturday) car parking charges were agreed by Cabinet:

**Table 1: Off-street car parking charges (Monday-Saturday)**

Band	Stay	<1hr	<2hrs	<3hrs	<4hrs	<5hrs	<8hrs	All day
1	Short	-	£2.20	£4.20	-	-	-	-
1	Long	-	£2.20	£4.00	£4.60	£5.50	£7.40	£7.40
2	Short	£1.10	£1.50	£3.20	-	-	-	-

2	Long	£0.90	£1.30	£2.60	£3.10	£4.20	£5.40	£5.90
3	Short	£0.40	£1.20	£2.10	-	-	-	-
3	Long	£0.30	£1.10	£2.00	£2.40	£3.20	£5.20	£5.60
4	Short	£0.30	£1.10	£2.00	-	-	-	-
4	Long	£0.20	£1.10	£1.90	£2.30	£2.90	£4.80	£5.20

10. The Sunday parking charge in Salisbury was set at a flat rate of £1.70.
11. In accordance with the Overview and Scrutiny Procedure Rules (Part 8 of the Constitution), the Cabinet decision was called in by the Environment Select Committee. At the extraordinary meeting held on 21 December 2010, the Committee resolved:
- That it was satisfied by the response, and agreed to no further action being taken and requested that the decision-maker (Cabinet) was informed accordingly; noting that the decision would then be implemented immediately.*
12. On 3 February 2011, the Cabinet Member for Highways and Transport approved the report 'Season Ticket and Permit Options and Costs' (reference HT-003-11).
13. Following Cabinet's decision and the above Cabinet Member decision, the required amendments to the Traffic Regulation Orders (TROs) were advertised in accordance with the processes set out in the Road Traffic Regulation Act 1984. Consultation on the amended TROs was undertaken between 27 January and 21 February 2011.
14. The LTP Car Parking Strategy was formally adopted by the Council at its meeting on 22 February 2011 as part of the Wiltshire LTP 2011-2026. Three petitions relating to car parking issues in Bradford-on-Avon, Devizes and Marlborough were presented at the meeting.
15. Following Cabinet Member approval of the report 'Off-Street Traffic Regulation Orders for Wiltshire' (reference HT-006-11) on 11 March 2011, the revised car parking charges were introduced on 18 April 2011.
16. A petition on car parking charges in Chippenham was presented to the Council meeting on 12 July 2011 where the request for this report was made.
17. In response to an expressed public desire, Cabinet agreed on 19 August 2011 to the reintroduction of the one hour charge (at £1.50) and variation of the two hour charge (to £2.50) in Salisbury from 19 September 2011.
18. At its meeting on 6 September 2011, the Environment Select Committee made the following resolution in relation to the agenda item on car parking charges:
- That the Committee consider Car Parking Charges as a full item on the agenda of the next meeting, with the understanding that a suitable report will be circulated in advance of the meeting, to provide details on the following:*

- *Full details of the estimated shortfall in parking revenue, with a countywide total and an area-by-area breakdown, and showing a comparison with the revenues prior to the changes to the car parking charges.*
- *The wider economic context, using data from statistical neighbours if possible.*
- *Effects on Traders to be made clear, and differentiated from the effects of the recession.*
- *Detail on the nature and extent of the link between revenue from car parking and the provision of bus services / subsidies.*

19. The Chippenham Area Board discussed car parking charges and town centre viability at its meeting on 12 September 2011 following the presentation of a petition to the Area Board at its meeting on 4 July 2011 and the Council at its meeting on 14 July 2011. The following resolutions were made:

- (i) *That the cost of the first hour's parking in Chippenham town centre car parks be reduced back towards 50 pence.*
- (ii) *That Wiltshire Council moves towards separating car parking charges and the subsidising of public transport in next year's budget.*

## **Main Considerations for the Council**

### Introduction

20. At the full Council meeting on 22 February 2011, Councillor John Brady (in his previous capacity as Cabinet Member for Economic Development and Strategic Planning) committed the Council to conducting a post-implementation analysis of the current car parking charges. This analysis, however, was not something that the Council would have undertaken only five months after the charges had been introduced. As stated by the Chief Executive in a letter to Salisbury City Centre Management, dated 16 June 2011, the review was planned to have been undertaken early next year when people's behaviour and patterns had stabilised, and when there would have been a year's economic and transport-related evidence to analyse.
21. Having said this, it was always recognised that undertaking the post-implementation analysis would not have been easy given the current economic situation and the fact that parking charges is only one factor of many influencing an area's economic performance. Carrying out the analysis now, however, does mean that people's behaviour and patterns are still in a state of flux, and there is not a significant timeline of post-implementation economic and transport-related evidence available. Given this, this report utilises the best available evidence and, where necessary, highlights concerns with its robustness and/or relevance.
22. Before setting out the available evidence, a summary of the basis for the banding of Wiltshire's towns and current charges is provided as way of context.

## Banding

23. Banding seeks to establish a balance between acknowledging the range of economic, social and environmental differences between towns with the need to develop a more consistent approach to parking policy, management and operations throughout Wiltshire. The towns were banded into one of four spatial bands based on the following (also see **Appendix 2**):
- (i) The hierarchy in the emerging Wiltshire Core Strategy (which considers the role and function of towns, and their level of facilities and services).
  - (ii) Population levels.
  - (iii) The availability of sustainable transport alternatives.
  - (iv) Operational parking issues.
24. Banding also reduces the ability of towns to compete with each other over car parking charges (e.g. by competing on offering the lowest parking charge rather than, for instance, on offering the best retail offer). The concept of spatial banding was supported by the majority of respondents (58.7%) to the consultation on the car parking strategy review.

## Basis of Current Charges

25. In undertaking their review of the car parking strategy, the Council's consultants, Mouchel, found that parking charges in Wiltshire were generally significantly lower than in surrounding areas and key competitor towns. Mouchel also found that, as a result of having four former district councils, there were significant differences in parking charges across Wiltshire.
26. Based on the above analysis, three options for parking charges (Monday–Saturday) were proposed as part of the consultation on the car parking strategy: 'conventional' (lowest charges), 'balanced' and 'radical' (highest charges).
27. In the end, a 'preferred' option based on a weighting of the consultation responses was proposed in the report to Cabinet on 14 December 2010. These charges were subsequently increased by a further 10% by Cabinet in order to help support local bus services under threat from the combined effect of reductions in Council funding and changes in the concessionary fares reimbursement process and Bus Service Operators Grant. In addition, Cabinet agreed that any surplus parking revenue would be hypothecated to offer further support for sustainable transport measures such as local bus services.
28. In recognition of a strong consultation response, Sunday parking charges were not universally introduced and only retained in Salisbury at a flat rate of £1.70.
29. At the same time, the following opportunities were offered to Band 3 and 4 towns:



- In Band 3 towns, to 'buy back' a small proportion of short-stay spaces from Wiltshire Council to offer as free parking spaces.
  - In Band 4 towns, to take over the management of local public car parks and associated costs as an alternative to parking charges being set by Wiltshire Council.
30. While all the Band 4 town councils took up their respective opportunity, none of the Band 3 town councils took up the 'buy back' option at the rate of £500 plus VAT per space per year.
31. Based on the strong support and comments made through the car parking strategy consultation, the Council launched a new season ticket scheme earlier this year. This scheme aims to make it easier and cheaper to park for people who frequently use the Council's car parks. In particular, businesses can purchase season tickets which, because they are not vehicle specific, can be used by any employee or volunteer so reducing their parking costs.

This page is intentionally left blank

## Criteria for Spatial Bands

### Band 1 - Salisbury:

- Identified in the South Wiltshire Core Strategy consultation document (July 2009) as the primary service, economic and cultural centre, and the focal point for the majority of new development in south Wiltshire.
- Population - 44,688.
- Highest provision of sustainable transport options in Wiltshire e.g. five P&R sites, several Key Bus Route Network (KBRN) services, railway station. Also has an operating Intelligent Transport System which includes car park variable message signing and urban traffic control.
- Significant numbers of residents living within a resident parking zone reducing available on-street public parking
- High numbers of on street restrictions
- Public car parking available in large numbers

### Band 2 - Chippenham and Trowbridge:

- Identified in the Wiltshire Core Strategy consultation document (October 2009) as strategically significant towns which act as employment, service and administrative centres for their local areas
- Chippenham population - 34,820; Trowbridge population - 37,200
- Relatively good level of sustainable transport provision, e.g. several KBRN services, railway station.
- High numbers of on street restrictions requiring enforcement
- Public car parking available to satisfy demand in all but the peak times

### Band 3 - Market Towns (Amesbury, Bradford-on-Avon, Calne, Corsham, Devizes, Durrington, Malmesbury, Marlborough, Melksham, Tidworth, Warminster, Westbury and Wootton Bassett):

- Identified in Wiltshire Core Strategy and South Wiltshire Core Strategy consultation documents as second tier towns acting as service centres for their local areas.
- Population between 5,560 (Malmesbury) and 19,520 (Melksham).
- Generally adequate or better level of sustainable transport provision given settlement type (i.e. small market town) - e.g. several KBRN services, railway station (Bradford-on-Avon, Melksham, Warminster and Westbury).
- Public car parking available but in restricted numbers.
- Less demand on the facilities due to lack of restrictions on street.

### Band 4 - Small Towns and Villages

- Identified in Wiltshire Core Strategy and South Wiltshire Core Strategy consultation documents as second tier towns (Downton, Ludgershall, Mere, Tisbury, Wilton), third tier towns (e.g. Box, Cricklade and Pewsey) or below.
- Population below 5,000.
- Variable level of sustainable transport provision (poor to adequate) - e.g. Mere and Tisbury have a railway station but are not on the KBRN.
- Small amounts of public car parking available.
- Less demand on the facilities due to lack of restrictions on street.

This page is intentionally left blank

## Range of Parking Charges in Neighbouring Authorities

Town	<1hr	<2hrs	<3hrs	<4hrs	<5hrs	<6hrs	<7hrs	<8hrs	<9hrs	<10hrs	All day
Andover	£0.80	£1.40	£1.00 - £2.20	£2.60	£2.20 - £3.30						£3.50 - £6.60
Basingstoke	£0.80 - £0.90	£1.40 - £1.70	£1.90 - £3.00	£2.50 - £2.60	£3.20 - £3.30	£3.80 - £3.90					£4.90 - £5.20
Bath	£1.60	£3.10	£4.30	£5.40		£6.40 - £7.40		£9.90			£8.50 - £12.50
Bournemouth	£0.50 - £1.10	£1.00 - £2.50	£2.00 - £4.00	£3.20 - £6.00	£4.20 - £7.00	£6.80	£6.00 - £7.80				£1.10 - £12.50
Poole	£0.30 - £1.00	£0.60 - £3.00	£0.90 - £4.50	£1.20 - £6.00	£1.50 - £7.50	£1.80 - £9.00	£2.10 - £10.50	£2.40 - £12.00	£2.70 - £13.50	£3.00 - £15.00	
Southampton	£0.80 - £1.40	£0.70 - £2.80	£2.30 - £3.30	£2.40 - £4.20	£3.50 - £5.00	£6.00 - £7.30	£4.50 - £8.00				£5.00 - £8.00
Swindon	£0.70 - £1.20	£0.20 - £2.40	£2.00 - £3.60	£2.00 - £4.80		£2.00 - £8.20		£22.00			£1.80
Winchester	£1.20	£2.00 - £2.50	£3.00	£3.50 - £4.00							£6.00 - £15.00

This page is intentionally left blank

**Visions**Chippenham Vision

Chippenham Vision has commissioned several studies and consultation work to inform policy and planning regarding retail development in the town. These include a Retail and Commercial Health Check report in 2009 and a Town Centre Public Realm Study which aim to inform the evolution of a broader Masterplan for Chippenham, and expand the range of measures for managing traffic and enhancing the conservation area that defines the town centre. One of the main problems regarding shopping in Chippenham town centre is the shortage of suitable premises. The Vision is aware, both through these recent studies but also in discussion with major retail developers that quite a few retailers and shop chains are looking for premises in Chippenham but unfortunately many of the shop units are either too small or too restrictive for their purposes. The Vision is exploring in detail the options and viability for additional retail on key regeneration sites as change is required to improve the vitality of the town centre.

Recent consultation with local residents, local businesses as well as organisations and agencies like the Town Council, the Civic Society and local councillors it has become clear that one of their biggest concerns is the lack of range and quality of shops in the centre of Chippenham. However, there is still resistance from some to the need for change and redevelopment that will be required in order to deliver those improvements.

Chippenham Vision proposed Chippenham Alive, a project to encourage late night shop opening in the town which has been taken up by the Chamber of Commerce, Town Council and Night-time Economy Group of the Area Board. The Vision has also raised concerns regarding edge of town and out of town development and the potential detrimental impact on town centre shops.

Salisbury Vision

In Salisbury the Council is bringing forward the redevelopment of the Central Car Park and Maltings site for a retail-led mixed use development in the heart of the city. This 20 acre site will provide significant additional comparison retail to address the under-provision of larger floor space comparison retailing within the city centre. A procurement process to appoint a developer partner is underway and a preferred developer is expected to be identified early in the New Year. In addition to this Wiltshire Council is bringing forward a significant improvement project to the city's historic Market Place. This will involve re-surfacing the Market place and Guildhall Square to create a new high quality pedestrianised area within the heart of the city. The scheme will involve removal of street clutter, upgrading street furniture and the provision of enhanced street lighting. This investment is being strongly welcomed by the city's Business community in recognition of the contribution it will make to the vitality and viability of businesses within the city.

## Transforming Trowbridge

The retail offer of Trowbridge can be characterised as being value based, shopped predominantly by a relatively local population. It has a strong offer in terms of basic and essential shopping but a weak middle to high end offer. There is significant leakage to Bath (in particular) for middle to high end retail. This situation is unlikely to change without further regeneration/development given that much of the existing town centre retail unit stock is comprised of relatively small, old units that do not meet the current requirements of high street retailers who are looking for large "boxes", ideally with a mezzanine to maximise sales space. The two existing shopping centres are dominated by small constrained units with little opportunity to extend these.

The response of the Vision to this situation has been two-fold:

1. Encouraging the development of large retail units to meet modern retail requirements - the recent development of The Gateway with its units of 5,000-10,000 square feet has enabled the town to attract quality high street retailers such as Next and Brantano, as well as the relocation of Argos, New Look and Boots from constrained town centre units. The success of this development is evidenced by the fact that Next and New Look are trading in the top 10% of their company's stores in England. The existence of large town centre Brownfield sites potentially makes the town attractive to retail operators requiring large units. However, in the current economic climate this market is depressed and it may require other stimuli to encourage it.
2. Diversifying the town's offer - given the relatively small size of Trowbridge and the strong retail offers of nearby towns (Bath, Swindon, Bristol), the Vision has identified the need to broaden the town's appeal. It has long been an aspiration to develop a commercial leisure offer (particular a cinema and family entertainment) and currently there are proposals for this type of development at two sites in town. If delivered in an integrated way, a commercial leisure scheme would provide a means of lengthening the "dwell time" of visitors to the town, create a family focussed evening economy offer (through chain restaurants) for the first time and attract new visitors to the town from a large catchment area. Additionally this would create the opportunity for linked leisure and retail trips to the town centre. The attraction of this kind of development is likely to make Trowbridge a sub-regional destination and would have the knock-on effect of increasing the attractiveness of the town to retail operators. Thus, the Vision believes that this would have a catalytic effect on the further regeneration of the town.

A further tactic pursued by the Vision has been to fund the "dressing" of empty retail units. There is considerable evidence that empty shop units create an air of neglect in a town centre and frequently attract a range of anti-social behaviours. In order to create a more vibrant and vital environment the Vision commissioned the dressing of 10 empty units during 2011. This approach utilises adhesive graphics that are attached the front of empty units and generally display a "false" shop frontage. This is a relatively low cost, high impact means of maintaining a vibrant town centre and has been strongly acclaimed in the town.



### Reduced Parking Charges in Other Local Authorities

#### Walsall Council

Walsall Council's Environment Scrutiny and Performance Panel investigated town centre parking issues in a recently published report 'Town Centre Parking Working Group'. In relation to the pricing structure of parking charges the report states that:

*The Working Group considered the risks associated with lowering charges in all Council run car parks and whether reducing costs alone would encourage more people to park in town. A potential risk was that usage may not increase and income could subsequently fall. Free parking offered during Christmas 2010 was referred to as an example as occupancy rates during this period did not differ greatly from the previous year despite free parking being offered. Revenue of circa £30k was lost as a result.*

#### Swindon Borough Council

In June 2010, Swindon Borough Council's Cabinet approved the implementation of a reduction in parking charges to £1.00 for an hour and £2.00 for a stay between two and four hours in Brunel North, Brunel West and Fleming Way car parks for an initial period to 31 July 2011. At the same time, a complementary variation in charges for all the car parks in Swindon's Old Town to £0.70 for an hour and £1.00 for stays up to two hours was approved. A report to the borough council's Cabinet on 8 June 2011 sought to assess the impacts of these reductions in car parking charges.

Retailers in Swindon town centre have reported an increase in both footfall and turnovers: the Brunel Centre had an additional 286,000 visitors since 1 January 2011 (compared with 2010) which is an increase in footfall of 8.17%. Retailers in the Brunel Centre also report that their sales are ahead of UK sales growth in six of the ten reported months.

In terms of car parking, the report indicates that while the reduction in charges has not increased the overall volume of cars in all car parks in Swindon town centre, they are probably staying longer. However, the report highlights that income and ticket sales across all car parks in the town centre and Old Town is down by £385,000 (income) and 45,000 (tickets). The report states that "What this shows is that whilst the scheme has been successful in the three multi-storeys, this may have been at the expense of the other car parks in the town". While not included in the Borough Council's report, this finding might suggest that those retailers closer to these other car parks may have suffered a commensurate drop in footfall and trade.

Lastly, the report confirms that the Swindon Borough Council, Brunel Management Company and in Swindon spent £50,000 on a marketing campaign, and that the reduction in charges is anticipated to reduce the council's car parking income by £500,000 per annum. A £112,000 parking income shortfall for 2011/12 has been identified in the council's latest budget monitoring report.

#### Newport City Council

In December 2010, Newport City Council introduced two hours free parking in its multi-storey car parks and followed this by introducing a 10p tariff for the first two hours in its surface car parks on 31 January 2011.

A report to the City Council's Cabinet Member for Highways and Transport on 30 March 2011 states that 261 fewer vehicles used the car parks in January 2011 than over the same period in 2010 resulting in a reduced income of £30,253.88. In February 2011, the report states that there was an increase of 2,143 vehicles parked compared with the same month in 2010. The reduction in income between the two years was £59,876 for the month of February.

## Car Parking Charges in the Context of Other Policies

### **Business Plan**

The Wiltshire Council Business Plan 2011-2015 sets out the considerable challenges the Council faces and the approaches being proposed to tackle those challenges.

Over the next four years, the Council will need to find £289 million in efficiencies and savings to fund services and investments by 2015. This is a decrease in the Council's annual budget by 2014/15 of £99 million.

The majority of the Council's discretionary income comes from its neighbourhood and planning department, with car parks and leisure being the significant income areas. The Business Plan anticipates that the current parking charges would generate an additional £309,000 income in 2011/12 on top of the base budget for 2010/11, with total income rising to £9.292 million. As agreed by Cabinet at its meeting on 14 December 2010, any surplus parking revenue will be hypothecated to support sustainable transport measures (e.g. local bus services).

### **Community Plan**

Car parking charges can play an important role in helping to achieve two of the objectives in the Wiltshire Community Plan 2011-2026:

- Significantly reduce domestic, business and transport CO<sub>2</sub> emissions across the country in line with national targets.
- Provide a safer and more integrated transport system that achieves a major shift to sustainable transport, including walking, cycling, and the use of bus and rail networks especially in the larger settlements of Trowbridge, Chippenham and Salisbury, and along the main commuting corridors.

### **Joint Strategic Assessment**

The Joint Strategic Assessment for Wiltshire 2010-2011 sets out the strategic issues and priorities for Wiltshire for the next three years. The identified key issues related to transport include the following:

- Economic growth is being compromised by an increasingly unreliable and congested transport network.
- Emissions by transport of carbon dioxide and other greenhouse gases are having a detrimental effect on climate change.
- A lack of transport to services, facilities and employment results in a degree of inequality for some Wiltshire residents.
- The built and natural environment in some areas is being adversely affected by traffic.

## **Local Development Framework**

The emerging Wiltshire Core Strategy provides the spatial expression of the community plan. There are, however, certain tensions between the objectives of the community plan and the settlement and delivery strategies of the Wiltshire Core Strategy which is seeking to make provision for 175-182 hectares of new employment land and around 37,000 new houses. Demand management measures, such as appropriate parking charges, will be important in helping the Council to reconcile these tensions by providing one of the means to manage traffic and congestion pressures on the highway network.

## **Local Transport Plan**

The Wiltshire Local Transport Plan 2011-2026 seeks to implement the following national transport goals at the local level:

- support economic growth
- reduce transport's emissions of greenhouse gases
- contribute to better safety, security and health
- promote equality of opportunity
- improve quality of life and promote a healthy natural environment.

Demand management measures, primarily centred on car parking supply and charges, can be one of the most useful tools available to the Council in helping achieve these goals.

## **Energy Change and Opportunity Strategy**

The Energy Change and Opportunity Strategy 2011-2020 sets out how Wiltshire as a council and a community can take action on climate change.

The UK Climate Change Act 2008 set an ambitious target of a 34% reduction in CO<sub>2</sub> on 1990 levels by 2020 and a reduction of 80% by 2050. However, while CO<sub>2</sub> emissions went down by 2.1% in the south west between 2005 and 2007, in Wiltshire they actually went up by 3.1%.

It is estimated nationally that 40% of an average UK citizen's contribution to CO<sub>2</sub> comes from transport with almost three quarters attributable to car use. Overall, transport accounts for 28% of Wiltshire's total CO<sub>2</sub> emissions. The Energy, Change and Opportunity Strategy therefore promotes measures which will decrease individual car use.

## **Air Quality**

The 2011 Air Quality Progress Report summarises the current situation relating to air quality in Wiltshire. There are seven Air Quality Management Areas (AQMAs) within Wiltshire which have been declared because of exceedances of the annual mean objective for nitrogen dioxide. These are in:

- Westbury, centred on Haynes Road and Warminster Road.
- Bradford on Avon, centred on Masons Lane.
- Devizes, at Shanes Castle.
- Marlborough, centred on Herd Street and Barn Street
- Salisbury city centre, within the Churchill Way ring road
- Wilton Road, Salisbury between the Old Manor Hospital site and St Pauls roundabout
- London Road between the allotment railway tunnel and St Marks roundabout.

The AQMA at Bradford on Avon has also been declared in respect of the annual mean objective for fine particulates (PM10).

Road traffic accounts for the main source of atmospheric emissions across Wiltshire, and accounts for all the AQMAs declared. It is therefore likely that parking management measures will need to form part of the Air Quality Action Plans that will need to be reviewed and/or developed to deal with the identified exceedances.

