

## AGENDA

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**Meeting:** Cabinet  
**Place:** Committee Rooms C & D - Council Offices, Monkton Park,  
Chippenham, SN15 1ER  
**Date:** Tuesday 22 January 2013  
**Time:** 10.30 am

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### 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 Public Health and Protection Services
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development and Strategic Planning
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Waste, Property, Environment 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 Transformation, Culture, Leisure and Libraries

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Please direct any enquiries on this Agenda to James Hazlewood, of Democratic Services, County Hall, Trowbridge, direct line 01722 434250 or email [james.hazlewood@wiltshire.gov.uk](mailto:james.hazlewood@wiltshire.gov.uk)

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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 meeting** (*Pages 1 - 8*)

To confirm and sign the minutes of the Cabinet meeting held on 18 December 2012.

3 **Declarations of Interest**


To receive any declarations of pecuniary or non-pecuniary interests or dispensations granted by the Standards Committee.

4 **Leader's announcements**

5 **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 James Hazlewood of Democratic Services by 12.00 noon on 18 January 2013. Anyone wishing to ask a question or make a statement should contact the officer named above.

6 **Wiltshire and Swindon Waste Site Allocations Local Plan - Adoption** (*Pages 9 - 198*)

 Report of the Service Director – Economy and Enterprise is circulated

7 **Joint Strategic Assessment (JSA) for Health and Wellbeing** (*Pages 199 - 208*)

Report of the Corporate Director is circulated


8 **Adoption Agency Report** (*Pages 209 - 274*)

Report of the Corporate Director is circulated

9 **Council Housing Governance** (*Pages 275 - 286*)

 Report of the Service Director – Communities is circulated

- 10 **Minor amendment to the Homes4Wiltshire allocation policy in advance of completing a full review** (*Pages 287 - 330*)

 Report of the Service Director Adult Care and Housing Strategy is circulated

- 11 **Urgent Items**

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

## **Part II**

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

None

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'.

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## CABINET


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MINUTES of a MEETING held in COUNCIL CHAMBER - COUNCIL OFFICES,  
MONKTON PARK, CHIPPENHAM, SN15 1ER on Tuesday, 18 December 2012.

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 Public Health and Protection Services
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhé-Philipe	Cabinet Member for Economic Development and Strategic Planning
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Waste, Property, Environment 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 Transformation, Culture, Leisure and Libraries

Also in Attendance:	Cllr Allison Bucknell
	Cllr Nigel Carter
	Cllr Peter Colmer
	Cllr Christine Crisp
	Cllr Jon Hubbard
	Cllr Alan MacRae
	Cllr Jemima Milton
	Cllr Mark Packard
	Cllr Jonathon Seed

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

### 135 **Apologies**

There were no apologies.

### 136 **Minutes of the previous meeting**

The minutes of the meeting held on 6 November 2012 were presented.

**Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 6 November 2012.**

**137 Minutes - Capital Assets Committee**

The minutes of Cabinet (Capital Assets) Committee held on 6 November 2012 were presented.

**Resolved:**

**To receive and note minutes of Cabinet (Capital Assets) Committee held on 6 November 2012.**

**138 Declarations of Interest**

Councillor Jon Hubbard declared a non-pecuniary interest in item 8 (Tenancy Strategy) as the Vice-Chairman of Selwood Housing. Councillor Hubbard clarified that he would remain in the room for the debate.

**139 Leader's announcements**

As this was the last meeting of the Cabinet in 2012, the Leader thanked Cabinet colleagues, and in particular the officers for their professional help and support during the year.

**140 Public participation**

The Leader commented that members of the public were welcome to participate in the discussion on items on the agenda.

**141 Street Lighting Savings **

Councillor Dick Tonge, Cabinet member for Highways and Transport, presented the report, which invited Cabinet to consider proposals to reduce the energy consumption and carbon footprint of the Council's street lighting following the recent public consultation.

Councillor Nigel Carter presented the report of the rapid scrutiny exercise which had been undertaken on this report. Copies of the Scrutiny report were made available.

In response to the scrutiny recommendation that option 4 (installation of LED lighting) should be considered alongside option 3, Councillor Tonge acknowledged that there were savings available through LEDs, however it was considered that the capital costs of installation would decrease further as the technology developed. As such it was recommended that option 4 be reviewed in 12 months' time.

Councillor Tonge added that as the proposals required capital funding, this bid would now progress through the Council's capital bidding gateway process.

**Resolved:**

**That energy savings should be obtained by a scheme to:**

- (i) Introduce Part Night Lighting where feasible so that approximately half of the street lights are turned off between midnight and 5.30 a.m.**
- (ii) Dim lighting levels at less busy times where appropriate and technically feasible.**
- (iii) Use LED lighting or similar energy efficient lighting on new installations.**
- (iv) Turn off street lighting where there are no significant pedestrian movements and it is not required for safety reasons.**
- (v) Introduce a Street Lighting Management System to provide more responsive and flexible control over the operation of the Council's street lights.**

**Reason for the decision**

There is a need to reduce street lighting costs because of budget constraints and rising energy costs and carbon tax, and the need to meet the Council's carbon reduction targets.

The assessment of options indicates that the best balance is a package of measures, including the conversion of about half the existing lights to operate for part of the night, and turning out some lights permanently, and dimming others at off peak periods.

The chosen option would have good economic returns and provide flexibility to adapt to future changes in energy costs and carbon tax. It has been assessed with a 25 year business case model using a standard Net Present Value appraisal method (NPV). Three scenarios of energy cost increases have been modelled to allow for uncertainties about future energy costs, and overall the chosen option represents a good investment.

## 142 **Tenancy Strategy**

Councillor John Thomson, Deputy Leader and Cabinet member for Adult Care, Communities and Housing, introduced the report which invited Cabinet to consider and adopt Wiltshire's first Tenancy Strategy as required by the Localism Act, to set a framework for the housing providers across Wiltshire to have 'regard to' when developing their own tenancy policies.

### **Resolved:**

**That the Tenancy Policy be formally adopted.**

### **Reasons for decision**

The Localism Bill (2012), S150 places a duty on the Local Authority to prepare and publish a Tenancy Strategy by January 2013.

## 143 **Business Plan Scorecard Update**

Councillor John Brady, Cabinet member for Finance, Performance and Risk, introduced the report which provided a summary of progress against Wiltshire Council's Business Plan for the second quarter of 2012/13.

In relation to the Help to live at Home initiative, it was noted that the number of older people in Wiltshire who had been admitted to care homes in 2011/12 was 575, compared to 590 in 2010/11. These figures compared favourably to adjoining authorities and the national average, and showed that the initiative was delivering real benefits in terms of supporting older people to remain in their own homes.

### **Resolved:**

**That the progress against the Business Plan be noted.**

## 144 **Council Tax Base 2013/2014**

Councillor John Brady, Cabinet member for Finance, Performance and Risk, introduced the report, which presented the Council Tax Base 2013-14 for Cabinet's approval.

The Council is required to approve its Council Tax Base annually, in accordance with the Local Government Finance Act 1992 and The Local Authorities (Calculation of Council Tax Base) Regulations 1992. The Council Tax Base 2013-2014 has to be notified to major precepting authorities by 31 January 2013. Each Parish and Town council is also notified of the figure for its area.



Councillor Brady also explained the changes to the calculation which were required under the Localism Act 2011, noting that the overall Council Tax Base was lower under the new arrangements, and that this would impact on Town and Parish Councils when setting their precepts.

Wiltshire Council had undertaken to ensure there was no impact on Town and Parish Councils in 2013/14, as many had already set their precept. However, concern was expressed over the potential impact of the new arrangements on Town and Parish Councils in future years, as precept increases had been capped at 3%.

It was considered that this would have a particular impact on larger councils with full time staff, and on smaller councils for whom 3% would be a very small rise, and did not allow for any one-off expenditure. It was also noted that the required referendum for any increases above 3% could incur costs which would require an even higher increase. The Leader and Councillor Jon Hubbard, as Leader of the Opposition, undertook to write to DCLG to set out these concerns and to give some examples of the excellent projects undertaken by Town and Parish Councils as a result of one-off precept increases which had been fully supported by the community, and noting that similar projects may not be possible in the future as a result of these changes.

**Resolved:**

**To approve the Council Tax Base 2013-2014; and approve in principle, subject to any further announcements, regulations or guidance, a new local grant arrangement as set out under the Government's published response to the outcome of its consultation on providing certainty for local precepting authorities funding.**

**Reason for decision**

Before the Council Tax can be set by the Council in February 2013 a calculation has to be made and approved of the Council Tax Base, which is an annual requirement as laid out in the Local Government Act.

In addition, under new guidance to account for coalition's imposed changes to Wiltshire's tax base arising from a need to introduce a new local Council Tax Support Scheme, the Council is required to agree a local arrangement with local precepting authorities to pass down funding to these bodies to ensure they do not suffer financial loss from the unintended consequences of this new scheme.

**145 Revenue Budget Monitoring**

Councillor John Brady, Cabinet member for Finance, Performance and Risk, introduced the report which advised Cabinet of the revenue budget monitoring

position as at the end of Period 7 (end of October 2012) for the financial year 2012/2013 and highlighted new cost pressures or changes since the previous budget monitoring report on 23 October 2012.

Councillor Brady referred to the additional £1.7 million which was required from reserves to support the pressure on Safeguarding Children. The Leader added that this was due to the increasing number of children who had been taken into care and was in line with the national trend. In response to a question as to the cause for this increase, it was noted that the key causes were domestic abuse and substance abuse, and that the economic situation may be a contributing factor to these issues.

It was also noted that the Christmas period often generated additional work for the Safeguarding Children team, as domestic and substance abuse were usually higher at this time. The Leader noted the Cabinet's appreciation for the hard work and dedication of officers in the Safeguarding Children team, for whom this would not be a period of holiday.

**Resolved:**

**That the outcome of the Period 7 (October) budget monitoring be noted.**

**Reason for decision**

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

**146 Highways and Streetscene Contract **

Councillor Dick Tonge, Cabinet member for Highways and Transport, introduced the report, which invited Cabinet to award the Highways and Streetscene Contract.

Due to the need to discuss commercially sensitive information, the meeting moved into private session for the debate and decision on this item.

**147 Urgent Items**

There were no urgent items.

**148 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**

**Item Number 14 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.**

Reason for taking item in private

Paragraph 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information).

149 **Highways and Streetscene Contract** 

**Resolved:**

**That:**

- (i) The Highways and Streetscene Contract should be awarded to Contractor A.**
- (ii) Cabinet authorises the Service Director for Highways and Transport, in consultation with the Cabinet Member for Highways and Transport, to satisfy themselves as to the details regarding the Contract, and then to take all necessary steps to enter into the new Highways and Streetscene Contract.**

Reasons for Proposals

- (i) The new Highway and Streetscene Contract has major benefits for the Council, including integrating the existing highways, streetscene and street lighting contracts to provide a more responsive service to customers and deliver efficient operation.
- (ii) The tenders received for the Contract were assessed in terms of price and quality, and the most advantageous tender has been identified and recommended for acceptance. The procurement process has been carried out in accordance with the regulations and Council procedures.
- (iii) The new Highways and Streetscene Contract will deliver efficiencies and cost reductions throughout the life of the Contract. Further details and information will be reported at the meeting.
- (iv) There are processes in place to monitor the performance of the successful tenderer, and there are processes for incentivising performance by the potential award of extensions to the five year contract for up to two additional years.

Following the decision, it was announced that Contractor A was Balfour Beatty. The Cabinet expressed its thanks to Ringway for their work with the Council over a number of years, and the Leader undertook to write to Ringway, to convey this.

(Duration of meeting: 10.30 am - 12.15 pm)

These decisions were published on the 19 December 2012 and will come into force on 31 December 2012
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The Officer who has produced these minutes is James Hazlewood, of Democratic Services, direct line 01722 or e-mail [james.hazlewood@wiltshire.gov.uk](mailto:james.hazlewood@wiltshire.gov.uk)

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**Wiltshire Council**

**Cabinet**

**22 January 2013**

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**Subject: Adoption of the Wiltshire and Swindon Waste Site Allocations Local Plan**

**Cabinet Member: Councillor Fleur de Rhé-Philippe - Economic Development and Strategic Planning**

**Key Decision: Yes**

## **Executive Summary**

Wiltshire Council and Swindon Borough Council have received the Planning Inspector's Report on the examination into the joint Waste Site Allocations Local Plan.

The Inspector's Report concludes that, subject to the inclusion of a limited number of main modifications, the submitted Plan is 'sound' and should be adopted as soon as is reasonably practicable.

Once adopted the Plan will form part of the Council's planning policy framework.

## **Proposal**

Cabinet recommends to Full Council that:

- (i) The Wiltshire and Swindon Waste Site Allocations Local Plan, incorporating the Inspector's main modifications, is adopted (a copy of the Plan is provided at **Appendix 2**).

## **Reason for Proposal**

The Waste Site Allocations Local Plan is the final element of the current waste planning policy framework for Wiltshire and Swindon. The Plan takes its lead from national policy; and the policy framework set out in the adopted Wiltshire and Swindon Waste Core Strategy (July 2009) and Waste Development Control Policies Development Plan Document (September 2009).

In line with the provisions of the Local Government Act 2000 (as amended), the Plan must first be approved by Cabinet before it is agreed for adoption by Full Council.

**Alistair Cunningham**  
Service Director – Economy and Enterprise

**Wiltshire Council**

**Cabinet**

**22 January 2013**

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**Subject: Adoption of the Wiltshire and Swindon Waste Site Allocations Local Plan**

**Cabinet Member: Councillor Fleur de Rhé-Philippe - Economic Development and Strategic Planning**

**Key Decision: Yes**

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**Purpose of Report**

1. To request that Cabinet:
  - (i) Notes the content of the Inspector's Report on the examination of the Wiltshire and Swindon Waste Site Allocations Local Plan (copy provided at **Appendix 1**).
  - (ii) Approves the Wiltshire and Swindon Waste Site Allocations Local Plan (incorporating the Inspector's modifications) and recommends to Full Council that it be adopted (copy provided at **Appendix 2**).

**Background**

2. The Wiltshire and Swindon Waste Site Allocations Local Plan (the Plan), formerly known as the Wiltshire and Swindon Waste Site Allocations Development Plan Document, is the final document in the current waste planning policy framework for Wiltshire and Swindon. The Plan takes its lead from the policy framework set out in the adopted Wiltshire and Swindon Waste Core Strategy (July 2009) and Waste Development Control Policies Development Plan Document (September 2009) produced jointly by Wiltshire Council and Swindon Borough Council.
3. Since 2005, over 100 potential waste sites have been considered for inclusion in the Plan. These sites have been subject to extensive assessment and site appraisal work undertaken by the Councils which determined whether they should be included in the Plan. The 'long-list' of potential sites has also been considered through stakeholder engagement, public consultation exercises (2006, 2010, 2011 and 2012) and dialogue with operators and developers.
4. The proposed submission draft Plan contained 43 sites considered suitable for waste management uses. Consultation on this draft in June 2011 raised questions as to the deliverability of certain sites and a subsequent landowner consent exercise revealed that eight sites would be undeliverable. Consequently, prior to submission, these sites were removed from the Plan.

5. The Plan, containing 35 sites, was submitted to the Secretary of State for Examination on 14 February 2012, following approval by Cabinet on 17 January 2012 and Council on 7 February 2012. Hearing sessions on the 'soundness' of the Plan took place between 24 and 26 April 2012. These sessions provided an opportunity for people to present their case to the independent Planning Inspector.
6. Following the hearing sessions the Councils published the 'Schedules of Modifications' report for a six week consultation period (7 June – 19 July 2012) to give all interested parties the opportunity to comment on the Councils' proposed main and minor modifications to the Plan before the Inspector completed her report.
7. Further information, provided during the consultation, indicated that one of the 35 sites would not be deliverable. As a result, the Councils proposed a further main modification to remove site S3 'Employment Allocation, Mere' from the Plan. An additional round of focussed consultation took place for four weeks (30 August – 27 September 2012).
8. Following the two rounds of consultations on proposed modifications, the Inspector considered all representations received and presented her Report to the Councils on 25 October 2012.
9. The Inspector concludes that, subject to the main modifications set out in her report, the Plan is 'sound'. This is a major achievement for the Councils as local plans are rigorously scrutinised by the Government to ensure that they are 'soundly' based.

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

10. The Inspector's Report, including schedule of main modifications, is provided in **Appendix 1**.
11. The modifications can be summarised as follows:
  - (a) The inclusion of a policy which sets out how the national policy presumption in favour of sustainable development will be applied in a local context.
  - (b) Clarification of the term 'area of search' as it applies to sites where mitigation measures will be required, with consequent additions to the relevant site tables.
  - (c) Setting out the reasons why sites within 16 kilometres of a principal settlement have been allocated for local scale waste uses, along with related additions to the relevant site tables.
  - (d) Changes to site tables where necessary to ensure that the requirements they contain are adequately justified.
  - (e) Removal of one site, which is no longer deliverable.

12. The Plan (as set out in **Appendix 2**) presents a framework of 34 strategic and local scale sites offering a range of potential waste uses to flexibly meet the capacity requirements of Wiltshire and Swindon up to 2026 and can now be adopted.
13. The 34 sites are considered to represent the best and most deliverable options for future waste management development. Once adopted, these sites will have 'preferred area' status and should be safeguarded for waste management development. The Councils will manage the detail of any proposals that come forwards on the sites through the planning application process.
14. Once adopted, the Plan will form part of the Councils' wider Local Development Framework and be used in the decision making process to assess planning applications. Swindon Borough Council on 13 December 2012 recommended that their Council formally adopt the Plan.

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

15. The Plan has been prepared in accordance with legislative procedures and national policy<sup>1</sup>. In addition, the document is in general conformity with the adopted Wiltshire and Swindon Waste Core Strategy, which itself has been subject to Sustainability Appraisal.
16. In preparing and appraising the document, over 100 site options have been considered and judged against environmental criteria through the rigorous application of Sustainability Appraisal (incorporating the requirements of the Strategic Environmental Assessment Directive) and Habitats Regulations Assessments. As such, the 34 site allocations are considered to represent the most sustainable options for meeting the waste capacity requirements of Wiltshire and Swindon up to 2026.
17. Matters in relation to the potential environmental impact of bringing forward new waste sites have been fully considered. The Plan sets out clear guidelines to be considered when planning applications are being prepared. Such matters include, *inter alia* – pollution control measures, flood risk assessment and mitigation for landscape impact. Where necessary, appropriate changes/amendments to site profiles have been proposed to reflect information presented by consultees (e.g. the Environment Agency, English Heritage) through previous consultation work.
18. Environmental and climate change implications have, and will continue to be, fully considered and minimised as far as is reasonable practicable at the plan level. Detailed proposals in relation to climate change adaptation and the mitigation of social / environmental impacts will be matters for any subsequent planning application process.

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

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<sup>1</sup> The bulk of the plan preparation process was undertaken in the light of previous national planning policy, as set out across the former Planning Policy Statements. With the publication of the National Planning Policy Framework, the Plan has been screened for general conformity with new policies.



19. A detailed Equalities Impact Assessment (EIA) was prepared to support the submission draft plan and was considered by the Inspector through the examination process.
20. The adoption of the Plan does not alter the conclusions of the original EIA.

### **Risk Assessment**

21. The risks associated with the adoption of the Plan stem from the process of adoption and specifically the potential for legal challenge.
22. Once the Plan has been adopted, it will enter a six week 'legal challenge period'. This process occurs with the adoption of any local plan and simply follows legal procedures.
23. Once the six-week legal challenge period has expired, the Plan can be considered as being finally adopted.

### **Financial Implications**

24. The financial implications of adopting and publishing the Plan are to be met from the Spatial Planning Provision. The most significant financial risk associated with the adoption process stems from the potential for legal challenge, such actions are rare but must be considered and cost will need to be met.

### **Legal Implications**

25. The steps undertaken to date, and those next steps proposed within this report, are considered to be fully compliant with regulatory requirements as set out in Regulations 18 and 19 of the Town and County Planning (Local Planning) (England) Regulations 2012.
26. There are legal implications associated with the adoption of the Plan but in essence these are limited to the potential for judicial challenge in accordance with Section 113 of the Planning and Compulsory Purchase Act 2004. Any such challenge would be limited in terms of scope and could only seek to challenge whether a procedural step in the process of preparing each document had been missed or not complied with fully.
27. At the point the Plan is formally adopted by the two Councils, an 'Adoption Statement' will be published in the local press. If at this stage anyone wishes to lodge a judicial challenge to the Plan, they must do so within six weeks of the adoption date.

### **Options Considered**

28. The adoption of the Plan will help ensure that the Council has an up-to-date waste policy framework in place. Failure to adopt the Plan could result in:
  - (a) A reduction in the amount of control the Council can exert over the location and types of waste management facilities that are presented as planning applications; and

- (b) The Council failing to meet the obligations presented in the Waste Framework Directive (as amended) in relation to the requirement for EU Member States to have a full set of waste plans in place.

## **Conclusions**

29. The Inspector's Report concludes that, subject to the inclusion of the main modifications, the Plan is 'sound'. This is a significant achievement for the Council and an important step towards the completion and delivery of a waste policy framework for Wiltshire and Swindon.
30. The Inspector's recommended main modifications must be made in order for the Plan to be adopted, published and incorporated into the policy framework of the two Councils.
31. Once formally adopted, copies of the adopted Plan (incorporating the Inspector's recommendations), the Inspector's Report, Adoption Statement and final Sustainability Appraisal report, will be published and made available for inspection.
32. At the point of adoption, the Plan will be the subject of a six week period within which a legal challenge may be submitted.
33. Adoption of the Plan represents the final stage of the plan making process. If Cabinet recommends the Plan for adoption, Wiltshire Council and Swindon Borough Council will formally adopt the plan on 19 and 21 February 2013 at their respective Council meetings.

## **Alistair Cunningham**

Service Director – Economy and Enterprise

Report Authors:

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Head of Spatial Planning

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Team Leader – Spatial Planning – Environment and Resources

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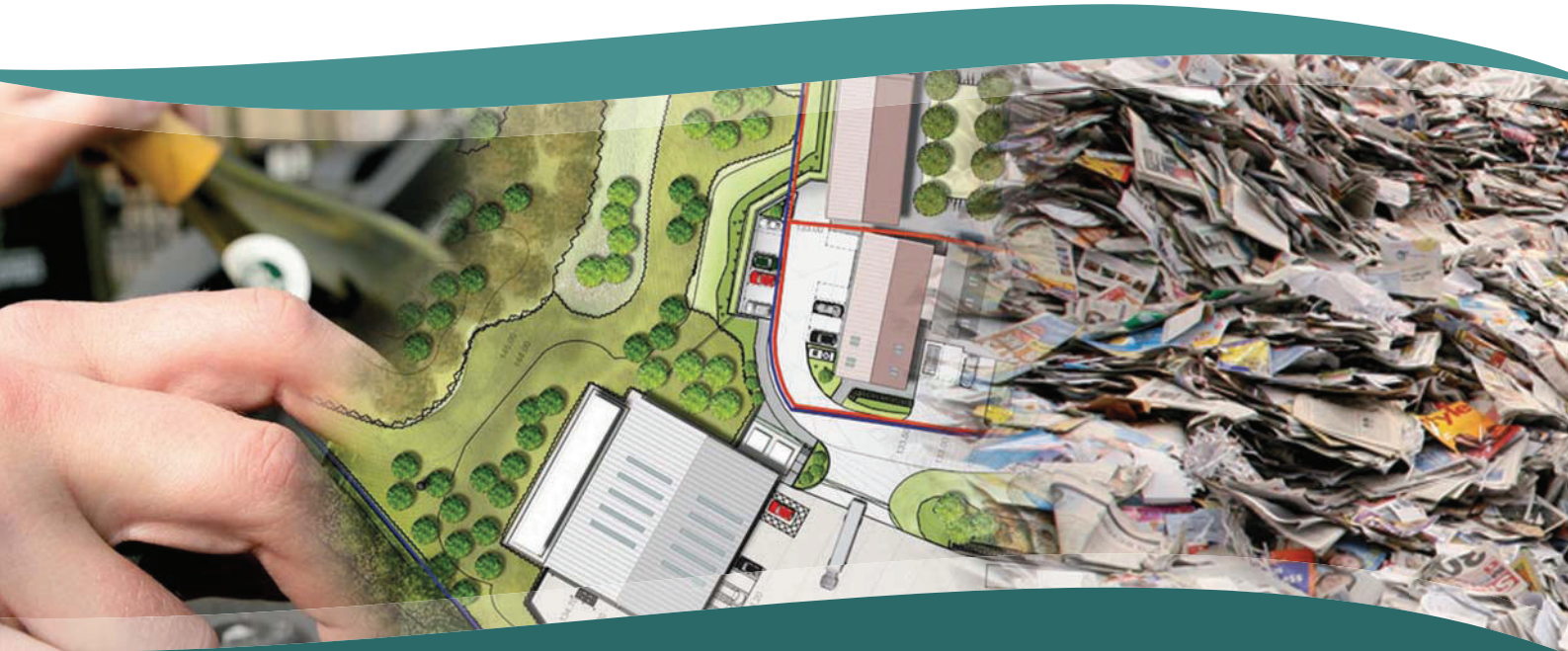
## **The following unpublished documents have been relied on in the preparation of this Report:**

None

## **Appendices:**

Appendix 1 – Wiltshire and Swindon Waste Site Allocations Local Plan

Appendix 2 – Inspector's Report



# Wiltshire and Swindon Waste Site Allocations

Local Plan  
Adopted February 2013

## Swindon Borough Council

If you require Council information in another format, please contact Customer Services on 01793 463725

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Bengali

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Chinese

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Italian

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Punjabi

Hadaad u baahatid macluumaad hab kale ku qoran fadian la soo xinir Adeega macmiisha (Customer Services) oo kasoo wac lambarkan (01793) 463725

Somali

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Urdu

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Wiltshire and Swindon  
Waste Site Allocations Adopted Local Plan  
Adopted February 2012

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## Executive Summary

The Wiltshire and Swindon Waste Site Allocations Local Plan is the final document in the current waste planning policy framework for Wiltshire and Swindon. The document takes its lead from the policy framework set out in the adopted Wiltshire and Swindon Waste Core Strategy (July 2009) and Waste Development Control Policies (September 2009).

This plan presents a framework of 35 strategic and local scale sites offering a range of potential waste uses to flexibly meet the capacity requirements of Wiltshire and Swindon up to 2026<sup>(1)</sup>.

Following extensive assessment and appraisal work undertaken since 2005/06, the following list of sites are considered to represent the best and most deliverable options for future waste management development. Once adopted, these sites will have 'preferred area' status.

For ease of reference, the plan is divided into sections that broadly equate to the former district council areas:

- Section 2: North Wiltshire waste sites
- Section 3: West Wiltshire waste sites
- Section 4: East Wiltshire waste sites
- Section 5: South Wiltshire waste sites
- Section 6: Swindon waste sites

Each proposed site is illustrated on an inset map which links to an adopted policies map. These are accompanied by a table providing a brief description of the site and highlighting issues that should be addressed in detail at the planning application stage. The list of issues to address should not be seen as exhaustive, particularly as circumstances will change over time and the exact details relating to individual site specific proposals cannot be pre-determined.

The site inset maps illustrate the site boundary that will be safeguarded for waste management purposes. Where the site location is an existing or proposed employment allocation or industrial estate, it will be safeguarded for potential future waste use in line with policy WCS4 of the Waste Core Strategy.

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1 Until reviewed, the adopted Waste Core Strategy establishes 2026 as the 'plan period' for all Wiltshire and Swindon waste planning policy documents.





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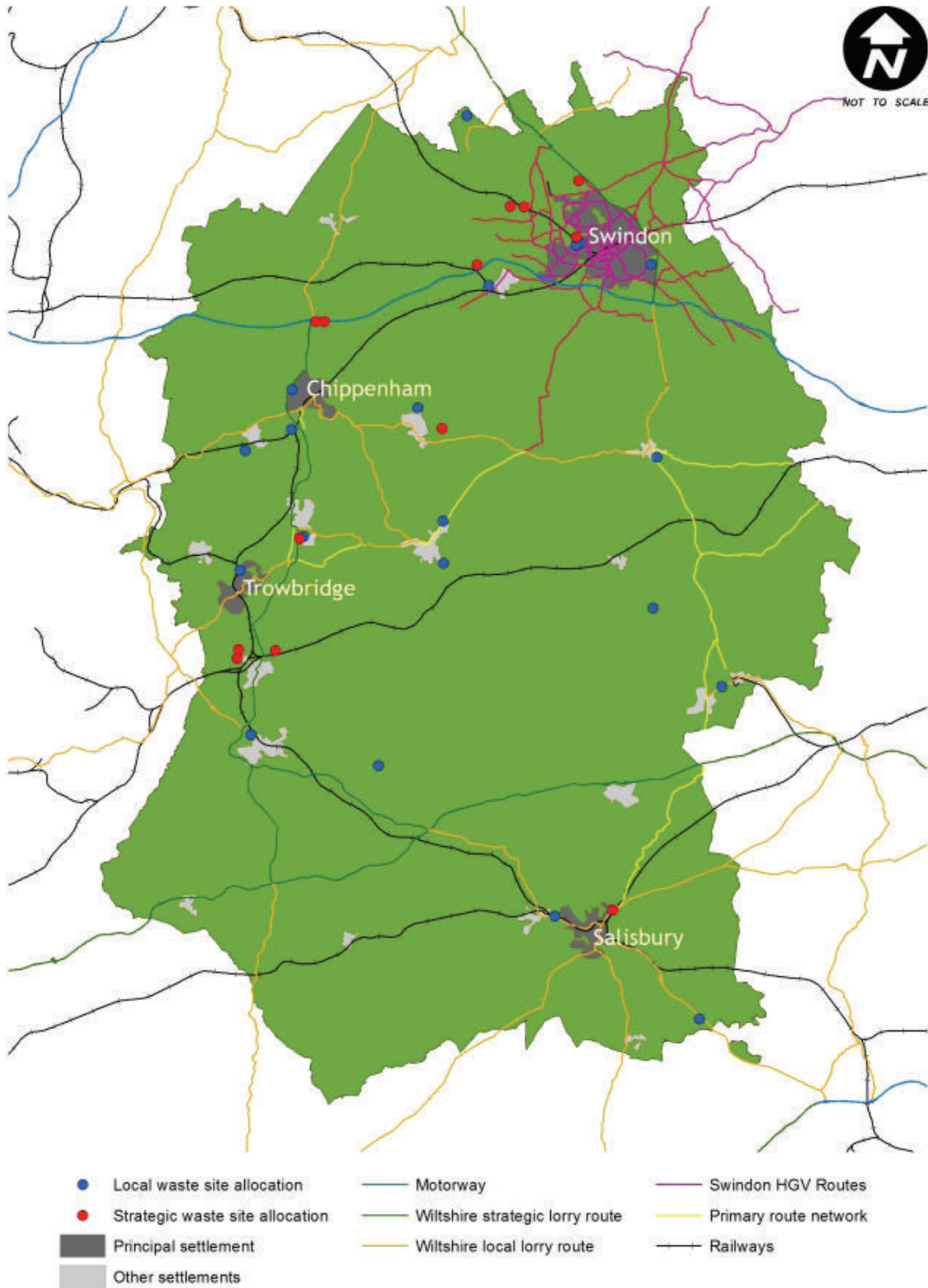
# 1 Introduction

- 1.1** The submission draft Waste Site Allocations Local Plan is the third in a series of documents designed to guide the use of land within Wiltshire and Swindon for waste management development. Once adopted, it will form part of both Wiltshire and Swindon's Local Development Plans and, as such, should be read within the context of the wider development plan for these areas. This document takes its lead from the policy framework set out in the adopted Wiltshire and Swindon Waste Core Strategy (July 2009) and Waste Development Control Policies Development Plan Documents (DPDs) (September 2009)<sup>(2)</sup> It provides a spatial representation of the principles set out in these documents by presenting what Wiltshire Council and Swindon Borough Council consider to be a sound framework of local and strategic sites suitable to meet future waste management needs across Wiltshire and Swindon up to 2026.
- 1.2** The sites contained in this document are classed as either 'strategic' or 'local' and, as set out above, these definitions accord with the overarching policy framework set out in the adopted Waste Core Strategy. In addition, the site allocations have been identified in accordance with national policy and include:
- i. Site specific allocations; or
  - ii. Areas of search comprising land allocated for employment uses, including existing industrial areas within which waste uses could be accommodated, as and when natural churn provides opportunities to utilise vacant plots; or areas of land capable of accommodating new, or additional waste management development and all required mitigation measures within the designated site boundary.
- 1.3** In recognition of the need to be flexible and responsive to change, sufficient sites have been identified (figure 1.1) to provide room for existing waste management facilities to grow, as well as provide opportunity for new facilities and/or technologies to become established. In accordance with the provisions of the revised European Waste Framework Directive and national policy, the councils support the principle that waste should be thought of as a resource, rather than materials for crude disposal. The overall aim of the Wiltshire and Swindon Waste Development Plan is to encourage waste to be driven up the waste management hierarchy in order to break the reliance on landfill and thereby to maximise the re-use of material as a resource.
- 1.4** In principle the councils will be supportive of applications for appropriate waste management facilities within the locations set out in this document. Each allocation will be subject to a detailed planning application process. Proposals for waste management development on sites not included within this document will still be considered on their own merits, if they demonstrate that they are in keeping with national policy and the policies of the development plan (see policy WSA1). Where appropriate, opportunities to develop waste management facilities within the strategic site allocations set out within the emerging Wiltshire Core Strategy may also be explored. Such schemes could take the form of appropriately scaled and designed recycling facilities or district heating schemes. In all such cases, the policies of the local Development Plan (principally the Waste Development Plan) will be used to determine detailed proposals.

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2 The Waste Core Strategy sets out the strategic planning policy framework for waste management until 2026. The Waste Development Control Policies DPD contains a series of policies for determining applications for waste management development within Wiltshire and Swindon. These documents were adopted prior to the Town & Country Planning (England) (Local Development) Regulations 2012 and hence the term 'Development Plan Document' has since been replaced with the term 'Local Plan'. For the purpose of this document these plans are still referred to as DPDs.

Figure 1.1 Waste site allocations in Wiltshire and Swindon



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## **WSA1: Presumption in Favour of Sustainable Development**

When considering waste development proposals the councils will take a positive approach that reflects the presumption in favour of sustainable development contained in the National Planning Policy Framework (NPPF). Each council will work proactively with applicants to find solutions which mean that proposals can be approved wherever possible, and to secure development that improves the economic, social and environmental conditions in the area.