This page is intentionally left blank

**Wiltshire Council**

**Cabinet**

**18 October 2011**

---

**Subject: Response to proposals from Salisbury City Council presented to Wiltshire Council 26 July 2011**

**Cabinet Member: Councillor Dick Tonge – Highways and Transport**

**Key Decision: No**

## **Executive Summary**

The purpose of this report is for Cabinet to consider its response to the five proposals submitted by Salisbury City Council, presented to Wiltshire Council 26 July 2011 with the exception of on and off-street car parking prices which will be part of the full review at Full Council on 8 November 2011.

## **Proposal**

That Cabinet considers and agrees the proposed responses to the proposals from Salisbury City Council presented to Wiltshire Council 26 July 2011 with the exception of on and off-street car parking prices which will be part of the full review at Full Council on 8 November 2011.

## **Reason for Proposal**

To respond formally to proposals presented to the Council by Salisbury City Council with the exception of on and off-street car parking prices which will be part of the full review at Full Council on 8 November 2011.

**Mark Boden**  
**Corporate Director - Operations, Department of Neighbourhood and Planning**

## Wiltshire Council

### Cabinet

18 October 2011

---

**Subject:** Response to proposals from Salisbury City Council presented to Wiltshire Council 26 July 2011

**Cabinet Member:** Councillor Dick Tonge – Highways and Transport

**Key Decision:** No

---

### Purpose of Report

1. For Cabinet to formally consider and agree its response to proposals from Salisbury City Council (SCC) presented to Wiltshire Council 26 July 2011 with the exception of on and off-street car parking prices which will be part of the full review at Full Council on 8 November 2011.

### Background

2. The Wiltshire Local Transport Plan 2011-2026 – Car Parking Strategy was approved by Cabinet at its meeting on 14 December 2010.
3. Following Cabinet's decision and the above Cabinet Member decision, the required amendments to the Traffic Regulation Orders (TROs) were advertised in accordance with the processes set out in the Road Traffic Regulation Act 1984. Consultation on the amended TROs was undertaken between 27 January and 21 February 2011.
4. The LTP Car Parking Strategy was formally adopted by the Council at its meeting on 22 February 2011 as part of the Wiltshire LTP 2011-2026.
5. The LTP Car Parking Strategy seeks to ensure that publicly available private non-residential parking provides a car park management plan and possibly implements parking restrictions and charges consistent with those of the council run car parks in the local area.

### **Policy PS5 - Managing publicly available private non-residential parking**

**There will be a presumption that any planning application which includes provision for publicly available private non-residential parking will be required to provide an accompanying car park management plan and, subject to a case-by-case analysis, to implement parking restrictions and charges consistent with those of council run car parks in the local area.**

Although this refers to new planning applications the principles are relevant to Lush House and Southampton Road.



6. Following Cabinet Member approval of the report 'Off-Street Traffic Regulation Orders for Wiltshire' (reference HT-006-11) on 11 March 2011, the revised car parking charges were introduced on 18 April 2011.
7. SCC Full Council meeting on 6 June 2011 discussed the changes to the parking fee structure in the car parks in Salisbury. The City Council wrote to Wiltshire Council with the outcome of those discussions on 29 June 2011, (as at **Appendix A**).
8. Wiltshire Council's original response is attached as **Appendix B**.
9. SCC at its full Council meeting on 25 July 2011 then considered the paper submitted by Salisbury City Centre Management, Chamber of Commerce and the Federation of Small Businesses.
10. The City Council informed Wiltshire Council via email on 26 July of its resolution attached as **Appendix C**, which reiterates the original proposals from 6 June, 2011.
11. The proposals from the SCC overlap those presented by Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry but are not fully aligned.
12. SCC are silent on the longer stay car parking charges and it is assumed the City Council are supportive of these charges as they support the Council's aim of increasing the use of the Park and Ride sites around Salisbury.
13. Wiltshire Council, on the formation of SCC, transferred two car parks, Lush House and Southampton Road to the City Council.
14. The transfer of these car parks, together with a number of other parcels of land and buildings (both community use land and commercial properties), to SCC was under the Local Government and Public Involvement in Health Act 2007, the Local Government (Structural Changes) (Transfer of Functions, Property, Rights and Liabilities) Regulations 2008 (2008 No.2176) and the Wiltshire (Parish of Salisbury) Establishment and Electoral Arrangement Order 2009 (which established SCC), and pursuant to the consent of Secretary of State for the Department of Communities and Local Government dated 28 January 2010.
15. Originally the transfer was to include a covenant which would ensure that SCC would manage car parks in line with Wiltshire Council parking strategy.
16. At the point of transfer the covenant was not included as SCC would manage the car parks under Wiltshire Council's 'The County of Wiltshire (Southern Wiltshire) (Off-Street Parking Places) Order'.
17. A contract formalising the agreement between the City Council and Wiltshire Council for the management of the enforcement has been drafted and is close to finalisation.

18. The relevant rights and obligations on the part of Wiltshire Council in the draft contract are:

The right to:

“manage the monitoring and collection services at the Designated Parking Areas as a parking area for vehicles and to set the tariffs within the Designated Parking Areas at an appropriate level to help achieve the Council’s overall traffic management goals”;

The obligation to:

“notify SCC before increasing the level of Parking Charges” and “consider any reasonable requests received from SCC to increase the Parking Charges provided SCC pay all costs incurred by the Council in amending such Parking Charges”.

### **Main Considerations for the Council**

#### Response to the Resolution of the City Council made on 25 July

19. Proposal 1: *SCC does not support Wiltshire Council’s current car park charging policy in respect of the two hour minimum charge*

In response to an expressed public desire, Cabinet agreed on 19 August 2011 to the reintroduction of the one hour charge (at £1.50) and variation of the two hour charge (to £2.50) in Salisbury from 19 September 2011.

20. Proposal 2: *SCC wishes to see the re-introduction of the one hour parking charge at a rate of £1.20 without delay*

As above.

21. Proposal 3: *SCC agrees that Officers should open a discussion with Wiltshire Council to get the currently imposed car park charging covenant lifted*

The current arrangement is that Wiltshire Council has included the two car parks in its ‘The County of Wiltshire (Southern Wiltshire) (Off-Street Parking Places) Order’. The Order flows from the Council’s Parking Strategy and allows for the enforcement agreement between the two authorities.

The Council could amend the Traffic Regulation Order, via the amendment process to allow differential pricing, however, this would need to be funded and traffic impact on local highway network considered. There could be a congestion issue and any differential in the costs of car parks could create the risk of motorists driving around looking for spaces in these two car parks which cause queuing at the access and onto the highway. Demand could also be drawn away from the Park and Ride sites and from Wiltshire Council car parks.

Given the re-introduction of the one hour charge, if the City Council wishes to continue a discussion on this matter Wiltshire Council officers will meet with the City Council and put any recommendations to the Cabinet for approval.

22. *Proposal 4: Officers request that Wiltshire Council considers that the Park and Ride service should run from 6:00 am to 8:00 pm to attract more employees going to / from work*

To extend the operating hours as described above there would be an additional cost to the Council as follows:

On a Monday - Friday only = £110k per annum

On Saturdays as well as Monday – Friday = £133k per annum

These costs cover the salaries for additional drivers, supervisors and other sundries such as increased mileage, fuel, breakdown cover etc. To cover the cost of this arrangement through fares taken, approximately 174 passengers would need to access the service daily during these extended hours.

During 2008 the last buses left the city centre between 6.45 pm and 7.10 pm. The usage of these bus's was poor, with only one or two people using them on average each day and often no passengers at all.

The current data shown at **Appendix D**, weekly extract does show that there is little demand for earlier or later services amongst our current customers. The data shows that there are very few people who enter the site before 7am (there are quite a few people who enter the site between 7 pm and 8 pm, but obviously few exits – which may be people being dropped off). A very small number of customers who use the site before 7 am/after 8 pm make their own way to and from the sites.

We would be pleased to accommodate extended hours of the Park & Ride if it were to be cost neutral. However, we are not prepared to take the risk of a trial without supporting data. If the City Council, with SCCM, the FSB and the Chamber, were to consult on this matter to establish what passenger numbers would be on the earlier and later buses, and how many would be displaced from the existing schedule, the data could be used to carry out a proper evaluation. If this approach were to be agreed, we could arrange for officers to meet with you to discuss the details of your consultation and we would evaluate the hours of other Park & Ride facilities operated by other local authorities to establish what the usage is during the suggested extended hours.

23. *Proposal 5: That parking charges be a flat rate of £1 when the park and ride sites are closed (Sundays and Bank Holidays)*

The Sunday usage figures shown at **Appendix E** show that the previous reduction in Sunday charges from £2.00 to £1.50 in July 2010 made virtually no change in usage. Therefore the change to a flat rate of £1.00 would have no effect.

Although the ticket machines can be programmed to have different charges on Sundays they cannot be programmed in advance for each Bank Holiday. Changing the machines manually for each Bank Holiday would be difficult and expensive. However we will continue to investigate this matter further.

## **Environmental and Climate Change Considerations**

24. From an environmental perspective, changes to parking charges within the city have the potential to impact on air quality, congestion and carbon emissions. If vehicular movements in the city centre were to increase this could be detrimental in the Council's objectives to improve air quality within the AQMA and the increase in congestion could result in longer journey times, potentially deterring customers.
25. Alongside this, the current park and ride system offers a valuable and cost effective service for commuters entering the city from outlying towns and villages. However, it is less effective for commuters who live closer to the city centre.
26. Section 3.45 of the Council's recent Car Parking Strategy states that any surplus revenue from the service, once operating costs have been accounted for, could be used to fund sustainable transport projects. Whilst the economic reasons for requesting lower parking charges are noted, it should be acknowledged that this will result in fewer surplus funds being available for these projects.
27. A key reason for reducing parking charges is to encourage more footfall by making it easier and cost effective to park closer to the commercial centre. However, whilst this will assist the economy in the short term, this is not a viable option in the medium to long term as commuters will face increasing pressure from rising fuel prices and there will be detrimental impacts on air quality, carbon emissions and congestion.
28. All parties should agree to work together to form a comprehensive vision for sustainable transport measures in and around Salisbury, identifying sources of funding that help the city to remain competitive.
29. The car parking strategy was subject to a Strategic Environmental Assessment (SEA) as part of the development of the Wiltshire Local Transport Plan 2011-2026. The SEA was subject to public consultation from 4 October to 26 November 2010. The report to Cabinet on 14 December 2010 provided details of the summary findings of the SEA.

## **Equalities Impact of the Proposal**

30. None have been identified as arising directly from the proposal.
31. The car parking strategy was subject to an Equalities Impact Assessment (EqIA) as part of the development of the Wiltshire Local Transport Plan 2011-2026. The EqIA was subject to public consultation from 4 October to 26 November 2010. The report to Cabinet on 14 December 2010 provided details of the summary findings of the EqIA.

## **Risk Assessment**

32. None have been identified as arising directly from the proposal.

## **Financial Implications**

33. As this is a formal response to proposals received there are no direct implications arising from the proposal. However if the Council were to agree to differential pricing there could be displacement parking in Salisbury which would reduce the Council's parking income. The Council could seek an indemnity from the City Council to cover any future losses.

## **Legal Implications**

34. Should the City Council terminate the current arrangement with Wiltshire Council for Wiltshire Council to enforce the current Order, Wiltshire Council would need to consider whether to remove the Lush House and Southampton Road Car Parks from the Wiltshire Council Order.
35. Whilst Sections 57 and 59 of the Road Traffic Regulation Act 1984 give powers to parish councils to provide suitable parking places within their area and to make an Order under Section 35 of the Road Traffic Regulation Act 1984, they may only do so with the consent of the council of the county in which the parish is situate and any consent given by the county council may be subject to such conditions or restrictions as they [the county council] think fit.
36. The consent of Wiltshire Council would, therefore, be required to any Order relating to the Lush House and Southampton Road Car Parks that the City Council might wish to impose.

## **Options Considered**

37. In reaching the responses to the proposals consideration has been given to each of the various individual options.

## **Conclusion**

38. That the above responses to proposals 3 and 4, outlined by SCC, represent the Council's position on these matters.

**Mark Boden**  
**Corporate Director – Operations**  
**Department of Neighbourhood and Planning**

---

Report Author:  
**Ian Brown**  
Head of Amenity and Fleet  
01380 734792

22 September 2011

**The following unpublished documents have been relied on in the preparation of this Report:**

None

**Appendices:**

- Appendix A – Salisbury City Council to Wiltshire Council 29 June 2011
- Appendix B – Wiltshire Council response to Appendix A
- Appendix C – Salisbury City Council resolution received 26 July
- Appendix D – Park & Ride early and late usage
- Appendix E – Sunday usage

Wiltshire Council  
Planning and Transportation Dept  
County Hall  
Bythesea Road  
Trowbridge  
BA14 8JD

29 June 2011

Our Ref: RW / doc 32271

Dear Sirs

**Re: Parking Charges in Salisbury**

At the Salisbury City Council Full Council meeting on 6 June, a considerable discussion was had in respect of the recent changes to the parking fee structure in the car parks in Salisbury. May I apologise for not getting this response to you sooner. The following were the issues agreed and which we would like you to consider:

1. SCC does not support Wiltshire Council's current car park charging policy in respect of the 2 hour minimum charge
2. SCC wishes to see the re-introduction of the 1 hour parking charge at a rate of £1.20 without delay
3. SCC requests that Officers should open a discussion with Wiltshire Council to get the currently imposed car park charging covenant lifted as it applies to the two SCC owned car parks at Lush House and Southampton Road
4. That Wiltshire Council should consider running the Park and Ride service from 6:00 am to 8:00pm to attract more employees going to / from work
5. That parking charges be a flat rate of £1 when the park and ride sites are closed (primarily Sundays and Bank Holidays)

The Members were very strong in their feeling to see these changes implemented due to the adverse impact the new arrangements are having on the commercial viability of the City. In particular we would appreciate if you could look to achieve the outcome requested at point 3 above as a matter of some urgency. To that end could you forward to me an Officer name to liaise with at the Wiltshire Council end?

In the meantime should you require any further information please do not hesitate to contact me.

Yours faithfully

Reg Williams  
City Clerk

This page is intentionally left blank



## APPENDIX B

1 August 2011

Mr R Williams  
City Clerk  
Salisbury City Council  
The Guildhall  
Market Place  
SALISBURY  
Wiltshire  
SP1 1JH

Department of Neighbourhood & Planning  
Kennet House  
Hopton Park Industrial Estate  
Sergeant Rogers Way  
Devizes  
SN10 2ET

Our ref : ms/pk/isb/

Dear Mr Williams

### **Re: Parking Charges in Salisbury**

Thank you for your letter of 29 June 2011. Please accept my apology for the delay in replying.

Since your initial letter, I understand there have been a number of communications concerning parking charges with both Salisbury City Council and Salisbury City Centre Management. Your comments at 1 and 2 of your letter are noted.

Taking your other points in turn:

3. I understand that my colleague, Allan Creedy, has already provided you with the contact details of Graham Creasey (Corporate Estates Manager) who is able to provide advice on covenants at Lush House and Southampton Road car parks. There are also a number of other issues that would need to be clarified, for example, funding source of required Traffic Regulation Order process and traffic impact on local highway network of any amended parking charges, before we could consider your proposal. Please can I suggest that following receipt of Graham Creasey's advice, if you are still legally able to take your proposal forward, that you contact Allan Creedy to arrange a meeting to discuss your proposal and the other issues in more detail.
4. Further to your request for extended Park and Ride opening hours, we would be pleased to do this, if it were cost neutral. As you may be aware, we have recently withdrawn the 7.10pm service due to a lack of patronage. However, our new operators have quoted us a price of £140,000 to operate an extended service from 6am to 8pm. Given this situation, we are actively investigating a number of options that might allow passengers on some of the Park and Ride services to use their tickets on later-running buses.
5. You requested a flat £1.00 parking fee for Saturday and Sunday, however, it is considered that the current £1.70 Sunday parking charge is good value when compared to towns such as Bath and Southampton where normal Monday to Saturday parking rates are typically charged on Sundays. It would appear that this value is recognised by car park users as initial usage figures indicate that Sunday occupancy levels have not really changed since the increase from £1.50 in April.

I trust that you will find these comments helpful. If you wish to discuss this further, please contact Rob Murphy (Principal Transport Planner) who will be happy to discuss this with you.

Yours sincerely

**Mark Smith MBA LLB (Hons) FCMI**  
Director of Neighbourhood Services  
Direct Line: 01225 756556  
Email: [mark.smith@wiltshire.gov.uk](mailto:mark.smith@wiltshire.gov.uk)

Copy to: Rob Murphy

**From:** [Boden, Mark](#)  
**To:** [Tonge, Richard](#)  
**Cc:** [Smith, Mark](#); [Khansari, Parvis](#); [White, Ian](#); [Murphy, Robert](#); [Cunningham, Alistair](#)  
**Subject:** FW: Salisbury Parking Charges  
**Date:** 26 July 2011 09:45:26

---

---

**From:** Reg Williams [mailto:RWilliams@salisburycitycouncil.gov.uk]  
**Sent:** 26 July 2011 09:41  
**To:** Boden, Mark  
**Subject:** Salisbury Parking Charges

Dear Mark

As you will be aware, the City Council's Full Council met last night to consider the paper submitted by Salisbury City Centre Management, Chamber of Commerce and the Federation of Small Businesses. After considerable, and quite heated debate the Members resolved to reiterate the resolution they passed at their meeting of 6 June, namely:

- 84.1. SCC does not support Wiltshire Council's current car park charging policy in respect of the 2 hour minimum charge*
- 84.2. SCC wishes to see the re-introduction of the 1 hour parking charge at a rate of £1.20 without delay*
- 84.3. SCC agrees that Officers should open a discussion with Wiltshire Council to get the currently imposed car park charging covenant lifted, and*
- 84.4. Officers request that Wiltshire Council considers that the Park and Ride service should run from 6:00 am to 8:00pm to attract more employees going to / from work*
- 84.5. That parking charges be a flat rate of £1 when the park and ride sites are closed (Sundays and Bank Holidays)*

In doing so they wish it to be known quite clearly that by not commenting directly upon the detail of the paper submitted by the business groups this is not to be interpreted that they disagree or agree with their views – this is SCC's position. In the short timeframe available they feel that their original position stands.

They were also extremely critical of Wiltshire Council's lack of consultation in respect of introducing a redemption scheme seemingly out of the blue. As Members understand, this has been very late coming to the table, has not been consulted upon, will be costly to introduce and not particularly beneficial. It was appreciated that Wiltshire Council are wanting to do something quickly to give some confidence back to the situation but Members felt that this was a knee jerk, ill thought out and rushed proposal.

Many thanks

Reg

[Reg Williams](#)  
[City Clerk](#)  
[Salisbury City Council](#)

The Guildhall  
Market Place  
Salisbury  
SP1 1JH

Telephone 01722 342874  
[rwilliams@salisburycitycouncil.gov.uk](mailto:rwilliams@salisburycitycouncil.gov.uk)  
[www.salisburycitycouncil.gov.uk](http://www.salisburycitycouncil.gov.uk)

---

Disclaimer:- Internet Communications are not necessarily secure, and therefore Salisbury City Council does not accept legal responsibility for the contents of this message. Any views or opinions presented are those of the author and do not necessarily represent those of Salisbury City Council. Anyone replying by email to the author of this message (or emailing anyone else, using the "@salisburycitycouncil.gov.uk" address), is advised that such emails may be read by persons other than the intended recipient"

---

This email has been scanned by the MessageLabs Email Security System.  
For more information please visit <http://www.messagelabs.com/email>

---

## APPENDIX D

### Early & Late Park & Ride Usage

#### Entry

Date	Time	Beehive	Britford	Wilton	London Road	Petersfinger
8th Aug	6 – 7 am	3	2	0	0	0
	7 – 8pm	0	0	0	0	0
9 <sup>th</sup> Aug	6 – 7 am	4	2	0	0	0
	7 – 8pm	0	0	1	0	0
10 <sup>th</sup> Aug	6 – 7 am	4	2	0	0	0
	7 – 8pm	0	0	0	0	0
11 <sup>th</sup> Aug	6 – 7 am	2	1	1	0	1
	7 – 8pm	0	0	1	0	0
12 <sup>th</sup> Aug	6 – 7 am	2	3	1	0	1
	7 – 8pm	0	0	0	0	0
13 <sup>th</sup> Aug	6 – 7 am	0	1	0	0	1
	7 – 8pm	0	0	0	0	0
7 <sup>th</sup> Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	0	0	3	0	0

#### Exit

Date	Time	Beehive	Britford	Wilton	London Road	Petersfinger
8th Aug	6 – 7 am	0	0	0	1	0
	7 – 8pm	0	0	4	0	1
9 <sup>th</sup> Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	0	0	3	0	1
10 <sup>th</sup> Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	1	0	2	0	1
11 <sup>th</sup> Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	0	2	1	0	1
12 <sup>th</sup> Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	0	1	0	0	0
13 <sup>th</sup> Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	0	2	0	0	1
7 <sup>th</sup> Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	0	0	0	0	0

This page is intentionally left blank

**APPENDIX E**

**Salisbury Sunday Stay Duration Analysis**

Total to August

	April	May	June	July	August	September	October	November	December	January	February	March	Yearly Total	
2008	8263	8308	9974	8059	10166	8248	7958	9540	12347	7025	7032	9744	106664	44770
2009	6543	9578	8240	8816	9818	8141	10609	9151	12064	9376	7748	9295	109379	42995
2010	6616	9602	7611	8230	10594	9033	10773	9413	10269	10477	7935	8122	108675	42653
2011	6684	9449	7432	9560	8971								42096	42096



- \*Sunday Charge £2.00 (from 1st April)
- \*Sunday charge reduced to £1.50 (from 5th July)
- \*Sunday charge increased to £1.70 (on 18th of month)

This page is intentionally left blank



**Wiltshire Council**

**Cabinet**

**18 October 2011**

---

**Subject: Response to proposals from Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry presented to Wiltshire Council 11 July 2011**

**Cabinet Member: Councillor Dick Tonge – Highways and Transport**

**Key Decision: No**

## **Executive Summary**

The purpose of this report is for Cabinet to consider its response to the nine proposals submitted by the Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry, presented to Wiltshire Council 11 July 2011 with the exception of on and off-street car parking prices which will be part of the full review at Full Council on 8 November 2011.

## **Proposal**

That Cabinet consider and agree the proposed responses to the proposals from Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry presented to Wiltshire Council 11 July 2011 with the exception of on and off-street car parking prices which will be part of the full review at Full Council on 8 November 2011

## **Reason for Proposal**

To respond formally to proposals presented to the Council by Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce & Industry with the exception of on and off-street car parking prices which will be part of the full review at Full Council on 8 November 2011.

**Mark Boden**

**Corporate Director – Operations, Department of Neighbourhood and Planning**

**Wiltshire Council**

**Cabinet**

**18 October 2011**

---

**Subject: Response to proposals from Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry presented to Wiltshire Council 11 July 2011**

**Cabinet Member: Councillor Dick Tonge – Highways and Transport**

**Key Decision: No**

---

**Purpose of Report**

1. For Cabinet to formally consider and agree its response to proposals from Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry presented to Wiltshire Council 11 July 2011 with the exception of on and off-street car parking prices which will be part of the full review at Full Council on 8 November 2011.

**Background**

2. The Wiltshire Local Transport Plan 2011-2026 – Car Parking Strategy was approved by Cabinet at its meeting on 14 December 2010.
3. Following Cabinet's decision and the above Cabinet Member decision, the required amendments to the Traffic Regulation Orders (TROs) were advertised in accordance with the processes set out in the Road Traffic Regulation Act 1984. Consultation on the amended TROs was undertaken between 27 January and 21 February 2011.
4. The LTP Car Parking Strategy was formally adopted by the Council at its meeting on 22 February 2011 as part of the Wiltshire LTP 2011-2026.
5. Following Cabinet Member approval of the report 'Off-Street Traffic Regulation Orders for Wiltshire' (reference HT-006-11) on 11 March 2011, the revised car parking charges were introduced on 18 April 2011.
6. The changes to the parking order in Salisbury led to a great deal of discussion and eventual proposals from Salisbury City Centre Management (SCCM), the Federation of Small Businesses (FSB) and Salisbury and District Chamber of Commerce and Industry.

7. A set of proposals were sent to Mr Andrew Kerr dated 24 May 2011, attached as **Appendix A**. These were then revised by the organisations and sent to Wiltshire Council dated 11 July 2011, attached as **Appendix B**.
8. The response to the letter dated 24 May 2011 from Mr Andrew Kerr is attached as **Appendix C**.
9. This report considers the proposals as set out in the document dated 11 July 2011 shown at **Appendix B**.

## **Main Considerations for the Council**

### Response to the Proposals

10. Proposal 1: Short Stay Parking
  - a) *Introduce a one hour stay at a charge of £1.20*

Cabinet, at its extraordinary cabinet meeting on the 19 August 2011, approved the reintroduction of the one hour off-street charge at £1.50 and adjusted the two hour charge to £2.50 through a variation to the existing 'The County of Wiltshire (Southern Wiltshire) (Off-Street Parking Places) Order 2011'.

- b) *Introduce a five hour stay in the Brown Street short stay car park. This is particularly important for the hotels and other accommodation providers in the city centre, some of which are reporting lost business, including the lucrative conference market, due to a lack of nearby long-stay car parking*

The results of the parking strategy consultation showed the 64.3% of respondents were in agreement that short stay parking should be restricted to a maximum of three hours. The objective of restricting short stay parking to a maximum of three hours is to ensure that those drivers requiring the shorter time are able to park close to the city centre. The three hour short-stay period will ensure there is a good turnover and availability of spaces. Culver Street long stay car park is only 200 metres away from Brown Street.

- c) *Reduce charges for the two and three hour time bands*

In the letter to Andrew Kerr dated 24th May 2011, Salisbury City Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry were in agreement with the current charges. No reason is given for this proposal made only six weeks later.

For stays of up to three hours, people have a choice when going to Salisbury. They can either drive to a car park in the centre and pay £4.00/£4.20 or use the Park & Ride service and pay £2.50 or £3.50 for a group. While the former is more convenient (but only by about 7 minutes each way) it can increase city centre congestion and add to air pollution levels.

11. Proposal 2: Long –stay parking  
a) *Reduce charges for four, five and all day parking.*

The strategy for Salisbury has always been to price the long stay charges in the city centre at a level that encourages the use of Park & Ride. Changing these charges to those suggested in the proposal would undermine this strategy and result in an increase in cars in the city centre with the resultant increased congestion and increased air pollution levels.

Again, in the letter to Andrew Kerr dated 24 May 2011, Salisbury City Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry were in agreement with the current charges. No reason is given for this proposal made only six weeks later.

12. Proposal 3: Parking charges on Sunday's and Bank Holidays.  
a) *Introduce a flat rate parking charge of £1.00 when the park & ride service is not operating, i.e. on Sunday's and Bank Holidays*

The Sunday usage figures shown at **Appendix D** show that the previous reduction in Sunday charges from £2.00 to £1.50 in July 2010 made virtually no change in usage. Therefore the change to a flat rate of £1.00 would have no effect.

Although the ticket machines can be programmed to have different charges on Sundays they cannot be programmed in advance for each Bank Holiday. Changing the machines manually for each Bank Holiday would be difficult and expensive. However, we shall continue to investigate this matter further.

13. Proposal 4: Park & Ride  
a) *With immediate effect extend the operating hours of the park & ride service from 6.00am to 8.00pm to make the service more attractive to city workers;*  
b) *Promote the new extended service to the city's businesses*

To extend the operating hours as described above there would be an additional cost to the Council as follows:

On a Monday - Friday only = £110k per annum

On Saturdays as well as Monday – Friday = £133k per annum

These costs cover the salaries for additional drivers, supervisors and other sundries such as increased mileage, fuel, breakdown cover, etc. To cover the cost of this arrangement through fares taken, approximately 174 passengers would need to access the service daily during these extended hours.

During 2008 the last buses left the city centre between 6.45 pm and 7.10 pm. The usage of these buses was poor, with only one or two people using them on average each day and often no passengers at all.

The current data shown at **Appendix E**, weekly extract shows that there is little demand for earlier or later services. The data shows that there are very few people who use the early or the late buses.

We would be pleased to accommodate extended hours of the Park & Ride if it were to be cost neutral. However, without a trial and supporting data it would be a financial risk to the Council. If SCCM, the FSB and the Chamber were to consult their members on this matter to establish what passenger numbers would be on the earlier and later buses, and how many would be displaced from the existing schedule, the data could be used to carry out a proper evaluation. If this approach were to be agreed, we could arrange for officers to meet with the interested parties to discuss the details of any consultation and we would evaluate the hours of other Park & Ride facilities operated by other local authorities to establish what the usage is during the suggested extended hours.

c) *Simplify charges*

The Transport Act does not permit councils to subsidise bus services that operate in direct competition with commercially registered services, the current charges do not compete with commercial bus services.

d) *Introduce some concessions for a trial period as a means of countering the adverse publicity generated over the past few months (Salisbury City Centre Management, Salisbury and District Chamber of Commerce and Industry, Federation of Small Businesses and Salisbury City Council will submit some ideas for consideration).*

The Council will consider suggestions put forward and respond accordingly provided they do not result in competition with commercial bus services.

14. Proposal 5: Christmas and New Year parking

a) *That Wiltshire Council enter into discussions with Salisbury City Centre Management, the Federation of Small Businesses, Salisbury and District Chamber of Commerce and Industry and Salisbury City Council to agree special concessions for the city centre car parks and the park & ride service for the 2011 Christmas and New Year sales period.*

The Council is happy to discuss this matter; however, the Council has already invested in the re-instatement of the one hour charge in Salisbury. Therefore any concessions will need to be cost neutral to the Council.

During the 2010 Christmas and New Year period Wiltshire Council provided an additional service on the 25 November 2011 to operate until 8.30 pm from the city centre, due to the switch on of the Christmas lights and to coincide with late night shopping. On that day there were 33 car exits from all of the car parks between 7.00 pm and 9.00 pm and one car entry during the same period. The Council heavily subsidised this additional service.

15. Proposal 6: Pay-on Exit

- a) *That the Culver Street car park is converted to a pay-on-exit system as soon as possible and that in the longer term the Council similarly converts the city's other car parks.*

Experience in other local authorities indicates that pay on exit is best suited to large car parks that have good security and no mixed use. There also has to be proper traffic management to prevent congestion at both the entrance and exits which will have barriers. This would be particularly relevant in a congested city such as Salisbury. This is already witnessed by the congestion caused at peak times by the cars trying to get into the Old George Mall car park where queuing cars waiting to get in block traffic on New Street and further round to St Johns Street.

The capital cost for a large car park is in the order of £100,000. The estimated expenditure to fit out the Charlotte Street car park in Bath several years ago was £225,000 for equipment and engineering works. Bath & North East Somerset Council has now removed this pay-on-exit system and has reverted to pay and display due to operational costs, reliability of the system and vandalism.

The revenue costs of operating pay on exit will be higher although it is acknowledged that some of this might be offset by increased income. A summary of revenue costs from another local authority is shown below:

- write down of capital expense of equipment (around £100,000 per car park)
- damage to barrier equipment (to maintain 24 hours access to car park barriers need to be in use at all times)
- increased staff costs (permanent staffing needed during charging period and out of hours call out system)
- increased maintenance cost
- increased risk of payment machines being vandalised

In summary, the Council does not have the financial capacity to implement pay-on-exit within the car parks that are big enough for consideration. However, we will fully evaluate all options as part of the developments that will take place as part of the Salisbury Vision developments. However, there is an alternative. The MiPermit system allows payment by mobile telephone which eliminates the need for cash and allows motorists to top up should they be delayed at their appointments or wish to do more shopping and avoid a fine.

16. Proposal 7: Future parking charges and arrangements

- a) *Wiltshire Council meet with Salisbury City Centre Management, the Federation of Small Businesses, Salisbury District Chamber of Commerce and Industry and Salisbury City Council to discuss any future changes to parking charges or arrangements at an early stage, i.e. before any decisions are taken;*

Agreed

- b) *That until Salisbury's retail offer has been significantly improved (i.e. with the completion of the Maltings and central car park redevelopment) the presumption shall be that the cost of parking in Salisbury will be less than it is in Bournemouth and Southampton.*

Neither Bournemouth nor Southampton have Park & Ride therefore this presumption is not agreed.

17. Proposal 8: Promotion of Salisbury

- a) *That Wiltshire Council implements a marketing campaign aimed at overturning any negative perceptions of Salisbury that may have been gained as a result of the current parking charges; this campaign to be designed to promote Salisbury as the place to shop for people living within a 40 minute drive-time of the city. This campaign will also counter competitive local advertising in Salisbury which we understand is planned by Bournemouth and Southampton.*

We understand that a marketing campaign is being funded by Salisbury City Council. Wiltshire Council will continue to promote Park & Ride through its magazine; additionally the Area Board is considering making an investment in marketing.

The Council has also entered into an Entrustment Agreement with VisitWiltshire (a not for profit company led by the tourism industry), whereby the Council is entrusting the delivery of the tourism marketing service to the company and is making a financial contribution of £500,000 p.a. over the next three years (starting 1 August 2011) for this purpose.

The decision to provide this funding should be seen in the context of the view from the tourism industry that Wiltshire needs to raise its profile as a visitor destination in the face of stiff competition from other destinations in the UK and abroad, the industry believes that this can best be achieved by VisitWiltshire focusing on attracting visitors to the county. Salisbury and Stonehenge are the two premier Wiltshire 'brands' and will therefore be the focus of much marketing activity. VisitWiltshire should be contacted directly for further discussions on the details of proposed marketing campaigns.

18. Proposal 9: Wiltshire Council Staff parking

- a) *That Council staff currently using the Salt Lane car park be instructed to use the Culver Street car park instead; thus freeing up valuable short-stay spaces in a small central car park for paying customers.*

The Council approved a trial parking arrangement that offered continued free parking to those staff that were either in receipt of free parking or were covered by the nil detriment policy for staff. The trial parking scheme offers parking permits denoted by the manager of either a 'business user permit' for those that are out regularly travelling specifically as part of their role or who

carry sensitive data. These permits allow the individual to park in most Council car parks and a specific 'Culver Street permit' for those staff who fall within the criteria of previously having free parking or covered by nil detriment but who do not travel regularly or carry sensitive data. This only allows them to park at Culver Street car park.

Salt Lane should not be used for all day parking but confined to a period of three hours.

## **Environmental and Climate Change Considerations**

19. From an environmental perspective, changes to parking charges within the city have the potential to impact on air quality, congestion and carbon emissions. If vehicular movements in the city centre were to increase this could be detrimental in the Council's objectives to improve air quality within the AQMA and the increase in congestion could result in longer journey times, potentially deterring customers.
20. Alongside this, the current park and ride system offers a valuable and cost effective service for commuters entering the city from outlying towns and villages. However, it is less effective for commuters who live closer to the city centre.
21. Section 3.45 of the Council's recent Car Parking Strategy states that any surplus revenue from the service, once operating costs have been accounted for, could be used to fund sustainable transport projects. Whilst the economic reasons for requesting lower parking charges are noted, it should be acknowledged that this will result in fewer surplus funds being available for these projects.
22. A key reason for reducing parking charges is to encourage more footfall by making it easier and cost effective to park closer to the commercial centre. However, whilst this will assist the economy in the short term, this is not a viable option in the medium to long term as commuters will face increasing pressure from rising fuel prices and there will be detrimental impacts on air quality, carbon emissions and congestion.
23. All parties should agree to work together to form a comprehensive vision for sustainable transport measures in and around Salisbury, identifying sources of funding that help the city to remain competitive.
24. The car parking strategy was subject to a Strategic Environmental Assessment (SEA) as part of the development of the Wiltshire Local Transport Plan 2011-2026. The SEA was subject to public consultation from 4 October to 26 November 2010. The report to Cabinet on 14 December 2010 provided details of the summary findings of the SEA.

## **Equalities Impact of the Proposal**

25. None have been identified as arising directly from the proposal.



26. The car parking strategy was subject to an Equalities Impact Assessment (EqIA) as part of the development of the Wiltshire Local Transport Plan 2011-2026. The EqIA was subject to public consultation from 4 October to 26 November 2010. The report to Cabinet on 14 December 2010 provided details of the summary findings of the EqIA.

### **Risk Assessment**

27. None have been identified as arising directly from the proposal.

### **Financial Implications**

28. As this is a formal response to proposals received there are no direct implications arising from the proposal.

### **Legal Implications**

29. None have been identified as arising directly from the proposal.

### **Options Considered**

30. In reaching the responses to the proposals consideration has been given to each of the various individual options.

### **Conclusion**

31. That the above responses to the proposals 1b, 4, 5, 6, 7, 8 and 9 outlined by Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry represents the Council's position on these matters.

**Mark Boden**  
**Corporate Director – Operations**  
**Department of Neighbourhood and Planning**

---

Report Author:  
**Ian Brown**  
Head of Amenity and Fleet  
01380 734792

22 September 2011

**The following unpublished documents have been relied on in the preparation of this Report**

None

**Appendices:**

- Appendix A - Proposals made in letter to Andrew Kerr signed by Ian Newman, Chairman Salisbury City Centre Management dated 24 May
- Appendix B - Proposals from Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry presented to Wiltshire Council 11 July 2011.
- Appendix C - Response to Appendix A from Mr Andrew Kerr dated 16 June 2011
- Appendix D - Sunday usage
- Appendix E - Park & Ride early and late usage
- Appendix F - Further proposals from Salisbury City Centre Management Federation of Small Businesses and District Chamber of Commerce and Industry dated 26 September 2011 (a verbal response to these further proposals will be given at the meeting)

Mr Andrew Kerr  
Chief Executive  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

**CONFIDENTIAL**

24 May 2011

Dear Andrew

**Salisbury car parking charges**

You will, we are sure, be very aware of the growing unrest and concern in Salisbury at the council's recently introduced increased parking charges for short and long term parking in the city's car parks.

You will also be aware that the Salisbury Journal, backed by Spire FM have taken up this issue and have launched a campaign asking Wiltshire Council to *show some sense* and *think again* about the current level of charges. In particular they are asking the council to re-introduce a one-hour parking charge and reduce the cost of all-day parking to £6.00 This campaign is gathering momentum and support from businesses and members-of-the-public alike.

As organizations representing more than 500 businesses in the city we are very concerned at the current charges. We believe that they are too high and we firmly believe that they will deter people from visiting the city. Indeed our members are reporting that this is already happening. [REDACTED]

[REDACTED] The Strawberry Fox is reporting takings down by 10%+ whereas earlier in the year they were 30% up; [REDACTED]

[REDACTED].  
**(Please note that with the exception of The Strawberry Fox this information is given in the strictest confidence; it is given for the purposes of this letter only and is not for public consumption).** There is also a growing amount of anecdotal evidence which supports the view that the new parking charges are already putting people off from visiting Salisbury.

We have carried out a comparison of parking charges in Salisbury compared to our major competitors and this clearly shows that:

- For long stays of 3, 4 and 5 hours Salisbury is more expensive than Basingstoke, Bournemouth, Southampton, Winchester and Andover. Only Bath is more expensive than Salisbury.
- For short stays of 2 hours Salisbury is more expensive than Basingstoke, Bournemouth, Southampton (West Quay multi-storey) and Andover. Bath, Southampton (inner area and West Quay Podium) and Winchester are more expensive than Salisbury.
- For short stays of 3 hours Salisbury is more expensive than Basingstoke, Bournemouth, Southampton, Winchester and Andover. Only Bath is more expensive.
- For short stays of less than 2 hours Salisbury is considerably more expensive than all of the other towns and cities because of the 2 hour minimum stay.

We have attached a copy of the comparison table to this letter.

It is not, of course, parking charges alone that determine whether or not someone will visit Salisbury or any one of our competitors for their shopping. Among other things it is how far they have to travel, it's about how easy it is to park, it's about the quality of their last experience, it's about how attractive the town or city centre is and it's about the quality and variety of places to eat and drink. But most importantly it is about the shops on offer. Salisbury has some fantastic shops and for a city of our size we certainly punch above our weight. There is, however, no denying that many people prefer to go to Southampton and Bournemouth and even Basingstoke because they have certain shops that Salisbury doesn't.

The widely respected company Experian produce an annual retail ranking of all of the UK's major towns and cities. In 2007 (the last year for which we have figures) Salisbury was ranked 168<sup>th</sup>. Southampton was 13<sup>th</sup>, Bath 74<sup>th</sup>, Bournemouth 106<sup>th</sup> and Basingstoke 116<sup>th</sup>. Since then Bath and Basingstoke and possibly Bournemouth, would have improved on their position as a result of major retail developments.

So generally Salisbury has higher parking charges than its competitors and yet we are ranked much lower than them in terms of the attractiveness of our retail offer. This is a recipe for disaster. If we cannot compete in terms of our retail offer we must compete in terms of parking charges. Until we can improve our retail offer to at least match or come close to our competitors (i.e. when the Maltings and central car park development is completed) we must keep our parking charges low.

Councillor Tonge has indicated that the council will examine the situation in 12 months time. This will be too late. If people are deterred from visiting the city in significant numbers, then businesses will close. This, in turn, will lead to even more people choosing to visit Southampton or Bournemouth rather than Salisbury and soon we will be in the Circle of Decline so eloquently described in the Salisbury Vision document. We do not say this lightly. We certainly do not want to be accused of scaremongering. That we, as responsible representatives and leaders of Salisbury's business community, are

saying this now, will hopefully indicate the depth of our concern and our joint determination to ensure that the city continues to thrive and prosper.

In meetings with you previously you have stressed that economic development and the economic wellbeing of Salisbury is one of your main priorities. For this reason and for reasons outlined in this letter we would ask that the council re-considers its position on the current charging regime in Salisbury. We have consulted with our members and would ask that the council consider the following proposal as a matter of urgency.

### **Proposal for consideration by Wiltshire Council**

#### **Revised parking charges in Salisbury city centre car parks**

<b>Period</b>	<b>Charge</b>	<b>Note</b>
<i>1 hour</i>	<i>£1.20</i>	<i>Our members are asking for this as a priority</i>
<i>2 hours</i>	<i>£2.20</i>	<i>As current charge</i>
<i>3 hours</i>	<i>£4.00 / £4.20</i>	<i>As current charge</i>
<i>4 hours</i>	<i>£4.60</i>	<i>As current charge</i>
<i>5 hours</i>	<i>£5.50</i>	<i>As current charge</i>
<i>All day</i>	<i>£7.40</i>	<i>As current charge but see proposal under park &amp; ride</i>
<i>Sunday</i>	<i>£1.00</i>	<i>To make us more competitive</i>

*We believe that the re-introduction of the one hour charge needs to be done sooner rather than later. It needs to be done now because waiting a year to review the situation is not an option.*

*We also ask that the council introduce a pay on exit system for the city's car parks within the next 12 months. This is something that has been requested by both businesses and by customers for some time. It is also something which could actually bring in additional revenue for the council.*

#### **Park & Ride**

*We fully support the council's revised plans for the park & ride service as recently outlined by Councillor Tonge. We believe, however, that there is considerable scope to increase the usage of the service by people that work in the city if it more closely matched their working patterns. We, therefore, propose that the service should run from 6.00 am to 8.00 pm. After this has been in operation for, say, three months we believe that it would be appropriate to increase the charge for parking all day in the city centre to £9.00 with further increases annually.*

We are fully aware of the difficulties facing the council in terms of the need to make savings over the next four years as a result of government cuts in funding. We recognise that our proposal, as outlined above, may have financial implications to the council. We also know that the council, like our three organizations, has the best interests of Salisbury, its residents and its businesses at heart. We, therefore, want to work with the council to find a solution to the problem that we undoubtedly face.

If you need any further information or if you would like to discuss our proposal please do not hesitate to contact us – initially through Ian Newman.

We look forward to hearing from you.



Ian Newman  
Chairman, Salisbury City Centre Management



George Trytsman  
Chairman, Federation of Small Businesses

Melanie Murrell  
President, Salisbury and District Chamber of Commerce & Industry

PS

Theresa Wood, the owner of The Strawberry Fox has recently sent a very impassioned e-mail to Councillors Tonge and to Wiltshire Councillors representing Salisbury City wards. This e-mail sets out how she believes the council's parking strategy is affecting her business. A copy of her email is attached to this letter.

## Email from Theresa Wood, The Strawberry Fox

**From:** thestrawberryfox@googlemail.com [mailto:thestrawberryfox@googlemail.com] **On Behalf Of** Theresa Wood  
**Sent:** 23 May 2011 15:50  
**To:** john.brady@wiltshire.gov.uk; richard.clewer@wiltshire.gov.uk; chris.cochrane@wiltshire.gov.uk; brian.dalton@wiltshire.gov.uk; mary.douglas@wiltshire.gov.uk; bill.moss@wiltshire.gov.uk; ricky.rogers@wiltshire.gov.uk; richard.tonge@wiltshire.gov.uk; fleur.derhe-philipe@wiltshire.gov.uk  
**Cc:** lindsey@salisburyccm.co.uk; Graham Gould; chairman@salisburyccm.co.uk; John Glen; Bill Browne; Melanie Murrell; Crosskeys; Paul Burrough sign o rama; Will @ Regent Tailoring; Nicki Blake; Keith Hanson  
**Subject:** Award winning Retailer - A serious complaint .

Dear Sirs, I have an exceptional business. I own a new store in Salisbury. We turned over £225k in our first year. Have recieved exceptional press due to our innovative and creative approach.

On a recent Mary Portas masterclass we were seen as leaders in the field. Our modus opperandi is based around driving business locally..we have used all local companies to establish our exceptional Brand.