Planning applications that accord with the policies in this Local Plan (or policies in other adopted Local Plans of the Councils) will be approved without delay, unless material considerations indicate otherwise.

Where there are no policies relevant to the application or relevant policies are out of date at the time of making the decision then planning permission will be granted unless material considerations indicate otherwise - taking into account whether:

- Any adverse impacts of granting permission would significantly and demonstrably outweigh the benefits assessed against the policies in the NPPF taken as a whole; or
- Specific policies in the NPPF indicate that development should be restricted.

### **The evidence base**

**1.5** A significant amount of evidence has been gathered to establish whether, in principle, the sites contained within this document are suitable for waste development. Clearly, the evidence used to support a site allocation in the development plan will not be as detailed as expected for a planning application. Therefore, further detailed and up to date evidence will be required to support a planning application for waste management uses. For this reason, the councils have, for each site identified within this document, included a site profile table highlighting particular issues to be addressed at the planning application stage. This will also assist applicants in meeting the requirements of Policy WDC2 of the adopted Waste Development Control Policies DPD.

**1.6** The main evidence base to support this document comprises:

- Report on site selection process (detailing the consultation and evidence gathering work undertaken since 2006)
- Summary of waste site appraisal matrices report (initial site appraisal matrices to highlight key issues)
- Waste management directory (summary of waste management facilities/technologies being considered)
- Joint waste site allocations site survey report (Atkins, 2010) covering assessments on:
  - Cultural heritage
  - Landscape/visual impact
  - Noise
  - Air quality and odour
  - Water environment
  - Contaminated land
  - Transport
- Waste capacity gap report (updating the evidence used to estimate the need for waste management facilities in Wiltshire and Swindon)
- Flood risk and development sequential test report

- Level 1 Strategic Flood Risk Assessment (SFRA) update (Scott Wilson, 2010)
- Ecological site briefings report and test of likely significance on European sites
- Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) report (including Cumulative Effects Assessment) (Enfusion, 2011)
- Habitats Regulation Assessment (HRA) report (Enfusion, 2011).

**1.7** The councils will keep the evidence base up-to-date through continuous monitoring and review.

### **Site selection and appraisal**

**1.8** Between June 2005 and March 2006, over 100 potential waste sites were appraised using a site appraisal methodology developed by the councils. Sites appraised during this period were identified from a number of sources, including:

- The formerly adopted Waste Local Plan (WLP, 2005) preferred areas
- Sites placed in 'reserve' following previous site appraisal processes
- Site suggestions made through a site assessment survey with waste management operators
- Site suggestions made through plan area wide leafleting campaign
- Sites suggested by the Wiltshire and Swindon Waste Development Forum (see paragraph 1.10)
- Sites identified by the councils through examination of existing waste management facilities and lists of mineral workings sites
- Sites identified by the councils through examination of employment sites set out in the adopted former district and the borough local plans
- Sites identified through examination of the key industrial and employment areas in the plan area.

**1.9** All of the sites listed for appraisal were visited by officers and where appropriate, assessed against criteria within a site appraisal matrix.

**1.10** The site appraisal process involved seven meetings of the Wiltshire and Swindon Waste Development Forum, a stakeholder group of over 160 organisations with an interest in appropriately planning for future waste development. The meetings of the Forum produced a detailed report, prepared by the appointed facilitators that documented the Forums conclusions from their discussions on each of the sites appraised. The outcomes of this process were used to inform the draft site allocations presented in an Issues and Options (I&O) report published for consultation in March 2006. This report contained a list of 57 sites that were deemed potentially suitable by the councils for future waste management development.

**1.11** Following the consultation on issues and options in March 2006, a combination of a change in regulations (2008)<sup>(3)</sup> and a decision to concentrate resources on the production of the Waste Core Strategy and Development Control Policies DPDs meant that work on the Site Allocations Local Plan ceased between August 2006 and May 2009.

**1.12** The Waste Core Strategy and Development Control Policies DPDs were adopted in July and September 2009 respectively. To augment the work previously undertaken in 2005/06, the councils prepared and consulted on a revised waste site appraisal methodology in the summer of 2009. The intention of the revised methodology was to incorporate SA/SEA objectives and re-appraise sites contained in the I&O report. The revised methodology also sought to appraise any new sites that had been put forward for consideration since 2006.

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3 An update to the Town & Country Planning (England)(Local Development) Regulations 2004.

- 1.13** Between September 2009 and May 2010, 58 sites were appraised using the revised methodology, including 48 sites contained in the I&O report. Of these 58 sites, 52 sites were included in the Waste Site Allocations Additional Informal Consultation document which was published as part of a widespread consultation that took place between January and March 2010 to refresh the work undertaken in 2006.
- 1.14** In early 2010 the councils appointed consultants to undertake detailed environmental assessments to consider and establish the potential planning and environmental constraints associated with the 52 waste sites. The results of the detailed assessments and the representations made on the additional consultation document have informed the allocation of the sites contained within this submission draft document.
- 1.15** As a result of all work undertaken to date, the councils consider that a total of 35 sites are suitable to accommodate future waste management uses over the plan period to 2026.

### Strategic and local sites

- 1.16** As set out in the adopted Waste Core Strategy,<sup>(4)</sup> waste should be treated at, or as close to source as possible. In accordance with national policy,<sup>(5)</sup> this essentially means that waste will be managed at the closest available facility. Within this document the councils refer to 'strategic' and 'local' scale sites. Strategic waste management facilities are large and/or more specialist facilities that will operate at a broad spatial scale and manage high tonnages of waste, and/or more specialist wastes.
- 1.17** In line with adopted waste policy WCS2, strategic waste facilities will be located as close as practicable (i.e. within 16km) to the principal settlements of Swindon, Chippenham, Trowbridge and Salisbury because, by virtue of their spatial extent, these are the areas which are forecast to produce the most waste over the Plan period.<sup>(6)</sup> Strategic-scale sites are generally considered to include (but not exclusively):
- Large-scale waste treatment facilities - e.g. energy from waste, mechanical biological treatment (MBT), pyrolysis, gasification, anaerobic digestion and in-vessel composting
  - Strategic materials recovery facilities (MRFs) - e.g. collecting, separating, sorting and bulking a significant quantity and wide range of waste materials prior to transfer (includes waste from black box collections) received from a wide area - e.g. an amalgamation of municipal waste collection rounds serving a number of towns across Wiltshire and Swindon
  - Strategic-scale composting facilities - e.g. on large waste management sites receiving inputs from a wide area
  - Landfill/landraise facilities.
- 1.18** It is expected that strategic facilities will serve either large areas of the county and borough, the whole plan area, or areas of Wiltshire and Swindon and surrounding local authorities. Such sites will have characteristics that will prevent them from being accommodated on small and/or sensitive sites and locations in the county and the borough.
- 1.19** Where these specialist or strategic sites cannot adequately meet smaller-scale local needs, it will be more appropriate for similar waste management operations to be undertaken at a smaller, more localised scale. These facilities may be located within or outside the 16km principal settlement zones and are just as essential, helping to provide local solutions for

4 See 'The Vision for waste planning in Wiltshire and Swindon 2026', Strategic Objective 2, policy WCS1 and policy WCS2.

5 Planning Policy Statement 10 – Planning for Waste (updated 2011).

6 These settlements were formerly referenced in the draft Regional Spatial Strategy (RSS) for the South West as Strategically Significant Cities and Towns (SSCTs). Following the governments intention to revoke RSSs and for the purpose of this document all referencing to SSCTs has been amended to 'principal settlements'. The term 'principal settlements' is also used in the emerging Wiltshire Core Strategy.

collecting, sorting, bulking, transferring and treating wastes as well as complementing the county, borough and sub-regional level solutions provided by strategic waste management facilities. Factors which have led to a local scale allocation when a site is within 16km of a principal settlement are provided in the site profiles.

**1.20** Local-scale waste management facilities will serve local needs and will be expected to handle waste sourced from a limited geographical catchment. They are generally considered to include (but not exclusively):

- Local household recycling centres (HRC) - public facilities, where household waste can be taken for recycling
- Local recycling facilities - e.g. collecting, storing and bulking particular waste materials prior to transfer (can also include metal recycling, car de-pollution and waste electrical and electronic equipment [WEEE] facilities)
- Local-scale materials recovery facilities - facilities receiving waste from a limited geographical area
- Waste transfer stations (WTS) - where waste is deposited, stored and then transferred in larger loads to a strategic-scale waste treatment or disposal facility
- Inert waste recycling and transfer facilities e.g. the sorting, screening or crushing of limited quantities of inert material prior to transfer
- Local-scale composting/anaerobic digestion/in-vessel composting - e.g. on farm solution, or small-scale waste management sites receiving limited inputs from local sources.

**1.21** Small neighbourhood recycling facilities such as the 'bring facilities' often found at supermarkets are not covered within the scope of this document as they do not normally require planning permission. However, in terms of offering local choice, such facilities will assist the overall strategy in terms of driving waste up the management hierarchy.

### **Where should new waste management facilities be located?**

**1.22** The adopted Waste Core Strategy sets out the commitment to locate strategic-scale facilities as close as practicable (i.e. within 16 km) of Swindon, Chippenham, Trowbridge and Salisbury, but not within designated Areas of Outstanding Natural Beauty (AONBs). The councils consider that local-scale facilities can be located within suitable locations outside of these (16 km) catchment areas - including within AONBs, but only where they are appropriately designed and serving defined local needs.

### **The need for additional waste management sites to 2026**

**1.23** The draft Regional Spatial Strategy (RSS) for the South West (July, 2008) currently sets out the sub-regional apportionments for waste recovery, recycling and landfill for municipal, industrial and commercial waste for each planning authority. As part of the production of the Waste Core Strategy, the sub-regional apportionments were compared against the estimated operational capacities of existing waste management facilities across the plan area. This highlighted a notional 'capacity gap' for the period up to 2026 that the Waste Site Allocations Local Plan would need to address.

**1.24** In July 2010 the government announced its intention to revoke RSSs. Despite this, the government has advised that the evidence which informed the preparation of the RSSs can still be used as material consideration in the preparation of plans and local decision making<sup>(7)</sup>. With this in mind, the councils have continued to rely on the capacity projections set out in the adopted Waste Core Strategy.

7 Letter to Chief Planning Officers from Steve Quartermain (CLG), regarding the Abolition of Regional Spatial Strategies, dated 6 July 2010 (<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1631904.pdf>).



**1.25** Policy WCS3 of the Wiltshire and Swindon Waste Core Strategy identifies a need to deliver the following capacities through the Waste Site Allocations Local Plan (Table 1.1):

**Table 1.1 Capacity allocated within the adopted Waste Core Strategy Policy WCS3 to be delivered in the Waste Site Allocations Local Plan**

Waste stream	Capacity to be delivered as at 2006
Municipal	<ul style="list-style-type: none"> <li>54,000 tonnes per annum (tpa) of treatment capacity for municipal waste management for Wiltshire and Swindon</li> <li>Three HRCs, a MRF and a composting facility for the management of Wiltshire's municipal waste</li> <li>Suitable municipal waste management facilities in Swindon to achieve the target of 50% recycling by 2010 and to meet the objectives of the Swindon Municipal Waste Strategy.</li> </ul>
Industrial and Commercial	<ul style="list-style-type: none"> <li>915,870 cubic metres of void space capacity for the management of industrial and commercial waste</li> <li>250,000 tpa of treatment capacity for industrial and commercial waste management for Wiltshire and Swindon</li> <li>150,000 tpa of recycling capacity for industrial and commercial waste management for Wiltshire and Swindon.</li> </ul>
Inert	<ul style="list-style-type: none"> <li>950,000 cubic metres of void space capacity for the management of inert waste</li> <li>90,000 tpa of transfer capacity for the management of inert waste in Wiltshire and Swindon.</li> </ul>

**1.26** The requirements set out in Policy WCS3 were established using a base date of 2006. Since then, a number of waste management facilities have been permitted, thereby increasing the existing (permitted) capacity for the plan area<sup>(8)</sup>. Table 1.2 illustrates what has been permitted between 2006 and 2010.

**Table 1.2 Additional permitted waste management capacity in Wiltshire and Swindon 2006 - 2010**

Waste stream	Type of facility	Capacity
Municipal	Waste Treatment	60,000 tonnes per annum (tpa) (in Wiltshire of which only 38,000 tpa of biodegradable waste diverted from landfill)
	Outdoor Composting	45,050 tpa
	Recycling	28,000 tpa
Industrial and Commercial	Waste Treatment	127,000 tpa
	Recycling	91,538 tpa
	Landfill	552,666 cubic metres
Inert	Recycling/Transfer	96,730 tpa
	Landfill	988,000 cubic metres

8 See the Waste Site Allocations Local Plan: Waste Capacity Gap Report for details.

**1.27** Table 1.3 shows the **revised** ‘capacity gap’ figures that the councils need to provide for over the plan period to 2026 and provides the context for the sites identified in this document.

**Table 1.3 Overall remaining capacity to be delivered by the Waste Site Allocations Local Plan**

Waste stream	Capacity to be delivered
Municipal	<ul style="list-style-type: none"> <li>-6,000 tonnes per annum (tpa) of treatment capacity for municipal waste management for Wiltshire and Swindon</li> <li>A HRC and a MRF for the management of Wiltshire’s municipal waste</li> <li>Suitable municipal waste management facilities in Swindon to continue achieving the target of 50% recycling and to meet the objectives of the Swindon Municipal Waste Strategy.</li> </ul>
Industrial and Commercial	<ul style="list-style-type: none"> <li>363,204 cubic metres of void space capacity for the management of industrial and commercial waste</li> <li>168,000 tpa of treatment capacity for industrial and commercial waste management for Wiltshire and Swindon</li> <li>58,462 tpa of recycling capacity for industrial and commercial waste management for Wiltshire and Swindon.</li> </ul>
Inert	<ul style="list-style-type: none"> <li>0 cubic metres of void space capacity for the management of inert waste</li> <li>0 tpa of transfer capacity for the management of inert waste in Wiltshire and Swindon.</li> </ul>

**1.28** In order to be flexible and responsive to a constantly changing market, the Waste Site Allocations Local Plan will still need to provide room for a range of existing waste management uses and sites to grow, as markets change. Making provision for a higher number of strategic recovery, recycling or treatment sites than is nominally required will provide opportunity to divert more waste from landfill, thus driving more waste up the management hierarchy. A range of suitable sites and areas of search for each waste management type should therefore be provided.

## Monitoring

**1.29** The preparation of the Waste Site Allocations Local Plan has been informed by a supporting evidence base. The sites contained within the plan must be monitored and reviewed to ensure that the document responds to changing needs and circumstances and any other factors affecting the deliverability of the sites contained within it. Policy WCS7 in the Waste Core Strategy sets out the councils' commitment to delivering a ‘plan, monitor and manage’ approach to both implementing and reviewing proposals for sustainable waste management. In line with this, the councils have prepared a monitoring framework for the Waste Site Allocations Local Plan.

**1.30** The monitoring framework prepared by the councils comprises a set of indicators and targets. These are consistent with statutory indicators, those included in the councils Annual Monitoring Report (AMR) and the SA/SEA which support the Waste Site Allocations Local Plan.

**1.31** The information on monitoring of the site allocations will be reported in the councils AMR. Site allocations related monitoring indicators set out in the adopted Waste Core Strategy are shown in Table 1.4. Additional indicators which have been prepared as part of this plan are set out in Table 1.5.

**Table 1.4 Monitoring indicators set out in the Waste Core Strategy**

Policy	Indicator	Responsible agency	Target	Threshold for investigation
WCS3	Percentage of waste management facilities permitted outside of the preferred locations for each facility.	Wiltshire Council/Swindon Borough Council	0%	20%
	Percentage of sites permitted for waste management not contained in the Site Allocations Local Plan.	Wiltshire Council/Swindon Borough Council	0%	20%
WCS4	Percentage of non waste developments permitted for safeguarded waste sites.	Wiltshire Council/Swindon Borough Council	0%	20%
	Percentage of objections to other planning applications affecting waste developments or allocations.	Wiltshire Council/Swindon Borough Council	0%	20%

**Table 1.5 Monitoring indicators for the Waste Site Allocations Local Plan**

Indicator	Responsible agency	Target
Number, type and outcome of waste planning applications submitted on safeguarded sites.	Wiltshire Council/Swindon Borough Council	N/A
Number of safeguarded sites where circumstances have changed to the extent that they are no longer considered suitable for waste development.	Wiltshire Council/Swindon Borough Council	0

## Site profiles and maps

**1.32** For ease of reference, this document is divided into sections that broadly equate to the former district council areas:























- Section 2: North Wiltshire waste sites
- Section 3: West Wiltshire waste sites
- Section 4: East Wiltshire waste sites
- Section 5: South Wiltshire waste sites
- Section 6: Swindon waste sites

**1.33** Each proposed site is illustrated on an inset map which links an adopted policies map. These are accompanied by a table providing a brief description of the site and highlighting issues that should be addressed in detail at the planning application stage. The list of issues to address should not be seen as exhaustive, particularly as circumstances will change over time and the exact details relating to individual site specific proposals cannot be pre-determined. For each site, the inset map defines the area of land within which any subsequent planning application and all required mitigation measures will be sited.

**1.34** The site inset maps illustrate the site boundary that will be safeguarded for waste management purposes. Where the site location is an existing or proposed employment allocation or industrial estate, it will be safeguarded for potential future waste use in line with policy WCS4

of the Waste Core Strategy. For all other site allocations set out within this plan, only the footprint of new, or expanded waste development will be safeguarded following the grant of planning permission. In all cases, the unnecessary sterilisation of land will be avoided through a rigorous process of monitoring and review.

**Key to inset map symbols**

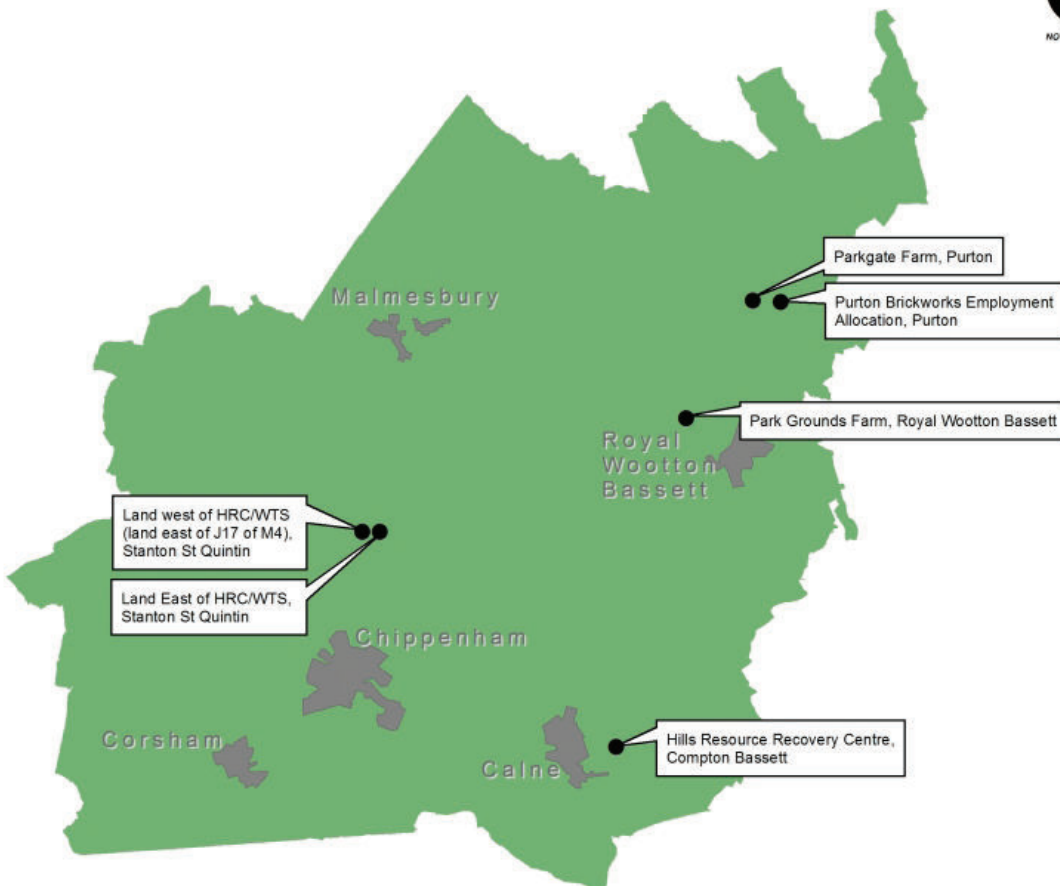
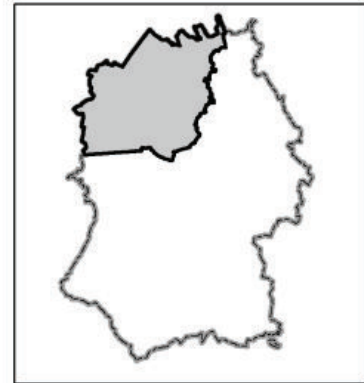
 Wiltshire and Swindon Border	<b>Transportation*</b> (WCS2; WDC5; WDC11; MCS9; MDC8)
 New Forest National Park Authority (WCS3; WDC7; MDC5)	
 Principal Settlements (formerly known as SSCTs)*	
 Former District Areas	
<b>Biodiversity/Geodiversity</b> (WDC8; MDC8)	 Freight-Motorways
 SACs	 Wiltshire Strategic Lorry Routes
 SPAs	 Wiltshire Local Lorry Routes
 National Nature Reserves	 Railway
 SSSIs	 Swindon HGV Route Network (WCS2; WDC2; MCS9; MDC8)
 RIGS	<b>Water Environment</b> (WDC2; WDC3; MCS7; MCS10; MDC3)
 Local BAP Habitats and Species	 Flood Zone 2
 County Wildlife Sites	 Flood Zone 3
 Local Nature Reserves	<b>Waste Specific</b>
 Great Western Community Forest	 Principal Settlement 16km Buffer Zones (WCS2; MCS2)
<b>Landscape</b> (WCS2; WDC7; MDC5)	 Existing Waste Sites (WCS3; WCS4; MCS2)*
 AONB	 Airfield Safeguarding Areas (WDC6)
<b>Historic Environment and Cultural Heritage</b> (WDC9; MDC7)	<b>Minerals Specific</b>
 Scheduled Monuments	 Rail Aggregate Depot (MSC6)
 Registered Battlefields	 Minerals Sites (MCS2; MCS6)*
 Conservation Areas	 Mineral Resource Zones (MCS1; MCS6)
 Historic Parks and Gardens	 Minerals Safeguarding Areas (MCS6; MDC4)
 Listed Buildings**	 Minerals Site Allocations (MSC6)
 Locally Important Archaeological Sites	 Birdstrike Buffer Zone (MCS10; MDC10)
 World Heritage Site (WDC4; WDC9)	

\*Only shown on proposals map \*\*Only shown on inset maps

## 2 North Wiltshire

### 2.1 Strategic sites

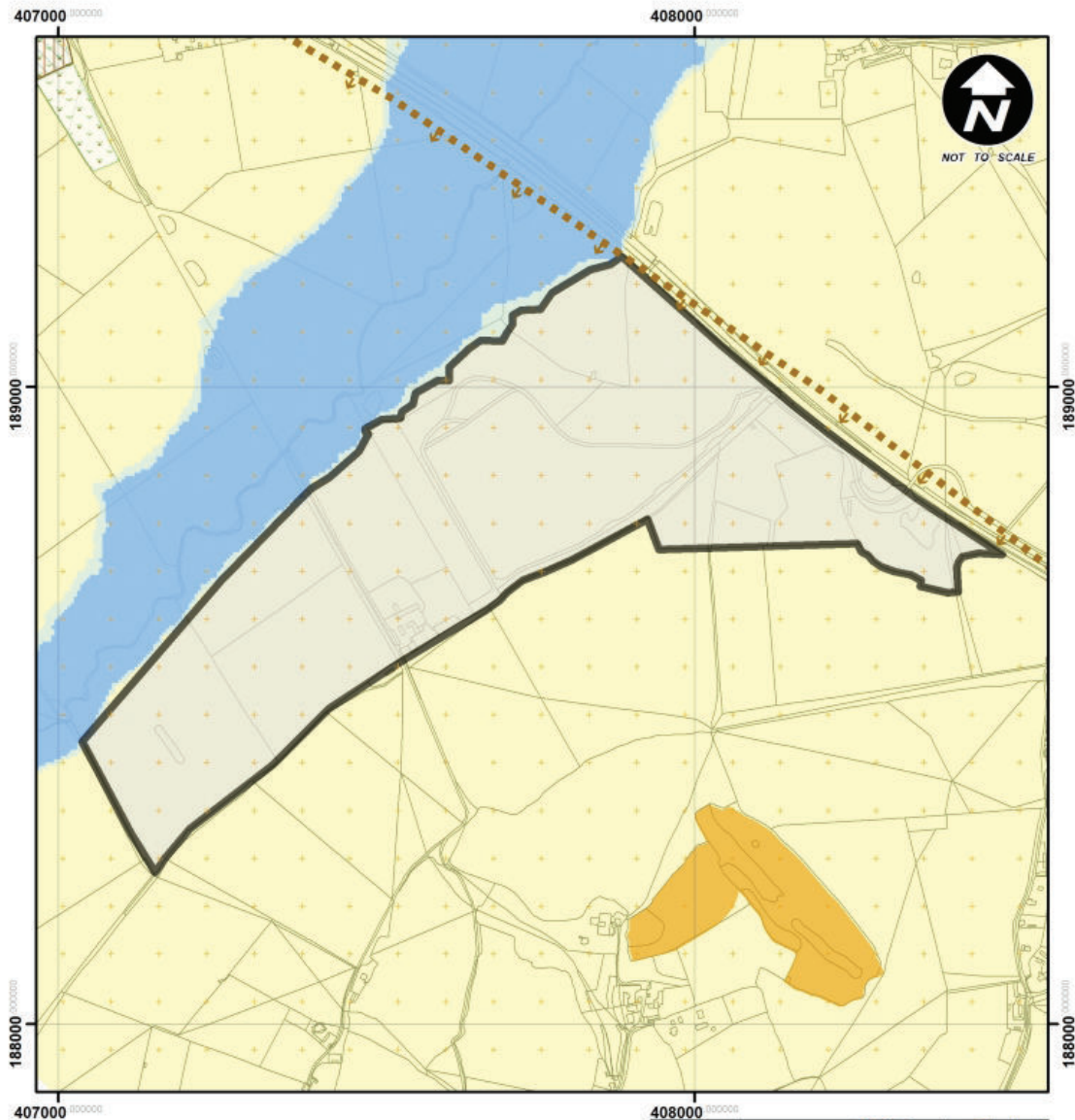
# North Wiltshire strategic scale waste sites



**Key**

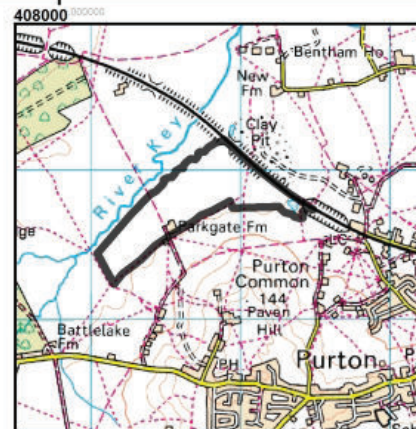
- Strategic waste sites in North Wiltshire
- Key settlements in North Wiltshire
- North Wiltshire

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## Inset map N1

Parkgate Farm,  
Purton



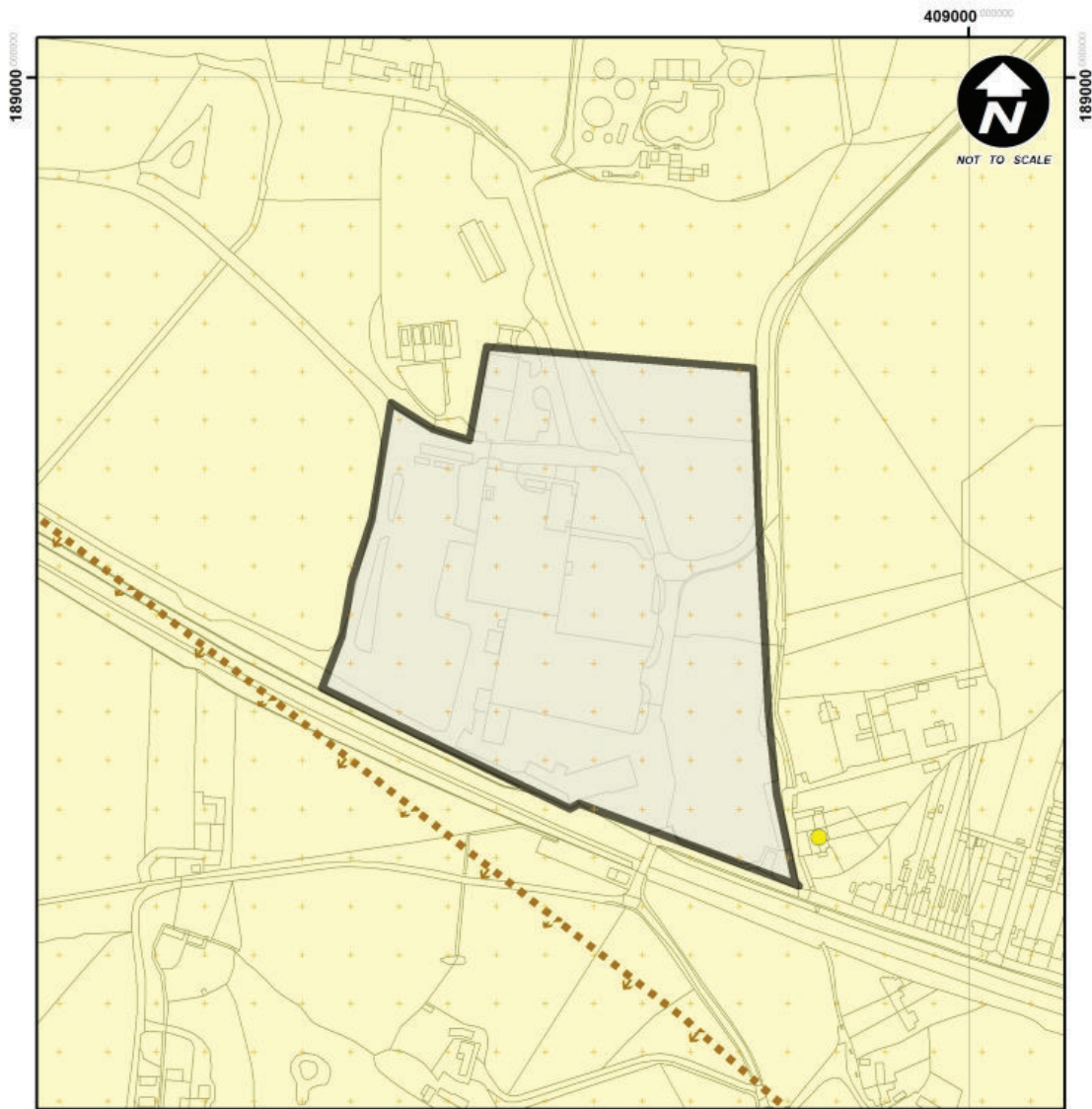
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Table 2.1 Parkgate Farm, Purton

<b>Parkgate Farm, Purton</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station, Local Recycling, Inert Waste Recycling/Transfer and Waste Treatment.
<b>Scale</b>	Strategic.
<b>Grid reference</b>	407675 188866
<b>Current use/s</b>	The site operates as a strategic landfill for hazardous and non-hazardous waste. Permission has also been granted for a composting facility and a tyre shredding/recycling facility. A HRC is located on the adjacent Purton Brickworks Employment Allocation.
<b>Description of site</b>	The site is located approximately 1km to the north west of Purton. A railway line runs immediately adjacent to the north east boundary. The River Key is in close proximity to the north west boundary of the site. A number of Public Rights of Way (PRoWs) run through the site.
<b>Size of site</b>	43.6 ha (within which any development proposals and all necessary mitigation measures will need to be incorporated).
<b>Planning context</b>	The site is not allocated in the saved policies of the current North Wiltshire Local Plan although there is an existing employment allocation a short distance to the west of the site, on the north side of the railway line.
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	The ecology of the area will need extensive Phase I extended habitat survey work prior to planning application especially in respect of European protected species.
Historic environment and cultural heritage	<p>An archaeological survey may be required as a Scheduled Monument is located approximately 500m south of the site.</p> <p>Development of the site may impact on currently unrecorded remains associated with known and unknown sites of buried archaeological features. A programme of archaeological evaluation will need to be undertaken to assess the nature, extent and significance of any surviving remains. The site should be subject to archaeological evaluation in advance of any proposed works in this area. Further mitigation may be required depending on the outcome of that evaluation.</p>
Human health and amenity	<p>Mitigation for any dust, odour and bio-aerosols will be required to minimise impacts on sensitive receptors. Detailed assessment will be required if the development is within 250m of any residential premises or 500m of any other receptors. Any assessment should account for the environmental and topographical influence of Paven Hill (to the south) on local air flows.</p> <p>Potential visual impacts and impacts on noise, vibration and nuisance levels will also need to be investigated.</p> <p>Any development will need to safeguard PRoWs.</p>

<b>Parkgate Farm, Purton</b>	
Landscape, townscape and visual	The design of any major buildings is a key consideration. Mitigation through sensitive site planning, the retention of existing planting (where possible) and screen planting will be required.
Traffic and transportation	Proposals for waste development will need to ensure that there are no significant adverse impacts on sensitive receptors (particularly Cricklade) and the highway network. Access arrangements will also need to be investigated. Mitigation may be required at the Cricklade Road/B4553 Packhorse Lane junction to improve visibility and safety. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Transport Assessment should investigate the impact on the M4 Junction 16 and A419 dependent on the scope of geographical area the facility would serve. Any application should be accompanied by a robust Travel Plan.
Water environment	The western half of the site is underlain by a secondary aquifer. Watercourses in the vicinity of the site are potential controlled water receptors and any contamination risks identified would need to be appropriately dealt with. The site borders areas of Flood Zone 2 and 3 associated with the River Key (a main river) which is in close proximity to the north west boundary of the site. The site lies within an area identified as being 'Susceptible to Surface Water Flooding'. There is a risk from fluvial flooding and also risk of changing surface water runoff causing pluvial flooding. Flooding could interrupt site operations and cause pollution to spread from the site. Further investigation should be carried out to assess the true nature of this risk. Proposals should consider mitigation such as a surface water drainage scheme and Sustainable Drainage Systems (SuDS) within site design to control runoff. A Flood Risk Assessment/surface water drainage scheme, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application at this location.
Any other issues or comments	<p>Any new facilities must not prejudice the existing waste operations already permitted within the site boundary.</p> <p>The site falls within the Ministry of Defence (MoD) statutory safeguarding zones - Royal Air Force (RAF) Lyneham and RAF Fairford Statutory Birdstrike Safeguarding Zone. The operational status of RAF Lyneham is currently in transition but is likely to be retained by the MoD for use as an Army training college. Dialogue with MoD Safeguarding will need to be undertaken during any subsequent planning application process.</p>
<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects on air quality, human health and amenity, traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.
<b>Links to the Waste Core Strategy</b>	Site is located within 16km of Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.





## Inset map N2

Purton Brickworks  
Employment Allocation,  
Purton

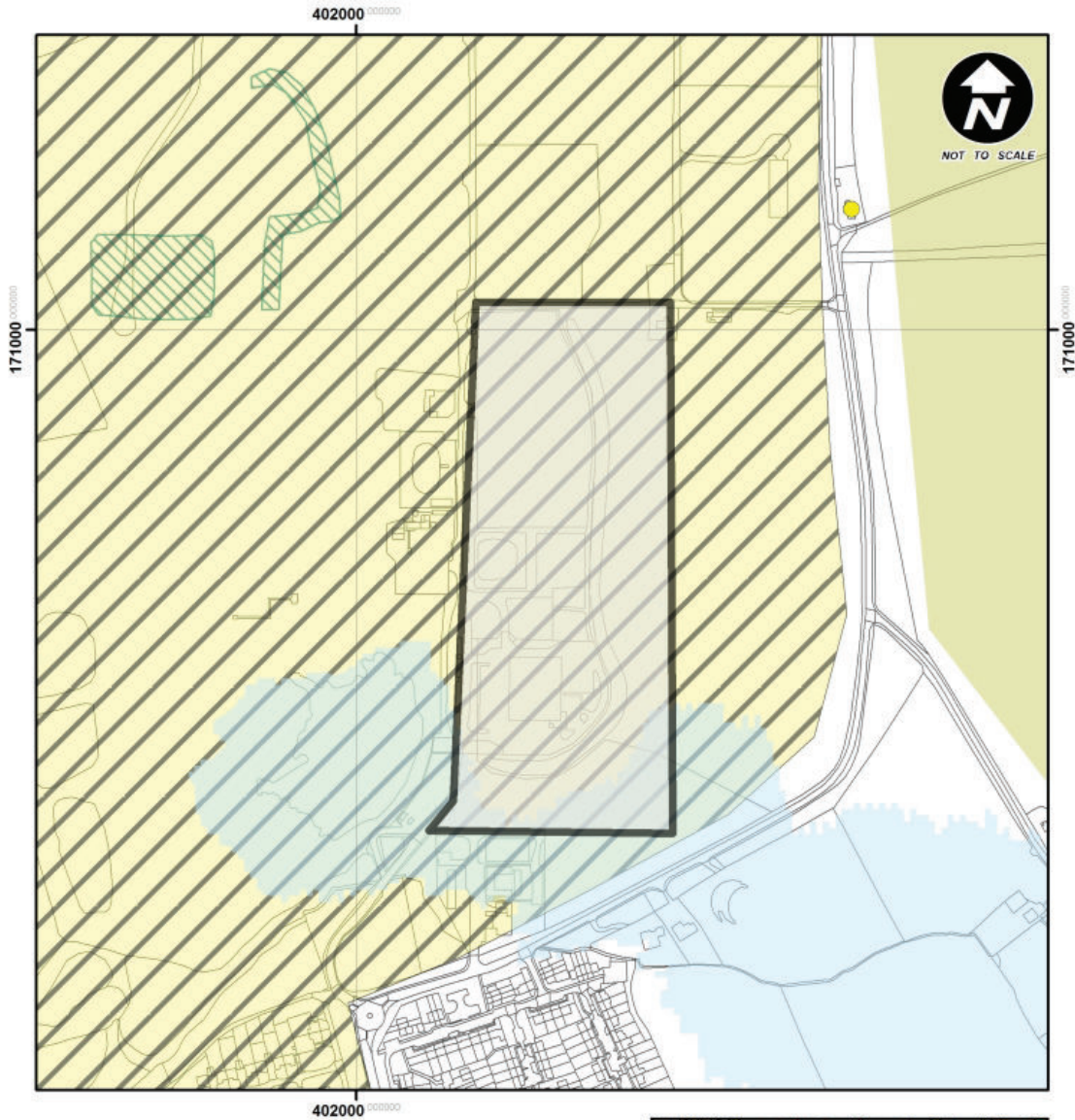


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Table 2.2 Purton Brickworks Employment Allocation, Purton

<b>Purton Brickworks Employment Allocation, Purton</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station, Local Recycling and Waste Treatment.
<b>Scale</b>	Strategic.
<b>Grid reference</b>	408777 188722
<b>Current use/s</b>	The site is covered by an employment allocation in the North Wiltshire Local Plan and accommodates a HRC. The site comprises several industrial and commercial compounds, with a mix of building styles from large industrial sheds and temporary cabins through to offices of a brick construction.
<b>Description of site</b>	The site is located approximately 1km north of Purton. A railway line forms the southern boundary of the site. Immediately to the west of the site is Purton landfill. There is a Public Right of Way (PRoW) running north-south through the site, with several side routes leading off in various directions.
<b>Size of site</b>	5 ha
<b>Planning context</b>	The site is allocated for employment in the saved policies of the current North Wiltshire Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	An extended Phase I habitat survey, with particular reference to reptiles and badgers will be required to inform the planning decision.
Historic environment and cultural heritage	<p>An archaeological survey may be required as a Scheduled Monument is located approximately 650m south west of the site.</p> <p>Development of the site may impact on currently unrecorded remains associated with known and unknown sites of buried archaeological features. A programme of archaeological evaluation will need to be undertaken to assess the nature, extent and significance of any surviving remains. The site should be subject to archaeological evaluation in advance of any proposed works in this area. Further mitigation may be required depending on the outcome of that evaluation.</p> <p>No.33 New Road, Widham is a grade II listed building located immediately to the south-east corner of the site. Its setting should be taken into account in any planning application.</p>
Human health and amenity	<p>Noise is a concern on the site. It is considered that the site is unlikely to be able to support all of the proposed uses simultaneously. However with careful siting and use of mitigation measures the site is considered suitable for limited intensification of use i.e. only one of the possible uses. Acoustic screening in the form of bunds, buildings or fences may be required on the eastern and southern boundaries of the site.</p> <p>Measures to control emissions, dust, odour and bioaerosols will be required. Detailed assessment at properties surrounding the site will also need to be undertaken to support a planning application.</p>

<b>Purton Brickworks Employment Allocation, Purton</b>	
	Any development will need to safeguard PRow.
Landscape, townscape and visual	Visual impacts, on surrounding residences and farms are a key concern, mitigation through sensitive site planning with low, single or double storey facilities in keeping with the rural style, along with suitable screening will be required.
Traffic and transportation	Proposals for waste development will need to ensure that there are no significant adverse impacts on sensitive receptors (particularly Cricklade) and the highway network. Access arrangements will need to be investigated. Mitigation may be required at the Cricklade Road/B4553 Packhorse Lane junction to improve visibility and safety. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Transport Assessment should investigate the impact on the M4 Junction 16 and A419 dependent on the scope of the geographical area the facility would serve. Any application should be accompanied by a robust Travel Plan.
Water environment	The site is in Flood Zone 1 and is on unproductive strata (non-aquifer). There are proximate surface water features and potentially contaminating land uses on the site. The site lies within an area identified as being 'Susceptible to Surface Water Flooding'. There is no risk of fluvial flooding but the potential for pluvial flooding should be investigated. Any increase in surface water discharge following development of the site must be managed within the site and limited to no greater than existing rates. Opportunities to reduce run-off from the site should be sought, for example by the reduction of impermeable areas. Proposals should consider mitigation such as SuDS within site design and infiltration devices. A Flood Risk Assessment/surface water drainage plan, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.
Any other issues or comments	<p>Any new facilities must not prejudice the existing industrial and commercial units already permitted within the site boundary.</p> <p>Site falls within the MoD statutory safeguarding zones - RAF Lyneham and RAF Fairford Statutory Birdstrike Safeguarding Zone. The operational status of RAF Lyneham is currently in transition but is likely to be retained by the MoD for use as an Army training college. Dialogue with MoD Safeguarding will need to be undertaken during any subsequent planning application process.</p>
<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects on air quality, human health and amenity, traffic and transportation. These matters will need to be fully scoped and addressed through any subsequent planning application process.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



### **Inset map N3**

Hills Resource  
Recovery Centre,  
Compton Bassett



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Table 2.3 Hills Resource Recovery Centre, Compton Bassett

<b>Hills Resource Recovery Centre, Compton Bassett</b>	
<b>Potential use/s</b>	Waste Treatment (excluding energy from waste).
<b>Scale</b>	Strategic.
<b>Grid reference</b>	402156 170841
<b>Current use/s</b>	The site is located within an operational waste management facility which includes non-hazardous landfill, landfill gas electricity generation, HRC, composting operations, materials recovery facility and a skip waste recycling operation.
<b>Description of site</b>	The site is located approximately 1.25km east of Calne and approximately 1km north of the A4. Access to the site is via a single two lane carriageway road which forms the minor arm of a ghost island priority junction with the A4. Site buildings consist of large scale industrial sheds, temporary site offices and landfill associated plant and machinery. A small cluster of residential properties are located to the south of the site off Spreckley Road, as well as a few scattered residential properties to the east along Spreckley Road including the Old Camp Farm to the northeast corner of the site. New housing development is being built adjacent to Sandpit Road (leading from the A3012 to the site via Sands Farm). A Sustrans National Cycle Route runs in proximity to the eastern border of the site.
<b>Size of site</b>	7.1 ha
<b>Planning context</b>	The site is not allocated in the saved policies of the current North Wiltshire Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	Old Camp Sandpit Regionally Important Geological and Geomorphological Site (RIGS) is approximately 160m west of the site. In ecological terms the location of the waste facility must not impact on current or previous mitigation measures or enhancements such as the planting that was part of previous planning permissions. A site level survey will be required to inform a planning application especially in respect of badgers and great crested newts which are both found in substantial numbers in close proximity to the site. The proposed waste site should be contained as far as possible within the existing buildings and hard standing area to avoid further land take. Substantial mitigation and enhancement will be required to offset the cumulative impacts of the proposed site and all existing neighbouring operations.
Historic environment and cultural heritage	The grade II listed Tudor Lodge, Compton Bassett Road lies a short way to the east of the allocated site and potential impact upon its setting, including to environmental quality, should be considered.
Human health and amenity	<p>Potential impacts on neighbouring receptors will need to be considered as part of any planning application.</p> <p>Noise impacts from any additional facility is a concern. Acoustic screening in the form of bunds, buildings or fences may be required on the north east and southern boundaries. Any waste treatment facility should be sited as far away from residential properties as practical and by at least 150m.</p>

<b>Hills Resource Recovery Centre, Compton Bassett</b>	
	<p>Mitigation for litter, dust, bioaerosols and odour is recommended. Detailed assessment will need to be undertaken to examine the impacts of bioaerosols if the waste treatment facility is an open process.</p> <p>Any development will need to safeguard Public Rights of Way.</p>
Landscape, townscape and visual	<p>A full landscape and visual impact assessment will be required to determine the full impacts on local residences and the nearby North Wessex Downs Area of Outstanding Natural Beauty (AONB). Any landscape and visual impacts from a waste treatment facility will need to be mitigated through sensitive site planning and screen planting.</p>
Traffic and transportation	<p>It is recommended that improvements be made to the site access road in the form of increased width if possible, or a more sufficient access management plan for the access road. The level of mitigation required is dependent upon an anticipated increase in traffic using the site and planning/third party land constraints. It is also recommended that the existing speed bump on the access road is removed to minimise the impact of noise and vibration on local residents. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>The site falls predominantly into Flood Zone 1, but the southern fringe may just enter Flood Zone 2. The site lies within an 'Area Susceptible to Surface Water Flooding' and further investigation should be carried out to assess the true nature of the risk. There is a risk from fluvial flooding and also risk of changing surface water runoff causing pluvial flooding. Flooding could interrupt site operations and cause pollution to spread from the site. Proposals should consider mitigation such as surface water drainage schemes and SuDS within site design to control runoff. It may be advisable for any site layout to avoid locating buildings/equipment in the site's southern fringe. It is recommended that a strip of land at least 8m wide adjoining all watercourses is left clear of all buildings, structures, fences and trees to facilitate access, essential maintenance and possible future improvements to the drainage system. Ground levels should not be raised within this area. A Flood Risk Assessment will be required to support a planning application.</p>
Any other issues or comments	<p>The site is in proximity to Sands Farm quarry and landfill. Account should be taken of the combined impacts of operations on both sites upon the locality.</p> <p>This site falls within the MoD statutory safeguarding zone - RAF Lyneham Statutory Birdstrike and Safeguarding Zone. RAF Lyneham has effectively closed. Dialogue with MoD Safeguarding will need to be undertaken during any subsequent planning application process.</p>
<b>Cumulative effects with other waste site allocations</b>	<p>No cumulative effects identified at the plan-making stage.</p>

## Hills Resource Recovery Centre, Compton Bassett

### **Links to the Waste Core Strategy**

The site is located within 16km of Chippenham and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## **Inset map N4**

Land East of HRC/WTS,  
Stanton St Quintin

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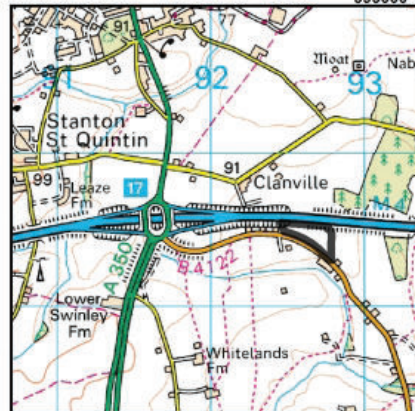




Table 2.4 Land East of HRC/WTS, Stanton St Quintin

<b>Land East of HRC/WTS, Stanton St Quintin</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station, Local Recycling and Waste Treatment.
<b>Scale</b>	Strategic.
<b>Grid reference</b>	392539 179518
<b>Current use/s</b>	The site is currently agricultural land (arable). It is adjacent to a Highways Agency depot and an existing HRC and WTS to the west.
<b>Description of site</b>	The site is located approximately 1.5km south east of Stanton St Quintin immediately south of the M4 (Junction 17) on the B4122 (a busy commuter road). The site is generally flat, comprises a medium scale arable field, fully enclosed to the west, south and east by hedgerows with hedgerow trees. There is a small woodland copse in the north west corner of the site. The M4 runs along the northern boundary of the site, with a low hedgerow boundary; only a few trees along the site act as screening.
<b>Size of site</b>	3.7 ha (within which any development proposals and all necessary mitigation measures will need to be incorporated).
<b>Planning context</b>	The site is not allocated in the saved policies of the current North Wiltshire Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	The location and proximity of the site to the motorway means that the land serves as important wildlife commuting corridors into adjacent habitat areas and the wider landscape. All tree lines and hedgerows within and bordering the site are retained within the development. Site level survey will be necessary to inform the planning application and in particular this should include an extended Phase I habitat survey and surveys for bats, badgers, great crested newts and farmland/arable/ground nesting birds (there are numerous records of all these species in close proximity to the site). There is another waste allocation within 500m of this site. Some significant habitat enhancement may be required for both sites to ensure that the overall cumulative impact of the sites is mitigated for in relation to the surrounding habitat.
<b>Human health and amenity</b>	<p>Potential impacts on neighbouring receptors, particularly odour and bioaerosols, will need to be considered as part of any planning application. Further consideration will be needed if there is the potential for heat and power that could be used to supply the local users.</p> <p>Acoustic screening in the form of bunds, buildings or fences may be required and the facility should be sited towards the west of the site and at least 100m away from the residential property to the south east. A full noise assessment to support a planning application will be required.</p> <p>Air quality risks for the intended use are moderate to high without mitigation. Measures to control emissions of local air pollutants from a waste treatment facility will be required. A detailed assessment will need to support a planning application.</p>

## Land East of HRC/WTS, Stanton St Quintin

Landscape, townscape and visual	The isolated and enclosed setting of the site means it has capacity to accommodate change. However mitigation will be required to reduce the visual impacts on users travelling along the M4. Mitigation could include the use of native and evergreen hedgerows and trees and native woodland planting to site boundaries to screen views into the site and strengthen rural character. Any site buildings will need to be in keeping with the local building vernacular, using traditional building materials where possible. A full landscape assessment will be needed to support a planning application.
Traffic and transportation	A new priority access junction with a ghost island right turn lane is recommended to provide access to the site. A formal access design will be required when submitting a planning application. A Transport Assessment, including a capacity assessment on the nearby M4 Junction 17, should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
Water environment	The site is in Flood Zone 1 and is on unproductive strata (non-aquifer). The site lies within an area identified as being 'Susceptible to Surface Water Flooding'. Further investigation should be carried out to assess the true nature of this risk. There is a low risk of fluvial flooding but the potential for pluvial and groundwater flooding should be investigated. A Flood Risk Assessment will be required to support a planning application. Proposals should consider mitigation in the form of SuDS within site design and infiltration devices.
Any other issues or comments	Account should be taken of the combined impacts of operations on this site and other existing/proposed waste sites/depots in the locality.
<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects on air quality, biodiversity and geodiversity, human health and amenity, traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Chippenham and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## Inset map N5

Land West of HRC/WTS,  
Stanton St Quintin

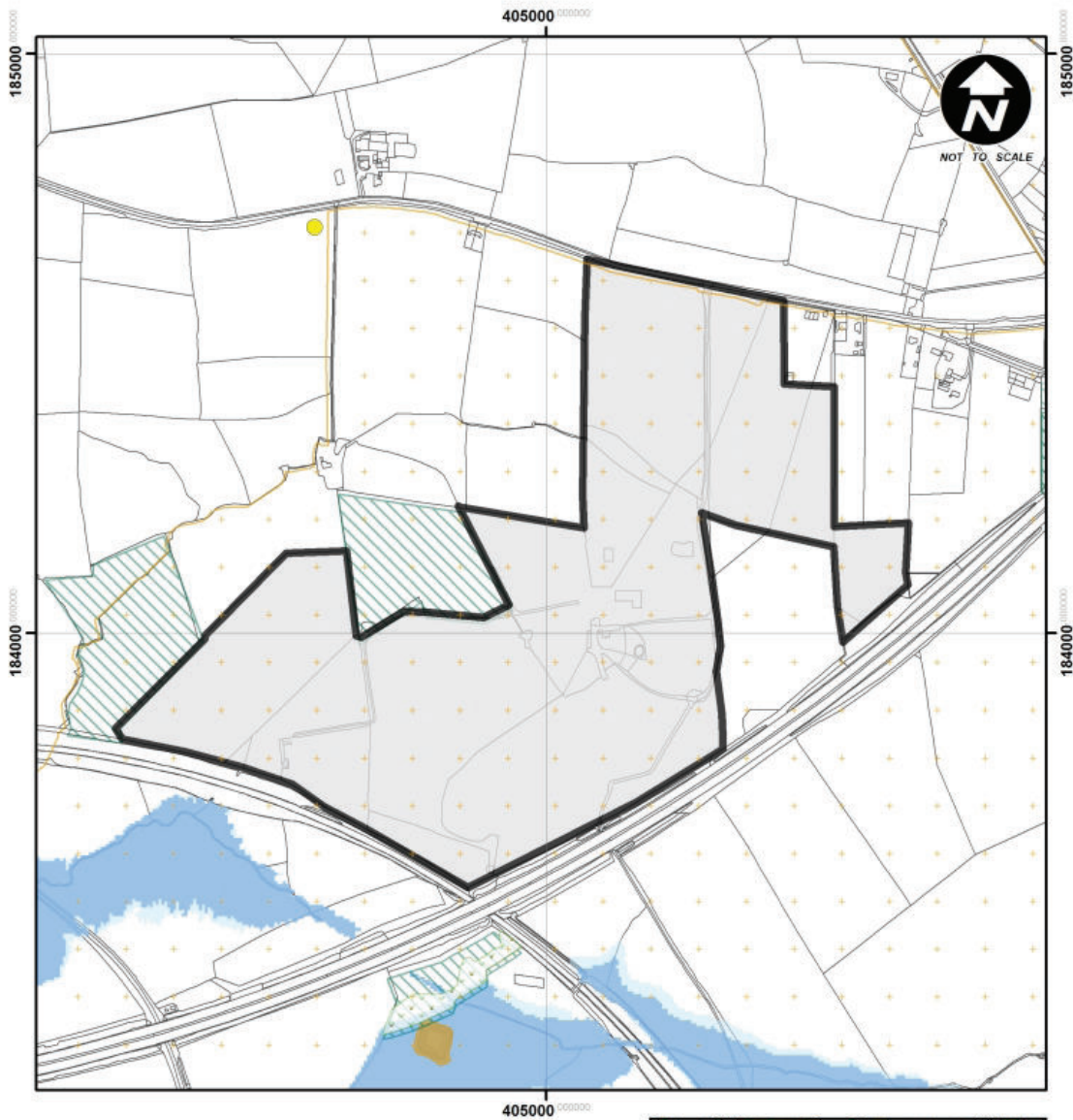


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Table 2.5 Land West of HRC/WTS, Stanton St Quintin

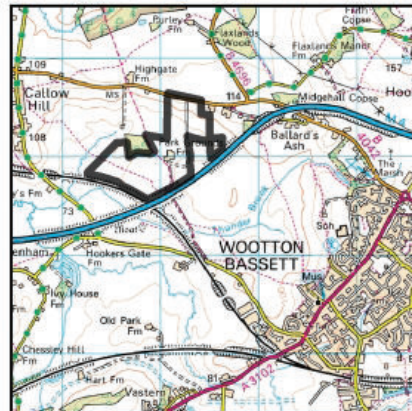
<b>Land West of HRC/WTS, Stanton St Quinton</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station, Local Recycling, Inert Waste Recycling/Transfer and Waste Treatment.
<b>Scale</b>	Strategic.
<b>Grid reference</b>	391965 179461
<b>Current use/s</b>	The site is Greenfield but not 'natural' (comprises material that was dug out during construction of the M4). The Highways Agency depot and existing HRC and WTS is immediately east of the site.
<b>Description of site</b>	The site is located approximately 900m south east of Stanton St Quintin immediately to the south of the M4 (Junction 17) on the B4122 (a busy commuter road). The northern boundary of the site is formed by the slip road of the M4, the southern boundary by a semi mature hedgerow and the B4122 and the western extent by the motorway junction and an immature hedgerow. The site is a medium scale field which is domed and at its highest point shares the same elevation to the adjacent motorway junction. The ground falls away to the south.
<b>Size of site</b>	6.4 ha (within which any development proposals and all necessary mitigation measures will need to be incorporated).
<b>Planning context</b>	The site is not allocated in the saved policies of the current North Wiltshire Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	The location and proximity of the site to the motorway means that the land serves as important wildlife commuting corridors into adjacent habitat areas and the wider landscape. All tree lines and hedgerows within and bordering the site are retained within the development. Site level survey will be necessary to inform the planning application and in particular this should include an extended Phase I habitat survey and surveys for bats, badgers, great crested newts and farmland/arable/ground nesting birds (there are numerous records of all these species in close proximity to the site). There is another waste allocation within 500m of this site. Some significant habitat enhancement may be required for the two sites to ensure that their overall cumulative impact on the local environment is mitigated for in relation to surrounding habitat. Appropriate enhancement for biodiversity in relation to this site allocation would include additional planting along the northern and western boundaries with native trees and shrubs, to increase habitat and landscape connectivity.
Human health and amenity	Any potential waste facility will have to assess potential impacts on the neighbouring receptors, in particular odour and bioaerosols. Further consideration will also be needed if there is the potential for heat and power that could be used to supply the local users.
Landscape, townscape and visual	The isolated and enclosed setting of the site means it has capacity to accommodate change however mitigation will be required to reduce the visual impacts on users travelling along the M4. Mitigation could include a visual bund and landscaped backdrop to a waste facility or the use of native and evergreen hedgerows and trees and native woodland planting to site

<b>Land West of HRC/WTS, Stanton St Quinton</b>	
	boundaries to screen views into the site and strengthen rural character. Any site buildings will need to be in keeping with the local building vernacular, using traditional building materials where possible. A full assessment will need to support a planning application.
<b>Traffic and transportation</b>	There is currently no vehicular access into the site. The most suitable location for a new site access would be located towards the south east side of the site, onto the B4122, which is approximately 6.4m wide and has a speed limit of 60mph. This access would be approximately 260m west of the existing access into the HRC and would provide an ideal location in terms of providing suitable visibility from access onto and leaving the site. It is recommended that the proposed access takes the form of a ghost island right turn to prevent any delays caused by right turners into the site and improve safety. A Transport Assessment, including a capacity assessment on the nearby M4 Junction 17, should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
<b>Water environment</b>	A Flood Risk Assessment will be required to support a planning application.
<b>Any other issues or comments</b>	Account should be taken of the combined impacts of operations on this site and other waste sites/depots in the locality.  This site falls within the MoD statutory safeguarding zone - RAF Lyneham Statutory Birdstrike and Safeguarding Zone. The operational status of RAF Lyneham is currently in transition but is likely to be retained by the MoD for use as an Army training college. Dialogue with MoD Safeguarding will need to be undertaken during any subsequent planning application process.
<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects on air quality, biodiversity and geodiversity, human health and amenity, traffic and transportation. These matters should be fully scoped and assessed through any subsequent planning application process.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Chippenham and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## Inset map N6

Park Grounds Farm,  
Royal Wootton Bassett



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Table 2.6 Park Grounds Farm, Royal Wootton Bassett

<b>Park Grounds Farm, Royal Wootton Bassett</b>	
<b>Potential use/s</b>	Landfill/landraise extension and Waste Treatment.
<b>Scale</b>	Strategic.
<b>Grid reference</b>	405054 183946
<b>Current use/s</b>	The current site operates as a waste management facility, with landraise, composting and recycling facilities. A pyrolysis plant to recover energy from waste wood has gained planning permission, but is not currently operational.
<b>Description of site</b>	The site is located approximately 1.5km north west of Royal Wootton Bassett. The proposed site comprises agricultural land with large fields bounded by low hedgerows rising to the north, allowing views throughout the site. There is an existing landraise within the site. The site is accessed from the north of the site via the B4042 which forms the northern boundary of the site. Highgate Farm and several properties run along the B4042. A field and residential properties are located to the east of the site. The southern boundary is formed by the M4 and a railway line. A former landfill site is located to the south of the railway, between the site and the M4. Agricultural fields are located to the west of the site. Two Public Rights of Way (PRoWs) cross the site.
<b>Size of site</b>	59.6 ha
<b>Planning context</b>	The site is not allocated in the saved policies of the current North Wiltshire Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	The site is located immediately adjacent to Callow Hill Farm Meadow County Wildlife Site (CWS) and Withybed, Royal Wootton Bassett CWS. Both of these sites have been treated with due care during existing permissions by ensuring that ground and surface water issues do not result in changes to the environmental conditions within the designated sites. Any further development of the existing site must not impact on the nearby CWSs or on current mitigation strategy for extant permission; this includes lighting constraints for bats, habitat creation and enhancement for great crested newts and habitat management for great crested newts.
<b>Historic environment and cultural heritage</b>	Development of the site may impact on currently unrecorded remains associated with known and unknown sites of buried archaeological features. A programme of archaeological field surveys will need to be undertaken to assess the nature, extent and significance of any surviving remains. The two archaeological sites recorded in the western part of the site should be subject to archaeological evaluation in advance of any proposed land extraction in this area. Further mitigation may be required depending on the outcome of the evaluation.
<b>Human health and amenity</b>	Potential impacts on neighbouring receptors will need to be considered as part of any planning application. Acoustic screening in the form of bunds, buildings or fences may be required on all but the southern boundary. The site should be located a minimum of 150m from any residential dwellings.

## Park Grounds Farm, Royal Wootton Bassett

	<p>Air quality risks for the intended use are low to high without mitigation. Mitigation for dust, odour and bioaerosols will be required. Detailed assessment is recommended for bioaerosols and odour if the layout of the site is to include facilities within 250m of sensitive receptors. Given the size of the site, there is potential for these activities to be located beyond 250m through sensitive site planning.</p> <p>Any development will need to safeguard PRowS.</p>
Landscape, townscape and visual	<p>Proximity to the M4 and the composting centre to the south of the site degrade the current landscape character of the area. Sensitive site planning (facilities to be located to the base of the ridge adjacent to Park Grounds Farm) and use of native and evergreen hedgerows and screen planting will improve the site enclosure. This will allow the site to accommodate change while minimising adverse landscape and visual impacts of development. Any waste facilities should be in keeping with the local vernacular/agricultural style.</p>
Traffic and transportation	<p>The site is in a good location for access to the Heavy Goods Vehicle (HGV) Route Network, although vehicles will have to pass a number of residential dwellings. Additional traffic may exacerbate existing congestion issues at M4 Junction 16 at peak times. Any proposals for a waste site at this location would need to be assessed and be cognisant of the junction improvements proposed at Junction 16 resulting from the Wichelstowe development. The potential impact on the Strategic Road Network (SRN) will also need to be considered. The site access is suitable to provide good visibility at the access to the site but may need to be upgraded. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>There are surface water courses in proximity to the site and an investigation into risk of contamination will be required to support a planning application. It is recommended that a strip of land at least 8m wide adjoining all watercourses is left clear of all buildings, structures, fences and trees to facilitate access, essential maintenance and possible future improvements to the drainage system. Ground levels should not be raised within this area. If culverting is required for accessing the site, Flood Defence Consent from the Environment Agency will be required. The site lies within an area identified as being 'Susceptible to Surface Water Flooding' and further investigation should be carried out to assess the true nature of this risk. Safeguarding groundwater abstractions and the surrounding watercourses must be appropriately addressed. A Flood Risk Assessment, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application. Appropriate mitigation will be essential.</p>
Any other issues or comments	<p>Any new facilities must not prejudice the existing waste operations already permitted within the site boundary.</p>

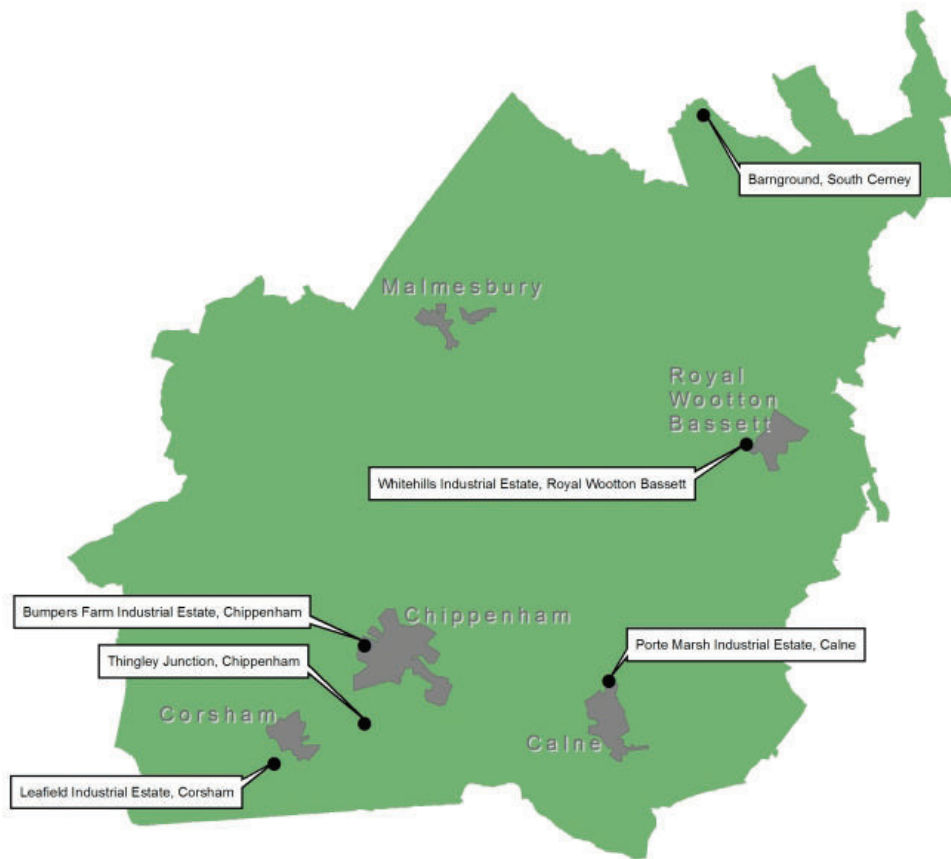
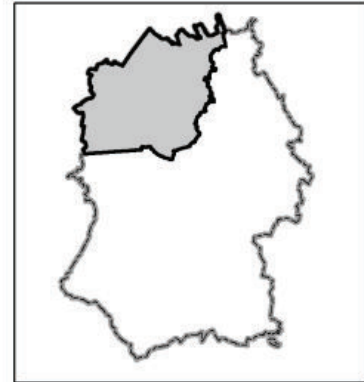


<b>Park Grounds Farm, Royal Wootton Bassett</b>	
	Site falls within the MoD statutory safeguarding zones - RAF Lyneham Statutory Birdstrike and Safeguarding Zone. The operational status of RAF Lyneham is currently in transition but is likely to be retained by the MoD for use as an Army training college. Dialogue with MoD Safeguarding will need to be undertaken during any subsequent planning application process.
<b>Cumulative effects with other waste site allocations</b>	No cumulative effects identified at the plan-making stage.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Chippenham and Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## 2.2 Local sites