I have just been contacted by leading fashion companies begging me to enter into the Top Industry awards this year.

In last years local business awards we were finalists in 3 categories even though we were only trading for 6 months.

I am an innovative futuristic leader. I create powerful teams and exceptional businesses in which employees thrive, I am a member of two business networking groups and have just started my own group which created 7 pieces of really good local business in its first meeting.

I have had 3 roles as senior manager in major household names ( Director of flag ship Oxford circus NEXT, Director Hays Accountancy Personnel..)and bring a a great deal of skill to the work place. As a headhunter my last placement was VP at Vodafone Business. My husband and I launched the first ever parking payment solutions company "Park and Phone" . Launched in Westminster.

At the start of the year my business The Strawberry Fox was 30% up on last year!

The last month has been awful and we are now looking at a negative on last year . We are rapidly passing the 10% down figure and sinking.

**It does not sit comfortably that after 18 months business a decision made by yourselves has totally undermined my business plan.**

Today I have just had to tell a relatively new and the youngest member of staff that I doubt I will have any work for her for the next two weeks. This galls me as I am an educationalist, I train and invest and I do it well.

Today I have had to tell a working mum ( who has made several arrangements to extend her working hours ) that i am cutting her hours. This means she works 4 hours a day. She cannot afford to park for that time centrally. Yes she can use the park and ride but when you run tight schedules based around school runs this isn't always viable. Its almost not worth her working. If I were her I would try and find another job. Luckily she loves working here and will bend over back wards to accomodate me and help the business.

**That is months of training compromised.**

In July I have two school work experience young people. I should cancel. I feel so sorry for them . **There is no one to serve.**

I now have to work on the shop floor. That is fine, I love it but I was driving the business to expansion.

I have cancelled our internet expansion. I have secured enough brands that I could open a second store and have been considering the Old George mal for Christmas.

I cannot do that anymore. My cashflow has crashed. My store is seriously affected by the parking . **Trade has been killed off.**

**Your decision to raise the parking has created that. This has affected us all.**

**I would like you to arrange a time to visit me at my store and discuss your decision with me or you can call me on the numbers below.**

In the meantime I shall be applying for hardship rate relief. I have copied in to other interested parties, please feel free to circulate my mail.

Yours sincerely  
Theresa Wood

Theresa Wood  
Director The Strawberry Fox  
[E;Theresa@thestrawberryfox.co.uk](mailto:Theresa@thestrawberryfox.co.uk)  
[www.thestrawberryfox.co.uk](http://www.thestrawberryfox.co.uk)  
Tel; 01722 331414  
Mob; 07971 446942



## APPENDIX B

**From:** Salisbury City Centre Management Ltd  
Federation of Small Businesses, Salisbury  
Salisbury and District Chamber of Commerce & Industry

**To:** Councillor Richard Tonge, Cabinet Member for Highways and Transport, Wiltshire Council

**Subject:** City of Salisbury parking charges

**Date:** 11 July 2011

### Introduction

This paper was prepared following a Salisbury City Centre Management members meeting on 28 June 2011 and in response to a meeting held with Councillor Richard Tonge, Allan Creedy and Richard Mortimer on 8 July 2011. It contains a set of proposals for a revised parking regime in Salisbury.

In submitting these proposals we have listened to the views of our members and of the wider business community in Salisbury. Representations have also been considered from Land Securities, the Business Through Referrals group and from the city's business community through a survey carried out in early July. In preparing this paper we were also conscious of the high level of dissatisfaction among residents and shoppers with the current charging regime as reported in the media over the past two months. We were also, of course, aware of the 7,000 signature petition collected by the Salisbury Journal, Spire FM and shoppers in the Maltings Shopping Centre which was presented to Wiltshire Council on 8 July 2011.

This report and its proposals have the fundamental support of Salisbury City Council. For details of the City Council's formal response to the current parking charges reference should be made to the Resolution passed by the Full Council on 6 June 2011.

### Background

In common with most of the country's 'High Streets' Salisbury's businesses, and in particular its retail and associated sectors, are being badly affected by the widely reported downturn in consumer spending caused by the continuing recession. Footfall in Salisbury city centre has fallen in 27 out of the last 30 months with the figure for the first six months of 2011 being 20% down on the same period just three years ago.

Businesses are now feeling the impact of fewer people spending even less money and this has been particularly evident since the introduction of the current parking charges. Prior to this it has appeared that Salisbury was largely bucking the national trend, with businesses reporting that trade was steady; some were even reporting a slight increase in turnover in the first three months of 2011 compared to last year. Since May, however, this situation has changed dramatically. Businesses are now reporting a drop in trade of anything from 5 – 20% which they attribute directly to the high parking charges in Salisbury compared to the charges in the City's competitors. The increase of a minimum two hour stay at £2.20 in Salisbury is considered to have been particularly damaging. The cost of parking in Salisbury and its main competitors is shown in Table 1.

**Table 1**

	<b>Cost of Parking</b>					
	<b>1 hr</b>	<b>2 hrs</b>	<b>3 hrs</b>	<b>4 hrs</b>	<b>5 hrs</b>	<b>All day</b>
Basingstoke	£0.90	£1.50	£2.00	£2.60	£3.30	£5.20
Bournemouth	£0.50	£1.00	£2.00	£3.50	£5.00	£8.00
Southampton	£1.20	£2.40	£3.30	£4.20	£5.00	£8.00
<b>Salisbury</b>	£2.20	£2.20	£4.00	£4.60	£5.50	£7.40
Basingstoke Festival Place	£1.00	£2.00	£2.80	£3.40	£4.50	£15.00
Bournemouth BIC	£1.50	£2.50	£4.00	£6.00	£7.00	£12.50
Southampton West Quay	£2.00	£2.00	£3.00	£4.00	£5.50	£8.00

Table 1 shows that parking in Salisbury is more expensive across four of the six timebands, with the biggest discrepancy being the charge for one hour which costs just £0.90 in Basingstoke, as little as £0.50 in Bournemouth and £1.20 in Southampton. Even in Southampton West Quay which attracts a premium the cost is less than the £2.20 charged in Salisbury due to the minimum two hour charge. Shoppers' surveys show Southampton to be Salisbury's biggest competitor, i.e. of the people that could shop in Salisbury but don't the majority go to Southampton.

Parking charges are just one of the factors that people consider, consciously or subconsciously, when deciding to visit a particular place to shop. Other factors include the length of journey, ease of access and parking, quality and variety of cafes, pubs and restaurants, experience last time or recommendation, and the general environment. But the most important factor is the variety and quality of the retail offer.

There are a number of organisations in the UK providing widely respected retail rankings for the country's principal areas. All of them show Salisbury to be ranked significantly lower than the city's main retail competitor, Southampton. Experian, for example, rank Salisbury as 168 in the country whereas Southampton is 13. Basingstoke and Bournemouth, Salisbury's other retail competitors are 116 and 106 respectively (2007 figures). Javelin VenueScore rankings for 2010 show Salisbury at 59, Basingstoke 63, Bournemouth 62 and Southampton 14.

### **Equity in Parking Charges**

It is, as shown, more expensive to park in Salisbury than in the city's main competitor, Southampton and yet Southampton is considered to be far more attractive than Salisbury in retail terms. It is also more expensive to park in Salisbury than in Basingstoke or Bournemouth although both towns have a superior retail offer. This is clearly an unsustainable situation; some would say a recipe for disaster.

Elsewhere in Wiltshire the situation is very different. The cost of parking in Trowbridge and Chippenham is significantly lower than in Bath, their principal retail competitor. The cost of parking in Trowbridge, Chippenham and Bath is show in Table 2.

**Table 2**

	<b>Cost of Parking</b>				
	<b>1 Hour</b>	<b>2 Hours</b>	<b>3 Hours</b>	<b>4 Hours</b>	<b>All day</b>
Bath (Broad Street short - stay / Charlotte Street long - stay)	£1.60	£3.10	£4.30	£5.40	£8.50
<b>Trowbridge / Chippenham (short - stay / long - stay)</b>	£1.10	£1.30 / £1.50	£2.60 / £3.20	£3.10	£5.90

There is recent local evidence which suggests that the link between parking charges and footfall is far more significant than some people think. Last year Swindon Borough Council cut the cost of parking in the town centre and it is now possible to park for four hours for just £2.00. The result of this has been an increase of 286,000 in visitors to the Brunel Shopping Centre in the first six months of 2011.

### **Wiltshire Council Economic Development & Regeneration Service**

Two of the fundamental principles of Wiltshire Council's economic development and regeneration services are:

- *'to work to sustain and develop a competitive economy for south Wiltshire, and a high quality of life for its residents'; and*
- *'to develop the district's economy by encouraging new investment and supporting existing business'.*

The current parking charges are counter-productive to both of these principles.

### **Summary of Critical Factors**

1. Footfall is falling
2. Direct competitor towns and cities have much lower parking charges
3. Parking charges within Wiltshire are not equitable
4. Salisbury's retail and consumer offer needs to be greatly improved to bring it closer to its main competitors (to be addressed in the long-term by the Salisbury Vision)
5. Negative publicity (which was needed to achieve action) needs to be urgently counteracted by some immediate positive action and publicity
6. The proposals are strongly supported by the city's principal business organisations representing approximately 1,000 local businesses
7. National and local economic factors need to be compensated for

### **Proposals**

These are exceptional times. We have a retail environment that could not have been anticipated just a year ago and Salisbury's businesses – its shops, cafes, pubs and restaurants – need urgent help and support. We believe that these exceptional times demand exceptional action.

Parking charges are not the single most important factor affecting retail by they are, as clearly shown an important factor. They are also a key psychological factor for consumers and retailers alike. We believe that the current parking charge regime is making a bad situation worse. Many people now consider that parking in Salisbury is too expensive and there is evidence to show that the high parking charges coupled to the retailer is making Salisbury a much less attractive place to visit than Southampton, Bournemouth and Basingstoke.

We believe that a one hours parking charge needs to be re-introduced as a priority and that the city's parking charges generally need to be significantly reduced. We, therefore, request that Wiltshire Council implement the nine parking proposals show on pages 4-5.

Each of these proposals is considered important and their full implementation is, we believe, essential is Salisbury is to compete on a 'level playing field' with its major competitors, Southampton, Bournemouth and Basingstoke. The implementation of proposals 1 and 2 are particularly important; they will go some way to reducing (not removing) the parking charge inequity that currently exists in Wiltshire, i.e. parking charges in Trowbridge and Chippenham are around 41% *less* than the charges in their main retail competitor, bath whereas parking charges in Salisbury are around 18% *more* than the charges in its main retail competitor, Southampton.

### **Proposal 1: Short – stay parking**

- a) Introduce a one hour stay at a charge of £1.20;
- b) Introduce a five hour stay in the Brown Street short stay car park. This is particularly important for the hotels and other accommodation providers in the city centre some of which are reporting lost business, including the lucrative conference market, due to a lack of nearby long-stay car parking; and
- c) Reduce charges for two and three hour timebands.

#### *Proposed short-stay parking charges:*

1 hour	£1.20	
2 hours	£2.00	
3 hours	£3.00	
5 hours	£4.00	Brown Street car park only

### **Proposal 2: Long-stay parking**

- a) Reduce charges for four hour, five hour and all-day parking.

#### *Proposed long-stay parking charges*

4 hours	£4.00
5 hours	£5.00
All day	£6.00

#### **Note:**

We acknowledge that when the city has a park and ride service which meets the needs of people working in the city (see proposal 4) the cost of all-day parking in city centre car parks can be increased.

### **Proposal 3: Parking charges on Sunday's and Bank Holidays**

- a) Introduce a flat rate parking charge of £1.00 when the park & ride service is not operating, i.e. on Sunday's and Bank Holidays

**Proposal 4: Park & Ride**

- a) With immediate effect extend the operating hours of the park & ride service from 6.00 am to 8.00 pm to make the service more attractive to city workers;
- b) Promote the new extended service to the city's businesses;
- c) Simplify the charges; and
- d) Introduce some concessions will for a trial period as a means of countering the adverse publicity generated over the past few months (Salisbury City Centre Management, Salisbury and District Chamber of Commerce & Industry, Federation of Small Businesses and Salisbury City Council will submit some ideas for consideration).

**Proposal 5: Christmas and New Year parking**

- a) That Wiltshire Council enter into discussions with Salisbury City Centre Management, the Federation of Small Businesses, Salisbury and District Chamber of Commerce & Industry, and Salisbury City Council to agree special concessions for city centre car parks and the park & ride service for the 2011 Christmas and New Year sales period.

**Proposal 6: Pay-on Exit**

- a) That the Culver Street car park is converted to a pay-on-exit system as soon as possible and that in the longer term the Council similarly converts the city's other car parks.

**Proposal 7: Future parking charges and arrangements**

- a) That Wiltshire Council meet with Salisbury City Centre Management, the Federation of Small Businesses, Salisbury and District Chamber of Commerce & Industry, and Salisbury City Council to discuss any future changes to parking charges or arrangements at an early stage, i.e. before any decisions are taken; and
- b) That until Salisbury's retail offer has been significantly improved (i.e. with the completion of the Maltings and central car redevelopment) the presumption shall be that the cost of parking in Salisbury will be less than it is in Bournemouth and Southampton.

**Proposal 8: Promotion of Salisbury**

- a) That Wiltshire Council implement a marketing campaign aimed at overturning any negative perceptions of Salisbury that may have been gained as a result of the current parking charges; this campaign to be designed to promote Salisbury as *the* place to shop for people living within a 40 minute drive-time of the city. This campaign will also counter competitive local advertising in Salisbury which we understand is planned by Bournemouth and Southampton.

**Proposal 9: Wiltshire Council staff parking**

- a) That Council staff currently using the Salt Lane car park be instructed to use the Culver Street car park instead; thus freeing up valuable short-stay spaces in a small central car park for paying customers.

**Implementation schedule**

The combination of a still deteriorating economic climate and high parking charges is, as has been shown, having a severe impact on the city's businesses. Indeed some businesses are telling us that they have only weeks to survive if the conditions described continue. The proposals submitted, particularly proposals 1 and 2, therefore need to be implemented immediately if businesses are to ride the economic storm that is currently hitting the city.

The council has estimated that the re-introducing a one hour parking charge will take a minimum of 24 weeks and that reducing the existing parking charges will take a minimum of 16 weeks. Both of these periods include 10 weeks for the council process and initial consultation. This is far too long for the city's businesses.

We fully understand that there are statutory periods which largely dictate this timescale. We also understand that the Council is concerned that it could be vulnerable to a legal challenge if it does not follow its prescribed process. As stated earlier, however, these are exceptional time and they require exceptional action. We urge the council most strongly to do everything it can to significantly speed this process up.

16 June 2011

Chief Executive's Office  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

Mr I Newman  
Chairman  
Salisbury City Centre Management  
96 Fisherton Street  
Salisbury  
Wiltshire  
SP2 7QY

Our ref: AK/CR/21311

Dear Mr Newman, Mr Trytsman and Mrs Murrell

## Salisbury car parking charges

Thank you for your letter dated 24 May 2011 regarding the above.

Before addressing the issues you raise, I would like to emphasise that the Council is committed to the regeneration of Salisbury through the work of the Salisbury Vision board. As you know, a range of projects that will deliver new housing, retail and employment space and public realm improvements are underway. The Council also funds the work of the South Wiltshire Economic Partnership that, amongst other things, supports the development of local businesses and in partnership with Wiltshire Council and other organisations, is working to attract inward investment to the area.

However, the Council is having to deal with challenging circumstances and needs to make significant financial savings over the next four years and this means taking difficult decisions. With regards to Salisbury's car parking charges, Cabinet took the decision to increase the charges by 10% as, not having done so, would have meant that a larger number of subsidised bus services would have needed to have been cut. These bus services are vital to many people - particularly in Salisbury where some 27% of households do not have access to a car and 47% of households only have one car available - to enable them to travel to essential services and facilities. The level of subsidy in and around Salisbury is in the order of £1.3m.

I note that you feel that the new car parking charges are too high. As you are aware, the consultation on the car parking strategy took place between 12 July to 3 September last year and Cllr Tonge presented the results of the consultation to the Salisbury Area Board on 30 September. At that meeting car parking charges were not raised by members of the public, their main concern being residents' parking zones.

At Cabinet on 14 December, representations were made by Warminster Town Council, Stonehenge Chamber of Trade, the Wessex Chamber of Commerce, Amesbury Town Council, the Association of Kennet Passengers, Mere Parish Council and an individual from Tisbury, but there were none from Salisbury. The car parking strategy was also considered at Full Council on the 22 February as part of the Local Transport Plan. These were open meetings where interested parties could make their views known.

Given that there were no representations from Salisbury, Cabinet and Council had to assume that the proposals were acceptable.

I am sorry to hear of the downturn in trade reported by some of your members although it is clear that the general economic climate is not making it easy for most retailers in the UK at the moment. In terms of discerning the economic impact of the current car parking charges, you may not be aware that at the Full Council meeting in February, Cllr John Brady (in his previous capacity as Cabinet Member for Economic Development and Strategic Planning) committed the Council to conducting a post-implementation analysis. This review will be done early next year when people's behaviour and patterns have stabilised and when we have a year's economic and transport-related evidence to analyse.

With regards to Salisbury being competitive in terms of parking charges, we need to ensure that parking charges in Salisbury are appropriate given its form and function (and this is something we feel we have done through the review of the car parking strategy). Competing on price would simply lead to a chase to the bottom which would increase traffic congestion, produce more air pollution, undermine efforts to encourage people to reduce their reliance on cars and ultimately make Salisbury a less attractive city.

You have carried out a comparison of parking charges in Salisbury with other towns. I should like to respond to your bullet points below:

- One of the main reasons why Bath and Salisbury can have higher longer-stay parking charges is because they both have a comprehensive network of Park & Ride sites. For a town of Salisbury's size, having five Park & Ride sites is quite unusual and we need to make the most of them. In practical terms, this means that adequate parking spaces can be provided at an attractive charge that avoids cars clogging up the city and polluting it. In doing so, this makes Salisbury a more attractive and cleaner city. As you know, the Park & Ride service enables an individual to park for a very reasonable £2.50 all day and a group of up to four adults or children aged over seven for £3.50. Having a comprehensive network of Park & Ride sites also provides the opportunity to redevelop city centre sites such as the Maltings. The journey time (including waiting time) using the Park & Ride service is, on average, only seven minutes longer than for a car and the motorist is saving fuel costs of around 20p a mile.
- I consider that the level of two hour charges relate to differences in some key local circumstances found in each of the towns. For example, Andover has a smaller population than Salisbury, is not a key tourist destination, and has no air quality management areas. Winchester, on the other hand, has a similar population to Salisbury, is also an historic tourist destination and has a city centre air quality management area.
- For stays of up to three hours, people have a choice when going to Salisbury. They can either drive to a car park in the centre and pay £4.00/£4.20 or use the Park & Ride service and pay £2.50 or £3.50 for a group. While the former is more convenient (but on average only by seven minutes each way) it can increase city centre congestion and add to air pollution levels.
- The £2.20 charge for a two hour stay in Salisbury was agreed by the Council's Cabinet as a compromise between a lower one hour charge and a higher two hour charge - you will recall that the previous two hour charge was £2.50. The rationale for this compromise was that one hour in Salisbury is often not long enough for many people and that for those people who want less than an hour there are the 144 up to one hour on-street parking spaces, 60 spaces in the Market Place and another 548 in the privately owned New Street multi-storey car park. So in total there are 752 spaces that allow one hour parking.



## **Park & Ride**

We would be pleased to accommodate extended hours of the Park & Ride if it were to be cost neutral. However, we are not in a position to take the risk of a three month trial without supporting data. If you were to consult your respective members on this matter to establish what passenger numbers would be on the earlier and later buses, and how many would be displaced from the existing schedule, the data could be used to carry out a proper evaluation. If you were able to agree to this approach, we would be happy to arrange for officers to meet with you to discuss the details of your consultation and we would evaluate the hours of other Park & Ride facilities operated by other local authorities to establish what the usage is during the suggested extended hours.

I hope the above clearly sets out the Council's position and clarifies the points you have made.

Yours sincerely



Andrew Kerr  
Chief Executive

Direct Line: 01225 713101




Email: [Andrew.Kerr@wiltshire.gov.uk](mailto:Andrew.Kerr@wiltshire.gov.uk)

This page is intentionally left blank

Salisbury Sunday Stay Duration Analysis

Total to August

	April	May	June	July	August	September	October	November	December	January	February	March	Yearly Total	
2008	8263	8308	9974	8059	10166	8248	7958	9540	12347	7025	7032	9744	106664	44770
2009	6543	9578	8240	8816	9818	8141	10609	9151	12064	9376	7748	9295	109379	42995
2010	6616	9602	7611	8230	10594	9033	10773	9413	10269	10477	7935	8122	108675	42653
2011	6684	9449	7432	9560	8971								42096	42096

-  \*Sunday Charge £2.00 (from 1st April)
-  \*Sunday charge reduced to £1.50 (from 5th July)
-  \*Sunday charge increased to £1.70 (on 18th of month)

This page is intentionally left blank

## APPENDIX E

### Early & Late Park & Ride Usage

#### Entry

Date	Time	Beehive	Britford	Wilton	London Road	Petersfinger
8th Aug	6 – 7 am	3	2	0	0	0
	7 – 8pm	0	0	0	0	0
9th Aug	6 – 7 am	4	2	0	0	0
	7 – 8pm	0	0	1	0	0
10th Aug	6 – 7 am	4	2	0	0	0
	7 – 8pm	0	0	0	0	0
11th Aug	6 – 7 am	2	1	1	0	1
	7 – 8pm	0	0	1	0	0
12th Aug	6 – 7 am	2	3	1	0	1
	7 – 8pm	0	0	0	0	0
13th Aug	6 – 7 am	0	1	0	0	1
	7 – 8pm	0	0	0	0	0
7th Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	0	0	3	0	0

#### Exit

Date	Time	Beehive	Britford	Wilton	London Road	Petersfinger
8th Aug	6 – 7 am	0	0	0	1	0
	7 – 8pm	0	0	4	0	1
9th Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	0	0	3	0	1
10th Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	1	0	2	0	1
11th Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	0	2	1	0	1
12th Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	0	1	0	0	0
13th Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	0	2	0	0	1
7th Aug	6 – 7 am	0	0	0	0	0
	7 – 8pm	0	0	0	0	0

This page is intentionally left blank



**Submission to Wiltshire Council Cabinet  
From, Salisbury City Centre Management,  
Salisbury District Chamber of Commerce & Industry,  
Federation of Small Businesses**

**Subject:** Review of the council's parking strategy including parking charges

**Date:** 26 September 2011

In common with most of the country's 'High Streets', Salisbury's businesses, and in particular its retail and associated sectors, are being badly affected by the widely reported downturn in consumer spending caused by the continuing recession. Footfall in Salisbury city centre has fallen in 28 out of the last 32 months with the figure for the first eight months of 2011 being 11% down on the same period just three years ago.

Businesses are now feeling the impact of fewer people spending even less money and this has been particularly evident since the introduction of the higher parking charges in April/May 2011. Since May businesses are reporting a drop in trade of anything from 5 – 20% which they attribute directly to the high parking charges in Salisbury compared to the charges in the city's competitors. The increase of a minimum two hour stay at £2.20 in Salisbury, until its abolition in late September, is considered to have been particularly damaging. The cost of parking in Salisbury and its main competitors is given in Table 1 which clearly shows that Salisbury is more expensive across all six timebands compared to Southampton.

**Table 1**

	<b>Cost of Parking</b>					
	<b>1 hr</b>	<b>2 hrs</b>	<b>3 hrs</b>	<b>4 hrs</b>	<b>5 hrs</b>	<b>All day</b>
Basingstoke	£0.90	£1.50	£2.00	£2.60	£3.30	£5.20
Bournemouth	£0.50	£1.00	£2.00	£3.50	£5.00	£8.00
Southampton	£1.00	£2.00	£2.50	£3.00	£3.50	£5.00
<b>Salisbury</b>	<b>£1.50</b>	<b>£2.50</b>	<b>£4.00</b>	<b>£4.60</b>	<b>£5.50</b>	<b>£7.40</b>
Basingstoke Festival Place	£1.00	£2.00	£2.80	£3.40	£4.50	£15.00
Bournemouth BIC	£1.50	£2.50	£4.00	£6.00	£7.00	£12.50
Southampton West Quay	£2.00	£2.00	£3.00	£4.00	£5.50	£8.00

We accept that parking charges are just one of the factors that people consider, consciously or sub-consciously, when deciding to visit a particular place to shop. Other factors include the length of journey, ease of access and parking, quality and variety of cafes, pubs and restaurants, experience last time or recommendation, and the general environment. But the most important factor is the variety and quality of the retail offer. Salisbury's retail offer is universally acknowledged as being less attractive than Southampton, Bournemouth and Basingstoke. Southampton is widely recognised as being Salisbury's principal retail competitor.

It is, then, more expensive to park in Salisbury than in the city's main competitor, Southampton and yet Southampton is considered to be far more attractive than Salisbury in terms of its retail and associated offer. It is also more expensive to park in Salisbury than in Basingstoke or Bournemouth although both towns have a superior retail offer. This is clearly an unsustainable situation; some would say a recipe for disaster.

Elsewhere in Wiltshire the situation is very different. The cost of parking in Trowbridge and Chippenham is significantly lower than it is Bath, their principal retail competitor. The cost of parking in Trowbridge, Chippenham and Bath is shown in Table 2.

**Table 2**

	Cost of Parking				
	1 Hour	2 Hours	3 Hours	4 Hours	All Day
Bath (Broad Street short-stay / Charlotte Street long-stay)	£1.60	£3.10	£4.30	£5.40	£8.50
<b>Trowbridge / Chippenham (short-stay / long-stay)</b>	<b>£1.10</b>	<b>£1.30 / £1.50</b>	<b>£2.60 / £3.20</b>	<b>£3.10</b>	<b>£5.90</b>

By saying that Southampton is Salisbury's principal retail competitor (or that Bath is Trowbridge's principal retail competitor) we are **not** saying that these places have a comparable retail offer. We are saying that there are tens of thousands of people, who because of where they live can make the choice to visit Salisbury or Southampton ( or Trowbridge or Bath) for their shopping. If what they are considering buying can be bought in Salisbury and Southampton and if it as easy to visit Southampton as it is to visit Salisbury why would someone choose to visit Salisbury if it is more expensive to park? The same argument also applies to Bournemouth and Basingstoke two towns which are perceived as having a more attractive retail offer than Salisbury, and to Winchester and to a lesser extent Andover which have equivalent and inferior retail offers respectively. Why visit Salisbury if what you want to buy can be bought in these other places and where it is significantly cheaper to park.

The cost of parking is certainly not the main factor that people consider when deciding to visit a particular place for shopping; the main factor is the perceived attractiveness of the retail offer. But the cost of parking is undoubtedly an important factor. There is recent local evidence, for example, which suggests that the link between parking charges and footfall is highly significant. Last year Swindon Borough Council cut the cost of parking in the town centre and it is now possible to park for four hours for just £2.00. The result of this has been an increase of 286,000 in visitors to the Brunel Shopping Centre in the first six months of 2011.

We believe that the impact of the current economic turndown on Salisbury's economy can be significantly reduced by an amendment to the council's parking strategy. Policy PS3 of the strategy states:

*Recommended parking charges (on and off street) will be set for each of the spatial bands taking account t of the following factors:*



- *The service role and strength of the local economy*
- *The utilisation of existing parking spaces*
- *Traffic conditions on the local highway network*
- *The availability of sustainable transport modes*
- *The need to avoid ‘searching’ traffic*
- *Parking charges in other areas*
- *The convenience and quality of parking locations*
- *Local environmental conditions*
- *The requirement to provide an efficient Council parking service*
- *Relevant LTP objectives and targets, including support for council transport services*

We do not believe that this policy, as worded, places sufficient emphasis on the need to use parking charges to support the local economy. We, therefore, propose that this policy is amended. In addition we would also like to make a number of other proposals.

### **Proposal 1: Wiltshire Council Parking Strategy**

That policy PS3 of the council’s parking strategy is amended as follows:

*Recommended parking charges (on and off street) will be set for each of the spatial bands with the principal aim of supporting the local economy within the areas covered by these bands, by making the areas within these bands more attractive and easier places to visit for shopping, leisure and business purposes.*

*Recommended off street parking charges across all timebands for Chippenham, Salisbury and Trowbridge should be less than the equivalent cost of parking in their recognised principal retail competitors.*

### **Proposal 2: Parking charges Monday to Saturday (off street)**

*Proposed short-stay parking charges:*

1 hour	£1.20	
2 hours	£2.00	
3 hour	£3.00	
5 hours	£4.00	Brown Street car park only

The 5 hour charge in the Brown Street car park is particularly important for the hotels and other accommodation providers in the city centre some of which are reporting lost business, including the lucrative conference market, due to a lack of nearby long-stay car parking.

*Proposed long-stay parking charges*

4 hours	£4.00
5 hours	£5.00
All day	£6.00

We acknowledge that when the city has a park & ride service which meets the needs of people working in the city (see additional proposal 2 below) the cost of all-day parking in city centre car parks can be increased.

**Proposal 3: Parking charges on Sunday's and Bank Holidays (off street)**

- a) Introduce a flat rate parking charge of £1.00 when the park & ride service is not operating, i.e. on Sunday's and Bank Holidays

**Proposal 4: Park & Ride**

- a) With immediate effect extend the operating hours of the park & ride service from 6.00 am to 8.00 pm to make the service more attractive to city workers;
- b) Promote the new extended service to the city's businesses;
- c) Simplify the charges; and
- d) Introduce the following incentive aimed at boosting usage of the service by people working in the city.
  - Offer peak-time (7am – 8.45am and 4pm – 8pm) saver tickets (10 return tickets for £12.50)

**Proposal 5: Christmas and New Year parking**

- a) That Wiltshire Council enter into discussions with Salisbury City Centre Management, the Federation of Small Businesses, Salisbury and District Chamber of Commerce & Industry, and Salisbury City Council to agree special concessions for city centre car parks and the park & ride service for the 2011 Christmas and New Year sales period.

**Proposal 6: Pay-on Exit**

- a) That the Culver Street car park is converted to a pay-on-exit system as soon as possible and that in the longer term the Council similarly converts the city's other car parks.

**Proposal 7: Future parking charges and arrangements**

- a) That Wiltshire Council meet with Salisbury City Centre Management, the Federation of Small Businesses, Salisbury and District Chamber of Commerce & Industry, and Salisbury City Council to discuss any future changes to parking charges or arrangements at an early stage, i.e. before any decisions are taken.

**Proposal 8: Promotion of Salisbury**

- a) That Wiltshire Council implement a marketing campaign aimed at overturning any negative perceptions of Salisbury that may have been gained as a result of the current parking charges; this campaign to be designed to promote Salisbury as *the* place to shop for people living within a 40 minute drive-time of the city. This campaign will also counter competitive local advertising in Salisbury which we understand is planned by Bournemouth and Southampton.

**Proposal 9: Wiltshire Council staff parking**

- a) That Council staff currently using the Salt Lane car park at no or a subsidised charge be instructed to use the Culver Street car park instead; thus freeing up valuable short-stay spaces in a small central car park for paying customers.

The combination of a still deteriorating economic climate and high parking charges is, as has been shown, having a severe impact on the city's businesses. The proposals submitted, particularly those in respect of policy PS3 of the council's parking strategy and the off-street

parking charges, therefore need to be implemented immediately if businesses are to ride the economic storm that is currently hitting the city.

We fully understand that the council continues to find itself in a challenging financial situation and that this is inevitably having an impact on the council's ability to deliver services and also on the council's ability to commit to additional expenditure. We are, therefore, very prepared and willing to meet with the Cabinet member responsible for transportation and parking to discuss how and when our proposals can be implemented.

Ian Newman  
Chairman, Salisbury City Centre Management

George Trytsman  
Chairman, Federation of Small Businesses

Melanie Murrell  
President, Salisbury and District Chamber of Commerce & Industry

This page is intentionally left blank

**Wiltshire Council**

**Cabinet**

**18 October 2011**

---

**Subject: Future Provision of Internal Audit**

**Cabinet member: Cllr John Brady – Finance, Performance and Risk**

**Key Decision: Yes**

---

## **Executive Summary**

1. This report is to update the Cabinet on progress since its 24 May decision to pursue a section 101 partnership agreement with South West Audit Partnership (SWAP) to transfer of the Council's Internal Audit function.
2. Negotiations with SWAP have progressed well. The latest position suggests the transfer will save a further £27,907 on the current budget. Performance measures have been agreed in principle and enhanced following Audit Committee input. These focus on ensuring continued improvement in quality of the service post transfer.
3. Meetings have been held with staff, including 1:1s, and with SWAP. These continue to be held, and the Council is following its agreement with the Trade Unions for externalisation, procurement and the workforce, and associated protocols.
4. Negotiations and due diligence is on-going, and whilst there are still some issues to resolve none of these are expected to significantly change the current advice. As such a transfer on or close to 1<sup>st</sup> November is planned.

## **Proposal**

That Cabinet confirms delegation to the Service Director of Finance following consultation with the Service Director, Law and Governance and the Cabinet Member for Finance, Performance and Risk to conclude the transfer of the provision of the Internal Audit function to the South West Audit Partnership once all issues are resolved in accordance with the Council's policy.

**Reason for Proposal**

This report is to update Cabinet on progress since its May meeting to pursue a negotiated transfer of the Council's Internal Audit function to the South West Audit Partnership (SWAP). Since the May meeting of Cabinet the Council's Constitution has changed to allow TUPE of less than 50 staff to be delegated to the appropriate Cabinet Member. Despite this Cabinet have expressed, in a spirit of openness and transparency, a desire for an update to consider Audit Committee comments prior to any decision.

**Michael Hudson**  
**Director of Finance**

## **Wiltshire Council**

### **Cabinet**

**18 October 2011**

---

**Subject: Future Provision of Internal Audit**

**Cabinet member: Cllr John Brady – Finance, Performance and Risk**

**Key Decision: Yes**

---

### **Purpose of Report**

1. This report is to update Cabinet on progress since its May meeting to pursue a negotiated transfer of the Council's Internal Audit function to the South West Audit Partnership (SWAP). Since May the Council's Constitution has changed to delegate authority to approve such transfers as this to the relevant Cabinet Member. Given the role of this function it has been brought to Cabinet for consideration.

### **Background**

2. In May 2011 both the Audit Committee and Cabinet members received a paper on the options for the future delivery of the Council's Internal Audit Function. Cabinet agreed, under a section 101 agreement of the Local Government Act 1972 as amended by the 2000 Act, for officers to commence negotiations with another local government partnership – SWAP (The South West Audit Partnership). Although if those negotiations were to stop for any reason to pursue, as an interim measure, the management of the section through the three Principal Auditors and this arrangement has been running since that period and during the SWAP discussions.
3. Whilst this is referred to as a Section 101 agreement, the ultimate result would be that staff would transfer to the employment of South Somerset District Council (the host body for SWAP). As such the officers have followed the Council's guidelines for a Transfer of Undertakings (Protection of Employment) (TUPE).
4. Since May negotiations and discussions have begun with
  - Staff (including Legal and HR)
  - Trade unions
  - Somerset Pension Fund
  - SWAP

5. The discussions with SWAP have progressed well and to date no 'show stoppers' have been identified. As such the option to pursue a transfer has not been withdrawn. As stated in paragraph 2 above the three Principal Auditors have led the service in the meantime. Whilst this has gone well there is no evidence to change the scoring of any of the options, although SWAP are now delivering more savings as discussed from paragraph 8, so could justify higher scoring. As such the SWAP proposal remains, it is not withdrawn and is still first option.
6. The Audit Committee has considered the update and in particular the performance indicators to measure the quality of a transferred service. The Committee made recommendations to enhance the proposed indicators, and these have been reflected in Appendix 1.
7. This report updates Cabinet on the progress made since May and the next steps, focusing on:
  - Economy and Efficiency – the cost of the partnership: Paras 8 - 10
  - Effectiveness– the qualitative performance of a future partnership service: Paras 11 - 15
  - Transfer process – progress and the actions / timetable to transfer: Paras 16 - 22.

### **Economy and Efficiency**

8. The current (2011/12) gross cost of the service, allowing for a full year cost of a vacant post recently recruited to, is £603,400. This is a £150,000 reduction from 2010/11, when three management posts were removed as part of the Council's restructure. The remaining resources were still sufficient to deliver the audit plan.
9. Discussions have been held with SWAP as to the fee that would be due under a partnership. A fee of £575,493 has been agreed in principle for the same number of staff (15 staff) and outputs, or improved outputs. Thus, this is less than the current cost of the service and will represent a part year saving of around £7,000 to the Council in 2011/12 and a full year saving of £27,907 in 2012/13.
10. The fee will be fixed for the period of the Contract, and as such would give the Council financial security in its costs and further savings due to nil inflation. Thus, the proposal to transfer is seen as efficient.

### **Effectiveness**

11. The current level of performance reporting of the Council's Internal Audit function, due to poor IT is low. A key factor to assess is how officers and members can set and ensure a high standard of performance of a partnership. As such, a number of Key Performance Indicators (KPIs) have been agreed in principle with SWAP. Also in drawing up these KPIs consideration has been given to include measures that will address concerns



raised by members and staff during this process. These KPIs have been discussed by the Council's Audit Committee and enhanced following that debate.

12. The draft KPIs are set out in detail at Appendix 1 of this report, and reflect changes recommended by the Audit Committee. The focus of the measures are to ensure:

- Quality of audit coverage and work
- Efficiency and cost
- Quality of staff and partnership relationship
- Innovation

Key features to draw out include:

<b>Area of Concern</b>	<b>Proposed KPI</b>	<b>Assurance Gained</b>	<b>Target</b>
1. Current Wiltshire Council IA staff due to transfer will not work on Wiltshire Council Work once transfer occurs.	<ul style="list-style-type: none"> <li>• % of transferred staff's available time, by individual officer, spent on Wiltshire Council audits</li> </ul>	To ensure staff transferred continue to work on Wiltshire Council audits unless mutually agreed by all parties.	80% Unless agreed by: <ul style="list-style-type: none"> <li>• SWAP</li> <li>• Individual, &amp;</li> <li>• CFO</li> </ul>
	<ul style="list-style-type: none"> <li>• % of non-Wiltshire Council staff working on Wiltshire Audit</li> </ul>	To measure the added value of staff supporting Wiltshire Council from elsewhere in SWAP.	20%
2. Additional External Audit fees are incurred for lack of SWAP audit work.	<ul style="list-style-type: none"> <li>• % reliance placed by external audit on SWAP work</li> </ul>	An assessment of quality. If less than 100% and SWAP gives rise to a consequential financial loss to the Council, SWAP will be responsible for any additional cost.	100%

Area of Concern	Proposed KPI	Assurance Gained	Target
3. The level of coverage will worsen.	<ul style="list-style-type: none"> <li>• % of audits delivered to agreed plan (or revised if agreed)</li> </ul>	Assurance that audits required and agreed are delivered.	95%
	<ul style="list-style-type: none"> <li>• % of unplanned work as a % of the total audit work and original plan</li> </ul>	An assessment of the quality of planning and identification of the key risks and focus of work	5%
	<ul style="list-style-type: none"> <li>• % follow-up audit recommendations actioned</li> </ul>		
	<ul style="list-style-type: none"> <li>• % key audit dates to deliver work met</li> </ul>	<p>An assessment of the quality of audit work.</p> <p>Assurance audit work is being carried out and completed promptly.</p>	<p>90%</p> <p>95%</p>

**Note: Most of these measures are not currently collected or reported, so this represents a significant improvement. The targets will therefore be reviewed once performance is assessed for the first time, but overall remain the goal.**

13. In finalising the agreement with SWAP these KPIs will be finalised in terms of wording and targets and included within our local performance benchmark balanced score card. They will be reported to the Audit Committee each quarter for consideration and action as and if appropriate.
14. In addition to performance measures, discussions have progressed well with regard to the operation of the function post any transfer. Key staff issues such as will they be able to wear Wiltshire Council identity badges and use the County Hall to Shurnhold bus have been agreed positively. In addition, SWAP has agreed that the current good practices within Wiltshire Council IA reports, such as the risk matrix favoured by members will be retained.

15. We are also looking at ICT arrangements to ensure ICoCo compliance. This is likely to mean IA staff operating initially with two computers, but we are reviewing arrangements to assess if this is needed long term. SWAP have encountered similar situations at other councils where one machine is required for running SWAP systems and reports, and another for access to the council's data. This has been overcome at other sites through the use of desktops and limited access permission. At present these arrangements may not fit with Wiltshire Council's aim to facilitate greater home working where possible, but we will continue to review the matter and it is not expected that it will have any impact on performance.

### **Transfer Process**

16. In total there have been over 50 meetings with staff to date, including:
- Team meetings - with and without others, such as the Director of Finance, HR, SWAP and Trade Unions.
  - One to ones - with the Director of Finance; and  
- with SWAP representatives
17. In addition, this diligence has included sharing of some information with SWAP such as job descriptions and staff costs. Staff are verifying the accuracy of their HR records. These will then be shared with SWAP in mid October.
18. In addition, SWAP is still undertaking due diligence of the Council's audit processes and records at the same time.
19. Information is also being shared between the Wiltshire and Somerset Pensions Funds to assess any pension liability. As this affects only a small number of staff the exact liability difference between the two funds is expected to be low. Any extra liability up to the point of transfer that differs to the new fund could give rise to a future cost for which Wiltshire Council would act as guarantor, but it is expected this would likely have negligible costs, if any. The exact figure will be available before transfer and the delegation to the Cabinet Member will enable that decision to be assessed based on advice from officers as to the scale of any liability.
20. Council officers, including Finance, Legal and Human Resources are working with SWAP to finalise the legal and TUPE documentation in preparation for a 1<sup>st</sup> November 2011 transfer. To date a draft Partnership Agreement has been shared with SWAP that sets out the details included in this report, including the KPIs at Appendix 1. The draft Trading and Partnership Agreements are attached at Appendices 2 and 3 respectively. These include provision for Wiltshire Council as a partner to SWAP to be represented by the Section 151 Officer on the Management Board of SWAP and a Member on SWAP's Partnership Board. It also sets out issues such as:
- Period of the contract

- Indemnity arrangements
  - Dispute resolution procedure.
21. It is hoped that these along with all HR and pension transfer matters will be resolved before the end of October allowing the transfer to take effect on or close to 1<sup>st</sup> November 2011. The Common Seal of the Agreement would be signed by the Monitoring Officer following approval by the Cabinet Member – Finance, Performance and Risk

### **Main Considerations for the Council**

22. The proposed transfer under Section 101 to SWAP is progressing well, is on target to conclude by 1 November 2011, and will yield more savings than anticipated with greater performance reporting.

### **Risk Assessment**

23. There are no direct risk implications associated with this report.

### **Equality and Diversity Impact of the Proposal**

24. None have been identified as arising directly from this report.

### **Environmental Impact of the Proposal**

25. The carbon footprint of work undertaken by SWAP, on behalf of Wiltshire Council, would need to be included as part of the authority's overall footprint. This relates to emissions from transport (business and public transport journeys) and buildings. For the latter, if SWAP operates any buildings of their own, the emissions would be pro-rata, depending on the percentage of work undertaken for Wiltshire Council, during the 12 month period.
26. Guidance on the nature of information required along with the frequency of submission can be provided by the Energy, Change and Opportunity (ECO) team
27. As SWAP covers the South West region consideration needs to be given to the carbon footprint of journeys made by auditors. Allocating work based on geographical proximity to where they reside and implementing a green travel plan would help offset this issue.

### **Financial Implications**

28. The Director of Finance is the author of this report and the financial consequences of the transfer are set out at the Economy and Efficiency section (paras 8-10) of this report.

29. In addition, it is noted that a lack of ability to place reliance on Wiltshire Council's Internal Audit's work in 2011/12 has led to an additional £40,000 cost incurred by KPMG to seek assurance. The KPIs proposed would mean that cost, if it were ever to incur under SWAP would be borne by SWAP not the Council.

### **Legal Implications**

30. Wiltshire Council has the power to enter into a joint local government partnership (Local Government Acts 1972 and 2000). Consultation with staff is currently in progress and the final transfer agreement, and other legal agreements will need a Cabinet Member delegated decision approval for any subsequent TUPE transfer.