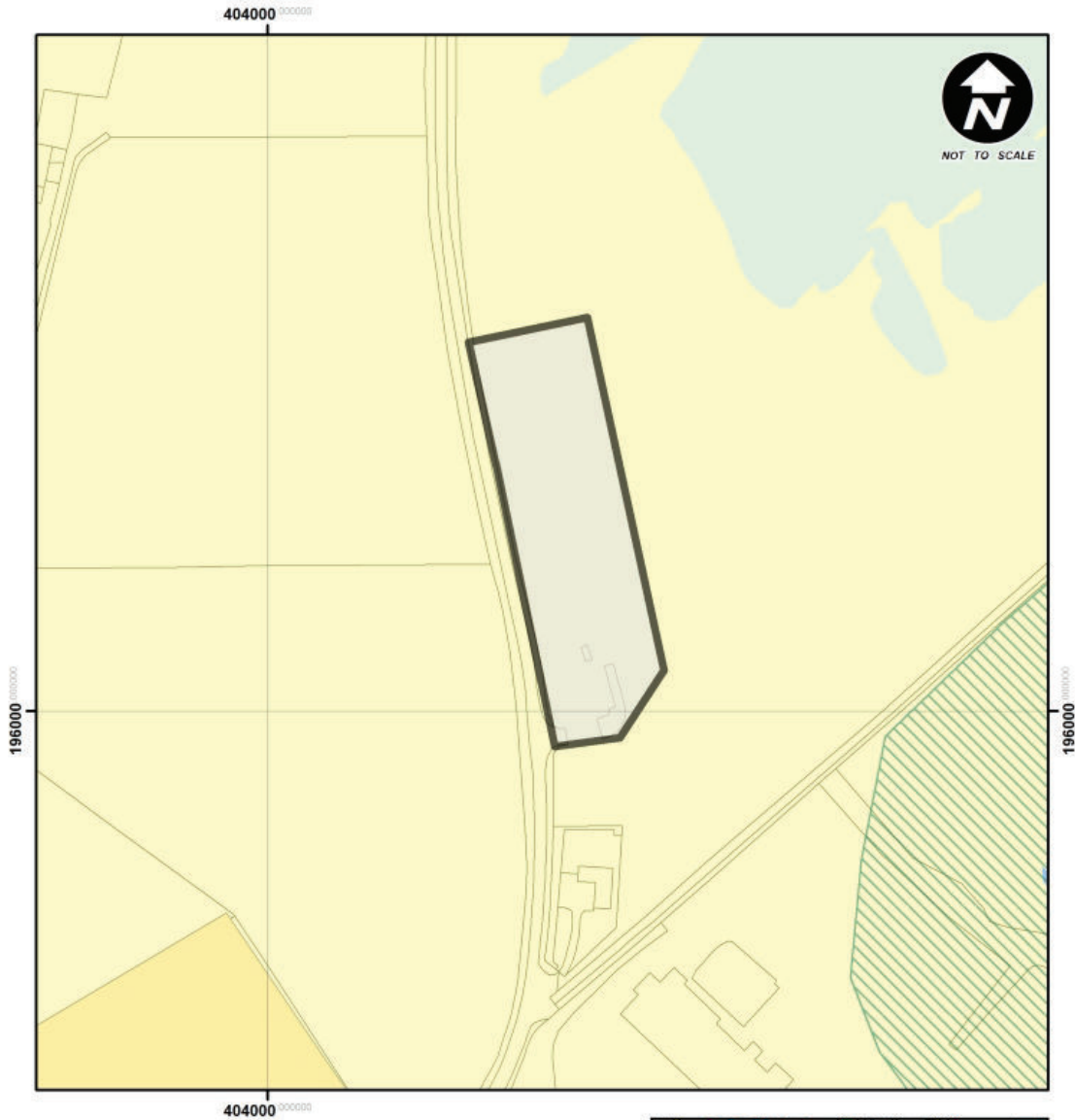
# North Wiltshire local scale waste sites



**Key**

- Local waste sites in North Wiltshire
- Key settlements in North Wiltshire
- North Wiltshire

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## Inset map N7

Barnground,  
South Cerney

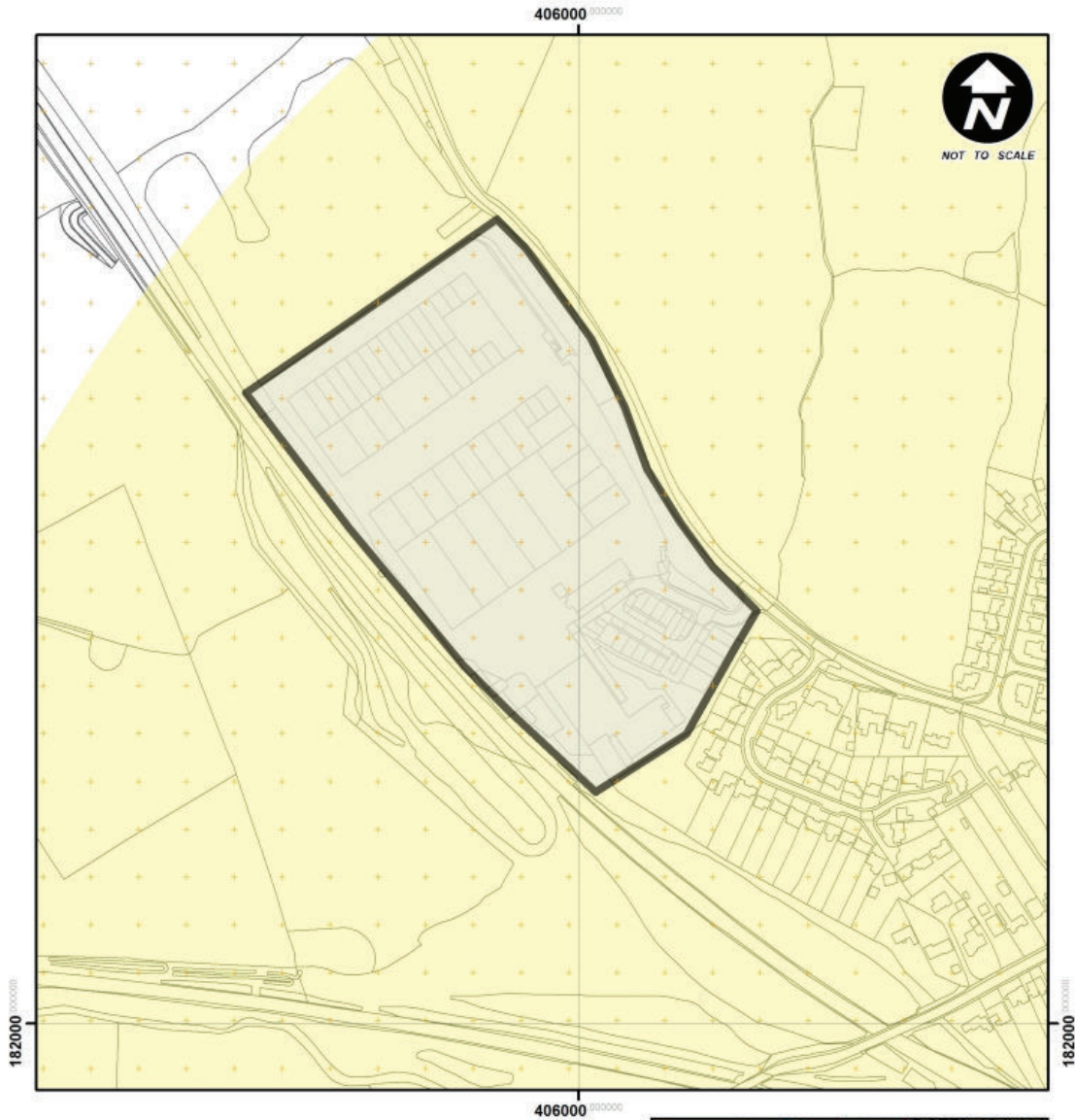


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Table 2.7 Barnground, South Cerney

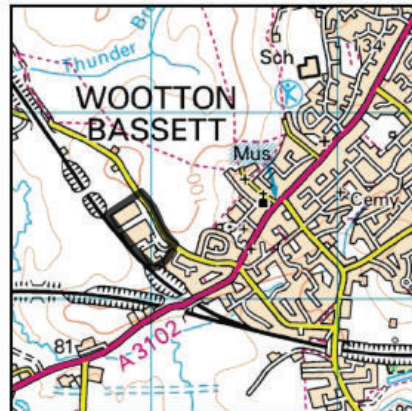
<b>Barnground, South Cerney</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: limited footprint of developable land; and limited capacity for vehicles to turn within the site and/or queue at peak times).
<b>Grid reference</b>	404164 196088
<b>Current use/s</b>	The site is a former mineral processing site located on the former access track to the restored landfill (industrial and commercial waste) and is bounded by low hedgerows with hedgerow trees. The site is currently agricultural land (pasture) used for grazing sheep.
<b>Description of site</b>	The site is located approximately 600m south east of South Cerney. It is currently accessed from an unclassified road called Ashton Road which meets the Cotswold Water Park Spine Road approximately 750m south of the proposed site. The site is approximately 5km from the nearest A419 junction to the east, which is accessed via the B4696. To the north and east of the site is the restored former landfill beyond which lies, a school and residential area to the north east and one of the Cotswold Water Park lakes to the east, used for water sports. A house/office and a cement manufacturing works are located to the south of the site. The western boundary is formed by Ashton Road beyond which lies agricultural grazing land and the Cotswold Community sharp sand and gravel quarry.
<b>Size of site</b>	1.4 ha (within which any development proposals and all necessary mitigation measures will need to be incorporated).
<b>Planning context</b>	The site is not allocated in the saved policies of the current North Wiltshire Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	A site level survey will be required to inform a planning application and should include a Phase I habitat survey plus surveys for badgers, reptiles and commuting bats.
Historic environment and cultural heritage	There is a Scheduled Monument located approximately 400m to the south-west of the site. Any potential impacts will need to be investigated.  Development of the site may impact on currently unrecorded remains associated with known and unknown sites of buried archaeological features. A programme of archaeological evaluation will need to be undertaken to assess the nature, extent and significance of any surviving remains. The site should be subject to archaeological evaluation in advance of any proposed works in this area. Further mitigation may be required depending on the outcome of that evaluation.
Human health and amenity	Potential for noise impacts. Acoustic screening in the form of bunds, buildings or fences may be required on the southern boundary if the nearest non residential building is converted into residential use.

<b>Barnground, South Cerney</b>	
Landscape, townscape and visual	Visual impacts on surrounding residences and farms should be mitigated through sensitive site planning (facilities to be located to the south adjacent to the cement works) and screen planting. The use of native and evergreen hedgerows and trees and native woodland planting to site boundaries should be used to screen views into the site and strengthen rural character. Where possible, site buildings should be in keeping with the local vernacular/architectural style.
Traffic and transportation	It is recommended that improvements be made to the site access in terms of a ghost island right turn lane. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
Water environment	<p>The site is underlain by a secondary aquifer and overlies a Source Protection Zone 2. There is no risk of fluvial flooding but the potential for pluvial and groundwater flooding should be investigated. There is potential for contamination issues from past activities and any development would need to address any contamination risks. The site lies within an area identified as being 'Susceptible to Surface Water Flooding'. Proposals should consider mitigation such as SuDS within site design and infiltration devices.</p> <p>There is no foul sewer connection to this site. Any drainage from waste handling/storage areas would have to be contained in a sealed tank and then taken off-site for disposal.</p> <p>A Flood Risk Assessment/surface water drainage scheme, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.</p>
Any other issues or comments	This site falls within the MoD statutory safeguarding zone - RAF Fairford Statutory Birdstrike Safeguarding Zone.
<b>Cumulative effects with other waste site allocations</b>	No cumulative effects identified at the plan-making stage.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## Inset map N8

Whitehills Industrial Estate,  
Royal Wootton Bassett



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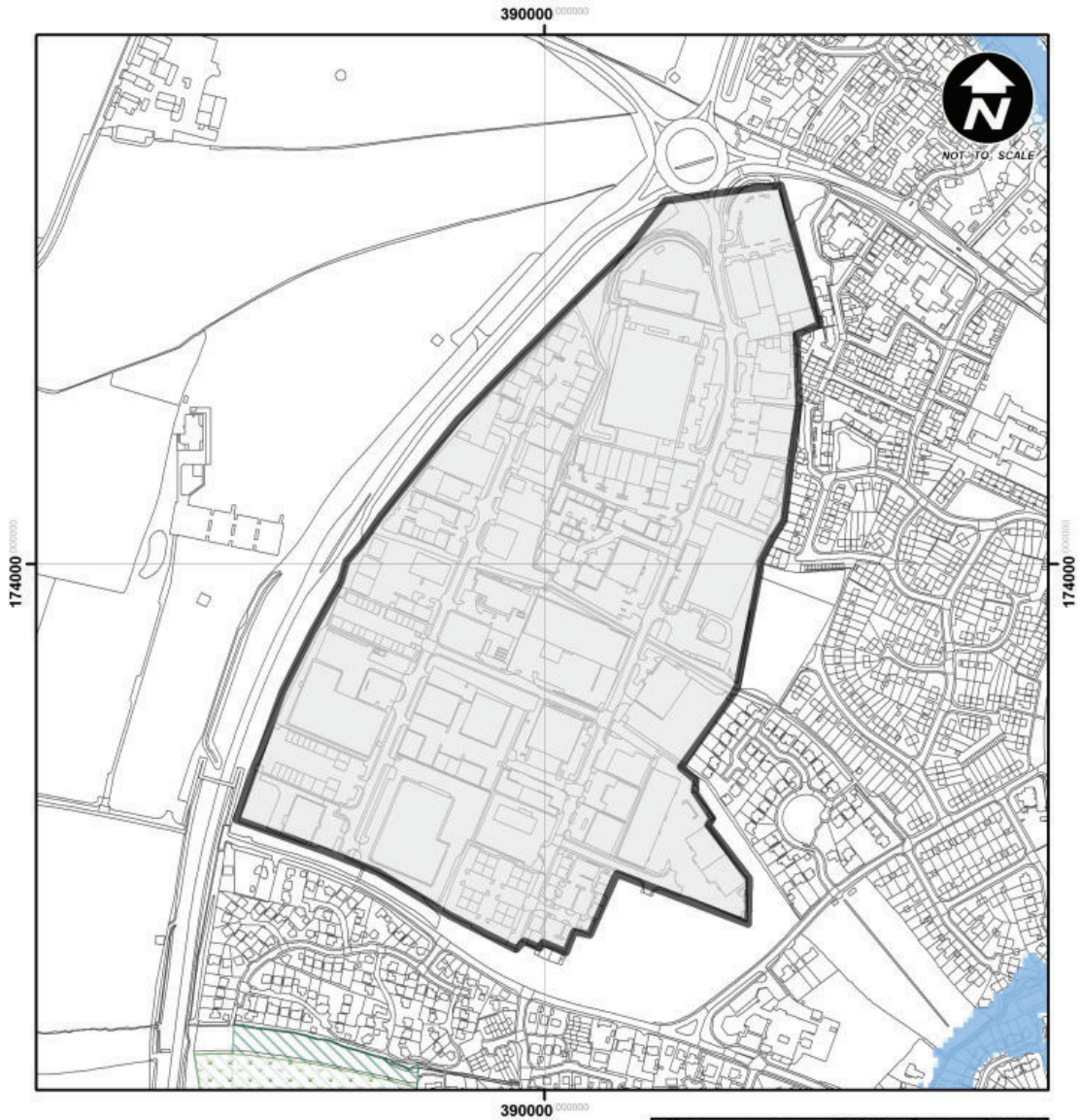
Table 2.8 Whitehills Industrial Estate, Royal Wootton Bassett

<b>Whitehills Industrial Estate, Royal Wootton Bassett</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential access and congestion issues; limited opportunity potential of the site; and associated potential impacts on existing users of the estate).
<b>Grid reference</b>	405929 182302
<b>Current use/s</b>	The site is an existing industrial estate with office, general industrial and warehousing uses.
<b>Description of site</b>	The site is located on the south western fringe of Royal Wootton Bassett. The site is currently accessed from a priority junction with Whitehill Lane. Whitehill Lane itself forms the minor arm of a priority junction with the High Street (A3102). The site is approximately 5km from J16 of the M4. The north eastern boundary of the site is formed by Whitehill Lane and the south eastern boundary is formed by the residential settlement located along Whitehill Lane on the east of the site. The south western boundary is delineated by a railway and to the north west of the site is scrub land and fields.
<b>Size of site</b>	7.3 ha
<b>Planning context</b>	The site is not allocated in the saved policies of the current North Wiltshire Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	A site level survey will be required in order to design appropriate enhancement for biodiversity relative to the existing surrounding habitat features. There are existing records of badgers on land to the north west of the site and if construction or other physical change is to be undertaken near the boundary of the existing hard standing, it would be prudent to check for badger activity within 30m of the site boundary so that necessary actions can be taken to avoid harming badgers or destroying their setts.
Human health and amenity	Potential impacts on neighbouring receptors, particularly noise, odour and bioaerosols will need to be considered as part of any planning application. Acoustic screening in the form of bunds, buildings or fences may be required depending on the siting of the facilities. The facilities should be sited as far away from the south eastern boundary as practical and by at least 150m.
Landscape, townscape and visual	Visual impacts on surrounding residences and farms should be mitigated through sensitive site planning and screen planting, as well as the creation of vegetated earth bunds to the north and west boundaries. The use of native and evergreen hedgerows and trees and native woodland planting to site boundaries should be used to screen views into the site and strengthen rural character. Where possible, site buildings should be in keeping with the local vernacular/architectural style.
Traffic and transportation	The environmental impact associated with an increased number of HGVs, as well as access to the site via the Whitehill Lane/Bath Road junction is an area



## Whitehills Industrial Estate, Royal Wootton Bassett

	<p>for concern. A Transport Assessment, including the likely impact on the M4 Junction 16, should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>There are surface water features in proximity to the site. Safeguarding the surrounding watercourses should be appropriately addressed. A Flood Risk Assessment will be required to support a planning application.</p>
Any other issues or comments	<p>Any new facilities must not prejudice the existing uses already permitted within the site boundary.</p> <p>This site falls within the MoD statutory safeguarding zone - RAF Lyneham Statutory Birdstrike and Safeguarding Zone. The operational status of RAF Lyneham is currently in transition but is likely to be retained by the MoD for use as an Army training college. Dialogue with MoD Safeguarding will need to be undertaken during any subsequent planning application process.</p>
<b>Cumulative effects with other waste site allocations</b>	<p>No cumulative effects identified at the plan-making stage.</p>
<b>Links to the Waste Core Strategy</b>	<p>The site is located within 16km of Chippenham and Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.</p>



## **Inset map N9**

**Bumpers Farm  
Industrial Estate,  
Chippenham**

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Table 2.9 Bumpers Farm Industrial Estate, Chippenham

<b>Bumpers Farm Industrial Estate, Chippenham</b>	
<b>Potential use/s</b>	Household Recycling Centre, Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: limited opportunity potential of the site; and associated potential impacts on existing users of the estate).
<b>Grid reference</b>	389936 173889
<b>Current use/s</b>	The site is an existing industrial estate comprising of variety of employment and retail uses.
<b>Description of site</b>	The site is located on the western fringe of Chippenham. The existing access to the site is via a direct connection to the A350/A420 roundabout which provides good access to the M4 (approximately 5.5km north of the site). The site is flanked by residential properties to the east on Longstone Road and to the south beyond Frogwell. The western boundary of the site is delineated by the A350 which is screened with a bund and tree planting. Beyond the A350 Chippenham Rugby Union Football Club is located. St Peters church and school is located to the south west of the site. A Public Right of Way (PRoW) runs through the site.
<b>Size of site</b>	25.9 ha
<b>Planning context</b>	The site is not allocated in the saved policies of the current North Wiltshire Local Plan although a proposed residential allocation is situated adjacent to the north eastern boundary of the site.
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	A site level survey will be required in order to design appropriate enhancement for biodiversity relative to the existing surrounding habitat features.
<b>Human health and amenity</b>	<p>Potential impacts on neighbouring receptors, particularly noise, odour and bioaerosols will need to be considered as part of any planning application. Acoustic screening in the form of bunds, buildings or fences may be required depending on the location of a waste facility. Facilities should be sited as far away from the southern and eastern boundary as practical (i.e. towards the mid west part of the site) and at a minimum distance of 150m from any dwelling.</p> <p>Air quality risks for the intended use are low to moderate without mitigation. Dust and odour control measures will be required but detailed assessment is not necessary.</p> <p>Any development will need to safeguard PRoW.</p>
<b>Traffic and transportation</b>	Capacity/impact assessments of the local and strategic (A350 and M4 motorway) highway network will be required. A capacity assessment of the site access roundabout will be needed to confirm that the M4 J17 can accommodate the proposed traffic volumes. Consideration will also need to

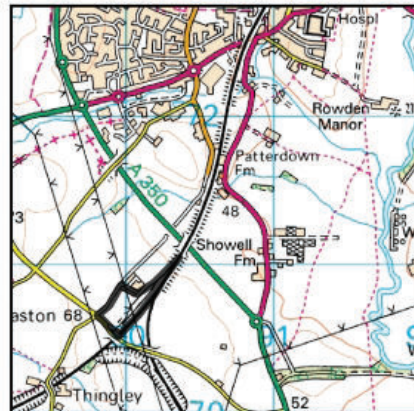
## Bumpers Farm Industrial Estate, Chippenham

	<p>be given to the existence of on-street parking along the access road which prohibits two HGVs to pass unopposed. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>The site lies on a secondary aquifer and is in a Source Protection Zone 2. The site's eastern boundary adjoins an ordinary watercourse. It is recommended that a strip of land at least 8m wide adjacent to the watercourse/culvert along the site's boundary should be left clear of all buildings, structures, fences and trees to facilitate access, essential maintenance and possible future improvements to the drainage system. There is no risk of fluvial flooding but the potential for pluvial and groundwater flooding should be investigated. Ground levels should not be raised within this area. Proposals should consider mitigation such as SuDS within site design and infiltration devices. Robust design measures should be put in place to protect public water resources. The site lies within an area identified as being 'Susceptible to Surface Water Flooding'. Further investigation should be carried out to assess the true nature of this risk.</p> <p>A Flood Risk Assessment and an investigation into risk of contamination and hydrological survey to anticipate whether works may penetrate the natural winter water table will be required to support a planning application.</p>
Any other issues or comments	<p>Any new facilities must not prejudice the existing uses already permitted within the site boundary.</p>
<b>Cumulative effects with other waste site allocations</b>	<p>There is the potential for cumulative effects on traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.</p>
<b>Links to the Waste Core Strategy</b>	<p>The site is located within 16km of Chippenham and Trowbridge and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.</p>



## Inset map N10

Thingley Junction,  
Chippenham

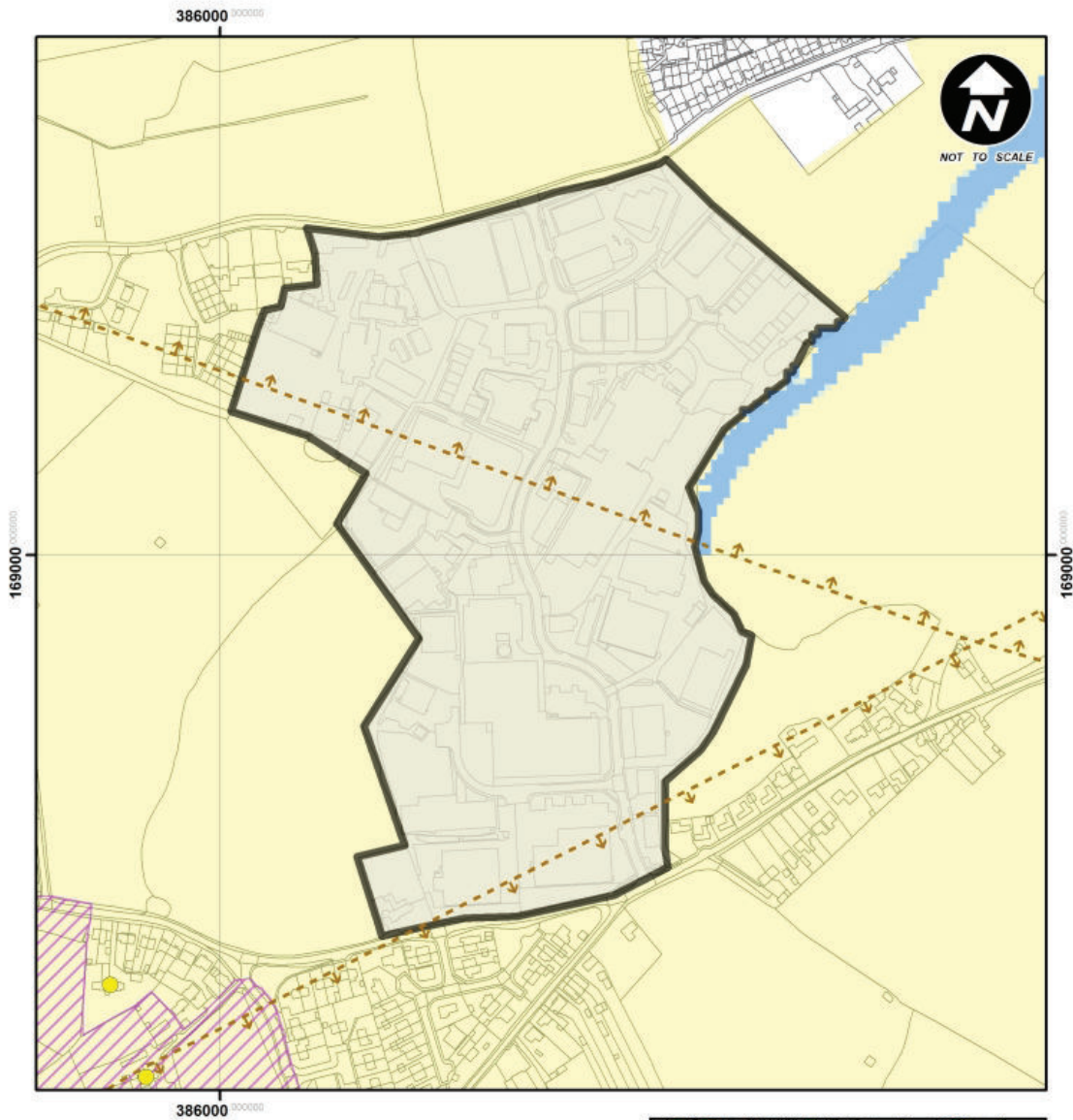


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Table 2.10 Thingley Junction, Chippenham

<b>Thingley Junction, Chippenham</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: highway connectivity; and proximity to the existing Gypsy and Traveller camp).
<b>Grid reference</b>	390092 170726
<b>Current use/s</b>	The site is a Brownfield site comprising former sidings and open storage land used for stocking ballast and railway track.
<b>Description of site</b>	The site is located approximately 1.5km south west of Chippenham. An unclassified road links the site to the A4 to the north west and a very narrow road provides access to the A350 to the south east. The northern boundary is formed by a traveller's site. The eastern boundary is delineated by a slightly elevated Chippenham-Bath railway line beyond which is restored landfill site. The south western boundary is formed by the abutment of a railway bridge and the north western boundary is a tree belt adjacent to an unclassified road. There are a number of scattered dwellings and farm buildings to the west of the site.
<b>Size</b>	7.1 ha (within which any development proposals and all necessary mitigation measures will need to be incorporated).
<b>Planning context</b>	The site is not allocated in the saved policies of the current North Wiltshire Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	There are existing Great Crested Newt records within 350m of the site and several records of some of the rarer butterfly species. A full ecological survey will be required to inform any future planning application and this should be a full Phase I survey with additional reptile and Great Crested Newt surveys (if no water body exists within 500m, a habitat suitability index for Great Crested Newts should be drawn up). An invertebrate survey will also be required. Enhancement of the site boundaries with additional planting should complement the current ecology of the site. Proposals for site enhancement should aim to help meet targets in the Wiltshire Biodiversity Action Plan (BAP), particularly within the "Batscapes" project that is part of the bat species action plan.
Human health and amenity	<p>Potential impacts on neighbouring receptors (traveller's site and scattered buildings); particularly noise, odour and bioaerosols will need to be considered as part of any planning application. Acoustic screening in the form of bunds, buildings or fences may be required. The facilities should be sited as far away from the northern boundary as possible and by at least 125m.</p> <p>Air quality risks for the intended use are low to moderate without mitigation. Dust and odour control measures will be required but detailed assessment is not necessary.</p>

<b>Thingley Junction, Chippenham</b>	
<b>Landscape, townscape and visual</b>	There is potential for landscape and visual impacts on local receptors due to the open nature of the site. Visual impacts should be mitigated through facility design and screen planting. The use of native and evergreen hedgerows and trees and native woodland planting to site boundaries should be used to screen views into the site and minimise impact on the surrounding area. Where possible, site buildings should be small to medium scale, in keeping with an agricultural style.
<b>Traffic and transportation</b>	Extensive physical works to the site access will need to be carried out. Some local widening will be required along the unnamed road linking the site to the A4. A Transport Assessment, including any potential impact on the M4 Junction 17, should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
<b>Water environment</b>	The site lies on a secondary aquifer and is in Source Protection Zone 2. There is a low risk of fluvial flooding but potential for pluvial flood risk and flood risk from groundwater. There is potential for impacts in relation to the water environment and contaminated land as a result of extensive past and present industrial use of the site including landfilling. Robust design measures should be put in place to protect the public water resource. Proposals should consider mitigation such as SuDS within site design and infiltration devices. The site lies within an area identified as being 'Susceptible to Surface Water Flooding'. Further investigation should be carried out to assess the true nature of this risk. A Flood Risk Assessment and contamination risk assessment will be required to support a planning application.
<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects in relation to traffic and transportation. The matters will need to be fully scoped and assessed through any subsequent planning application process.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Chippenham and Trowbridge and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## Inset map N11

Leaffield Industrial Estate,  
Corsham

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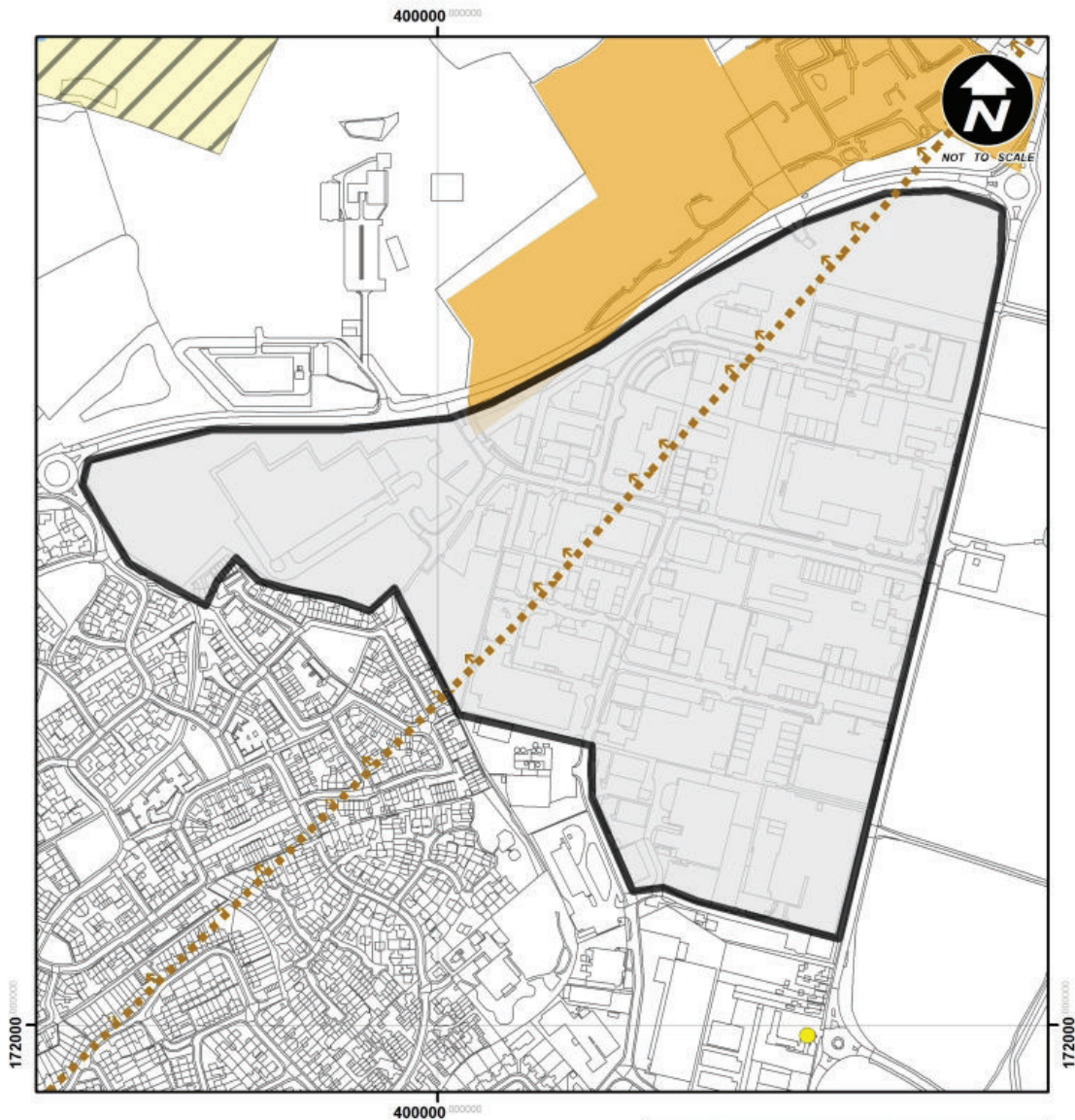


Table 2.11 Leaffield Industrial Estate, Corsham

<b>Leaffield Industrial Estate, Corsham</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential traffic/transport impacts associated with the layout of the estate roads e.g. constraints at Potley Bridge).
<b>Grid reference</b>	386184 169000
<b>Current use/s</b>	The site is an existing industrial estate which generally has a mix of B2 and B8 uses, although there is a leisure centre located on the site.
<b>Description of site</b>	The site is located south west of Corsham approximately 6.5km south west of Chippenham. There are two access roads to the industrial estate. The main access to the site is through residential areas via Potley Lane and Valley Road in the north. The other access is from Elley Green in the south. A Public Right of Way (PRoW) runs along the eastern boundary alongside an ordinary watercourse which is a tributary of the Byde Mill Brook located 1.5km to the northeast of the site.
<b>Size of site</b>	17.1 ha
<b>Planning context</b>	The site is not allocated in the saved policies of the the current North Wiltshire Local Plan, although land bordering the north east of the site is allocated as employment land (saved Policy BD1).
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	A site level survey will be required to inform any future planning application focusing on reptiles and amphibians in grass margins/hedgerow bottoms and bats in trees. Enhancement on a site such as this should aim to improve connectivity of natural habitat as wildlife corridors both around and within the site.
Human health and amenity	<p>Potential impacts on air quality (including odour, bioaerosols, dust and fumes), vibration and nuisance levels affecting existing workers/users of the industrial estate and residents living in proximity to the site will need to be assessed.</p> <p>There is potential for impacts in relation to noise. Acoustic screening in the form of bunds, buildings or fences may be required depending on the location of the facility. Any facility should be sited as far away from the southern and northern boundaries as practical and at least 150m from any residential dwelling.</p> <p>Any development will need to safeguard PRoW.</p>
Landscape, townscape and visual	There are several visual receptors in close proximity to the site, however the current character and use of the site means it has ability to accept change. Views can be mitigated through careful site planning, building control and screen planting. In particular, facilities should be small to medium scale, below three storeys. Native and evergreen hedgerows and trees and native woodland

## Leaffield Industrial Estate, Corsham

	<p>should be planted along site boundaries to screen views into the site and increase the quality of the landscape within the site.</p>
Traffic and transportation	<p>Appropriate HGV routing is required which includes signing and contractual agreements with the operator to ensure the impact on sensitive land uses is minimised. The preferred routing to the site is via the A4 to the north of the site. A Transport Assessment, including a capacity assessment, should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>The site lies on a secondary aquifer and is in Source Protection Zone 2/3. Robust design measures should be put in place to protect the public water resource. Flood Zone 3 runs up the eastern boundary of the site associated with a watercourse (tributary of Byde Mill Brook). It is recommended that a strip of land at least 8m wide adjacent to the watercourse/culvert along the site's boundary should be left clear of all buildings, structures, fences and trees to facilitate access, essential maintenance and possible future improvements to the drainage system. Ground levels should not be raised within this area. The site lies within an area identified as being 'Susceptible to Surface Water Flooding'. Further investigation should be carried out to assess the true nature of this risk.</p> <p>A Flood Risk Assessment, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.</p>
Any other issues or comments	<p>Any new facilities must not prejudice the existing uses already permitted within the site boundary.</p> <p>This site falls within the MoD statutory safeguarding zone - RAF Colerne Statutory Height and Birdstrike Safeguarding Zone.</p>
<b>Cumulative effects with other waste site allocations</b>	<p>There is the potential for cumulative effects in relation to traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.</p>
<b>Links to the Waste Core Strategy</b>	<p>The site is located within 16km of Chippenham and Trowbridge and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.</p>



## Inset map N12

Porte Marsh  
Industrial Estate,  
Calne

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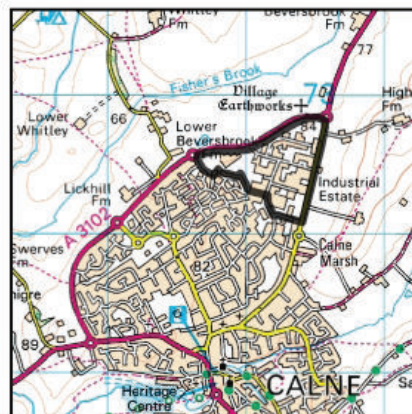


Table 2.12 Porte Marsh Industrial Estate, Calne

<b>Porte Marsh Industrial Estate, Calne</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential impact of traffic on the local highway network; and proximity of large-scale existing quarries and waste management facilities at Lower Compton and Sands Farm).
<b>Grid reference</b>	400253 172376
<b>Current use/s</b>	The site is within an existing industrial estate which generally has a mix of B2 and B8 uses.
<b>Description of site</b>	The site is located on the northern fringe of Calne which is approximately 9.5km east of Chippenham. The site benefits from a number of points of access onto the A3102, which links to the A4 to the south. The site is delineated to the north by the A3102 Beaverbrook Road and to the east by the A3102 Oxford Road, the southern boundary of the site is formed by the new and expanding areas of residential development and schools in northern Calne.
<b>Size of site</b>	33.2 ha
<b>Planning context</b>	The emerging Wiltshire Core Strategy identifies the industrial estate as a principle employment area (Core Policy 8 – Spatial Strategy: Calne Community Area; and Core Policy 35 – Existing Employment Sites).
<b>Site development - key issues and potential mitigation measures</b>	
Human health and amenity	Potential impacts on air quality (including odour, bioaerosols, dust and fumes), vibration, nuisance and noise levels affecting nearby residential and industrial areas will need to be investigated.
Biodiversity and geodiversity	Existing records within the immediate surrounding area indicate that survey for reptiles (especially slow worms) and badgers will be required to inform any future planning application for this site. Enhancement of the site for biodiversity should aim to improve connectivity of habitats for wildlife species both across and around the site.
Historic environment and cultural heritage	The site lies adjacent to a Scheduled Monument (SM); the earthwork remains of a deserted Medieval village. Previous archaeological evaluation within and immediately surrounding the site has revealed the presence of deposits and the potential for further discoveries relating to the adjacent medieval settlement and possible Romano-British activity. Preference should be given to locating waste facilities within, or on the site of, an existing building. This would eliminate the potential for impact on archaeological deposits or setting on the adjacent SM. Further archaeological evaluation will be required where new build is required. Development should be avoided within the existing vacant plot to the north of the site to avoid impacting on the setting of the SM. Should this not be feasible, new buildings should be screened by new planting located within the plot and not on the site boundary (otherwise this may further impact on buried archaeological deposits).

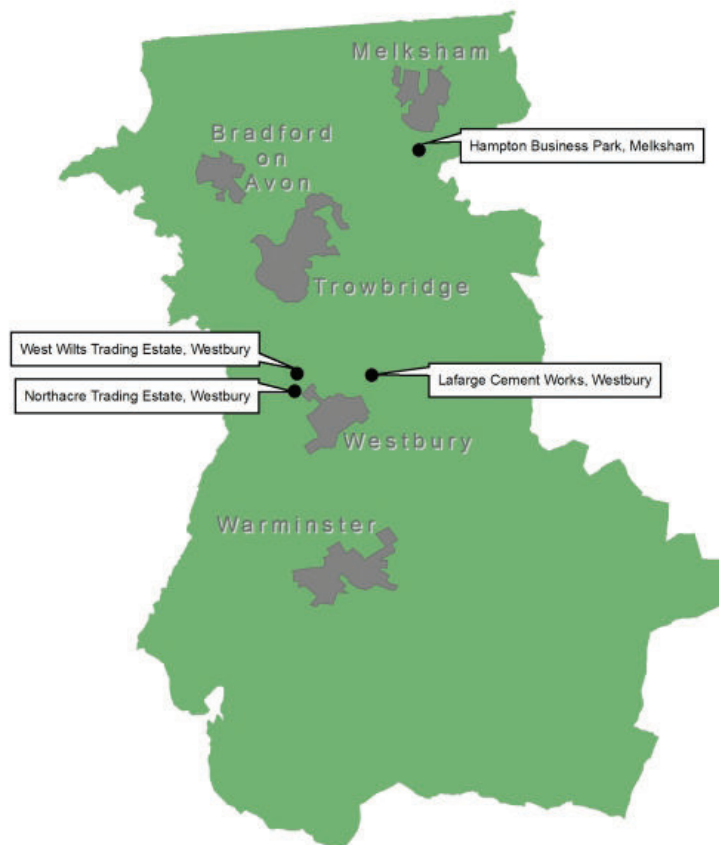
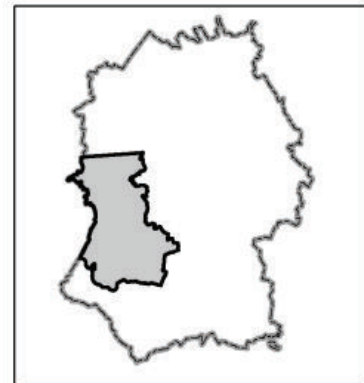
<b>Porte Marsh Industrial Estate, Calne</b>	
	The grade II listed former Bricklayers Arms lies a short way to the south of the allocated site, although as development currently extends up the closest boundary, proposals are unlikely to have a significant additional impact on the setting or environmental quality of the heritage asset.
<b>Traffic and transportation</b>	Detailed investigation is required into the impact that increased traffic could have on Calne town centre and the A4. Capacity issues on the existing roundabouts on the A3102 and A4 in the immediate vicinity should also be assessed. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
<b>Water environment</b>	A Flood Risk Assessment will be required to support a planning application.
<b>Any other issues or comments</b>	<p>Any new facilities must not prejudice the existing uses already permitted within the site boundary.</p> <p>This site falls within the MoD statutory safeguarding zone - RAF Lyneham Statutory Birdstrike and Safeguarding Zone. RAF Lyneham has effectively closed. Dialogue with MoD Safeguarding will need to be undertaken during any subsequent planning application process.</p>
<b>Cumulative effects with other waste site allocations</b>	No cumulative effects identified at the plan-making stage.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Chippenham and Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## 3 West Wiltshire

### 3.1 Strategic sites

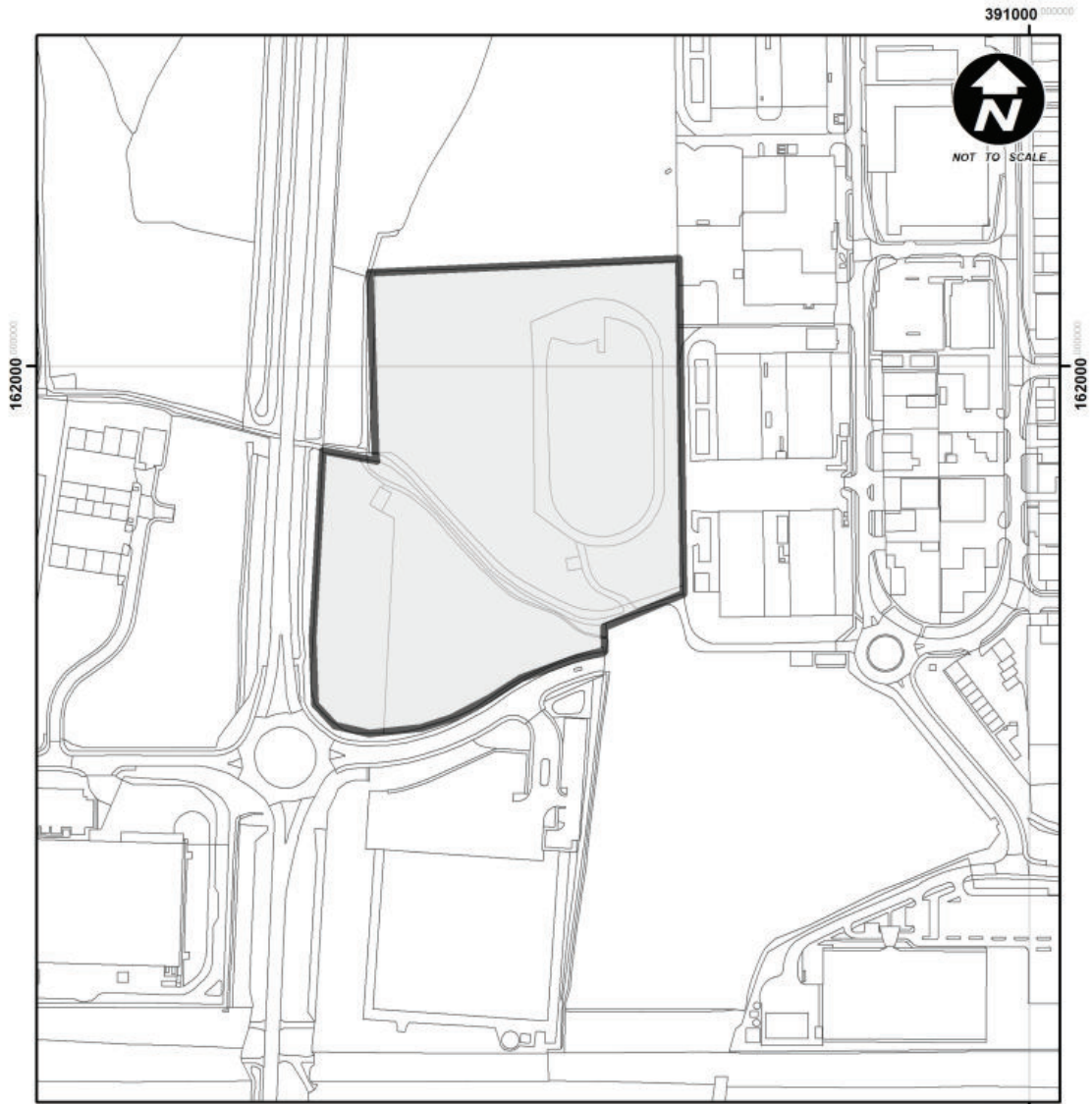
# West Wiltshire strategic scale waste sites



**Key**

- Strategic waste sites in West Wiltshire
- Key settlements in West Wiltshire
- West Wiltshire

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## Inset map W1

Hampton Business Park,  
Melksham



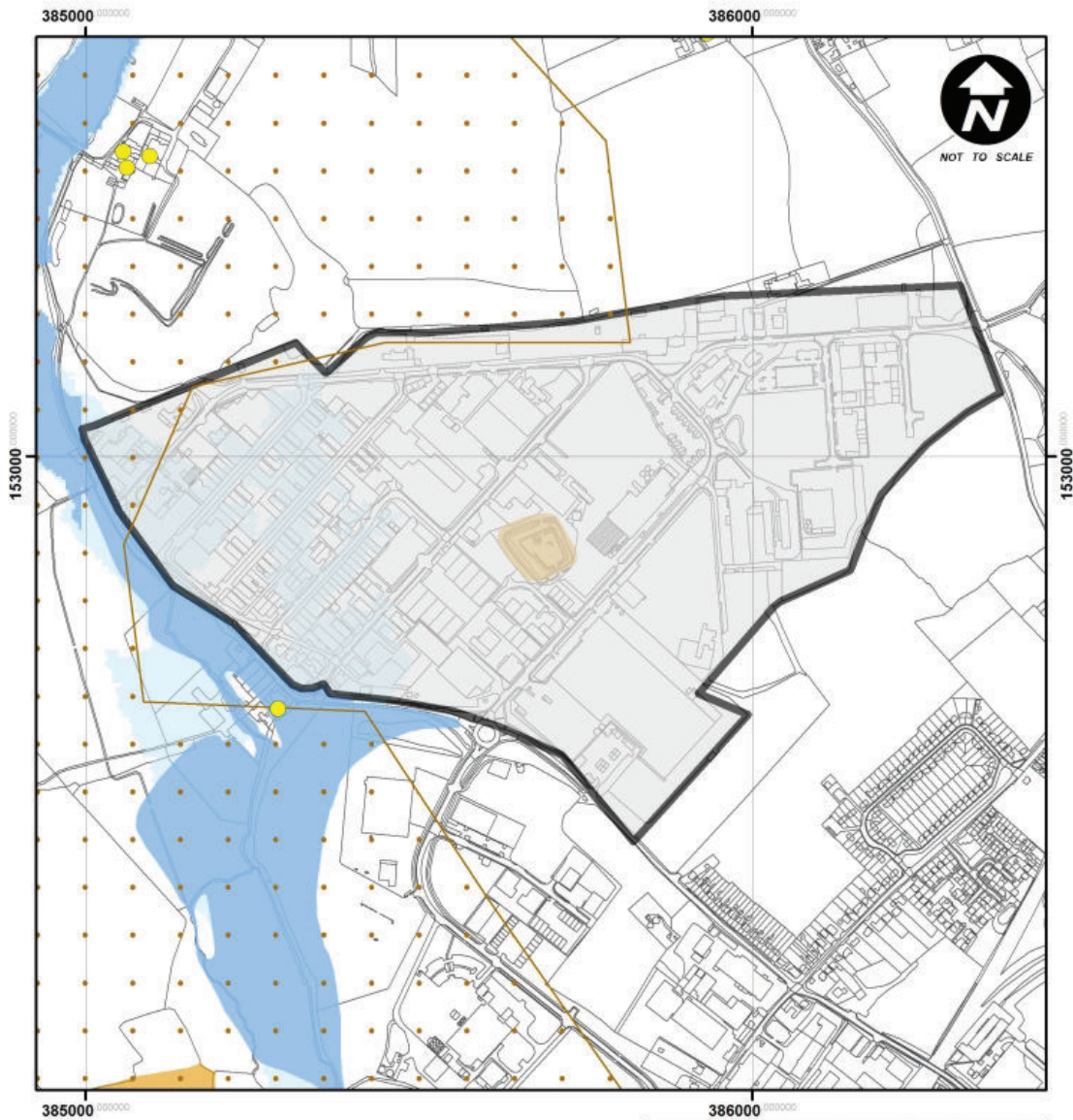
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Table 3.1 Hampton Business Park, Melksham

<b>Hampton Business Park, Melksham</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station, Local Recycling and Waste Treatment.
<b>Scale</b>	Strategic.
<b>Grid reference</b>	390638 161900
<b>Current use/s</b>	Greenfield site comprising of two elements; the northern part is a sports field and the southern part is fields used for grazing by cattle.
<b>Description of site</b>	This site is located on the western fringe of Bowerhill approximately 11km north east of Trowbridge. The site is part of a 12ha employment allocation known as Hampton Business Park and adjacent to the existing Bowerhill Industrial Estate. Access to the site is via the adjacent A350 which is part of the Wiltshire HGV Route Network. There is a Public Right of Way (PRoW) crossing the site in a zig-zag running north to south, with access out to the Bowerhill Industrial Estate. A non-segregated public footpath and cycleway also runs adjacent to the site, along the A350. There is a public golf course immediately north of the site. The Kennet and Avon Canal lies approximately 900m south of the site.
<b>Size of site</b>	7.2 ha
<b>Planning context</b>	The site is allocated for General Employment (Policy E1) in the saved policies of the current West Wiltshire District Local Plan. The emerging Wiltshire Core Strategy identifies the industrial estate as a principle employment area (Core Policy 15 – Spatial Strategy: Melksham Community Area; and Core Policy 35 – Existing Employment Sites).
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	There are numerous existing records in the surrounding area for bats, badgers, reptiles and great crested newts, therefore an extended Phase I habitat survey with particular respect to these species will be required to inform the planning application for the site. The proposed site is located within an area of Melksham identified as a potential future employment site through the emerging Wiltshire Core Strategy. Enhancement for biodiversity in relation to planning permission for this site would be required to fall in line with any ecological strategy that has been designed for the area as part of the Wiltshire Core Strategy.
Historic environment and cultural heritage	A WWI airfield is adjacent to the site and should be evaluated via a Desk Based Assessment (DBA).
Human health and amenity	The site is situated approximately 420m from housing to the east and west. Mitigation for any dust, odour and bioaerosols will be required to minimise impacts on sensitive receptors. Detailed assessment will be required if the development is within 250m of any residential premises or 500m of any other receptors. Potential impacts on air quality (including odour, dust and fumes), vibration, nuisance and noise levels affecting nearby residential, industrial and recreational areas will also need to be investigated.

<b>Hampton Business Park, Melksham</b>	
	<p>Mitigation should involve a Site Waste Management Plan and Pollution Incident and Control Plan to specify how excavated material will be handled, stored and disposed of.</p> <p>Any development will need to safeguard PRow.</p> <p>Part of the site covers an existing sports ground which would need to be replaced as part of any development.</p>
Landscape, townscape and visual	<p>There is the potential for landscape and visual impacts on local residences, although the site has high capacity to accommodate change. The design of any major buildings is a key consideration. Mitigation through sensitive site planning, the retention of existing planting (where possible) and screen planting will be required. Native and evergreen hedgerows and trees and native woodland planting to site boundaries should be used to screen views into the site and repair rural character. Facilities should be small to medium in scale and in keeping with an agricultural style.</p>
Traffic and transportation	<p>Access arrangements will need to be investigated. A new formal access will need to be constructed between the existing access road and the site to improve visibility and safety. A Transport Assessment, including a capacity analysis on the A350 junctions in the vicinity of the site, should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>The site is in Flood Zone 1. There are surface water courses in close proximity to the site, the site is underlain by a secondary aquifer and there are potentially contaminating land uses in the area. Robust design measures should be put in place to protect public water resources. Measures to mitigate against threats such as flooding and groundwater contamination may include a surface water drainage scheme and SuDS designed to control run-off. A Flood Risk Assessment, contamination risk assessment and liaison with the Environment Agency to determine monitoring requirements will need to take place and support a planning application.</p>
Any other issues or comments	<p>The adjacent Bowerhill Industrial Estate is occupied, in part, by existing waste facilities, including a HRC. Any new facilities must not prejudice the existing waste operations already permitted within the site boundary.</p> <p>This site falls within the MoD statutory safeguarding zone - Keevil Airfield Statutory Height Safeguarding Zone.</p>
<b>Cumulative effects with other waste site allocations</b>	<p>There is the potential for cumulative effects on air quality, human health and amenity, traffic and transportation. The matters will need to be fully scoped and assessed through any subsequent planning application process.</p>
<b>Links to the Waste Core Strategy</b>	<p>The site is located within 16km of Trowbridge and Chippenham and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.</p>



## Inset map W2

West Wilts Trading Estate,  
Westbury

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Table 3.2 West Wilts Trading Estate, Westbury

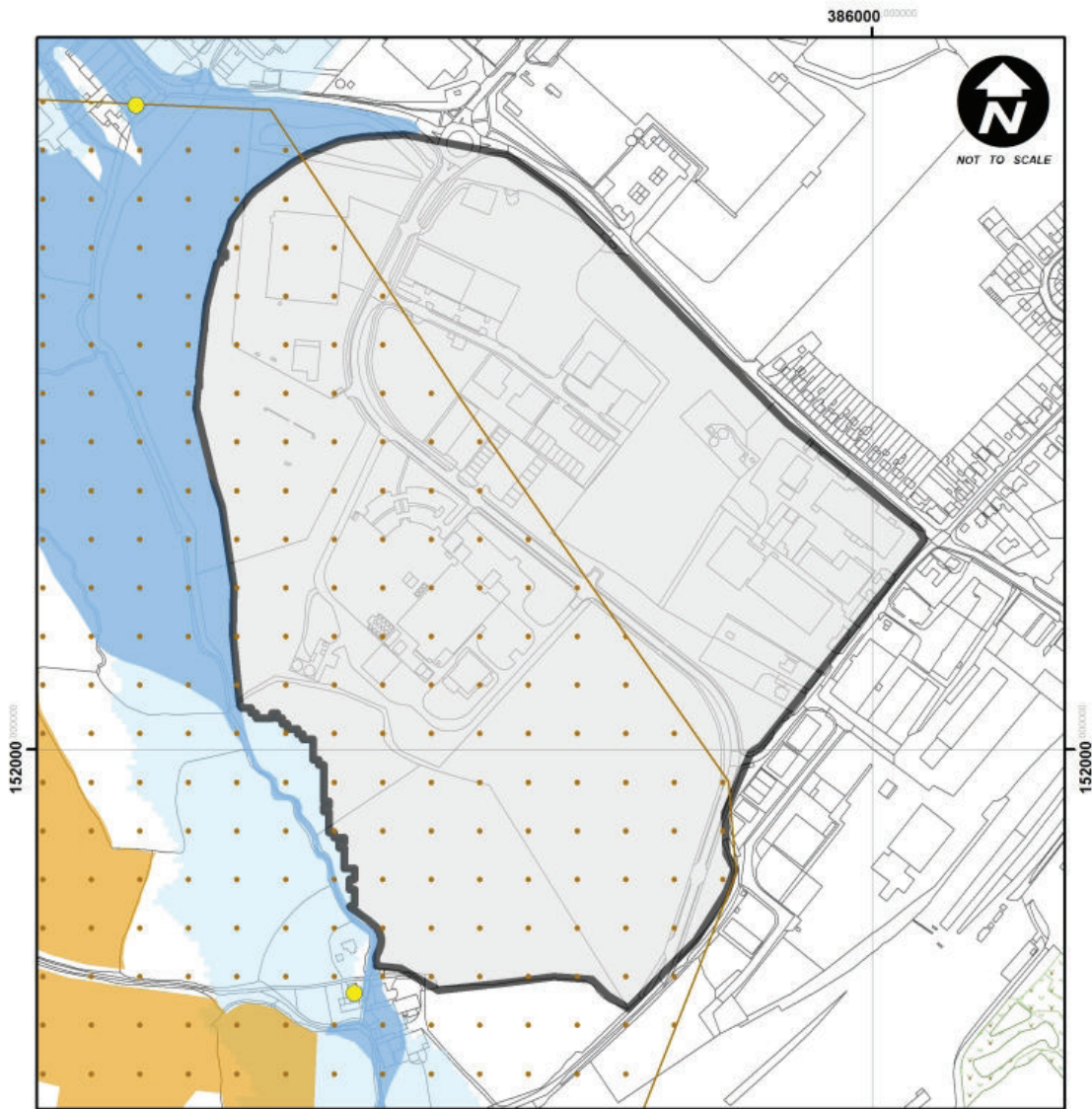
<b>West Wilts Trading Estate, Westbury</b>	
<b>Potential use/s</b>	Household Recycling Centre, Materials Recovery Facility/Waste Transfer Station, Local Recycling and Waste Treatment.
<b>Scale</b>	Strategic.
<b>Grid reference</b>	385862 152853
<b>Current use/s</b>	The site is a large established trading estate which encompasses various uses including some small scale waste uses, processing industries, light industrial uses, car sales and a nightclub.
<b>Description of site</b>	The site is located 1km to the north west of Westbury approximately 6km south of Trowbridge. The site is largely developed but there are some available units and land. Housing is located within 250m of the southern boundary of the site. The northern boundary of the site is defined by hedgerows and tree belts beyond which lies agricultural land. The site is bounded to the east by Hawkeridge Road and a small number of properties located on this road. The site is flanked to the south by The Ham and properties located on Hawkeridge Park and to the west by Storridge Road and Storridge Farm. The local railway line is approximately 500-600m from the eastern and southern boundaries of the site beyond which there are residential areas to the south east of the site. There are two existing access points to the industrial estate, off the B3097 Hawkeridge Road and via a roundabout off Storridge Road, both of which link to the A350. The nearest junction on the A36 is approximately 7km from the site.
<b>Size of site</b>	63.6 ha
<b>Planning context</b>	The site is allocated for General Employment (Policy E1) in the saved policies of the current West Wiltshire District Local Plan. The emerging Wiltshire Core Strategy identifies the industrial estate as a principle employment area (Core Policy 32 – Spatial Strategy: Westbury Community Area; and Core Policy 35 – Existing Employment Sites).
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	A site level survey should be undertaken if development is on, or adjacent to, the part of the site that is currently occupied by trees, hedgerow or grass/scrub, or immediately adjacent to the River Biss, or if any existing buildings are to be demolished and rebuilt. The emerging Wiltshire Core Strategy identifies the industrial estate as a principle employment area (Core Policy 32 – Spatial Strategy: Westbury Community Area; and Core Policy 35 – Existing Employment Sites). There may be an ecological strategy associated with areas of development within the Core Strategy that may put constraints on some sites in relation to habitat retention and enhancement. This should be investigated and addressed within the planning application for the site.
<b>Historic environment and cultural heritage</b>	There is a Scheduled Monument (SM) (ref. 12048) in the southern area of the site and the setting of this monument will require consideration within design proposals when a planning application is submitted. There is potential for the SM to become further isolated in the centre of the site which will have

## West Wilts Trading Estate, Westbury

	<p>implications for public access and management. The brownfield site set around the SM moated site will need protecting. Pre-application Desk Based Assessment (DBA) should be produced as a minimum.</p> <p>There is potential for a change in setting to the Brook Hall complex (including the Grade I listed early wing and Grade II listed Hall and barn) lie approximately 350m to the north of the site (ref. 128501). Brook Hall is a long-standing Building at Risk and it is imperative that changes in the vicinity do not further prejudice the possibilities for finding a new use/owner for the site. The Grade II listed Storridge Farm and its model farmyard lies immediately to the south-west of the allocated site and any impact upon its setting will also need to be considered.</p> <p>The potential for the presence of currently unrecorded archaeological deposits is low.</p>
Human health and amenity	<p>Potential impacts on air quality (including odour, bioaerosols, dust and fumes), vibration, nuisance and noise levels affecting nearby residential, industrial and recreational areas will need to be investigated. Proximity to housing in the south means that proposals for facilities with higher pollution potential should avoid this part of the site.</p> <p>A full noise assessment will need to be undertaken and acoustic screening in the form of bunds, buildings or fences may be required depending on the location of a waste facility. New facilities should be sited away from the residential properties by at least 150m.</p> <p>Air quality risks for the intended uses are moderate to high without mitigation. Measures to control emissions of local air pollutants from combustion plant, and of dust, odour and bioaerosols will be required. Detailed assessments will need to support a planning application.</p>
Land use	<p>Proximity to leisure land use (nightclub) should be considered during any subsequent planning application process.</p>
Landscape, townscape and visual	<p>The design of any major buildings is a key consideration. Mitigation in the form of additional boundary/screen planting for any new developments, locating the facility away from Storridge Road and retaining existing trees and hedgerows on site will be required.</p>
Traffic and transportation	<p>Any proposal for waste development should ensure that there are no significant adverse impacts on sensitive receptors and the highway network. HGV routing should be enforced through Hawkeridge Road towards the north only in order to minimise environmental impacts. The “most appropriate route” (as stated in Wiltshire Councils ‘Freight Routes in Wiltshire’ document) is via the eastern access towards the north. The western secondary access should be used by non-HGV traffic only. A Transport Assessment, including an assessment of the impact on the function and capacity of the A36, should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>

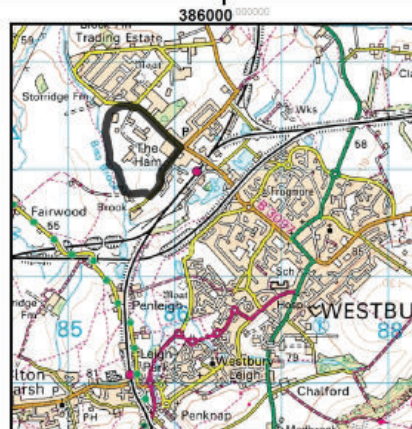
## West Wilts Trading Estate, Westbury

	Proposals should consider using the adjacent rail interchange at Westbury.
Water environment	<p>The site is located partly in Flood Zone 1 and 2, which is the floodplain associated with the Biss Brook. The western part of the site is underlain by a secondary aquifer. The aquifer is likely to be shallow. The potential for pluvial and groundwater flooding should be investigated. Robust design measures should be put in place to protect public water resources. It may be advisable for any site layout to preferentially avoid locating sensitive buildings/equipment in the site's western portion. There are currently outstanding groundwater contamination issues at the site. If development or redevelopment occurs then areas being redeveloped will need to be assessed for their contamination potential and measures taken to address these issues. Proposals should consider mitigation such as SuDS within site design and infiltration devices. It is recommended that a strip of land at least 8m wide adjoining the Biss Brook is left clear of all buildings, structures, fences and trees to facilitate access, essential maintenance and possible future improvements to the drainage system. Ground levels should not be raised within this area. The site lies within an area identified as being 'Susceptible to Surface Water Flooding'. Further investigation should be carried out to assess the true nature of this risk.</p> <p>A Flood Risk Assessment contamination risk assessment and determination of monitoring requirements with the Environment Agency will be required to support a planning application.</p>
Any other issues or comments	<p>Any new facilities must not prejudice the existing industrial and commercial units already permitted within the site boundary.</p> <p>This site falls within the MoD statutory safeguarding zone - Keevil Airfield Statutory Height Safeguarding Zone.</p>
<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects on air quality, biodiversity and geodiversity, human health and amenity, traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Trowbridge and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



### **Inset map W3**

Northacre Trading Estate,  
Westbury



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Table 3.3 Northacre Trading Estate, Westbury

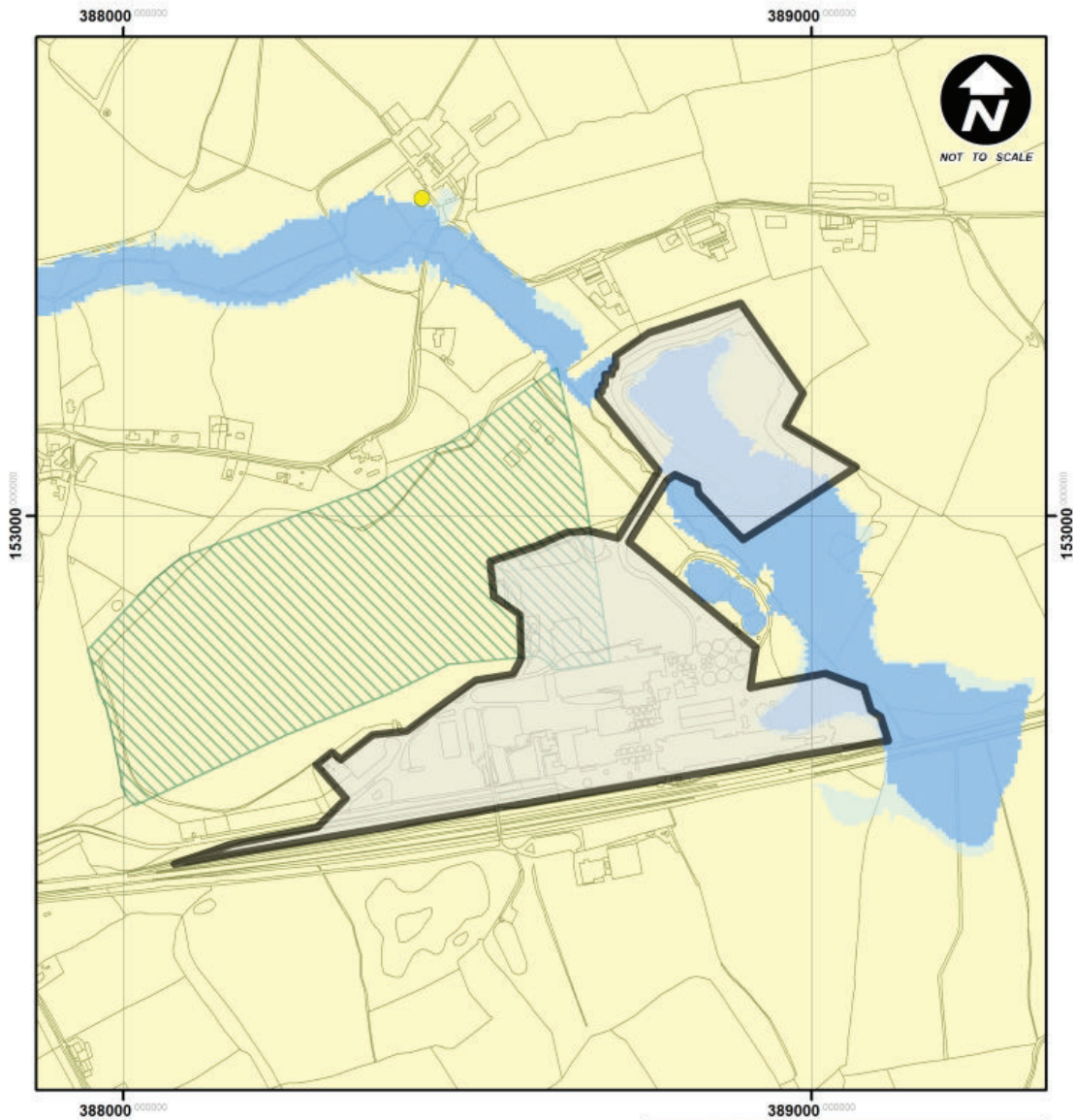
<b>Northacre Trading Estate, Westbury</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station, Local Recycling and Waste Treatment.
<b>Scale</b>	Strategic.
<b>Grid reference</b>	385385 152136
<b>Current use/s</b>	The Northacre Trading Estate is a large new trading estate which is part of the existing Brook Lane Trading Estate and a sewage works. Much of the trading estate currently consists of vacant plots of land although part of the site is occupied by a large milk processing dairy. Planning permission has recently been gained for a MBT facility and associated HRC, although both facilities are not currently in operation.
<b>Description of site</b>	The site is located on the north-western fringe of Westbury, fronting onto Storridge Road approximately 6.5km south of Trowbridge. The site is large with vacant land providing a continuation of industrial uses from West Wilts Trading Estate through to Brook Lane Trading Estate. The site is accessed by a new roundabout and road with signage and lighting. Storridge Road and Station Road link to the A350. The nearest junction on the A36 is approximately 6.5km from the site. The site is a large flat area on the edge of the Biss Brook floodplain, which runs close to/along the western site boundary, beyond which is open countryside. To the north, the West Wilts Trading Estate contributes to the general industrial/urban fringe character of the area. A number of detached, two-storey suburban houses face the Northacre Trading Estate on Storridge Road along the north eastern boundary of the site. Westbury Train Station and Brook Lane Industrial Estate are located to the south east. The local railway line is located approximately 150m from the south east boundary of the site (designated Westbury Rail Freight Facility).
<b>Size of site</b>	37.8 ha
<b>Planning context</b>	The site is allocated in the saved policies of the current West Wiltshire District Local Plan as part New Employment Land Allocation (E1) and part Employment Policy Area (E2). The emerging Wiltshire Core Strategy identifies the industrial estate as a principle employment area (Core Policy 32 – Spatial Strategy: Westbury Community Area; and Core Policy 35 – Existing Employment Sites).
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	Development on the currently undeveloped part of the site will require a site level Phase I extended survey with particular reference to water voles, badgers and reptiles (existing records in the immediate area) to inform any future planning application. The site is located within an area of Westbury identified as a principle employment area in the emerging Wiltshire Core Strategy. There may be an ecological strategy associated with areas of development within the Core Strategy that may put constraints on some sites in relation to habitat retention and enhancement. This should be investigated and addressed within the planning application for the site.