**Michael Hudson**  
**Director of Finance**

---

Report Author: Michael Hudson, Director of Finance

**Background Papers:** 13 May 2011 Audit Committee report  
24 May 2011 – Cabinet report  
28 September 2011 – Audit Committee report

### **Appendices:**

**Appendix 1** – Key performance Indicators proposed

This page is intentionally left blank

**Key Performance Indicators Proposed**

**Appendix 1**

Goal	Objective	KPI	Target	Comments
EFFICIENCY <i>(Deliverables)</i>	1. Audit reviews and reports completed	1.1 % of audits delivered to agreed plan 1.2 % of unplanned work as a % of the total audit work and original plan 1.3 % of quarterly partnership review meetings SWAP representative attend 1.4 Quarterly reports and Annual Report issued to Audit Committee on time 1.5 Audit Committee satisfaction	95% 5% 100% 100% 85% good or above	Meet business need and drive value from partnership Improved resource planning for next year's audit plan
	2. Issues and postponed audits	2.1 Number of follow up audit recommendations actioned  2.2 Effective escalation process in place: 2.2.1 High priority matters resolved within 15 days 2.2.2 Low priority matters resolved in 60 days 2.2.3 Matters referred to Head of SWAP as unresolved after 15/60 days 2.2.4 Matters referred to SWAP management board as unresolved by Head of SWAP 2.2.5 Matters referred to SWAP Board as unresolved 2.3 % customer (internal depts.) service satisfaction	90%  95% 100% No > 5% 0% 0% 85% good or above	The target is less the first year to reflect the fact SWAP will take on recommendations.  It is expected that the SWAP Audit Manager will lead an effective audit team and promote effective client relationships  To review target on ongoing basis

## Key Performance Indicators Proposed

## Appendix 1

KPI NAME	EXAMPLE INPUT	OUTCOME KPI	TARGET	WHY
QUALITY (Compliance)	3. Compliance with SWAP Agreement and national guidance and legislation	3.1 % of audits relied upon by external auditors 3.2 % Audit reports completed in timely manner to be defined as: 3.2.1 Audits commenced on planned start date 3.2.2 Draft issued within 5 days of target completion date 3.2.3 Final agreed report issued with 15 days  3.3 External audit fee reduction due to reliance on internal audit 3.4 Compliance with CIPFA Code of Practice standards	100%  90%  95%  100%  Council measure  100%	Full compliance expected or at SWAP risk  To measure the timeliness of reporting
PEOPLE	4. To maintain an effective and skilled audit team	4.1 % of transferred staff (by individual) spent on Wiltshire Council audits 4.2 % of non transferred staff spent on Wiltshire Council audits 4.3 Sickness levels kept below national benchmark	80%  20%  4 days	Support Councils vision of providing excellent service through healthy, skilled, trained and motivated staff
INNOVATION (customer focus)	5. Innovation and best practice encouraged	5.1 % of partner cross cutting audit recommendations implemented 5.2 Risk assessment reduced in DLT risk register	75%  Council measure	Council can target resources to drive internal improvements and compliance of top issues
COST (Risk)	6. Service delivered to cost	6.1 Audit fee to planned fee	0% variation	Unless agreed by Audit Committee





This page is intentionally left blank

**Wiltshire Council  
Cabinet**

**18 October 2011**

---

**Budget Monitoring Period 5 August 2011**

Cabinet Member: Cllr John Brady – Finance, Performance & Risk

Key Decision: No

---

**Executive Summary**

The report sets out the revised budget for each Department following also shows the structural changes that have occurred since budget setting to the end of period 5

The report advises members of the revenue budget monitoring position as at the end of Period 5 (August 2011) for the financial year 2011/2012 and highlights significant new cost pressures or changes since the last report on 13 September 2011.

The Month 4 budget monitoring report identified significant potential cost pressures reported that totalled £3.084 million. This period has identified improvements in these cost pressures totalling £0.225 million. This gives a revised potential cost pressure of £2.859 million at period 5.

To continue to reduce the potential pressures the report proposes the deferring of expenditure on Carbon reduction. This would give a potential one off saving in 2011/2012 of an estimated £0.180 million. This has not been reflected in the forecast.

Additionally, the report proposes the release of £0.500 million from general fund reserves for various projects relating to transformation. If this release is not approved, and the essential transformation activity continues, then the Council's potential overspend will increase to £3.359 million.

Further action is being taken to balance the budget by 31 March 2012, and this is discussed in more detail within the body of the report.

**Proposals**

1. Members are asked to note the outcome of the Period 5 (August 2011) budget monitoring and receive updated movements since the previous report in September.

2. Approve deferral of Carbon Investment and release £0.500 million from the General fund to the Transformation budget.

**Reason for Proposal**

To inform effective decision making and ensure a sound financial control environment.

Michael Hudson  
**Chief Finance Officer**

**18 October 2011**

---

**Budget Monitoring Period 5 (August)**

Cabinet Member: Cllr John Brady – Finance, Performance and Risk

Key Decision: No

---

**PURPOSE OF REPORT**

1. To advise members of the revenue budget monitoring position as at the end of Period 5 (August 2011) for the financial year 2011/2012, reflecting the structural changes that have occurred since budget setting and highlight any significant new cost pressures or changes since the last report on 13 September 2011.

**BACKGROUND**

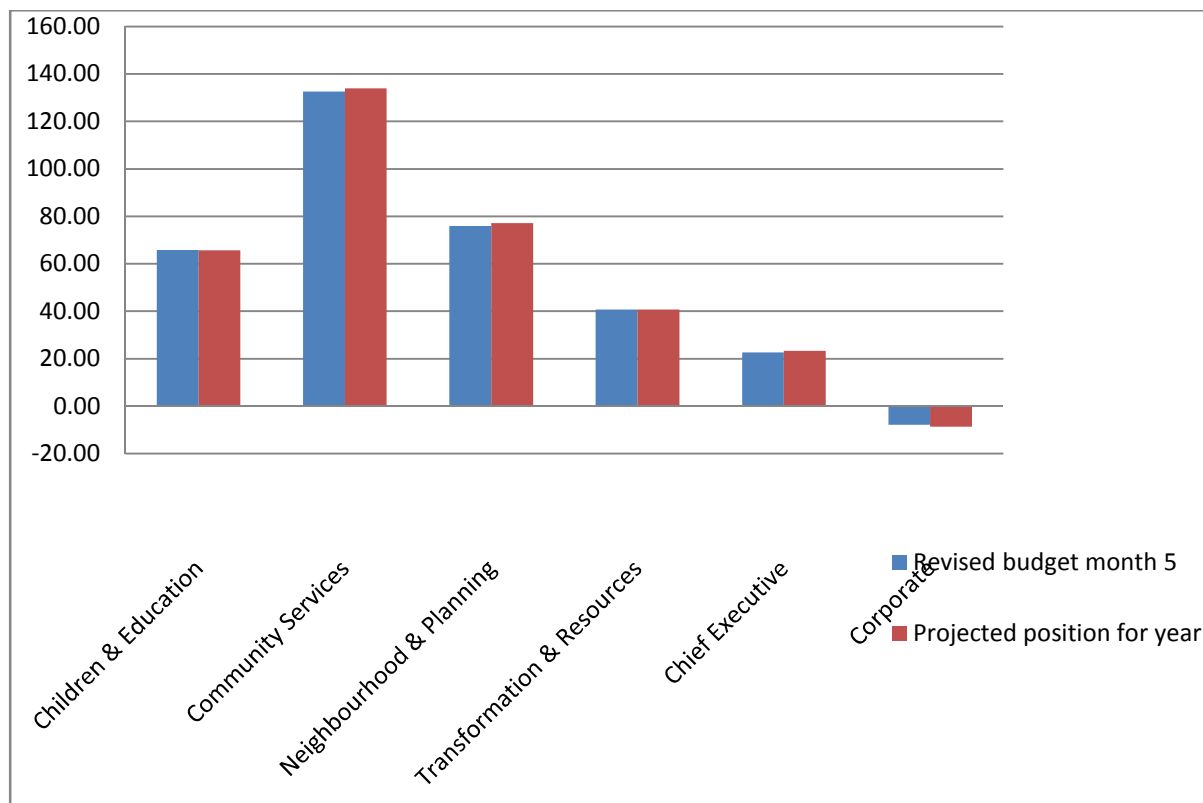
2. Previous monitoring reports this financial year have adopted a risk based approach and updated members of progress in delivering savings identified in the 2011/2015 Financial Plan in relation to the 2011/2012 base budgets. The outcomes of the previous risk based review of services are included in the figures included in this report.
3. The original budget was set using the old corporate structure. In June 2011 a new Departmental structure was agreed so this report revises the original budgets to reflect those changes ratified by members on 8 June 2011.
4. Therefore this report is in a different format from previous monitoring reports this year, focusing on the gross and net position by service. It contains comprehensive appendices showing the individual budget headings in Appendix C. More details on the movements in the year are included later in the report.

**SUMMARY**

5. The projected year end position for the relevant accounts is set out as follows:

	Current Budget at Period 5 £ m	Actual Period 5 £ m	Forecast Outturn £ m	Projected (Under)/overspend £ m	(Under)/overspend reported at period 4 £ m	Movement since period 4 £ m
General Fund Total	329.847	189.257	332.706	2.859	3.084	(0.225)
Housing Revenue Account	(0.411)	(0.411)	(0.411)	0.000	0.000	0.000

6. The graph below shows the forecast outturn position against the revised annual budget for each of the departments as at period 5. A full analysis is provided in Appendix C.



## COST AND INCOME PRESSURES

7. Accountancy have continued to monitor budgets with a focus on those budgets assessed to be subject to a higher risk of volatility due to factors such as changes in demand or assumptions. This has identified the areas where costs have risen quicker than forecast.
8. Budget monitoring is an ongoing process and budgets and expenditure are reviewed between budget managers and accountancy regularly, on a risk based approach.
9. The Month 4 report identified significant potential cost pressures in those high risk services totalling £3.084 million. This period identifies an overall improvement in these cost pressures with a reduction totalling £0.225 million. This gives a downward revised cost pressure of £2.859 million at period 5. This is summarised and tied back to the last monitoring report in the following table

10. This month's report shows more detailed information and includes a number of smaller variances. Full details of departmental figures are included in Appendix C.

	Reported Period 4 £m	Variance £m	Current Pressures Period 5 £m
Demand for adult care services	1.322	(0.014)	1.308
Looked after children and Integrated Youth	0.439	(0.473)	(0.034)
Income from car parks and PCNs	0.540	0.560	1.100
Park and ride and HMRC refund	0	(0.400)	(0.400)
Underprovision in waste assumptions	0.783	(0.333)	0.450
New variances:			
Leisure	0	0.265	0.265
Legal	0	0.600	0.600
Finance	0	0.100	0.100
Capital Financing	0	(0.750)	(0.750)
Highways and Streetscene	0	0.250	0.250
Other small variances	0	(0.030)	(0.030)
Total	3.084	(0.225)	2.859

## BUDGET MOVEMENTS IN THE YEAR

11. The original budget was set using the old departmental structure. Whilst the overall total is the same, several changes have occurred between the structure of the budget approved by members in February and the new corporate structure. Additionally, there are some individual rounding differences in the report appendices within the same overall total.
12. As part of the departmental restructure in June 2011, various services were transferred between departments. Appendix A shows the movements from the original budget approved in February to the new departmental structure approved in June 2011, as well as other in year virements to the current budget month 5.
13. A more detailed breakdown of major variances within the year is shown in Appendix B, and are summarised below.

### Restructure movements

14. The introduction of the revised departmental structures in June 2011 gave rise to a number of movements of services between departments. More details are given in the movement summary in Appendix B. In addition, there were some movements within departments, in particular in the Department of Children and Education, where the reporting structure has been amended to give a more streamline reporting structure to Members.

### In Year Budgetary Movements

15. There have been some interdepartmental movements in budget since the original budget. Move details are given in Appendix B.

### Future Structural Changes

16. In September the Council was informed of a future corporate restructure. This was discussed at an extraordinary cabinet meeting on 6 October 2012. Due to the deadline on this report, it was not possible to recast the budget to reflect the corporate restructure for this meeting. The figures will be recast to reflect these changes and the next report to Cabinet for period 7 in December.

### Detailed monitoring

17. The overall revised projected net position by departments is as follows:

Department	Current Budget at Period 5 £ m	Actual Period 5 £ m	Forecast Y/E £ m	Projected (Under)/overspend £ m	(Under)/overspend reported at period 4 £ m	Movement since period 4 £ m
DCE	65.778	97.678	65.744	(0.034)	0.439	(0.473)
DCS	132.611	57.905	133.919	1.308	1.322	(0.014)
DNP	75.875	30.859	77.540	1.665	1.323	0.342
DTR	40.754	20.364	40.754	0.000	0.000	0.000
CEX	22.693	0.599	23.363	0.670	0.000	0.670
Corporate	(7.864)	(18.148)	(8.614)	(0.750)	0.000	(0.750)
<b>General Fund Total</b>	<b>329.847</b>	<b>189.257</b>	<b>332.706</b>	<b>2.859</b>	<b>3.084</b>	<b>(0.225)</b>
Housing Revenue Account	(0.411)	(0.411)	(0.411)	0.000	0.000	0.000

18. A more detailed summary of the forecast variances is set out by department as follows. Budgets are profiled to reflect actual spend within the year. This leads to some variances between the current profiled period 5 and actual to date. This is due to timing differences for example with schools and work will continues to refine budget profiling within the year.

### Department of Children and Education (DCE)

19. Pressures on the children in care budgets due to changes in legislation and increases in the numbers of looked after children are reflected in the forecast overspend on in house and external placements of £0.651 million. It is projected that the numbers of nights care commissioned will exceed budgeted activity by 17% (20,899 nights) and every effort has been made to ensure that the unit costs of these placements are minimised whilst meeting need.
20. The projected overspend on placements is currently mitigated by recovery actions taken to date including re-contracting of services, planned delays in filling vacancies and exceeding year 1 savings targets, for example in Social Care Business Support services. The pressure on the placement budget



remains and the Department is continuing to work to identify recovery actions to bring expenditure in line for the year end.

### **Department of Community Services (DCS)**

21. At the end of August 2011, the Department of Community Services is reporting a projected overspend of £1.308 million. This forecast reflects the previously agreed transfer of £2 million from corporate resources. This will be allocated to specific budget areas prior to the next reporting period. Overall, the forecast position has improved slightly by £0.014 million from the position reported last month of £1.322m (£3.322 million less £2 million agreed from Corporate Resources).
22. As previously reported, the cost pressures being experienced are largely as a result of demand for Adult Social Care services being greater than that which was assumed when setting the budget. This is predominantly in the areas of:
  - Older People through demand for residential placements and also domiciliary care services. The forecast includes an assumption that the authority will make an additional 13 residential placements per month, an additional 91 placements to the end of the financial year;
  - Support and Adult Social Care Services provided through the Supporting People budget;
  - Support to people with a Physical Impairment with high cost, complex care packages (6 such packages have been agreed this year at a cost of £0.206 million).
23. Additional cost pressures are being experienced from an increasing number of people transferring to packages of social care following reassessment against the Continuing Health Care (CHC) criteria. To the end of August, the department has paid for packages of care for 9 people following this process, at an in year cost of £0.175 million. This continues to be a budget risk and is managed as part of the overall panel process.
24. As previously reported, the department has experienced a reduction in the rate at which people are leaving the care system, for example through moving out of county or through death rates. This is occurring across residential and nursing placement budgets and domiciliary care budgets. Rates have been reducing overall since April 2009, but the trend experienced so far in this financial year has been more prominent. In the first four months of this year, the rate has been 15% lower than the average rate for the same period for the last 2 financial years. The effect of this is that there are less placements becoming available for new people requiring a service, resulting in additional cost pressures. In addition, the rate last winter compared to the previous winter was lower, resulting in additional full year cost pressures in 2011/2012. The forecast includes assumptions for demand for the rest of the year which reflect these reduced rates.
25. The current forecast overspend against the Libraries, Arts and Heritage Service is as a result of lower than budgeted income levels. However, the department

is reviewing its planned expenditure against all budget areas to identify ways in which this can be managed. This will be reflected in future forecasts.

26. There is currently a forecast underspend against Strategic Housing. Forecast spend against the Rent Deposit Scheme is forecast to be less than budgeted and a number of vacancies across the department is reflected in an forecast underspend against staffing budgets.
27. The department continues to ensure that adult social care expenditure is tightly controlled. All packages of care are agreed through a panel process, against strict criteria to ensure that the most cost effective placements are always made as well as meeting a person's needs. The department has continued its programme of targeted reviews for domiciliary services. Domiciliary care packages will be reviewed to ensure that the Council provides an appropriate level of care whilst minimising dependency and cost. It is also hoped that the introduction of the Help to Live at Home Service will reduce the cost of new packages of care, resulting in lower ongoing costs. This will continue to be reviewed and reflected in future forecasts.
28. In addition, the department has taken a prudent assessment of receivable income from its partners. Work to recover this and speed up procurement is likely to reduce the shortfall by £1 million. Further management of supporting people and use of grant monies from the PCT are likely to bring in a further £0.150 million. Thus leaving the department nearly balanced. Further work will be undertaken in October to achieve this.

#### **Department of Neighbourhood and Planning (DNP)**

29. Previously the Department was reporting pressures totalling £1.593 million due to assumptions around Waste inflation (£0.783 million), the forecast shortfall on off street and on street car parking income (£0.540 million) and the red rating on procurement savings around Leisure (£0.270 million).
30. As at the end of period 5 (31 August 2011) detailed budget monitoring has flagged up several new areas of cost pressure within the Department, these together with the previously reported pressures, are being contained and in some cases mitigated so that the forecast overspend has reduced to £1.665 million.
31. The current countywide forecast shortfall on off street and on street car parking was reported at period 4 as £0.540 million. This took into account the reintroduction of one hour charging in Salisbury. From the latest usage data available, the anticipated shortfall in on street and off street car parking is £0.900 million. An additional £0.200 million shortfall is now anticipated on penalty charge notices. This has been significantly offset by the increased usage on Park & Ride which has generated additional income through the new pay on bus operation introduced this financial year with a current estimated year end surplus of £0.300 million. Due to the change in operation this saving is shown against the Public Transport service line. In addition an outstanding HMRC (Her Majesty's Revenue & Customs) claim made by the ex-district

councils associated with VAT on car park penalty charges is expected to yield a one off reimbursement of £0.100 million.

32. Within the Waste service the assumption around inflation is being analysed together with assumptions around the cost of the investment in new services. At this stage officers feel it's prudent that the forecast overspend can be reduced to £0.450 million.
33. As reported previously £0.270 million savings within the Leisure service were flagged as a red rating. Further monitoring predicts that management actions in reducing discretionary spend to a bare minimum in addition to carrying vacancies whilst the service under goes restructure has now reduced this to an overspend of £0.215 million. However an updated income forecast has predicated a small shortfall in income, due to a fall in usage numbers of circa £0.050 million by year end.
34. Within the Department other pressures around assumptions on inflation and growth at budget setting, in addition to the Waste assumption, were inaccurate within services by circa £0.595 million. The majority of these are being effectively managed except for inflation around grounds maintenance contracts which are expected to be around £0.250 million overspend at year end.
35. The Department will now be reviewing and deleting vacancies as appropriate on all discretionary and non essential areas of spend that does not directly impact on front line delivery.
36. In addition to this, there are proposals for members to consider that would considerably help bring the Department, and the Council, back into balance. Investment as per the Business plan was outlined for the reduction of the Councils carbon footprint. Although plans are in place to deliver these programmes, it is anticipated that the full amount of investment is either not required, or could potentially be deferred, for this financial year but be carried over into financial year 2012/2013.
37. This would free up one off budget in 2011/2012 to reduce the overspend by an estimated £0.180 million, but in order to continue with the programmes and deliver on the promises and outcomes laid out in the Business plan this money would need to be re-phased into the 2012/2013 budget.
38. It is envisaged that by introducing rigorous action now on these areas that the Department will be able to mitigate the current £1.305 million overspend.

#### **Department of Transformation and Resources (DTR)**

39. As at the end of period 5 (31 August 2011) the Department is forecasting to be a balanced budget by year end, however the Department is facing significant strain on several service lines in undertaking the work required to transform Council services and infrastructure.

40. Work in transforming services through system thinking methodology is well underway in frontline services areas of the Council. Members will recall that the 2010/2011 outturn report suggested setting aside £0.500 million for various projects relating to transformation; however the decision was subsequently to transfer funds all to the general fund. Currently the additional cost of this transformational work is not budgeted, and if it is continued would lead to an overspend of circa £0.500 million. There is therefore a proposal in this report to continue with this work and for it to be funded from use of general fund reserves.
41. There is also pressure within transformation programme on property related costs in particular reactive repairs and maintenance. Whilst previously reported structural budget deficits connected with property have been managed and corrected for 2011/12, pressure still remains in this area.
42. In addition the ICT service is continuing to roll out the programmes and infrastructure that enables transformational service & Council wide change. It has recently gone through a major restructure and is now split into three delivery units: Service Fulfilment, Corporate Programme & Information Solutions. During this period of transition agency staff have been utilised to ensure maximum flexibility whilst also delivering on major projects, although substantial costs have been incurred these have been managed by, where possible, capitalising costs, however these staff will be phased out by December 2011. The restructure will be reflected in the appendices of future monitoring reports. Service fulfilment and information solutions will form the new ICT service, with the corporate programme team coming under Transformation, reflecting its wider role and remit.

### **Chief Executives Office**

43. Significant cost pressures are being experienced with the Legal & Democratic and Finance, Procurement and Internal Audit service lines with a current anticipated forecast overspend of £0.600 million and £0.100 million respectively if no mitigating action is taken by financial year end.
44. Around £0.500 million of the overspend within Legal & Democratic services is related to spend on legal staffing, including temporary locums and agency agreements to meet increased demand faced across the Council e.g. Children's Social Care, Development Control. The recent removal of the internal legal fees recharge, to bring it in line with current Council practices of not having any internal recharges for support services, has focused the underlying trend of recent years in the cost pressure of providing specialised legal services. Previously, due to the internal recharge, this pressure would have been shared, reported and covered within the respective Council Departments but is now all concentrated on one service line. The Monitoring Officer is currently working with the Corporate Director to address this position and further information will be reported to Cabinet in the next revenue monitoring report.

45. The remainder of the overspend with the service is a direct result of undertaking Town and Parish council elections projected at a full year cost of £0.100m. Previously the cost for holding these elections was passed on to the respective Town or Parish.
46. The forecast overspend within Finance, Procurement & Internal Audit is attributable to the cost associated with bank and related transactional (i.e. card processing) charges and interim agency staffing arrangements. There is a structural budget deficit for the Councils bank charges, whereby the centralised budgets from the County and Districts was insufficient to deal with the costs arising from transition and subsequent transformation of the Councils bank accounts and transactions. This led to a significant overspend as reported in 2010/2011 and while negotiations with various parties have reduced elements of charges and mitigated the overspend from 2010/2011 an overspend is still anticipated in 2011/2012.
47. Interim agency staffing arrangements around debt recovery roles and the Chief Finance Officer (CFO) were in place up to August 2011. Whilst the CFO position has been fixed, the debt recovery roles still remain in place pending a reassessment of the position by the CFO. A review of all vacancies and agency will be complete by the end of October to return a balanced budget by the end of the financial year.

### **Corporate**

48. An underspend of £0.750 million is forecast as a result of re-programming of capital expenditure and the revenue financing cost associated with those.

### **Housing Revenue Account**

49. Budget figures on the Housing Revenue Account have been reviewed as part of the regular monitoring process. This is being tied into work relating to the subsidy changes being introduced in the localism bill. At present the account is reporting no change in forecast budget.

### **Future Monitoring**

50. Period 7 ends on 31 October. The next budget monitoring report to be brought to the December Cabinet meeting will be period 7. This report will reflect any agreed future structural changes.

### **Overall conclusions**

51. The September cabinet report suggested an overspend / shortfall on the balanced budget of £3.084 million due to cost pressures.
52. During the period additional cost pressures and savings have been identified that gives a downwards reduction of £0.225 million. This results in a revised forecast of a potential projected overspend based on assumptions, at end of period 5, of £2.859 million.