Northacre Trading Estate, Westbury	
Historic environment and cultural heritage	<p>There is potential for significant adverse impacts on cultural heritage features within the site. The site contains Brook Deserted Medieval Village (DMV) Scheduled Monument and other, probably related, significant heritage assets.</p> <p>Development of the site may impact on currently unrecorded remains associated with known and unknown sites of buried archaeological features. A programme of archaeological evaluation will need to be undertaken to assess the nature, extent and significance of any surviving remains. The site should be subject to archaeological evaluation in advance of any proposed works in this area. Further mitigation may be required depending on the outcome of that evaluation. The county archaeologist advises not using the areas west and south-west of the existing Industrial Estate. Otherwise, evaluation required as above.</p> <p>The Grade II listed Brook Farm, Brook Lane, Westbury lies immediately south of the allocated site. Design proposals, and landscaping and screening options will need to be devised in consultation with English Heritage and Wiltshire Council's Conservation Officer in order to ensure appropriate mitigation of any adverse effect on the setting of this.</p>
Human health and amenity	<p>Potential impacts on neighbouring receptors, particularly odour and bioaerosols will need to be considered as part of any planning application. Sensitivity of some existing units to air quality, particularly the dairy and other food processing businesses, will need to be assessed. Vibration, nuisance and noise levels affecting nearby residential (including dwellings in Storridge Road and The Ham), industrial and recreational areas will also need to be investigated.</p> <p>Acoustic screening in the form of bunds, buildings or fences may be required, and will depend on the siting of a waste facility within the site. New facilities should be sited away from the residential properties by at least 150m.</p> <p>Air quality risks for the intended use are moderate to high without mitigation. Measures to control emissions of local air pollutants from a treatment plant, and of dust, odour and bioaerosols will be required. Detailed assessments will need to support a planning application.</p>
Landscape, townscape and visual	<p>A landscape assessment will be required to support a planning application. The urban fringe location of the site and proximity of residential properties and footpaths mean that sensitive site planning and visual mitigation will be essential.</p>
Traffic and transportation	<p>A Transport Assessment, including an assessment of potential vehicular movements to and from the site and impact on the function and capacity of the A36 and A350, should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>The site is in Flood Zone 1 but is in proximity to the floodplain associated with the Biss Brook (north west of the site). It is recommended that a strip of land at least 8m wide adjoining all watercourses is left clear of all buildings,</p>

## Northacre Trading Estate, Westbury

	<p>structures, fences and trees to facilitate access, essential maintenance and possible future improvements to the drainage system. Ground levels should not be raised within this area. Part of the site is identified as being 'Susceptible to Surface Water Flooding'. Further investigation should be carried out to assess the true nature of this risk.</p> <p>The site is situated on shallow aquifers and there are potentially contaminating land uses in the area and potential for contamination from past activities on site. Foul water discharges from any development can be connected to the public sewer system where available subject to a capacity appraisal and agreement upon a point of connection. Robust design measures should be put in place to protect public water resources.</p> <p>A Flood Risk Assessment and contamination risk assessment will be required to support any planning application.</p>
<p>Any other issues or comments</p>	<p>Any new facilities must not prejudice the existing industrial and commercial units (including the dairy) already permitted within the site boundary.</p> <p>This site falls within the MoD statutory safeguarding zone - Keevil Airfield Statutory Height Safeguarding Zone.</p>
<p><b>Cumulative effects with other waste site allocations</b></p>	<p>There is the potential for cumulative effects on air quality, biodiversity and geodiversity, human health and amenity, traffic and transportation. The matters will need to be fully scoped and assessed through any subsequent planning application process.</p>
<p><b>Links to the Waste Core Strategy</b></p>	<p>The site is located within 16km of Trowbridge and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.</p>



## Inset map W4

Lafarge Cement Works,  
Westbury



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Table 3.4 Lafarge Cement Works, Westbury

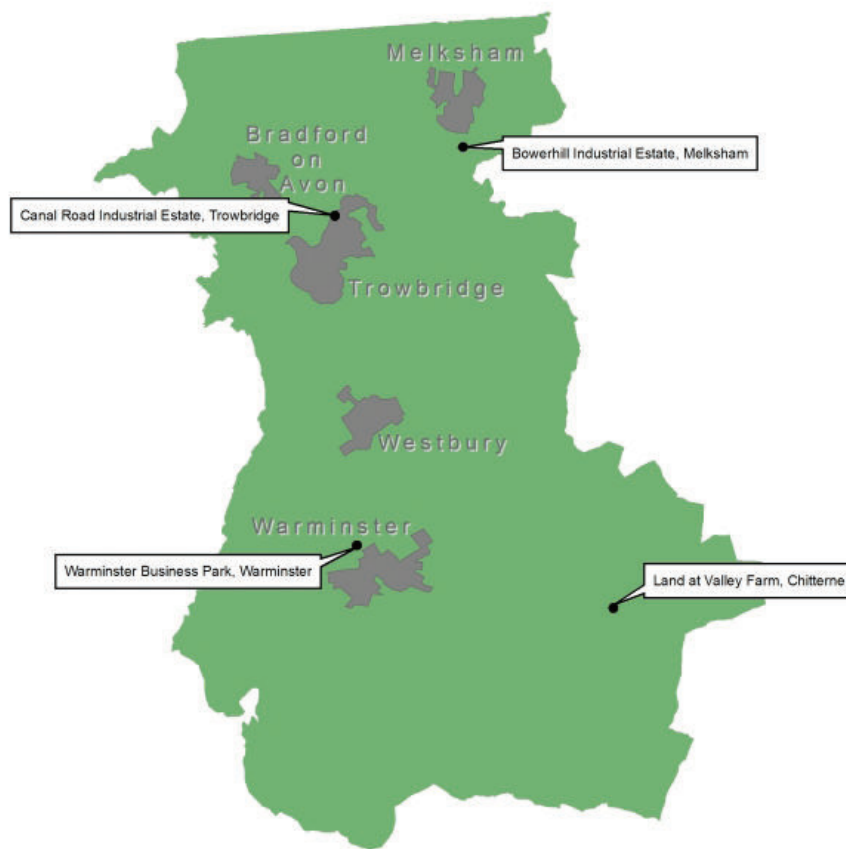
<b>Lafarge Cement Works, Westbury</b>	
<b>Potential use/s</b>	Household Recycling Centre, Materials Recovery Facility/Waste Transfer Station, Local Recycling, Inert Waste Recycling/Transfer, Composting, Waste Treatment (and associated landfill of residual waste from treatment process).
<b>Scale</b>	Strategic.
<b>Grid reference</b>	388728 152733
<b>Current use/s</b>	<p>The site is occupied by Lafarge Cement Works, which has operated a process of burning waste tyres as part of the fuel for heating the cement kilns. However, the cement kilns have now permanently closed but the existing cement depot operation continues.</p> <p>Westbury Waste Management Facility occupies the north western area of the site and is adjacent to the cement works and former non-inert (non-hazardous) landfill site. Electricity is currently being generated from landfill gas.</p> <p>Planning permission was previously granted for the development of a strategic scale Waste Transfer Station, but the permission was not implemented and has since lapsed.</p>
<b>Description of site</b>	<p>The site is located 1km to the north east of Westbury, approximately 6.5km south east of Trowbridge. Access to the site is gained from the A350 which forms part of the HGV Route Network along the existing site access and haul road. The site also has direct access to the Buckleaze-Westbury railway link (which forms the southern boundary) that was used by Lafarge Cement Works. Recreational facilities including a golf course and fishing lake are located immediately beyond the railway link. Several claypits and ponds are situated in close proximity, forming the northern and eastern boundaries to the site and a tributary of the River Biss forms part of the north east site boundary. At its western end, the site consists of a formal driveway, which leads to the wider works area. A Public Right of Way (PRoW) crosses the access between the clay pit and the plant site.</p>
<b>Size of site</b>	24.4 ha (within which any development proposals and all necessary mitigation measures will need to be incorporated).
<b>Planning context</b>	The site is not allocated in the saved policies of the current West Wiltshire District Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	<p>The site is situated within the existing Lafarge Cement Works site and Claypit RIGS. It is also immediately adjacent to, and partially within, the Blue Circle Cement Works Claypit Meadow County Wildlife Site. An extended Phase 1 Habitat Survey will be required in order to fully assess any areas of the site not previously developed.</p>

<b>Lafarge Cement Works, Westbury</b>	
Human health and amenity	<p>Potential impacts on air quality (including odour, bioaerosols, dust and fumes), vibration, nuisance and noise levels affecting nearby residential, industrial and recreational areas will need to be investigated. Further consideration will be needed if there is the potential for heat and power that could be used to supply the local users.</p> <p>Acoustic screening in the form of bunds, buildings or fences may be required on the northern and eastern boundaries. The facilities should be sited as far away from the north east boundary as practical, with a minimum distance of 150m from any residential development.</p> <p>Air quality risks for the intended use are moderate to high. Measures to control emissions of local air pollutants from a treatment facility, and of dust, odour and bioaerosols will be required.</p> <p>Detailed noise and air quality assessments will need to be undertaken to support a planning application.</p> <p>Any development will need to safeguard PRoW.</p>
Land use	<p>Development should have regard to the approved restoration of the adjacent former landfill area to agricultural use. Any future waste management development at this site must not unduly prejudice the restoration timetable of the adjacent landfill site, or conflict with the permitted agricultural after use of the landfilled area.</p>
Landscape, townscape and visual	<p>The design of any major buildings is a key consideration to ensure no adverse impacts on the surrounding area including Westbury White Horse. Mitigation through sensitive site planning, the retention of existing planting (where possible) and screen planting (i.e. native woodland buffer planting) will be required. There may be an opportunity to enhance parts of the site in visual or landscape terms.</p>
Traffic and transportation	<p>Any proposals should consider the potential vehicular movements to and from the site and impact on the function and capacity of the A350. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal.</p> <p>There is potential for rail use at this site, a feasibility study will be required. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>The site is predominantly in Flood Zone 1 but the northern and eastern parts enter Flood Zone 3b. It will be necessary for any site layout to avoid locating any development/buildings/equipment in this part of the site. It is recommended that a strip of land at least 8m wide adjoining all watercourses is left clear of all buildings, structures, fences and trees to facilitate access, essential maintenance and possible future improvements to the drainage system.</p> <p>Ground levels should not be raised within this area. The site is partially located on a secondary aquifer. There are potentially contaminating land uses in the area and potential for contamination from past activities on site. Flooding could interrupt operations and cause pollution to spread from the site, although</p>

<b>Lafarge Cement Works, Westbury</b>	
	only a fraction of the site (about a quarter) is at risk. The site could increase the flood risk to surrounding sites. Proposals should consider mitigation such as SuDS within site design and infiltration devices. Foul water discharges from any development can be connected to the public sewer system where available subject to a capacity appraisal and agreement upon a point of connection. Robust design measures should be put in place to protect public water resources. A Flood Risk Assessment, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.
Any other issues or comments	Any new facilities must not prejudice the existing waste operations already permitted within the site boundary.  This site falls within the MoD statutory safeguarding zone - Keevil Airfield Statutory Height Safeguarding Zone.
<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects associated with traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Trowbridge and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.

3.2 Local sites

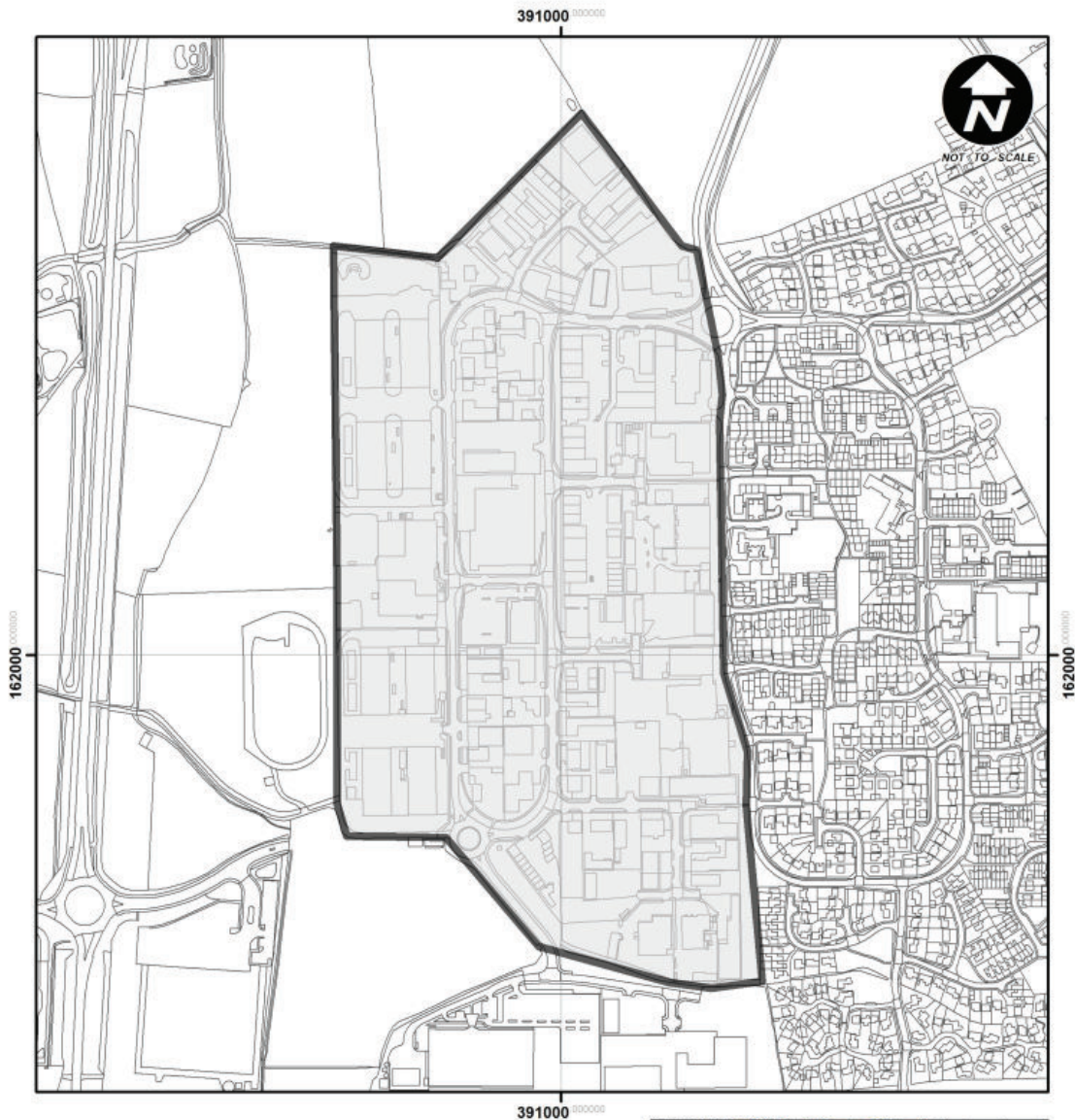
# West Wiltshire local scale waste sites



**Key**

- Local waste sites in West Wiltshire
- Key settlements in West Wiltshire
- West Wiltshire

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## **Inset map W5**

**Bowerhill Industrial Estate,  
Melksham**

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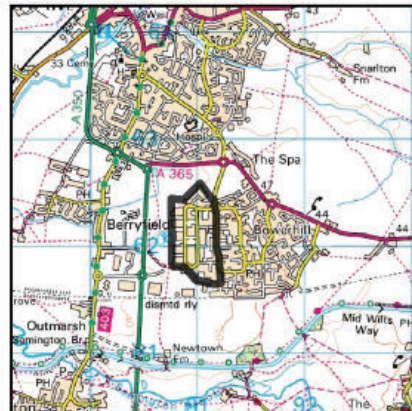


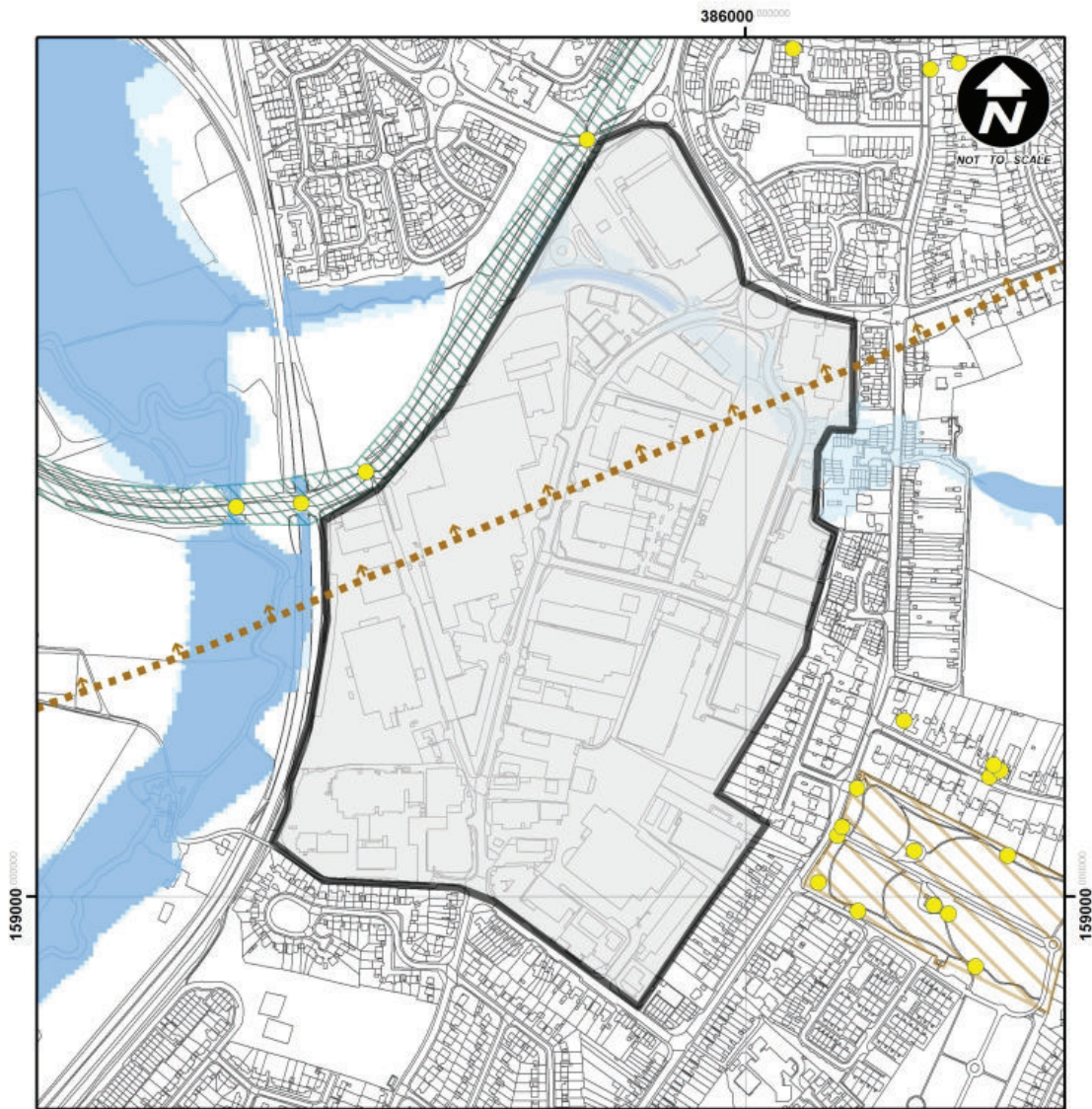


Table 3.5 Bowerhill Industrial Estate, Melksham

<b>Bowerhill Industrial Estate, Melksham</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential impact on estate roads and connecting highway; and proximity to adjacent strategic scale operation).
<b>Grid reference</b>	391000 162045
<b>Current use/s</b>	The site is part of a former airfield which has been developed as an industrial estate. The industrial estate is currently occupied predominantly with B2 and B8 uses including small manufacturing and engineering businesses, large scale storage and distribution, a HRC, and a sports and leisure centre.
<b>Description of site</b>	The site is located on the western fringe of Bowerhill, approximately 500m south of Melksham and 11km north east of Trowbridge. The site is an established industrial area and lies adjacent to the employment allocation known as Hampton Business Park. Access to the Bowerhill Industrial Estate is gained via a roundabout on the A365 to the north east of the estate. This access route also serves the residential areas of Bowerhill. The northern boundary of the industrial estate is formed by fields beyond which lies the A365 and Melksham. The eastern extent of the site is defined by Halifax Road beyond which lies the residential area of Bowerhill. The southern extent of the site is formed by a new industrial development, sports ground and a golf course which borders the site, with the A350 approximately 150m to the west. There are two Public Rights of Way (PRoWs) running from the centre of the industrial estate to the road that separates the industrial estate and housing estate to the east of the site.
<b>Size of site</b>	32.4 ha
<b>Planning context</b>	The site is allocated as General and Employment Areas (Policies E1/E2) in the saved policies of the current West Wiltshire District Local Plan. The emerging Wiltshire Core Strategy identifies the industrial estate as a principle employment area (Core Policy 15 – Spatial Strategy: Melksham Community Area; and Core Policy 35 – Existing Employment Sites).
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	A site level survey should be undertaken if development is on, or adjacent to, part of the site that is currently occupied by trees, hedgerow or grass/scrub, or if any existing buildings are to be demolished and rebuilt. There are existing records of Great Crested Newts in the surrounding area therefore mitigation and enhancement may need to include maintenance of habitat connectivity.
Human health and amenity	<p>Potential impacts on air quality (including odour, bioaerosols, dust and fumes), vibration and light pollution affecting existing uses on the industrial estate will need to be assessed.</p> <p>Air quality risks for the intended use are low to moderate without mitigation. Mitigation for dust and odour will be required.</p>

## Bowerhill Industrial Estate, Melksham

	<p>A full noise assessment will need to be undertaken. Acoustic screening in the form of bunds, buildings or fences may be required on the northern and eastern boundaries, depending on the location of the facility. The facilities should be sited as far away from the eastern boundary as practical with any external activities a minimum of 150m from any residential development.</p> <p>Any development will need to safeguard PRow.</p>
Land use	Proximity to housing in the east and potential for conflict with sports and leisure uses on the site will need to be investigated.
Traffic and transportation	Consideration of the appropriate location of any waste facility within the industrial estate and the potential to link the site directly to the A350 should be given. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. This should include assessment of impacts on the function and capacity of the local highway network, particularly the A350 during peak periods. Any application should be accompanied by a robust Travel Plan.
Water environment	The site's northern boundary adjoins the Bowerhill Watercourse (part culverted) which is a main river under the control of the Environment Agency. It is recommended that a strip of land at least 8m wide adjacent to the watercourse/culvert should be left clear of all buildings, structures, fences and trees to facilitate access, essential maintenance and possible future improvements to the drainage system. Ground levels should not be raised within this area. This is to ensure that an appropriate environmental corridor to the watercourse/culvert is secured for ongoing maintenance of the drainage system and/or to allow future improvement works. A small part of the site is identified as being 'Susceptible to Surface Water Flooding'. Further investigation should be carried out to assess the true nature of this risk. A Flood Risk Assessment, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.
Any other issues or comments	<p>Any new facilities must not prejudice the existing waste operations already permitted within the site boundary.</p> <p>This site falls within the MoD statutory safeguarding zone - Keevil Airfield Statutory Height Safeguarding Zone.</p>
<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects on air quality, human health and amenity, traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Trowbridge and Chippenham and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## Inset map W6

Canal Road Trading Estate,  
Trowbridge



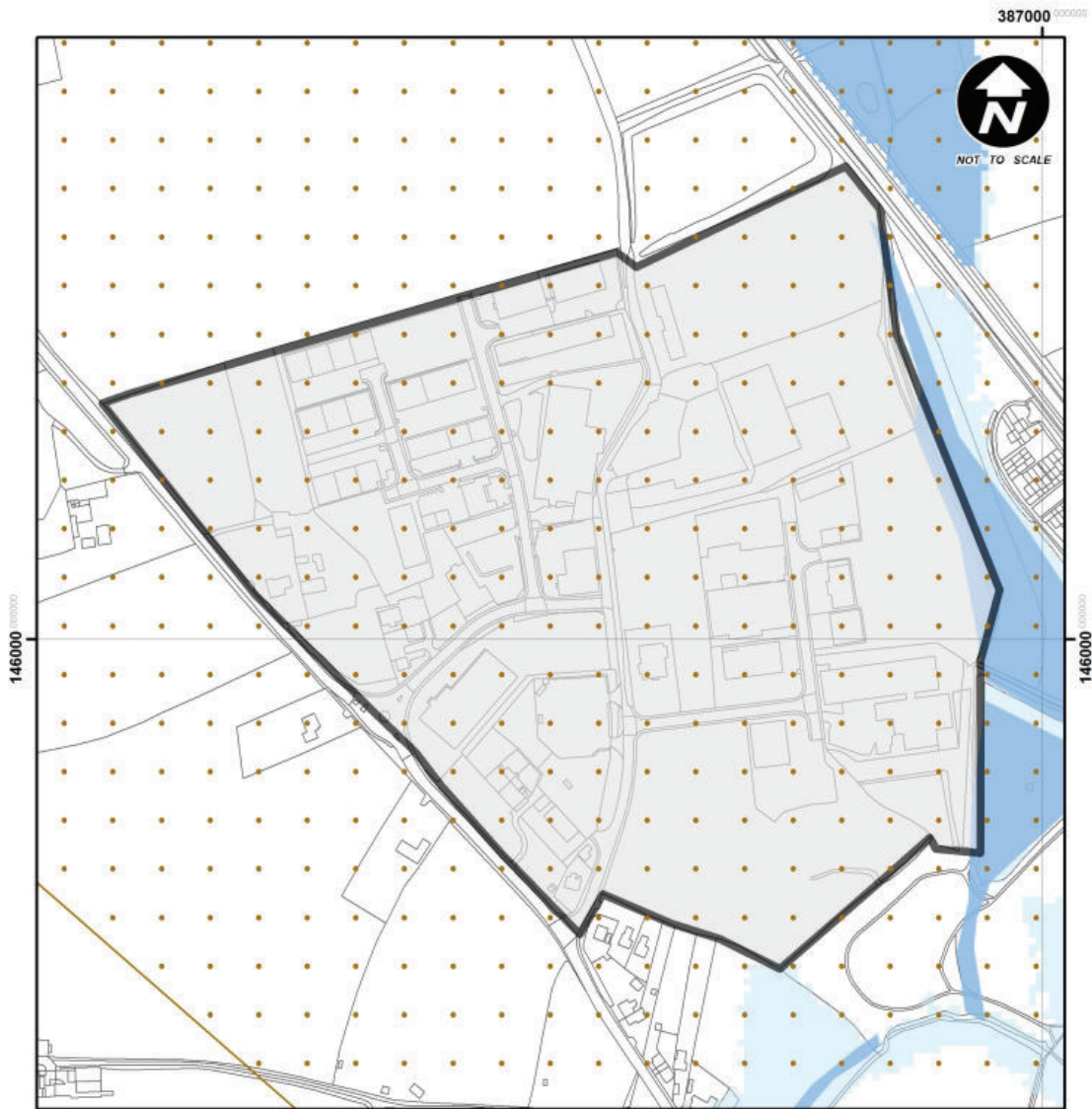
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Table 3.6 Canal Road Industrial Estate, Trowbridge

<b>Canal Road Industrial Estate, Trowbridge</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential traffic and transport impacts on Trowbridge town centre and/or the village of Hilperton).
<b>Grid reference</b>	385743 159419
<b>Current use/s</b>	The site is an existing and well established industrial estate with a mix of B1, B2, B8 and A1 uses. There are existing waste uses on the industrial estate including a HRC. There is a small historic landfill site within the site boundary towards the north.
<b>Description of site</b>	The site is located on the northern fringe of Trowbridge. The site has several points of access including roundabouts at the southern and northern ends of the industrial estate, in close proximity to the A361. The site is defined to the north by Towpath Road and Horse Road beyond which lies the residential areas of Hilperton Marsh. The site is flanked to the east by properties located along The Down and Wyke Road and to the south by properties located on Canal Road. There is a cemetery in close proximity to the south east site boundary. The western boundary is formed by the Kennet and Avon Canal and a railway line. Immediately north and north west of the site is Green Belt land which has been allocated for housing. A Public Right of Way (PRoW) runs through the site.
<b>Size of site</b>	35.2 ha
<b>Planning context</b>	The site is allocated as an Employment Area (Policy E2) in the saved policies of the current West Wiltshire District Plan. The District Plan also allocates an area for new housing (Policy H7) to the north and north west of the site and new recreational space 135m to the east of the site.
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	The site is situated within an existing industrial estate, but immediately adjacent to the Kennet & Avon Canal. A robust management plan to control litter, dust and surface water run-off will be required to ensure the protection of ecological features of the Kennet & Avon Canal Meadow County Wildlife Site, the River Biss corridor and the ecology of Hilperton Marsh and the wildlife species that these habitats support. A site level survey should be undertaken if development is on, or adjacent to, part of the site that is currently occupied by trees, hedgerow or grass/scrub, or if any existing buildings are to be demolished and rebuilt.
<b>Historic environment and cultural heritage</b>	The Kennet and Avon Canal (which is considered as a heritage asset) forms the western boundary of the site. The adjacent pound includes a listed road bridge over the canal and listed aqueducts. To the east, Trowbridge Cemetery is included on the Register of Parks and Gardens and includes numerous listed memorials, gate piers and Gate Lodge. There are also listed houses in the vicinity, on Victoria Road. Impact on the setting and environmental quality of all of these heritage assets will need to be carefully considered.

Canal Road Industrial Estate, Trowbridge	
Human health and amenity	<p>Potential impacts on air quality (including odour, bioaerosols, dust and fumes), noise and vibration levels affecting existing uses on the industrial estate and other surrounding receptors should be assessed. Proximity to housing located in existing residential areas and future housing development will need to be investigated.</p> <p>Acoustic screening in the form of bunds, buildings or fences may be required and will depend on the final location of any waste facility. Facilities should be sited towards the middle and mid-west of the site and any external activities a minimum of 150m from any residential development.</p> <p>Air quality risks for the intended use are low to moderate without mitigation. Mitigation for dust and odour will be required but detailed assessment of air quality and odour should not be necessary.</p> <p>Any development will need to safeguard PRoW.</p>
Landscape, townscape and visual	<p>Potential impacts on the existing setting and views onto the site from nearby residential areas and PRoW will require investigation.</p>
Traffic and transportation	<p>The impact of HGVs on sensitive receptors/local residential areas close to the site will need to be investigated. Access for HGVs should be sensitively controlled through signing and routing agreements. Access for light vehicles from the south is deemed acceptable although further capacity analysis will need to consider this. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>The site falls predominantly into Flood Zone 1, but the northern section is bisected by the partially culverted Hilperton Brook main river and a narrow band of Flood Zone 2. It may be advisable for any site layout to avoid locating buildings/equipment in this part of the site. Under the terms of the Water Resources Act 1991 and the Land Drainage Byelaws, the prior written consent of the Environment Agency is required for any proposed works or structures in, under, over or within 8m of the top of the bank of the Hilperton Brook. It is recommended that a strip of land at least 8m wide adjoining all watercourses is left clear of all buildings, structures, fences and trees to facilitate access, essential maintenance and possible future improvements to the drainage system. Ground levels should not be raised within this area. The site lies within an area identified as being 'Susceptible to Surface Water Flooding'. Further investigation should be carried out to assess the true nature of this risk. There is limited risk of fluvial flooding but the potential for pluvial and groundwater flooding should be investigated. There is a small historic landfill site within the site which could act as a potential source of land contamination and which should be considered as part of any assessments. Proposals should consider mitigation such as SuDS within site design and infiltration devices. A Flood Risk Assessment, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.</p>

<b>Canal Road Industrial Estate, Trowbridge</b>	
<b>Any other issues or comments</b>	<p>Any new facilities must not prejudice the existing waste operations already permitted within the site boundary.</p> <p>This site falls within the MoD statutory safeguarding zone - Keevil Airfield Statutory Height Safeguarding Zone.</p>
<b>Cumulative effects with other waste site allocations</b>	<p>There is the potential for cumulative effects associated with traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.</p>
<b>Links to the Waste Core Strategy</b>	<p>The site is located within 16km of Trowbridge and Chippenham and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.</p>



## Inset map W7

Warminster Business Park,  
Warminster

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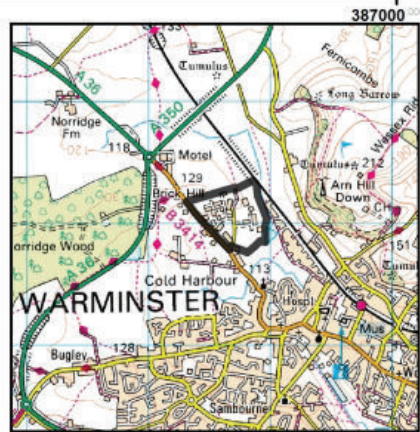


Table 3.7 Warminster Business Park, Warminster

<b>Warminster Business Park, Warminster</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: limited scope for accommodating significant development; potential highway impacts).
<b>Grid reference</b>	386700 146000
<b>Current use/s</b>	The site was previously a gas works (1941) but is now an existing industrial estate that contains a local HRC and other small businesses including manufacturing and engineering.
<b>Description of site</b>	The site is located on the northern edge of Warminster, 15km south of Trowbridge. The business park is accessed directly off the B3414 which leads to the A36/A350 Warminster–Westbury interchange (approximately 500m north of the site). There are two existing access points to the estate; Furnax Way to the south and Roman Way to the north. The northern boundary of the site is formed by fields and approximately 500m beyond this is the A350, to the east is a local railway line and the properties at Arn View. New residential areas are located to the east of the site and new B1 uses are being developed to the west at Bath Road Business Park. A river runs along the eastern boundary of the site and consequently this area is within Flood Zone 2/3.
<b>Size of site</b>	23 ha
<b>Planning context</b>	The site is allocated as an Employment Area (Policy E2) in the saved policies of the current West Wiltshire District Local Plan. The emerging Wiltshire Core Strategy identifies the industrial estate as a principle employment area and identifies a large area immediately to the west of the site for housing/mixed use (Core Policy 31 – Spatial Strategy: Warminster Community Area; and Core Policy 35 – Existing Employment Sites).
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	Reptile, badger and water vole surveys should be undertaken, particularly if any ditches are affected. Additional survey work should be undertaken if development is on, or adjacent to, part of the site that is currently occupied by trees, hedgerow or grass/scrub, or if any existing buildings are to be demolished and rebuilt.
Historic environment and cultural heritage	<p>Arn Hill barrow Scheduled Monument is located approximately 800m to the east of the site boundary and therefore any proposal will require Zone of Theoretical Visibility (ZTV) analysis.</p> <p>There is evidence of Iron Age archaeology on the site. Development of the site may impact on currently unrecorded remains associated with known and unknown sites of buried archaeological features. A programme of archaeological evaluation will need to be undertaken to assess the nature, extent and significance of any surviving remains. The site should be subject</p>

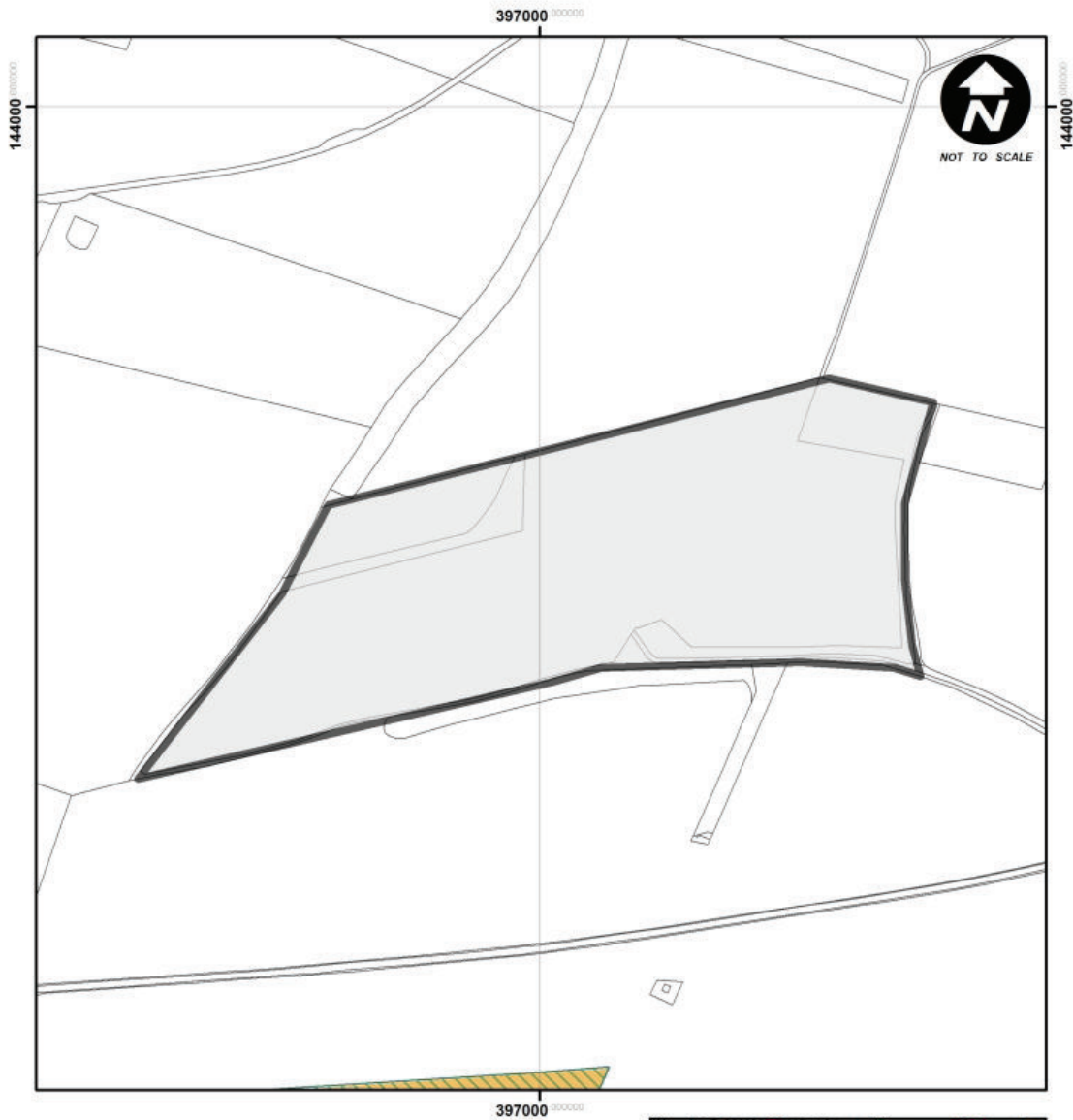


Warminster Business Park, Warminster	
	to archaeological evaluation in advance of any proposed works in this area. Further mitigation may be required depending on the outcome of that evaluation.
Human health and amenity	<p>Potential impacts on air quality (including odour, bioaerosols and fumes), noise and vibration levels affecting existing uses on the business park and surrounding properties will need to be investigated.</p> <p>Acoustic screening in the form of bunds, buildings or fences may be required. The facilities should be sited towards the centre of the site with a minimum separation distance of 100m from Bath Road and 120m from the residential properties to the east.</p> <p>Air quality risks for the intended use are low to moderate without mitigation. Dust and odour mitigation will be required, although detailed assessment should not be necessary.</p>
Traffic and transportation	Access from the B3414, capacity impacts on the A350/A36 and implications of Warminster weight limit restrictions will need to be investigated. Parking and access arrangements will need to be considered. Mitigation may involve lorry restrictions through Warminster. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
Water environment	The site is in Flood Zone 1 with the exception of the southern-most tip in Flood Zone 2 and the eastern edge in Flood Zone 3. Areas along the eastern and southern sides of the site are shown to be 'Areas Susceptible to Surface Water Flooding'. There are surface water courses in close proximity to the site and the site is close to drainage channels to the east, south and west along with an adjacent attenuation pond to the south. The site is located on a principal aquifer of high vulnerability and Source Protection Zone 2. There is limited risk of fluvial flooding but there is potential for pluvial and groundwater flooding. There are potentially contaminating land uses in the area and a high level of engineering containment will be required at this site to safeguard the groundwater environment. Foul water discharges from any development can be connected to the public sewer system where available subject to a capacity appraisal and agreement upon a point of connection. Robust design measures should be put in place to protect public water resources. Proposals should consider mitigation such as SuDS within site design and infiltration devices. A Flood Risk Assessment, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.
Any other issues or comments	Any new facilities must not prejudice the existing waste operations already permitted within the site boundary.
<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects associated with traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.

## Warminster Business Park, Warminster

### **Links to the Waste Core Strategy**

The site is located within 16km of Trowbridge and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## Inset map W8

Land at Valley Farm,  
Chitterne



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Table 3.8 Land at Valley Farm, Chitterne

<b>Land at Valley Farm, Chitterne</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station, Local Recycling, Inert Waste Recycling/Transfer, Composting and Waste Treatment.
<b>Scale</b>	Local.
<b>Grid reference</b>	396846 143421
<b>Current use/s</b>	Greenfield site. This site is currently pasture land located adjacent to a large scale inert landfill/landraise site.
<b>Description of site</b>	This Greenfield site is located north of the B390, 1km west of the village of Chitterne and 25km north west of Salisbury. The inert landfill site adjacent to the proposed site has an existing access off the B390 which provides good access to the A36 to the west. The site lies within a relatively remote rural area of open rolling grade 3 agricultural land surrounded by a few isolated farms. To the north of the site an area of young woodland has been planted, whilst the northern boundary is defined by a strong belt of mature trees. Mature trees also run along the southern boundary, 230m beyond which lies the B390. The site is in the vicinity of Salisbury Plain Special Protection Area/Special Area for Conservation/Site of Special Scientific Interest (SPA/SAC/SSSI) and Cranborne Chase and West Wiltshire Downs AONB (approximately 1.2km south west of the site).
<b>Size of site</b>	15.5 ha (within which any development proposals and all necessary mitigation measures will need to be incorporated).
<b>Planning context</b>	The site is not allocated in the saved policies of the West Wiltshire District Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	The proposed allocation is situated on a site that appears to be either rough grassland or arable field and within 300m to the north of Codford Down Meadow County Wildlife Site (CWS) (chalk grassland). However, it is considered that if the proposed allocation were to be developed, it would be unlikely to impact on the designated feature since the prevailing wind is from the south west and there is no hydrological connectivity between the allocation site and the CWS. There are several existing records in the immediate area for badgers and reptiles therefore an extended Phase 1 habitat survey with particular reference to (although not exclusively) these species, will be required to inform any future planning application process.
<b>Historic environment and cultural heritage</b>	<p>Potential for development to impact on the heritage resource of the site and immediate area. Extensive field systems within site, large block of Scheduled Monument field system as well as Knook Castle Scheduled Monument likely to be indirectly affected. Zone of Theoretical Visibility (ZTV) analysis pre-application and evaluation/mitigation as planning condition is recommended.</p> <p>Consideration will need to be given to potential for changes in setting to various Listed Buildings in the settlement of Chitterne (classified as a Conservation Area).</p>

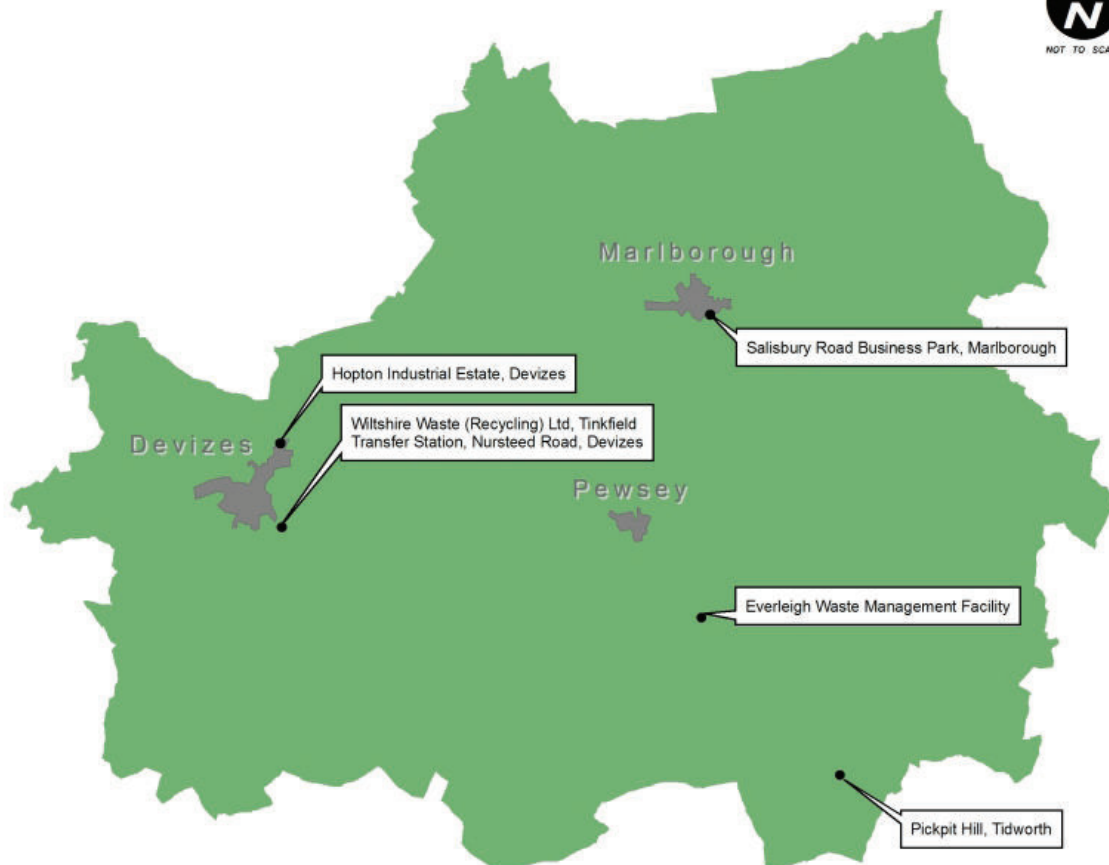
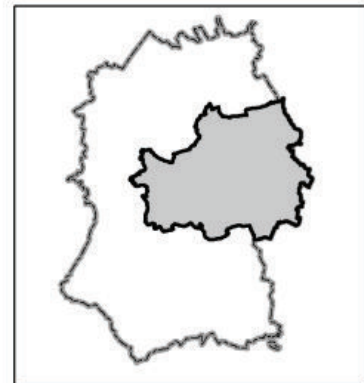
Land at Valley Farm, Chitterne	
Human health and amenity	Potential impacts on air quality (including odour, bioaerosols, dust and fumes), noise, vibration and nuisance levels affecting surrounding receptors will need to be investigated.
Land use	Potential loss of grade 3 agricultural land will need to be considered.
Landscape, townscape and visual	<p>Potential for landscape and visual impacts on the surrounding area due to the highly visible site location. Mitigation will be required and should include the planting of a 15m woodland buffer around site boundaries to screen views into the site, integrating it with the surrounding rural character. The woodland should connect with existing trees and planting within the area. Opportunities for strategic off-site hedgerow planting, along the B390 to reduce perceptions of the erosion of the rural landscape character of the area should be explored.</p> <p>The form and scale of any built development should respect the agricultural character of the area.</p> <p>Any development will need to safeguard Public Rights of Way (PRoW).</p>
Traffic and transportation	Improvements will need to be made to the site access to accommodate HGVs turning left into the site from the west along the B390. In addition, new signage will be required to highlight the presence of the site access to alert other road users. A Capacity/Impact Assessment will also be required to investigate the likely impact of waste traffic on the A36, A303 and Chitterne village. Chitterne is subject to a Traffic Regulation Order affecting the B390/C22 and therefore development at the site should be controlled by condition and legal agreement to prevent, or at least minimise, vehicle movements accessing or leaving via Chitterne. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate and/or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
Water environment	<p>The site is in Flood Zone 1 and is located on a principal aquifer of high vulnerability. The site is situated within a valley between two Source Protection Zone (SPZ) 3 areas. A SPZ 1 is situated 2.3km towards the east. Groundwater beneath the site is likely to be discharged within the Chitterne Brook (located 1.7km downslope of the site towards the east). There is a covered reservoir to the south of the site however it is situated at an elevation higher than the proposed waste site so cannot be impacted by any contaminated water emanating from a waste facility. Notwithstanding this, the site lies on a principal aquifer and is in close proximity to a SPZ 1 for a public water supply source, a high level of engineering containment will be required at this site to safeguard the groundwater environment.</p> <p>Areas along the southern boundary of the site are shown to be 'Areas Susceptible to Surface Water Flooding'. There is no risk of fluvial flooding but the potential for pluvial and groundwater flooding should be investigated. Proposals should consider mitigation such as SuDS within site design and infiltration devices. A Flood Risk Assessment, contamination risk assessment and liaison on hydrology/surface water drainage issues with the Environment Agency will be required to support a planning application.</p>

<b>Land at Valley Farm, Chitterne</b>	
<b>Any other issues or comments</b>	Any inert waste recovery operation will only be permitted at this site where it is clearly demonstrated to be associated with existing waste inputs to the adjacent landfill operation - additional inputs solely to service the recovery of inert waste at this site will not be acceptable at this location.
<b>Cumulative effects with other waste site allocations</b>	No cumulative effects identified at the plan-making stage.
<b>Links to the Waste Core Strategy</b>	The site is not located within 16km of a principal settlement, therefore is only allocated for local scale use. The site will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.

## 4 East Wiltshire

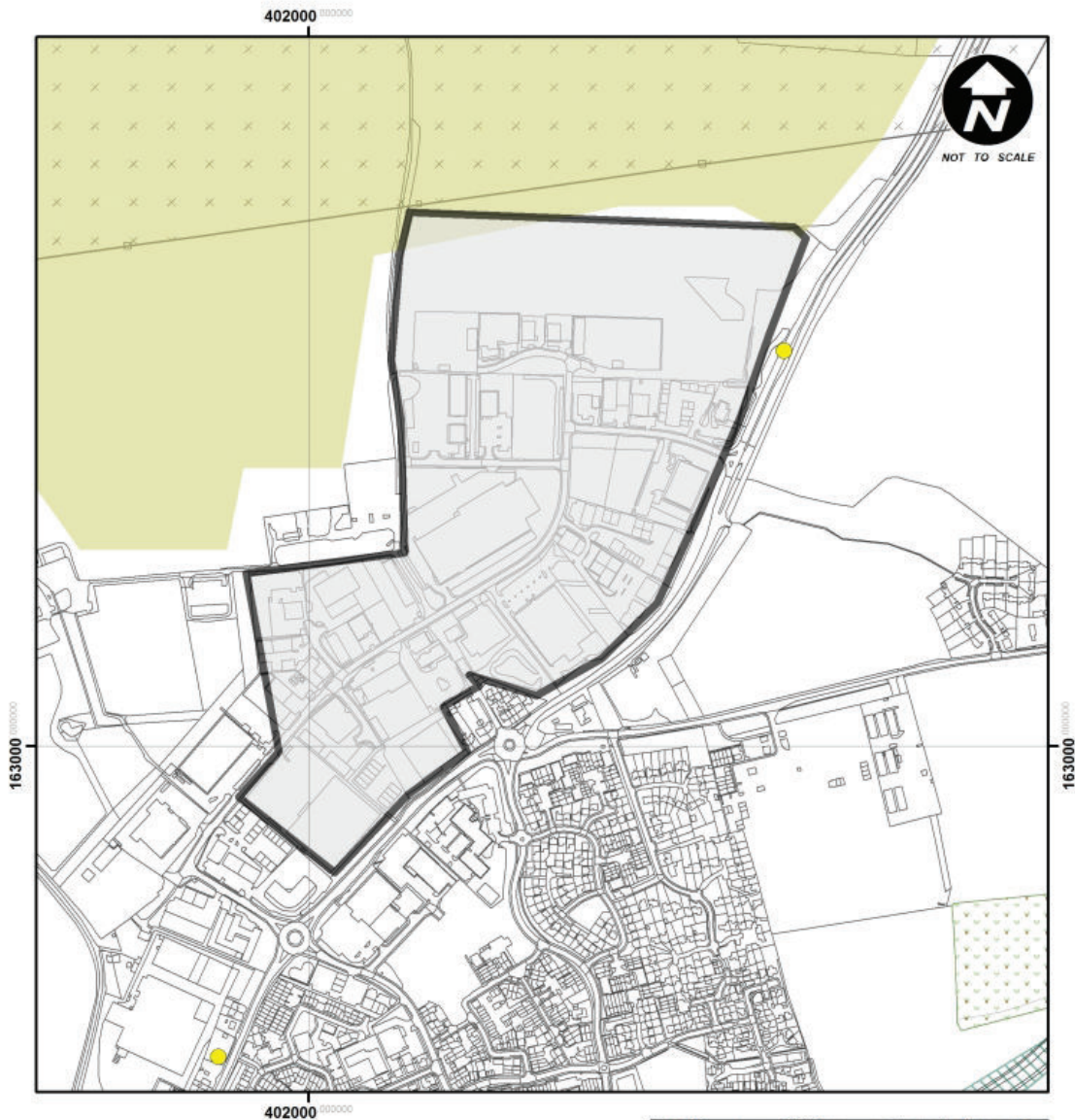
### 4.1 Local sites

# East Wiltshire local scale waste sites



Key	
●	Waste sites in East Wiltshire
■	Key settlements in East Wiltshire
■	East Wiltshire

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## Inset map E1

Hopton Industrial Estate,  
Devizes

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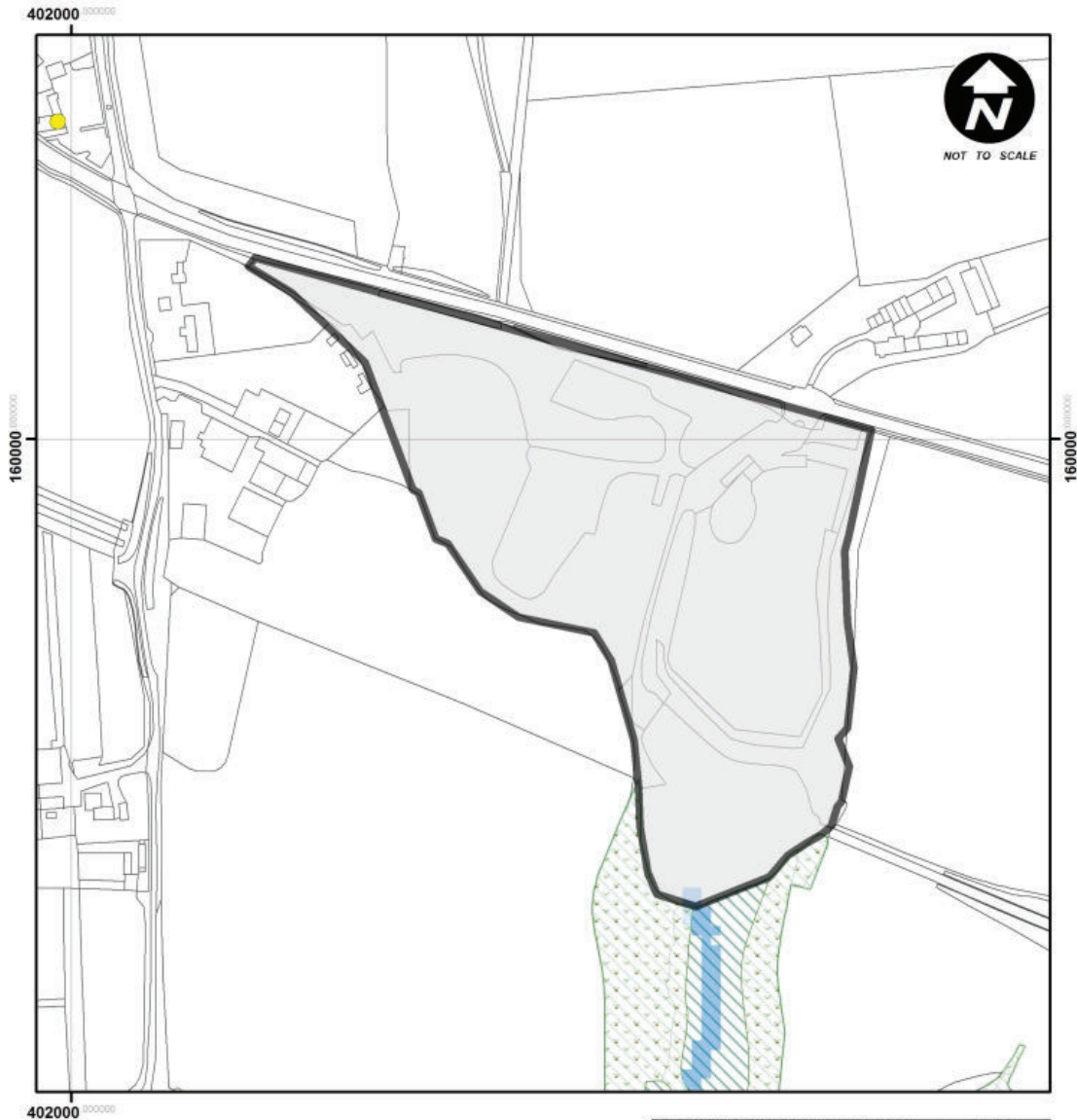


Table 4.1 Hopton Industrial Estate, Devizes

<b>Hopton Industrial Estate, Devizes</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential transport impacts on Devizes; and potential for impact on the North Wessex Downs AONB).
<b>Grid reference</b>	402275 163375
<b>Current use/s</b>	The site comprises an existing industrial/business park with a mix of B2 and B8 uses plus land allocated for employment use. A HRC is currently operational at the site.
<b>Description of site</b>	The site is located on the north eastern edge of Devizes, to the west of the A361 London Road. The estate is connected by wide roads with footways which are currently accessed from three junctions on the A361. The two southern access points are in the form of roundabouts onto the A361 and the northern access point is a priority junction. The northern and western boundaries of the site are defined by hedgerows and trees, with fields beyond. The eastern boundary is delineated by the A361 with a combination of agricultural fields, commercial and residential uses beyond the road. The southern extent of the site merges with the adjacent Garden Industrial Estate. The site has reasonable access to the centre of Devizes and is located approximately 450m north of the Kennet and Avon Canal. The site is located in proximity to a number of designated sites including the North Wessex Downs AONB and is situated 1.3km east of Roundway Down and Covert SSSI. There are numerous Scheduled Monuments located to the west of the site.
<b>Size of site</b>	28.7 ha
<b>Planning context</b>	The site is designated as a Protected Strategic Employment Site and as Land Allocated for Employment Development in the saved policies of the current Kennet District Local Plan and thereby the subject of a number of policies including PD1, ED17 and ED25. The emerging Wiltshire Core Strategy identifies the industrial estate and land to the south of the industrial estate as principle employment areas (Core Policy 12 – Spatial Strategy: Devizes Community Area; and Core Policy 35 – Existing Employment Sites).
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	Survey at the site level to inform any planning application should consist of an extended Phase I survey with particular respect to badgers, barn owls and farmland birds on adjacent arable fields. Depending on the findings of the survey a lux plot and lighting constraints may be required to ensure avoidance of light pollution onto fields.
Historic environment and cultural heritage	Potential impacts on the setting of the adjacent Roundway Down Registered Battlefield to the north west of the site will need to be considered. Direct impacts are unlikely as the site is an existing industrial estate but note, the listed building milestone in the north east of the site. A Heritage Statement will be required.

## Hopton Industrial Estate, Devizes

Human health and amenity	Potential impacts on air quality (including odour, bioaerosols and fumes), noise and vibration levels affecting existing uses on the industrial estate and surrounding receptors will need to be investigated.
Landscape, townscape and visual	<p>The North Wessex Downs AONB is immediately to the north and west of the site. Appropriate screening and landscaping will be required to avoid harming the rural character of the adjacent AONB. This may involve planting of native/evergreen hedgerows and woodland belts to the north of the site. Sensitive site planning should be adopted to minimise the visual impact of new facilities from the AONB. Development should work with the topography of the land, involving sensitive levels design to minimise the impact on the valley-side topography of the northern end of the site and utilise its natural enclosure for screening any development.</p> <p>Consideration will need to be given to the visual impact on local footpaths. Off-site planting should screen views onto the site to reduce the visual impact. Any development will need to safeguard Public Rights of Way (PRoW).</p>
Traffic and transportation	Potential impacts on the A361 and surrounding roads as a result of an increase in traffic will need to be investigated, although the site is considered appropriate for the proposed uses. Issues with on-street parking along Hopton Road will also need to be considered. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
Water environment	The site is underlain by a principal aquifer. In addition, the north eastern corner of the site abuts Source Protection Zone 2 for a public water supply. A high level of engineering containment will be required at this site to safeguard the groundwater environment. Foul water discharges from any development can be connected to the public sewer system where available subject to a capacity appraisal and agreement upon a point of connection. The site is in Flood Zone 1 however 'Areas Susceptible to Surface Water Flooding' cross the site in a number of locations. Pluvial or groundwater flooding could interrupt site operations and cause pollution to spread from the site. The site could increase the flood risk elsewhere. Proposals should consider mitigation such as SuDS design to control runoff. A Flood Risk Assessment and liaison with the Environment Agency will be required to support a planning application.
Any other issues or comments	Any new facilities must not prejudice the existing industrial and commercial units already permitted within the site boundary.
<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects on traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Chippenham and Trowbridge and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## **Inset map E2**

Wiltshire Waste (Recycling) Ltd,  
Tinkfield Transfer Station,  
Nursteed Road,  
Devizes

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Table 4.2 Wiltshire Waste (Recycling) Ltd, Tinkfield Transfer Station, Nursteed Road, Devizes

<b>Wiltshire Waste (Recycling) Ltd, Tinkfield Transfer Station, Nursteed Road, Devizes</b>	
<b>Potential use/s</b>	Waste Treatment.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential transport impacts on Devizes; and potential for impact on the North Wessex Downs AONB).
<b>Grid reference</b>	402300 160016
<b>Current use/s</b>	The site is a former landfill site. The eastern part is currently in use as a WTS and inert recycling. An area centrally located within the site has a valid planning permission for green waste composting.
<b>Description of site</b>	The site is located on the south east fringe of Devizes, to the south of the A342 Monument Hill. The site is located in a rural setting surrounded by fields containing small farms. There are residential properties in the area including Ridgcroft, in an elevated position to the north of the site. The site is bounded to the north by the A342, which is screened by a combination of mature hedgerow and bunds. The embankments of a dismantled railway line running parallel to the A342 adjoin the southern end of the site on each side.
<b>Size of site</b>	4.8 ha
<b>Planning context</b>	The site is not allocated in the saved policies of the current Kennet District Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	The site is situated immediately adjacent to Nursteed Farm Woods Meadow County Wildlife Site (CWS). There are existing records of badgers on the site and immediately adjacent land. Any future planning application should be informed by an extended Phase I survey of the application site and surrounding area, with particular reference to badgers and reptiles. There will be a requirement to provide habitat enhancement to buffer the woodland and to provide corridors around and across the site. Consideration will have to be given to the need for sensitive siting of buildings and plant within the site so that waste operations carried out at the site do not result in adverse impact to the CWS.
Historic environment and cultural heritage	The southern tip of the site includes the postulated site of a former flour mill of 1841 and any potential impacts on this will need to be investigated. Development of the site may also impact on currently unrecorded remains associated with known and unknown sites of buried archaeological features. A programme of archaeological evaluation will need to be undertaken to assess the nature, extent and significance of any surviving remains. The site should be subject to archaeological evaluation in advance of any proposed works in this area. Further mitigation may be required depending on the outcome of that evaluation.
Human health and amenity	Potential for impacts on air quality (including odour, bioaerosols, dust and fumes) and noise levels affecting receptors living in close proximity to the site will need to be examined. Mitigation for dust, bioaerosols and odour is