Cost pressures reported period 4        £3.084 million  
Reduction in cost pressures in period   (£0.225 million)

Cost pressures end of period 5        £2.859 million

53. The early identification of potential issues is part of sound and prudent financial management. Action to address this year's forecast should be taken where officers have the delegated powers to do so and this is underway.
54. The report proposes the re-phasing of expenditure on Carbon reduction. This would give a potential one off saving in 2011/2012 of an estimated £0.180 million.
55. Additionally, the report proposes the release of £0.500 million from general fund reserves for various projects relating to transformation.

### **Implications**

56. This report informs member's decision making.

### **Risks assessment**

57. If the Council fails to take actions to address forecast shortfalls, overspends or increases in its costs it will need to draw on its reserves. The level of reserves is limited and a one off resource that cannot thus be used as a long term sustainable strategy for financial stability. Budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification and action is taken. At this stage that is in place.

### **Equalities and diversity impact of the proposals**

58. None have been identified as arising directly from this report.

### **Financial implications**

59. This is a report from the Chief Finance Officer and the financial implications are discussed in the detail of this report. If all proposed actions are delivered this will yield a balanced budget by 31 March 2012.

### **Legal Implications**

60. None have been identified as arising directly from this report.

## **Proposals**

61. Members are asked to note the outcome of the period 5 (August) budget monitoring and receive updates movements since the previous report in September.
62. Members are asked to approve the rephrasing of expenditure on Carbon reduction. This would give a potential one off saving in 2011/2012 of an estimated £0.180 million.
63. Members are asked to approve the release of £0.500 million from general fund reserves for various projects relating to transformation.

## **Reasons for proposals**

64. To inform effective decision making and ensure a sound financial control environment.

## **Background Papers and Consultation**

2011-15 Business Plan

2011-15 Financial Plan

Budget Monitoring Cabinet 26 July 2011

Budget Monitoring Cabinet 13 September 2011

## **Contact Name:**

Michael Hudson, Director of Finance Officer, ext 713601

[Michael.hudson@Wiltshire.gov.uk](mailto:Michael.hudson@Wiltshire.gov.uk)

Report author : Matthew Tiller, Chief Accountant

## **Appendices:**

Appendix A: Revenue Budget Movements 2011/2012

Appendix B: Departmental Movements 2011/2012

Appendix C: Detailed Departmental Budget Statements

This page is intentionally left blank



## Wiltshire Council Revenue Budget Movements 2011/2012

Department and Service	Original Budget	Restructure Virements	Original Budget (restructured)	In Year Virements	Revised Budget Period 5
£m	£m	£m	£m	£m	£m
<b>Children and Education</b>					
Early Years	9.784	(0.390)	9.394	0.087	9.481
School Buildings & Places	0.251	(0.251)			0.000
School Improvement	4.544	(0.314)	4.230	2.089	6.319
Traded Services	(0.377)	0.377			0.000
Special Educational Needs	5.938	(5.938)			0.000
Business & Commercial Services	0.000	(0.303)	(0.303)	1.044	0.741
Targeted Services & Learner Support	0.000	8.004	8.004	1.405	9.409
Commissioning and Performance	2.135	1.015	3.150	(0.256)	2.894
Funding Schools	0.000	0.000	0.000	1.968	1.968
Safeguarding	0.796	0.000	0.796	0.044	0.840
Connexions Service	1.887	(1.887)			0.000
Youth Development Service	2.081	(2.081)			0.000
Youth Offending Service	1.616	(1.616)			0.000
Young People's Support Service	0.173	(0.173)			0.000
Other Targeted Services	1.834	(1.834)			0.000
Children's Social Care	28.586	(0.224)	28.362	(0.370)	27.992
Integrated Youth	0.000	5.615	5.615	0.036	5.651
Performance & Risk	0.000	0.484	0.484	(0.001)	0.483
<b>Total</b>	<b>59.248</b>	<b>0.484</b>	<b>59.732</b>	<b>6.046</b>	<b>65.778</b>
<b>Community Services</b>					
Older People	40.070	(0.098)	39.972	4.091	44.063
Physical Impairment	7.976	0.000	7.976	(0.174)	7.802
Learning Disability	39.589	0.000	39.589	(2.681)	36.908
Mental Health	21.770	0.278	22.048	(1.110)	20.938
Resources, Strategy & Commissioning	3.073	0.309	3.382	(0.301)	3.081
Supporting People	7.190	0.000	7.190	(0.063)	7.127
Libraries Heritage & Arts	4.832	0.000	4.832	(0.060)	4.772
Community Leadership & Governance	2.932	0.000	2.932	0.207	3.139
Housing Services	0.000	2.928	2.928	(0.147)	2.781
Extra Non ring fenced grant	0.000	0.000	0.000	2.000	2.000
<b>Total</b>	<b>127.432</b>	<b>3.417</b>	<b>130.849</b>	<b>1.762</b>	<b>132.611</b>
<b>Neighbourhood and Planning</b>					
Highways and Street Scenes	14.775	0.185	14.960	2.930	17.890
Highways Strategic Services	8.196	(0.342)	7.854	0.111	7.965
Public Transport	12.590	0.059	12.649	(0.107)	12.542
Education Transport	8.560	0.098	8.658	(0.133)	8.525
Car Parking	(7.330)	0.000	(7.330)	0.258	(7.072)
Waste	29.060	0.000	29.060	(2.457)	26.603
Leisure	3.389	0.000	3.389	(0.585)	2.804
Economy & Enterprise	4.129	0.001	4.130	(0.009)	4.121
Development Services	2.038	0.000	2.038	(0.253)	1.785
Strategic Housing	2.949	(2.949)	0.000	0.000	0.000
Management & Business	1.143	(0.000)	1.142	(0.430)	0.712
<b>Total</b>	<b>79.498</b>	<b>(2.948)</b>	<b>76.550</b>	<b>(0.675)</b>	<b>75.875</b>
<b>Public Health and Wellbeing</b>					
Knowledge Management	0.350	(0.350)			
Public Protection	3.351	(3.351)			
Community Safety	0.584	(0.584)			
Emergency Planning	0.234	(0.234)			
<b>Total</b>	<b>4.519</b>	<b>(4.519)</b>			
<b>Transformation and Resources/ Resources</b>					
Corporate Director	0.203	0.000	0.203	0.000	0.203
HR	3.247	0.000	3.247	(0.011)	3.236
ICT	17.746	(0.051)	17.695	(0.236)	17.459
Shared Services and Customer Care/ Business Services	4.836	0.858	5.694	(0.011)	5.683
Strategic Property Services	12.880	(10.310)	2.570	(0.031)	2.539
Business Transformation	0.193	(0.193)	0.000	0.000	0.000
Transformation Programme	0.000	10.792	10.792	0.842	11.634
Performance & Risk	0.343	(0.343)			
Chief Executive	0.507	(0.507)			
Policy & Communications	2.215	(2.215)			
Finance Teams	15.109	(15.109)			
Procurement	2.358	(2.358)			
Legal & Democratic	4.228	(4.228)			
Revenues & Benefits	0.107	(0.107)			
<b>Total</b>	<b>63.972</b>	<b>(23.771)</b>	<b>40.201</b>	<b>0.553</b>	<b>40.754</b>
<b>Chief Executive</b>					
Chief Executive		0.507	0.507	(0.023)	0.484
Finance & Procurement		9.872	9.872	(0.247)	9.625
Legal & Democratic		4.229	4.229	1.855	6.084
Public Health and Wellbeing		4.519	4.519	(0.084)	4.435
Revenue & Benefits Subsidy		0.107	0.107	0.000	0.107
Comms & Branding		1.786	1.786	0.172	1.958
<b>Total</b>		<b>21.020</b>	<b>21.020</b>	<b>1.673</b>	<b>22.693</b>
<b>Corporate</b>					
Movement To/ From Reserves	(1.867)	0.000	(1.867)	(7.292)	(9.159)
Capital Financing	22.321	0.000	22.321	0.000	22.321
Restructure and Contingency	7.023	0.000	7.023	(0.600)	6.423
Specific and General Grants	(32.299)	0.000	(32.299)	(2.067)	(34.366)
Corporate Levys	0.000	6.317	6.317	0.600	6.917
<b>Total</b>	<b>(4.822)</b>		<b>1.495</b>	<b>(9.359)</b>	<b>(7.864)</b>
<b>2011-2012 Budget Requirement</b>	<b>329.847</b>				
		0.000	329.847	0.000	329.847
HRA Budget	(0.411)	0.000	(0.411)	0.000	(0.411)
<b>Total</b>	<b>329.436</b>	0.000	<b>329.436</b>	<b>0.000</b>	<b>329.436</b>

## Wiltshire Council Departmental Movements to Period 5

	£m		£m
<b>Department of Children and Education</b>		<b>Department of Transformation and Resources</b>	
<b>Original Budget</b>	<b>59.248</b>	<b>Original Budget (Resources)</b>	<b>63.972</b>
<i>Movement into New Corporate Structure June 2011</i>		<i>Movement into New Corporate Structure June 2011</i>	
Performance and Risk (from Res)	0.484	Comms, Legal, Subsidy and Chief Executive (to CEx)	(6.629)
<b>Original Budget in New Corporate Structure June 2011</b>	<b>59.732</b>	Performance and Risk (to DCE)	(0.484)
<i>In Year Virements</i>		Financial Corporate Items (to Corp)	(6.317)
Release of Earmarked Grants (from Corp)	6.792	Financial and Procurement Teams transfer (to DCS and CEx)	(10.341)
Centralisation of Legal budgets (to CEx)	(0.708)	<b>Original Budget in New Corporate Structure June 2011</b>	<b>40.201</b>
Centralisation of Fleet Management Budgets (to DNP)	(0.081)	<i>In Year Virements</i>	
Extra Non Ring Fenced Government Grants (from Corp)	0.067	Centralisation of Legal budgets (to CEx)	(0.039)
Other interdepartmental virements	(0.024)	Utilities for leisure services (from DNP)	0.599
<b>Revised Budget Period 5</b>	<b>65.778</b>	Other interdepartmental virements	(0.007)
		<b>Revised Budget Period 5</b>	<b>40.754</b>
<b>Department of Community Services</b>		<b>Chief Executive's Department</b>	
<b>Original Budget</b>	<b>127.432</b>	<b>Original Budget</b>	<b>0.000</b>
<i>Movement into New Corporate Structure June 2011</i>		<b>Original Budget Public Health And Wellbeing</b>	<b>4.519</b>
Housing Services (from DNP)	2.948	<i>Movement into New Corporate Structure June 2011</i>	
Financial Teams transfer (from Res)	0.469	Comms, Legal, Subsidy and Chief Executive (from Res)	6.629
<b>Original Budget in New Corporate Structure June 2011</b>	<b>130.849</b>	Financial and Procurement Teams transfer (from Res)	9.872
<i>In Year Virements</i>		<b>Original Budget in New Corporate Structure June 2011</b>	<b>21.020</b>
Release of Earmarked Grants (from Corp)	0.098	<i>In Year Virements</i>	
Centralisation of Legal budgets (to CEx)	(0.290)	Centralisation of Legal budgets	1.855
Centralisation of Fleet Management Budgets (to DNP)	(0.163)	Facilities Management Saving Monkton Park (to DNP)	(0.200)
Traveller Services (from DNP)	0.070	Other interdepartmental virements	0.018
Extra Non Ring Fenced Government Grants (from Corp)	2.000	<b>Revised Budget Period 5</b>	<b>22.693</b>
Other interdepartmental virements	0.047		
<b>Revised Budget Period 5</b>	<b>132.611</b>	<b>Corporate</b>	
		<b>Original Budget</b>	<b>(4.822)</b>
<b>Department of Neighbourhood and Planning</b>		<i>Movement into New Corporate Structure June 2011</i>	
<b>Original Budget</b>	<b>79.498</b>	Financial Corporate Items (from Res)	6.317
<i>Movement into New Corporate Structure June 2011</i>		<b>Original Budget in New Corporate Structure June 2011</b>	<b>1.495</b>
Housing Services (to DCS)	(2.948)	<i>In Year Virements</i>	
<b>Original Budget in New Corporate Structure June 2011</b>	<b>76.550</b>	Release of Earmarked Grants	(7.292)
<i>In Year Virements</i>		Extra Non Ring Fenced Government Grants (from Corp)	(2.067)
Release of Earmarked Grants (from Corp)	0.402	<b>Revised Budget Period 5</b>	<b>(7.864)</b>
Centralisation of Legal budgets (to CEx)	(0.818)		
Centralisation of Fleet Management Budgets	0.244	<b>SUMMARY TOTALS</b>	
Traveller Services (to DCS)	(0.070)	Original Budget	<b>329.847</b>
Facilities Management Saving Monkton Park (to CEx)	0.200	Original Budget in New Corporate Structure June 2011	<b>329.847</b>
Utilities for leisure services (to DTR)	(0.599)	Revised Budget Period 5	<b>329.847</b>
Other interdepartmental virements	(0.034)		
<b>Revised Budget Period 5</b>	<b>75.875</b>	HRA Budget (Unchanged)	<b>(0.411)</b>

## Wiltshire Council Revenue Budget Monitoring Statement

31-Aug-11

		<i>Original Budget</i>	<i>Revised Budget Period 5</i>	<i>Profiled Budget to Date</i>	<i>Actual and committed to date</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year: Overspend / (Underspend)</i>	<i>Variation as % of Revised Budget: Overspend / (Underspend)</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
<b>SUMMARY</b>								
Children and Education	Gross	388.194	396.484	122.514	111.995	396.450	(0.034)	(0.0%)
	Income	(328.462)	(330.706)	(5.345)	(14.317)	(330.706)	-	-
	Net	<b>59.732</b>	<b>65.778</b>	<b>117.169</b>	<b>97.678</b>	<b>65.744</b>	<b>(0.034)</b>	<b>(0.1%)</b>
Community Services	Gross	150.743	152.259	61.720	66.544	154.888	2.629	1.7%
	Income	(19.894)	(19.648)	(8.055)	(8.639)	(20.969)	(1.321)	6.7%
	Net	<b>130.849</b>	<b>132.611</b>	<b>53.665</b>	<b>57.905</b>	<b>133.919</b>	<b>1.308</b>	<b>1.0%</b>
Neighbourhood and Planning	Gross	107.855	106.745	39.571	45.709	107.660	0.915	0.9%
	Income	(31.305)	(30.870)	(12.602)	(14.850)	(30.120)	0.750	(2.4%)
	Net	<b>76.550</b>	<b>75.875</b>	<b>26.969</b>	<b>30.859</b>	<b>77.540</b>	<b>1.665</b>	<b>2.2%</b>
Transformation & Resources	Gross	49.366	49.790	22.985	24.732	49.790	-	-
	Income	(9.165)	(9.036)	(3.765)	(4.368)	(9.036)	-	-
	Net	<b>40.201</b>	<b>40.754</b>	<b>19.220</b>	<b>20.364</b>	<b>40.754</b>	-	-
Chief Executive	Gross	165.956	168.164	58.568	59.703	168.514	0.350	0.2%
	Income	(144.936)	(145.471)	(60.612)	(59.104)	(145.151)	0.320	(0.2%)
	Net	<b>21.020</b>	<b>22.693</b>	<b>(2.044)</b>	<b>0.599</b>	<b>23.363</b>	<b>0.670</b>	<b>3.0%</b>
Corporate								
Corporate Levys		6.317	6.917	2.632	0.715	6.917	-	-
Restructure & Contingency		7.023	6.423	1.667	0.692	6.423	-	-
Non Ringfenced Government Grants		(32.299)	(34.366)	(13.458)	(14.980)	(34.366)	-	-
Debt & Capital Investment Revenue Financing		22.321	22.321	3.318	2.680	21.571	(0.750)	(3.4%)
Movement on General Fund Reserve		(1.867)	(1.867)	(0.778)	-	(1.867)	-	-
Movement on Earmarked Reserves		-	(7.292)	(6.780)	(7.255)	(7.292)	-	-
Net		<b>1.495</b>	<b>(7.864)</b>	<b>(13.399)</b>	<b>(18.148)</b>	<b>(8.614)</b>	<b>(0.750)</b>	<b>9.5%</b>
WILTSHIRE COUNCIL GENERAL FUND TOTAL	Gross	<b>863.609</b>	<b>865.578</b>	<b>291.959</b>	<b>290.535</b>	<b>868.688</b>	3.110	0.4%
	Income	<b>(533.762)</b>	<b>(535.731)</b>	<b>(90.379)</b>	<b>(101.278)</b>	<b>(535.982)</b>	(0.251)	0.0%
	Net	<b>329.847</b>	<b>329.847</b>	<b>201.580</b>	<b>189.257</b>	<b>332.706</b>	<b>2.859</b>	<b>0.9%</b>
Housing Revenue Account	Gross	22.322	22.322	9.301	7.767	22.322	-	-
	Income	(22.733)	(22.733)	(9.472)	(9.674)	(22.733)	-	-
	Net	<b>(0.411)</b>	<b>(0.411)</b>	<b>(0.171)</b>	<b>(1.907)</b>	<b>(0.411)</b>	-	-
<b>TOTAL INCLUDING HRA</b>		<b>329.436</b>	<b>329.436</b>	<b>201.409</b>	<b>187.350</b>	<b>332.295</b>	<b>2.859</b>	<b>0.9%</b>

## Wiltshire Council Revenue Budget Monitoring Statement

31-Aug-11

		Original Budget	Revised Budget Period 5	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
<b>Children and Education</b>								
Early Years	Gross Costs	25.161	24.825	10.395	11.258	24.825	-	-
	Income	(15.767)	(15.344)	-	(0.091)	(15.344)	-	-
	Net	<b>9.394</b>	<b>9.481</b>	<b>10.395</b>	<b>11.167</b>	<b>9.481</b>	-	-
School Improvement	Gross Costs	5.319	9.368	5.173	4.767	9.368	-	-
	Income	(1.089)	(3.049)	(1.136)	(0.536)	(3.049)	-	-
	Net	<b>4.230</b>	<b>6.319</b>	<b>4.037</b>	<b>4.231</b>	<b>6.319</b>	-	-
Business & Commercial Services	Gross Costs	3.444	4.726	1.997	2.190	4.726	-	-
	Income	(3.747)	(3.985)	(1.422)	1.026	(3.985)	-	-
	Net	<b>(0.303)</b>	<b>0.741</b>	<b>0.575</b>	<b>3.216</b>	<b>0.741</b>	-	-
Targeted Services Learner Support	Gross Costs	24.237	25.869	11.740	10.259	25.869	-	-
	Income	(16.233)	(16.460)	(0.844)	0.351	(16.460)	-	-
	Net	<b>8.004</b>	<b>9.409</b>	<b>10.896</b>	<b>10.610</b>	<b>9.409</b>	-	-
Commissioning & Performance	Gross Costs	9.015	8.761	4.292	4.183	8.761	-	-
	Income	(5.864)	(5.867)	(0.198)	(0.120)	(5.867)	-	-
	Net	<b>3.151</b>	<b>2.894</b>	<b>4.094</b>	<b>4.063</b>	<b>2.894</b>	-	-
Funding Schools	Gross Costs	283.436	285.423	73.582	57.305	285.423	-	-
	Income	(283.436)	(283.455)	(0.763)	(14.208)	(283.455)	-	-
	Net	-	<b>1.968</b>	<b>72.819</b>	<b>43.097</b>	<b>1.968</b>	-	-
Safeguarding	Gross Costs	0.884	0.928	0.386	0.418	0.928	-	-
	Income	(0.088)	(0.088)	(0.020)	(0.063)	(0.088)	-	-
	Net	<b>0.796</b>	<b>0.840</b>	<b>0.366</b>	<b>0.355</b>	<b>0.840</b>	-	-
Children's Social Care	Gross Costs	29.202	29.061	11.900	19.030	29.460	0.399	1.4%
	Income	(0.840)	(1.069)	(0.375)	(0.324)	(1.069)	-	-
	Net	<b>28.362</b>	<b>27.992</b>	<b>11.525</b>	<b>18.706</b>	<b>28.391</b>	<b>0.399</b>	<b>1.4%</b>
Integrated Youth	Gross Costs	7.009	7.036	2.846	2.368	6.603	(0.433)	(6.2%)
	Income	(1.394)	(1.385)	(0.585)	(0.351)	(1.385)	-	-
	Net	<b>5.615</b>	<b>5.651</b>	<b>2.261</b>	<b>2.017</b>	<b>5.218</b>	<b>(0.433)</b>	<b>(7.7%)</b>
Performance & Risk	Gross Costs	0.487	0.487	0.203	0.178	0.487	-	-
	Income	(0.004)	(0.004)	(0.002)	(0.001)	(0.004)	-	-
	Net	<b>0.483</b>	<b>0.483</b>	<b>0.201</b>	<b>0.177</b>	<b>0.483</b>	-	-
Digital Inclusion	Gross Costs	-	-	-	0.039	-	-	-
	Income	-	-	-	-	-	-	-
	Net	-	-	-	<b>0.039</b>	-	-	-
<b>Sub Total</b>	<b>Gross Costs</b>	<b>388.194</b>	<b>396.484</b>	<b>122.514</b>	<b>111.995</b>	<b>396.450</b>	<b>(0.034)</b>	<b>(0.0%)</b>
	<b>Income</b>	<b>(328.462)</b>	<b>(330.706)</b>	<b>(5.345)</b>	<b>(14.317)</b>	<b>(330.706)</b>	-	-
	<b>Net</b>	<b>59.732</b>	<b>65.778</b>	<b>117.169</b>	<b>97.678</b>	<b>65.744</b>	<b>(0.034)</b>	<b>(0.1%)</b>