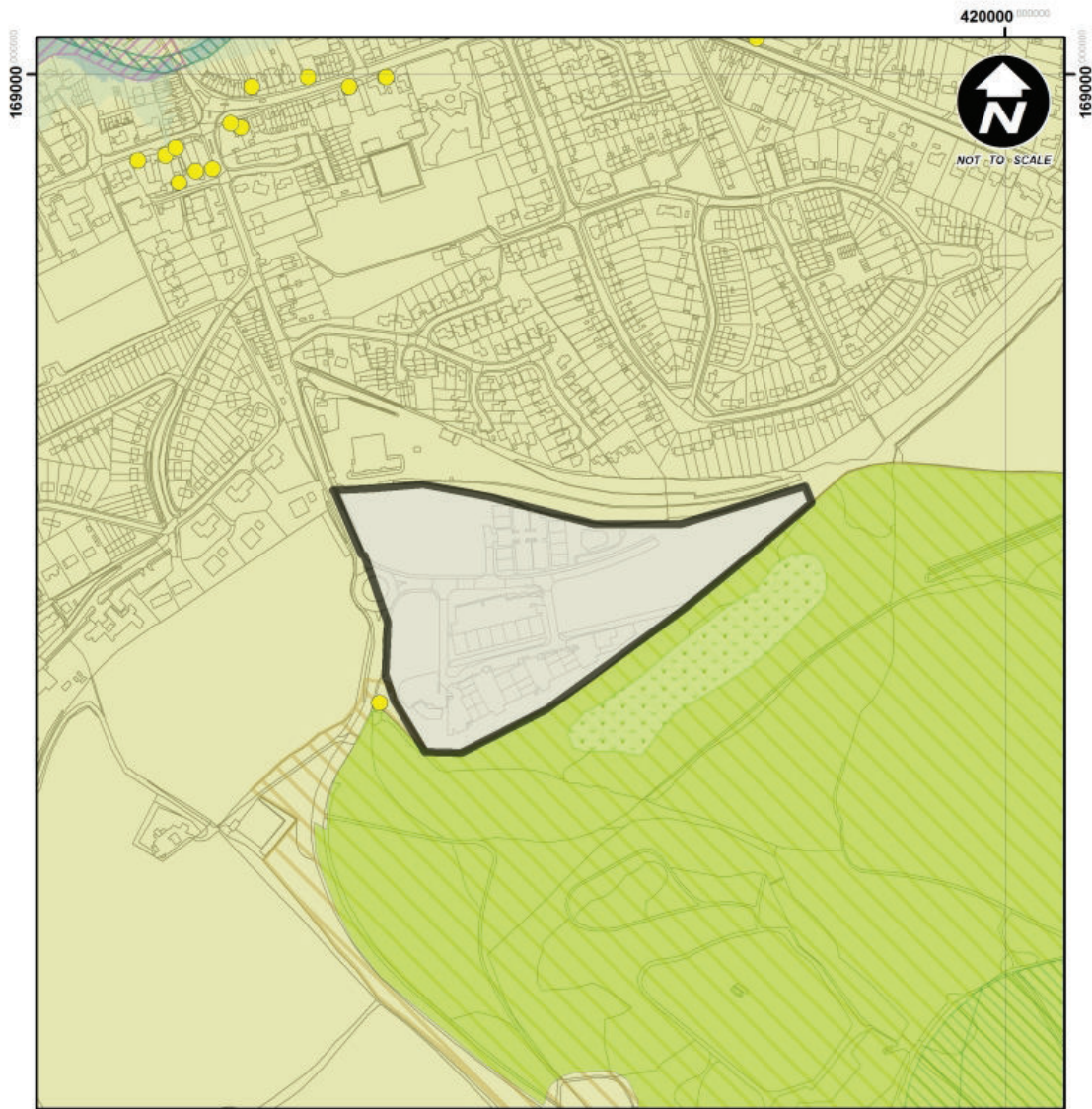
## Wiltshire Waste (Recycling) Ltd, Tinkfield Transfer Station, Nursteed Road, Devizes

	<p>recommended. Detailed assessment should be undertaken. The site is partially shielded from residential properties by the A342 and existing bunding. Acoustic screening in the form of bunds, buildings or fences on the northern, western and eastern boundaries of the facility may be required and the facility should be sited towards the middle of the site area, with a minimum of 150m to the nearest residential dwelling.</p> <p>Any development will need to safeguard Public Rights of Way (PRoW).</p>
Landscape, townscape and visual	<p>Views onto the site from nearby properties and PRoW will need to be considered. Site planning should avoid the loss of mature hedgerows and trees around and within the site, but make use of the existing earth bunds to continue screening views. Care will need to be taken when designing the site entrance to ensure that views into the site from the A342 and Ridgcroft are not opened up.</p>
Traffic and transportation	<p>Potential for impacts on the A342 and A361. Consideration is required of the mitigation measures to ensure the site access is fit for purpose. Mitigation should involve improving visibility and safety at the access point off the A342. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>The site is underlain by a principal aquifer and there is a history of potentially contaminating land use on site. There are two streams that enter the site which is predominantly within Flood Zone 1 (southern tip of the site is in Flood Zone 3 associated with the Stert Valley). There is little risk from fluvial flooding but there is a risk of pluvial or groundwater flooding. It is recommended that a strip of land at least 8m wide above the culvert line is left clear of all buildings, structures, fences and trees to facilitate access, essential maintenance and possible future improvements to the drainage system. Ground levels should not be raised within this area. A high level of engineering containment will be required at this site to safeguard the groundwater environment. Foul water discharges from any development can be connected to the public sewer system where available subject to a capacity appraisal and agreement upon a point of connection. The landfill history of the site should be considered in order to determine the appropriate level of groundwater protection. The site lies within an area identified as being 'Susceptible to Surface Water Flooding'. Further investigation should be carried out to assess the true nature of this risk. A Flood Risk Assessment, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.</p>
Any other issues or comments	<p>Any new facilities must consider the existing waste operations already permitted within the site boundary.</p>
<b>Cumulative effects with other waste site allocations</b>	<p>There is the potential for cumulative effects on traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.</p>

**Wiltshire Waste (Recycling) Ltd, Tinkfield Transfer Station, Nursteed Road, Devizes**

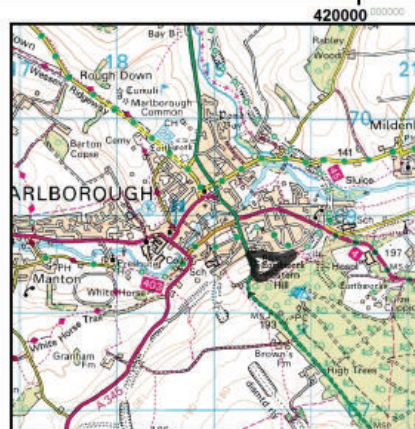
**Links to Waste Core Strategy**

The site is located within 16km of Chippenham and Trowbridge and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## Inset map E3

Salisbury Road Business Park,  
Marlborough



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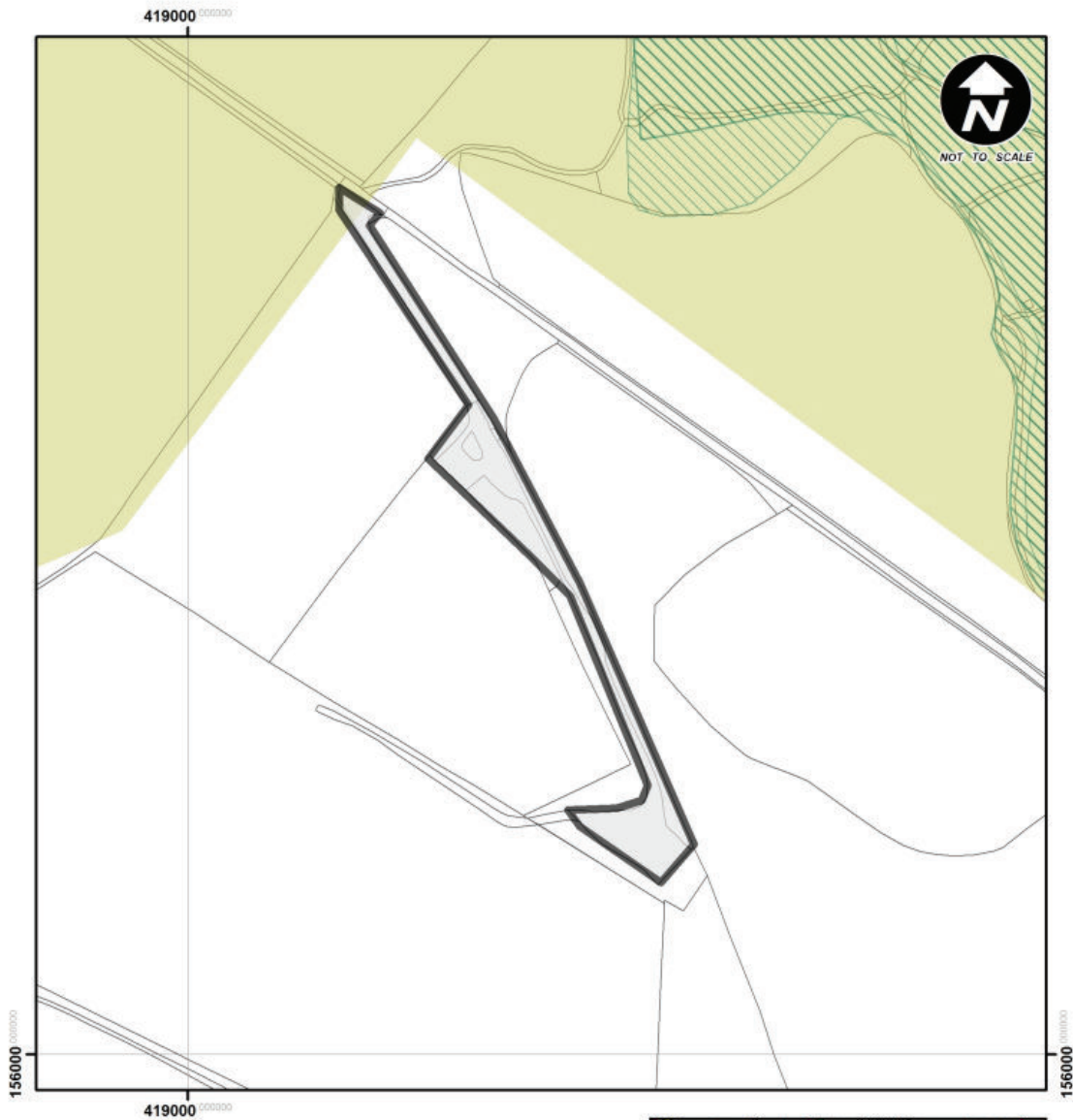
Table 4.3 Salisbury Road Business Park, Marlborough

<b>Salisbury Road Business Park, Marlborough</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential highway impacts; limitation in terms of potential developable land; and the potential for impact on the North Wessex Downs AONB).
<b>Grid reference</b>	419520 168500
<b>Current use/s</b>	The site has been prepared with infrastructure and landscaped to accommodate a small business/trading estate with a mix of B1 and B2 employment uses, although not all units have been constructed. A new, purpose-built HRC was opened in the business park in March 2011.
<b>Description of site</b>	The site is located on the southern fringes of Marlborough. The site is bound to the west by the A346 Salisbury Road, to the north by a disused railway (the embankment is covered in dense scrub) and to the south by Savernake Forest SSSI. The site has good links to the Wiltshire HGV Route Network (A4 and A346). The existing access to the site is directly from the A346 Salisbury Road via a purpose built roundabout. The A346 is also classed as a primary route network. The site is located within the North Wessex Downs AONB.
<b>Size of site</b>	6.1 ha
<b>Planning context</b>	The site is allocated as a Rural Employment location in the saved policies of the current Kennet District Local Plan (Policy ED7).
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	A HRC was granted planning permission, after extensive ecological survey and mitigation for dormice, bats and reptiles. Lighting restrictions have been imposed to protect commuting bats and dormice. Mitigation for any further development will need to complement that already detailed as part of extant permission. An appropriately scoped site level survey should be sufficient to support any future planning application for expansion of development.
Historic environment and cultural heritage	<p>The site was subject to an archaeological investigation ahead of its commercial development because it abuts the Earthworks on Postern Hill. Potential impacts on this asset will need to be considered as part of any planning application.</p> <p>At the south-west corner of the site is the Grade II listed Salisbury Road Lodge to Tottenham House. The site also borders the northern edge of the Grade II* Registered Park of Tottenham House and Savernake Forest. Further impact on these heritage assets, including their environmental quality, should be carefully considered.</p>
Human health and amenity	Potential impacts on air quality (including odour, bioaerosols and fumes), noise and vibration levels affecting existing uses on the business park and surrounding receptors will need to be investigated.



## Salisbury Road Business Park, Marlborough

Landscape, townscape and visual	The site is located within the North Wessex Downs AONB. The semi-enclosed setting and existing commercial character of the site means that it can accommodate change, especially away from the A346. Mitigation through sensitive site planning, the retention of existing planting (where possible) and screen planting will be required. Views into the site from nearby housing estates and Public Right of Way (PRoW) will be of particular importance.
Traffic and transportation	Consideration of the appropriate location of a waste facility within the business park should be considered. There is potential for congestion at peak times and an appropriate routing of HGVs will need to be established in order to minimise environmental impacts. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
Water environment	The site has high permeability, overlies a principal aquifer and is in close proximity to a Source Protection Zone 1. Appropriate measures would need to be put in place to protect the water environment. Contamination may be present and any contamination risks will need to be appropriately dealt with. Pluvial flooding could interrupt operations and cause pollution to spread from the site. The Environment Agency will require details of a ground investigation and infiltration tests to assess the suitability of certain sustainable drainage methods. If infiltration cannot be achieved, there is an opportunity to provide a range of above ground SuDS such as ponds, swales and detention basins etc. If contamination proves to be a constraint then most SuDS can be lined to prevent any seepage into the ground. There does not appear to be a foul sewer connection to this site, so any contaminated drainage from waste storage/handling areas would have to be contained in a sealed tank and taken off site for disposal. A Flood Risk Assessment and contamination risk assessment in coordination with the Environment Agency will be required to assess the impact of surface water run-off and any potential sources such as ground water and overland flows.
Any other issues or comments	Any new facilities must not prejudice the existing industrial and commercial units already permitted within the site boundary.
<b>Cumulative effects with other waste site allocations</b>	No cumulative effects identified at the plan-making stage.
<b>Links to Waste Core Strategy</b>	The site is located within 16km of Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## Inset map E4

Everleigh Waste  
Management Facility,  
Everleigh

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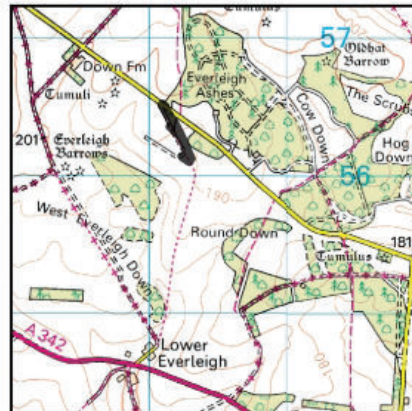
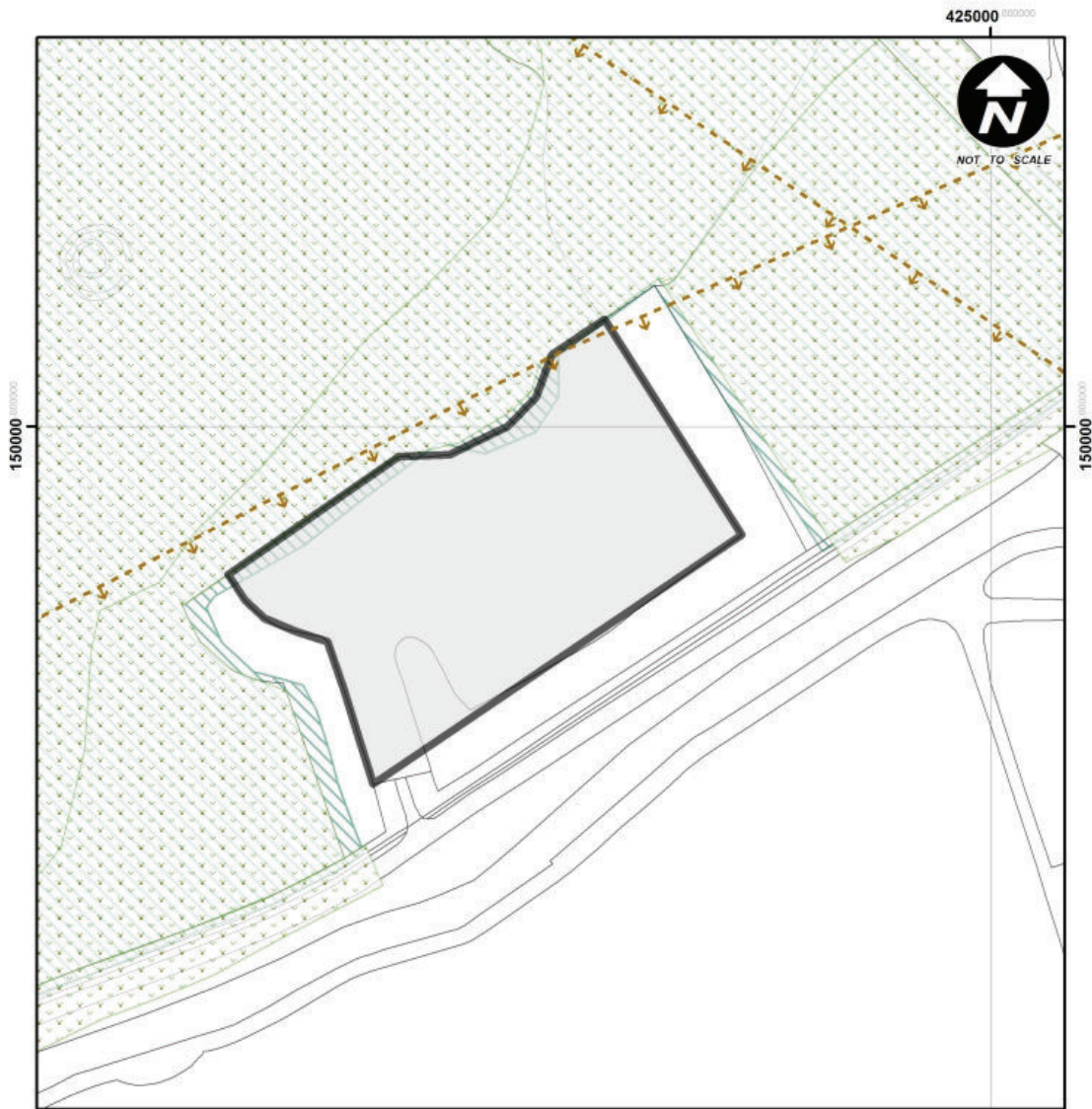


Table 4.4 Everleigh Waste Management Facility, Everleigh

<b>Everleigh Waste Management Facility, Everleigh</b>	
<b>Potential use/s</b>	Inert Waste Recycling/Transfer and Composting.
<b>Scale</b>	Local.
<b>Grid reference</b>	419171 156367
<b>Current use/s</b>	Site comprises a HRC at its northern end and a municipal WTS at the southern end.
<b>Description of site</b>	This narrow strip of land is located in a remote, rural setting 2km north of Lower Everleigh and 3km south east of Pewsey, just north of the A342. The site has an existing access onto Everleigh Road which links to the A345 at Pewsey and to the A342 at Everleigh. The site is relatively well-screened from views to the north and east by the presence of conifers and pines. At the southern end of the site the WTS has been screened from the wider landscape to the south. The site lies adjacent to a former landfill facility for municipal waste which was restored to grassland in 1996. The site is situated within a wider landscape characterised by open rolling chalk downs, and is in proximity to the North Wessex Downs AONB which abuts the northern boundary of the site. A Public Right of Way (PRoW) borders the eastern side of the site.
<b>Size of site</b>	0.9 ha
<b>Planning context</b>	The site is not allocated in the saved policies of the current Kennet District Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	The site is immediately adjacent to woodland and 150m from Everleigh Ashes Meadow County Wildlife Site which is designated for its Ancient Woodland interest and is also an important area of dormouse habitat. Any expansion on the site is unlikely to impact on the Ancient Woodland, but it would be advisable to undertake an extended Phase I habitat survey with particular reference to dormice and bats to inform any future planning application. Some lighting constraints may be necessary to protect dormice and bats from possible disturbance. Appropriate enhancement in line with the National Planning Policy Framework (NPPF) could seek to extend areas of suitable dormouse habitat around the site boundary to connect with other habitats in the wider countryside.
<b>Historic environment and cultural heritage</b>	There are no heritage assets recorded within the site boundary. However, there are three Scheduled Monuments within 700 metres south-west and north-west. Any amelioration of impact on their setting will rely on existing or new planting and a restricted height of proposed development.
<b>Human health and amenity</b>	Potential impacts on air quality (including odour, dust and fumes), noise, vibration and nuisance levels affecting people working on or using existing operations on the site will need to be investigated. Development should have regard to the Environment Agency 250m bioaerosol buffer for composting operations.

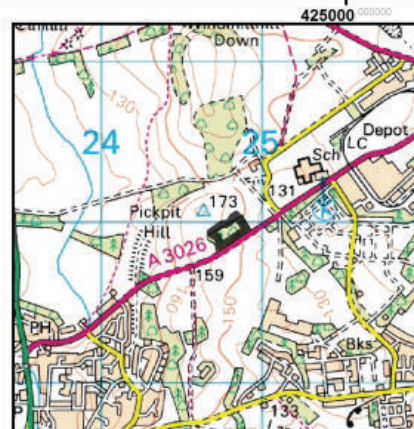
## Everleigh Waste Management Facility, Everleigh

	Any development will need to safeguard PRoW. The current footpath may need to be diverted as it is already in close proximity to the waste works and is unmanaged.
Landscape, townscape and visual	Although not within the North Wessex Downs AONB, the close proximity of the site to this designated area will require careful consideration. The semi-enclosed setting and existing waste dominated character of the site means that it can accommodate change. The main visual impacts, on users of the lane and the footpath to the south of the site, could be almost entirely mitigated through sensitive site planning and screen planting. It is recommended that visual surveys from footpaths to the south and north of the site should be undertaken.
Traffic and transportation	Concerns regarding the distance of the site to the Wiltshire HGV Route Network and potential need for new infrastructure/access will need to be investigated. Potential for additional waste related traffic to have an impact on the A303. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
Water environment	The site is predominantly located on a principal aquifer and lies within 500m of a Source Protection Zone 2. The site is in Flood Zone 1 but is shown to lie within 'Areas Susceptible to Surface Water Flooding'. There is no risk of pluvial or fluvial flooding but groundwater flooding could occur. There are currently outstanding groundwater issues at the site and a high level of engineering containment will be required at this site to safeguard the groundwater environment. Investigations will need to be made into the history of the adjacent former landfill site and potential contaminants and issues with building on the site. Proposals should consider mitigation such as SuDS in site design to control run-off. A Flood Risk Assessment, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.
Any other issues or comments	<p>A former municipal landfill lies adjacent to the site and any development must avoid locating on or otherwise prejudicing the restored landfill area. Any potential hydrological and/or engineering impacts of new development must be addressed with the Environment Agency.</p> <p>This site falls within the MoD statutory safeguarding zone - Netheravon aerodrome Statutory Birdstrike Safeguarding Zone.</p>
<b>Cumulative effects with other waste site allocations</b>	No cumulative effects identified at the plan-making stage.
<b>Links to Waste Core Strategy</b>	The site is not located within 16km of a principal settlement, therefore is only allocated for local scale use. The site will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## Inset map E5

Pickpit Hill,  
Tidworth



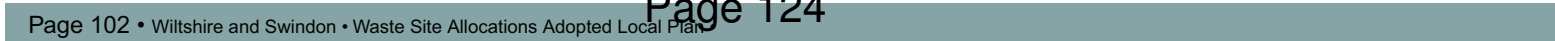
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Table 4.5 Pickpit Hill, Tidworth

<b>Pickpit Hill, Tidworth</b>	
<b>Potential use/s</b>	Household Recycling Centre, Materials Recovery Facility/Waste Transfer Station, Local Recycling, Inert Waste Recycling/Transfer and Composting.
<b>Scale</b>	Local.
<b>Grid reference</b>	424790 149947
<b>Current use/s</b>	The site is a former incinerator facility which is now vegetated with woodland.
<b>Description of site</b>	The site is located on the A3026 between Ludgershall and Tidworth, approximately 30km north east of Salisbury. The site is isolated and well screened by hedgerows and woodland which define the boundaries. The site is accessed via the A3206 which runs along the southern boundary of the site. There is a residential area around 650m south west of the site and Wellington Academy is approximately 500m north east.
<b>Size of site</b>	1.9 ha (within which any development proposals and all necessary mitigation measures will need to be incorporated).
<b>Planning context</b>	The site is not allocated in the saved policies of the current Kennet District Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	The site is surrounded on three sides by the Pickpit Hill Meadow County Wildlife Site (CWS), designated for its chalk grassland interest, a UK BAP priority habitat, which in turn is important for the large variety of butterflies, reptiles and small mammals, including brown hare. The site itself is covered with trees and scrub, which may offer suitable secluded resting places for birds, bats and small mammals. An extended Phase I habitat survey with particular reference to reptiles, bats and badgers will be required to inform any future planning application on this site. Appropriate enhancement in line with the National Planning Policy Framework (NPPF) could include the provision of new or extended areas of wildlife corridor and refuge sites on the boundary between the waste site and the CWS. A robust management plan will need to address the issue of dust and litter being carried onto the CWS by the prevailing wind and measures put in place to prevent this.
Historic environment and cultural heritage	Consideration should be given to any adverse impact on the historic environment from intervisibility with the non-Scheduled barrow on Pickpit Hill.
Human health and amenity	The site is isolated, however potential impacts on air quality (including odour, dust and fumes), noise and vibration levels affecting residential areas and users of Wellington Academy (north east of the site) will need to be investigated.
Landscape, townscape and visual	The site is well screened by hedgerows and woodland, however the visual impact of waste development should be reduced through sensitive site planning of facilities to minimise the impact on views from the A3026.
Traffic and transportation	Potential impact on the A303 and capacity constraints of the A3026 and adjoining roads to deal with waste related traffic will need to be addressed.

## Pickpit Hill, Tidworth

	<p>Potential mitigation includes relocating the existing site access approximately 180m to the east to improve visibility and providing a dedicated right turn. Consideration should also be given to routing HGV traffic so that it travels from the east via the A342 and the A303 (not through Tidworth). A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>The site is located within Flood Zone 1 but overlies a principal aquifer of high vulnerability and is within Source Protection Zone 2. Potable supplies are therefore at risk from pollution and any use at the site will only be acceptable if it can be demonstrated that pollution will not occur and risks can be mitigated against. There has been extensive past and present industrial use of the site including landfill which could give rise to potential contamination issues. Any contamination risks will need to be appropriately dealt with. The drainage arrangement for any development proposals for this site should be a material consideration. An assessment as to whether there are suitable surface water disposal options available for the site will need to be undertaken. In addition, the assessment should ensure that foul water discharges from any development can be connected to the public sewer system, where available, subject to a capacity appraisal and agreement upon a point of connection. Appropriate measures would need to be put in place to protect the water environment. A Flood Risk Assessment, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.</p>
Any other issues or comments	<p>This site falls within MoD statutory safeguarding zones - Netheravon aerodrome; Boscombe Down and Middle Wallop Statutory Birdstrike Safeguarding Zone.</p>
<b>Cumulative effects with other waste site allocations</b>	<p>No cumulative effects identified at the plan-making stage.</p>
<b>Links to Waste Core Strategy</b>	<p>The site is not located within 16km of a principal settlement, therefore is only allocated for local scale use. The site will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.</p>

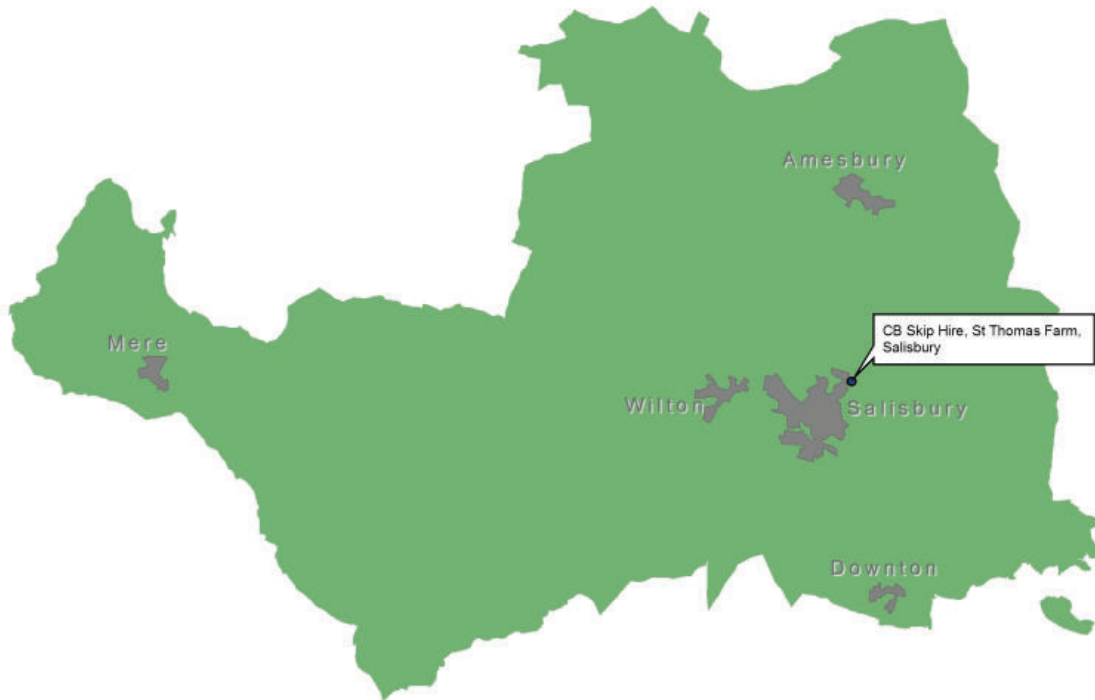
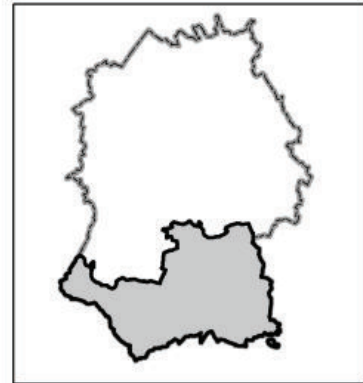




# 5 South Wiltshire

## 5.1 Strategic sites

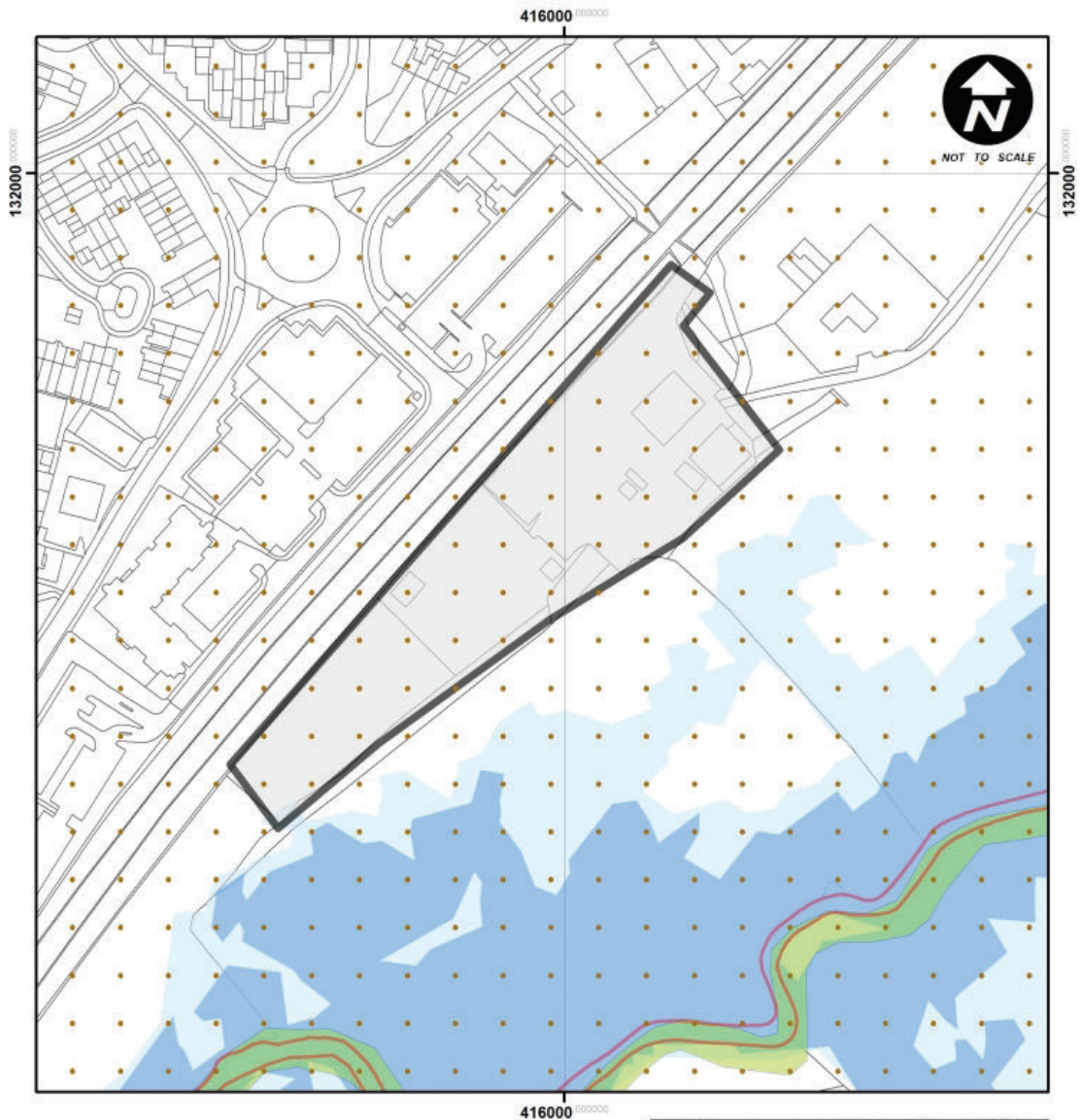
### South Wiltshire strategic scale waste sites



**Key**

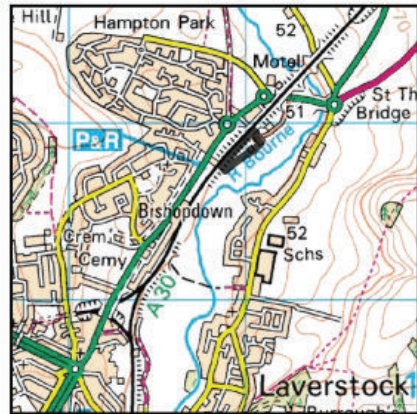
- Strategic waste sites in South Wiltshire
- Key settlements in South Wiltshire
- South Wiltshire

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## **Inset map S1**

CB Skip Hire,  
St Thomas Farm,  
Salisbury



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Table 5.1 CB Skip Hire, St Thomas Farm, Salisbury