		Original Budget	Revised Budget Period 5	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	£m
<b>Community Services</b>								
Older People	Gross Costs	47.849	53.112	21.013	22.284	56.085	2.973	5.6%
	Income	(7.877)	(9.049)	(3.616)	(4.392)	(10.000)	(0.951)	10.5%
	<b>Net</b>	<b>39.972</b>	<b>44.063</b>	<b>17.397</b>	<b>17.892</b>	<b>46.085</b>	<b>2.022</b>	<b>4.6%</b>
Physically Impaired	Gross Costs	9.046	8.432	3.563	3.855	8.705	0.273	3.2%
	Income	(1.070)	(0.630)	(0.259)	(0.317)	(0.684)	(0.054)	8.6%
	<b>Net</b>	<b>7.976</b>	<b>7.802</b>	<b>3.304</b>	<b>3.538</b>	<b>8.021</b>	<b>0.219</b>	<b>2.8%</b>
Learning Disability	Gross Costs	43.463	40.409	17.166	18.452	40.657	0.248	0.6%
	Income	(3.874)	(3.501)	(1.491)	(1.472)	(4.025)	(0.524)	15.0%
	<b>Net</b>	<b>39.589</b>	<b>36.908</b>	<b>15.675</b>	<b>16.980</b>	<b>36.632</b>	<b>(0.276)</b>	<b>(0.7%)</b>
Mental Health	Gross Costs	26.034	25.007	10.184	11.325	25.111	0.104	0.4%
	Income	(3.986)	(4.069)	(1.666)	(1.843)	(4.118)	(0.049)	1.2%
	<b>Net</b>	<b>22.048</b>	<b>20.938</b>	<b>8.518</b>	<b>9.482</b>	<b>20.993</b>	<b>0.055</b>	<b>0.3%</b>
Supporting People	Gross Costs	7.190	7.127	3.057	3.231	8.303	1.176	16.5%
	Income	-	-	-	-	-	-	-
	<b>Net</b>	<b>7.190</b>	<b>7.127</b>	<b>3.057</b>	<b>3.231</b>	<b>8.303</b>	<b>1.176</b>	<b>16.5%</b>
Resources, Strategy & Commissioning	Gross Costs	3.511	3.228	1.345	1.541	3.486	0.258	8.0%
	Income	(0.129)	(0.147)	(0.061)	(0.057)	(0.186)	(0.039)	26.5%
	<b>Net</b>	<b>3.382</b>	<b>3.081</b>	<b>1.284</b>	<b>1.484</b>	<b>3.300</b>	<b>0.219</b>	<b>7.1%</b>
Community Leadership & Governance	Gross Costs	3.987	3.194	1.331	1.828	3.321	0.127	4.0%
	Income	(1.055)	(0.055)	(0.023)	(0.069)	(0.056)	(0.001)	1.8%
	<b>Net</b>	<b>2.932</b>	<b>3.139</b>	<b>1.308</b>	<b>1.759</b>	<b>3.265</b>	<b>0.126</b>	<b>4.0%</b>
Libraries, Heritage & Arts	Gross Costs	5.893	5.797	2.415	2.823	5.796	(0.001)	(0.0%)
	Income	(1.061)	(1.025)	(0.427)	(0.230)	(0.919)	0.106	(10.3%)
	<b>Net</b>	<b>4.832</b>	<b>4.772</b>	<b>1.988</b>	<b>2.593</b>	<b>4.877</b>	<b>0.105</b>	<b>2.2%</b>
Housing Services	Gross Costs	3.770	3.953	1.646	1.205	3.424	(0.529)	(13.4%)
	Income	(0.842)	(1.172)	(0.512)	(0.259)	(0.981)	0.191	(16.3%)
	<b>Net</b>	<b>2.928</b>	<b>2.781</b>	<b>1.134</b>	<b>0.946</b>	<b>2.443</b>	<b>(0.338)</b>	<b>(12.2%)</b>
Transfer from Corporate Resources	Gross Costs	-	2.000	-	-	-	(2.000)	(100.0%)
	Income	-	-	-	-	-	-	-
	<b>Net</b>	<b>-</b>	<b>2.000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2.000)</b>	<b>(100.0%)</b>
<b>Sub Total</b>	<b>Gross Costs</b>	<b>150.743</b>	<b>152.259</b>	<b>61.720</b>	<b>66.544</b>	<b>154.888</b>	<b>2.629</b>	<b>1.7%</b>
	<b>Income</b>	<b>(19.894)</b>	<b>(19.648)</b>	<b>(8.055)</b>	<b>(8.639)</b>	<b>(20.969)</b>	<b>(1.321)</b>	<b>6.7%</b>
	<b>Net</b>	<b>130.849</b>	<b>132.611</b>	<b>53.665</b>	<b>57.905</b>	<b>133.919</b>	<b>1.308</b>	<b>1.0%</b>

APPENDIX C

		Original Budget	Revised Budget Period 5	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation at Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	£m
<b>Neighbourhood and Planning</b>								
Highways & Streetscene	Gross Costs	18.220	20.819	7.926	11.189	21.069	0.250	1.2%
	Income	(3.259)	(2.929)	(1.109)	(1.940)	(2.929)	-	-
	<b>Net</b>	<b>14.961</b>	<b>17.890</b>	<b>6.817</b>	<b>9.249</b>	<b>18.140</b>	<b>0.250</b>	<b>1.4%</b>
Highways - Strategic Services	Gross Costs	9.047	9.299	3.594	3.708	9.299	-	-
	Income	(1.193)	(1.334)	(0.509)	(0.520)	(1.334)	-	-
	<b>Net</b>	<b>7.854</b>	<b>7.965</b>	<b>3.085</b>	<b>3.188</b>	<b>7.965</b>	<b>-</b>	<b>-</b>
Public Transport	Gross Costs	15.714	15.973	6.198	6.277	15.973	-	-
	Income	(3.065)	(3.430)	(0.873)	(0.397)	(3.730)	(0.300)	8.7%
	<b>Net</b>	<b>12.649</b>	<b>12.543</b>	<b>5.325</b>	<b>5.880</b>	<b>12.243</b>	<b>(0.300)</b>	<b>(2.4%)</b>
Education Transport	Gross Costs	9.481	9.347	3.029	2.850	9.347	-	-
	Income	(0.823)	(0.823)	(0.848)	(0.802)	(0.823)	-	-
	<b>Net</b>	<b>8.658</b>	<b>8.524</b>	<b>2.181</b>	<b>2.048</b>	<b>8.524</b>	<b>-</b>	<b>-</b>
Car Parking	Gross Costs	1.961	1.855	0.773	1.138	1.855	-	-
	Income	(9.291)	(8.927)	(3.726)	(3.080)	(7.927)	1.000	(11.2%)
	<b>Net</b>	<b>(7.330)</b>	<b>(7.072)</b>	<b>(2.953)</b>	<b>(1.942)</b>	<b>(6.072)</b>	<b>1.000</b>	<b>(14.1%)</b>
Waste	Gross Costs	32.622	30.165	10.111	9.968	30.615	0.450	1.5%
	Income	(3.562)	(3.562)	(1.428)	(2.197)	(3.562)	-	-
	<b>Net</b>	<b>29.060</b>	<b>26.603</b>	<b>8.683</b>	<b>7.771</b>	<b>27.053</b>	<b>0.450</b>	<b>1.7%</b>
Leisure	Gross Costs	8.549	7.717	3.215	4.324	7.932	0.215	2.8%
	Income	(5.160)	(4.913)	(2.047)	(1.901)	(4.863)	0.050	(1.0%)
	<b>Net</b>	<b>3.389</b>	<b>2.804</b>	<b>1.168</b>	<b>2.423</b>	<b>3.069</b>	<b>0.265</b>	<b>9.5%</b>
Economy & Enterprise	Gross Costs	4.440	4.432	1.847	3.570	4.432	-	-
	Income	(0.311)	(0.311)	(0.130)	(1.880)	(0.311)	-	-
	<b>Net</b>	<b>4.129</b>	<b>4.121</b>	<b>1.717</b>	<b>1.690</b>	<b>4.121</b>	<b>-</b>	<b>-</b>
Development Services	Gross Costs	6.661	6.408	2.670	2.399	6.408	-	-
	Income	(4.623)	(4.623)	(1.926)	(2.127)	(4.623)	-	-
	<b>Net</b>	<b>2.038</b>	<b>1.785</b>	<b>0.744</b>	<b>0.272</b>	<b>1.785</b>	<b>-</b>	<b>-</b>
Corporate Director & Business Support	Gross Costs	1.160	0.730	0.208	0.286	0.730	-	-
	Income	(0.018)	(0.018)	(0.006)	(0.006)	(0.018)	-	-
	<b>Net</b>	<b>1.142</b>	<b>0.712</b>	<b>0.202</b>	<b>0.280</b>	<b>0.712</b>	<b>-</b>	<b>-</b>
<b>Sub Total</b>	<b>Gross Costs</b>	<b>107.855</b>	<b>106.745</b>	<b>39.571</b>	<b>45.709</b>	<b>107.660</b>	<b>0.915</b>	<b>0.9%</b>
	<b>Income</b>	<b>(31.305)</b>	<b>(30.870)</b>	<b>(12.602)</b>	<b>(14.850)</b>	<b>(30.120)</b>	<b>0.750</b>	<b>(2.4%)</b>
	<b>Net</b>	<b>76.550</b>	<b>75.875</b>	<b>26.969</b>	<b>30.859</b>	<b>77.540</b>	<b>1.665</b>	<b>2.2%</b>

APPENDIX C

		<i>Original Budget</i>	<i>Revised Budget Period 5</i>	<i>Profiled Budget to Date</i>	<i>Actual and committed to date</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year: Overspend / (Underspend)</i>	<i>Variation as % of Revised Budget: Overspend / (Underspend)</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
<b>Transformation &amp; Resources</b>								
Corporate Director	Gross Costs	0.203	0.203	0.085	0.095	0.203	-	-
	Income	-	-	-	-	-	-	-
	<b>Net</b>	<b>0.203</b>	<b>0.203</b>	<b>0.085</b>	<b>0.095</b>	<b>0.203</b>	-	-
Human Resources & Organisational Development	Gross Costs	3.777	3.826	1.595	1.455	3.826	-	-
	Income	(0.530)	(0.590)	(0.246)	(0.432)	(0.590)	-	-
	<b>Net</b>	<b>3.247</b>	<b>3.236</b>	<b>1.349</b>	<b>1.023</b>	<b>3.236</b>	-	-
ICT	Gross Costs	17.985	17.745	7.394	8.856	17.745	-	-
	Income	(0.290)	(0.287)	(0.120)	(0.210)	(0.287)	-	-
	<b>Net</b>	<b>17.695</b>	<b>17.458</b>	<b>7.274</b>	<b>8.646</b>	<b>17.458</b>	-	-
Transformation Programme	Gross Costs	14.430	15.086	8.521	7.863	15.086	-	-
	Income	(3.638)	(3.452)	(1.438)	(1.424)	(3.452)	-	-
	<b>Net</b>	<b>10.792</b>	<b>11.634</b>	<b>7.083</b>	<b>6.439</b>	<b>11.634</b>	-	-
Business Services	Gross Costs	9.056	9.045	3.769	4.453	9.045	-	-
	Income	(3.362)	(3.362)	(1.401)	(2.222)	(3.362)	-	-
	<b>Net</b>	<b>5.694</b>	<b>5.683</b>	<b>2.368</b>	<b>2.231</b>	<b>5.683</b>	-	-
Strategic Property Services	Gross Costs	3.915	3.885	1.621	2.010	3.885	-	-
	Income	(1.345)	(1.345)	(0.560)	(0.080)	(1.345)	-	-
	<b>Net</b>	<b>2.570</b>	<b>2.540</b>	<b>1.061</b>	<b>1.930</b>	<b>2.540</b>	-	-
<b>Sub Total</b>	<b>Gross Costs</b>	<b>49.366</b>	<b>49.790</b>	<b>22.985</b>	<b>24.732</b>	<b>49.790</b>	-	-
	<b>Income</b>	<b>(9.165)</b>	<b>(9.036)</b>	<b>(3.765)</b>	<b>(4.368)</b>	<b>(9.036)</b>	-	-
	<b>Net</b>	<b>40.201</b>	<b>40.754</b>	<b>19.220</b>	<b>20.364</b>	<b>40.754</b>	-	-

## Wiltshire Council Revenue Budget Monitoring Statement

31-Aug-11

		<i>Original Budget</i>	<i>Revised Budget Period 5</i>	<i>Profiled Budget to Date</i>	<i>Actual and committed to date</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year: Overspend / (Underspend)</i>	<i>Variation as % of Revised Budget: Overspend / (Underspend)</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
<b>Chief Executive</b>								
Chief Executive	Gross Costs	0.534	0.534	0.222	0.294	0.534	-	-
	Income	(0.027)	(0.027)	(0.011)	(0.006)	(0.027)	-	-
	Net	<b>0.507</b>	<b>0.507</b>	<b>0.211</b>	<b>0.288</b>	<b>0.507</b>	-	-
Communications & Branding	Gross Costs	2.156	2.328	0.970	0.755	1.978	(0.350)	(15.0%)
	Income	(0.370)	(0.370)	(0.154)	(0.009)	(0.050)	0.320	(86.5%)
	Net	<b>1.786</b>	<b>1.958</b>	<b>0.816</b>	<b>0.746</b>	<b>1.928</b>	<b>(0.030)</b>	<b>(1.5%)</b>
Finance, Procurement & Internal Audit	Gross Costs	19.186	18.915	7.881	7.762	19.015	0.100	0.5%
	Income	(9.313)	(9.313)	(3.880)	(1.642)	(9.313)	-	-
	Net	<b>9.873</b>	<b>9.602</b>	<b>4.001</b>	<b>6.120</b>	<b>9.702</b>	<b>0.100</b>	<b>1.0%</b>
Revenues & Benefits - Subsidy	Gross Costs	133.339	133.339	44.058	44.087	133.339	-	-
	Income	(133.232)	(133.232)	(55.513)	(55.421)	(133.232)	-	-
	Net	<b>0.107</b>	<b>0.107</b>	<b>(11.455)</b>	<b>(11.334)</b>	<b>0.107</b>	-	-
Legal & Democratic Services	Gross Costs	5.032	6.887	2.870	3.953	7.487	0.600	8.7%
	Income	(0.804)	(0.804)	(0.335)	(0.716)	(0.804)	-	-
	Net	<b>4.228</b>	<b>6.083</b>	<b>2.535</b>	<b>3.237</b>	<b>6.683</b>	<b>0.600</b>	<b>9.9%</b>
Public Health & Public Protection	Gross Costs	5.709	6.161	2.567	2.852	6.161	-	-
	Income	(1.190)	(1.725)	(0.719)	(1.310)	(1.725)	-	-
	Net	<b>4.519</b>	<b>4.436</b>	<b>1.848</b>	<b>1.542</b>	<b>4.436</b>	-	-
<b>Sub Total</b>	<b>Gross Costs</b>	<b>165.956</b>	<b>168.164</b>	<b>58.568</b>	<b>59.703</b>	<b>168.514</b>	<b>0.350</b>	<b>(0.058)</b>
	<b>Income</b>	<b>(144.936)</b>	<b>(145.471)</b>	<b>(60.612)</b>	<b>(59.104)</b>	<b>(145.151)</b>	<b>0.320</b>	<b>(0.2%)</b>
	<b>Net</b>	<b>21.020</b>	<b>22.693</b>	<b>(2.044)</b>	<b>0.599</b>	<b>23.363</b>	<b>0.670</b>	<b>3.0%</b>



		Original Budget	Revised Budget Period 5	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
<b>Housing Revenue Account</b>								
Provision for Bad Debts	Gross Costs	0.049	0.049	0.020	-	0.049	-	-
	Income	-	-	-	-	-	-	-
	Net	<b>0.049</b>	<b>0.049</b>	<b>0.020</b>	-	<b>0.049</b>	-	-
Capital Financing Costs	Gross Costs	3.818	3.818	1.591	(0.014)	3.818	-	-
	Income	-	-	-	-	-	-	-
	Net	<b>3.818</b>	<b>3.818</b>	<b>1.591</b>	<b>(0.014)</b>	<b>3.818</b>	-	-
Interest	Gross Costs	-	-	-	-	-	-	-
	Income	(0.125)	(0.125)	(0.052)	-	(0.125)	-	-
	Net	<b>(0.125)</b>	<b>(0.125)</b>	<b>(0.052)</b>	-	<b>(0.125)</b>	-	-
Rent Rebates	Gross Costs	0.047	0.047	0.019	-	0.047	-	-
	Income	-	-	-	-	-	-	-
	Net	<b>0.047</b>	<b>0.047</b>	<b>0.019</b>	-	<b>0.047</b>	-	-
Subsidy Payable	Gross Costs	8.384	8.384	3.493	3.350	8.384	-	-
	Income	-	-	-	-	-	-	-
	Net	<b>8.384</b>	<b>8.384</b>	<b>3.493</b>	<b>3.350</b>	<b>8.384</b>	-	-
Rents	Gross Costs	-	-	-	-	-	-	-
	Income	(21.577)	(21.577)	(8.990)	(9.219)	(21.577)	-	-
	Net	<b>(21.577)</b>	<b>(21.577)</b>	<b>(8.990)</b>	<b>(9.219)</b>	<b>(21.577)</b>	-	-
Repairs & Maintenance	Gross Costs	5.063	5.063	2.110	2.595	5.063	-	-
	Income	(0.048)	(0.048)	(0.020)	(0.006)	(0.048)	-	-
	Net	<b>5.015</b>	<b>5.015</b>	<b>2.090</b>	<b>2.589</b>	<b>5.015</b>	-	-
Rent, Rates & Taxes	Gross Costs	0.002	0.002	0.001	-	0.002	-	-
	Income	-	-	-	(0.004)	-	-	-
	Net	<b>0.002</b>	<b>0.002</b>	<b>0.001</b>	<b>(0.004)</b>	<b>0.002</b>	-	-
Supervision & Management Special	Gross Costs	1.517	1.517	0.632	0.453	1.517	-	-
	Income	(0.845)	(0.845)	(0.352)	(0.347)	(0.845)	-	-
	Net	<b>0.672</b>	<b>0.672</b>	<b>0.280</b>	<b>0.106</b>	<b>0.672</b>	-	-
Supervision & Management	Gross Costs	3.308	3.308	1.379	1.351	3.308	-	-
	Income	(0.138)	(0.138)	(0.058)	(0.098)	(0.138)	-	-
	Net	<b>3.170</b>	<b>3.170</b>	<b>1.321</b>	<b>1.253</b>	<b>3.170</b>	-	-
HRA Improvement Plan	Gross Costs	0.120	0.120	0.050	0.032	0.120	-	-
	Income	-	-	-	-	-	-	-
	Net	<b>0.120</b>	<b>0.120</b>	<b>0.050</b>	<b>0.032</b>	<b>0.120</b>	-	-
Fraud in Housing	Gross Costs	0.014	0.014	0.006	-	0.014	-	-
	Income	-	-	-	-	-	-	-
	Net	<b>0.014</b>	<b>0.014</b>	<b>0.006</b>	-	<b>0.014</b>	-	-
<b>Sub Total</b>	<b>Gross Costs</b>	<b>22.322</b>	<b>22.322</b>	<b>9.301</b>	<b>7.767</b>	<b>22.322</b>	-	-
	<b>Income</b>	<b>(22.733)</b>	<b>(22.733)</b>	<b>(9.472)</b>	<b>(9.674)</b>	<b>(22.733)</b>	-	-
	<b>Net</b>	<b>(0.411)</b>	<b>(0.411)</b>	<b>(0.171)</b>	<b>(1.907)</b>	<b>(0.411)</b>	-	-

This page is intentionally left blank

**Wiltshire Council**

**Cabinet**

**18 October 2011**

---

**Subject: Recommendations on the Capital Programme**

**Cabinet member: Councillor John Brady  
Finance, Performance and Risk**

**Key Decision: No**

---

## **Executive Summary**

To agree changes to the capital programme as recommended by the Cabinet Capital Assets Committee (CCAC) for onward recommendation to Council as changes to the previously approved programme.

For completeness, the report also refers to Cabinet's decision dated 13 September 2011 to recommend to Council the provision of up to £0.375 million of capital funding for the Wiltshire Incubation Environment Network.

## **Proposals**

That the following changes to the capital programme be recommended to Council:

- a. approval of an additional £8.295m to the Transformation Programme;
- b. Cabinet Capital Assets Committee's decision to redevelop Middlefields / Hungerdown lane site for a new care home and extra care housing: The capital receipt that was factored into the capital programme be recouped from the sale of a section of the Middlefields / Hungerdown site, Seymour House, Chippenham and the sale of the Paddocks, Trowbridge and Coombe End Court, Marlborough sites as agreed by CCAC at its meeting on 14 September 2011 and
- c. approve the provision of up to £0.375 million of capital funding in respect of the Wiltshire Incubation Environment Network (as previously agreed by Cabinet).

**Reasons for Proposals**

To seek Council approval for changes to the capital programme in accordance with the constitution.

**Michael Hudson**  
**Interim Chief Finance Officer**

## Wiltshire Council

### Cabinet

18 October 2011

---

**Subject: Recommendations on the Capital Programme**

**Cabinet member: Councillor John Brady  
Finance, Performance and Risk**

**Key Decision: No**

---

### Purpose of Report

1. To agree changes to the capital programme as recommended by the Cabinet Capital Assets Committee (CCAC) for onward recommendation to Council as changes to the previously approved programme.

### Background

2. Under the constitution of the Council, the CCAC can only make recommendations on Capital decisions to Cabinet. Any proposed changes to the Council approved capital programme would require Council approval.

### Summary of decisions from the Cabinet Capital Assets Committee (CCAC) requiring approval:

#### Transformation programme Additional budget

3. Agenda item 5 of the CCAC meeting of the 14 September 2011 recommended to Council, via Cabinet, the approval of an additional £8.295m to the Transformation Programme as part of the Depot strategy. Cabinet is asked to recommend to Council the approval of these additional funds.

#### Older People Accommodation Development Strategy

4. The Older People Accommodation Development Strategy identified Seymour House as the preferred location to provide a specialist Care Home and Extra Care Units in Chippenham. Due to planning restrictions on developing the parkland surrounding the site, this site is no longer sufficient. The suggested site for the development is now the Middlefields / Hungerdown lane site, which was planned to be disposed of to generate a capital receipt for the capital programme. The disposal of Seymour house alone would not recoup enough of a capital receipt to pay back the capital programme.
5. In order to recoup the full receipt required to offset the loss of capital receipt for the Middlefields / Hungerdown lane site, four sources of capital receipts are

proposed: any remaining land following construction at Middlefields / Hungerdown; the sale of Seymour House once vacant; sale of the Paddocks Care home, Trowbridge to the Order of St John's (see CCAC agenda item 12); and the sale of Coombe End Court, Marlborough (see CCAC agenda item 13).

Link to CCAC reports referred to above:

<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=980&MId=5946&Ver=4>

6. If the above four sales are undertaken then the capital receipt generated will be sufficient to repay the capital programme for the loss of Middlefields / Hungerdown Lane. Cabinet is asked to recommend the change to the planned capital programme financing to Council. A breakdown of the capital receipts is included in confidential appendix A.

#### Wiltshire Incubation Environment Network

7. Cabinet at its meeting on 13 September 2011 in considering a report agreed the provision of up to £0. 375 million capital funding that would provide the capital proportion of the match funding required to draw down European Union grant aid for this project. This would enable the creation of four new business incubation and enterprise spaces to support new business and job creation in communities that were either dependent on military employment or have been hardest hit by job losses. This whilst having been previously agreed by Cabinet is included in this report in the context of capital approvals which would require Council approval.

Link to Cabinet report referred to above:

<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=5650&Ver=4>

#### **Equality and Diversity Impact of the Proposal**

8. No equality and diversity issues have been identified arising from this report

#### **Financial Implications**

9. These have been examined and are implicit throughout the report

#### **Legal Implications**

10. None have been identified as arising directly from this report.

**Michael Hudson**

Interim Chief Finance Officer

Report Author: Stephen MacDonald

Unpublished documents relied upon in the preparation of this report: NONE  
Environmental impact of the recommendations contained in this report: NONE

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank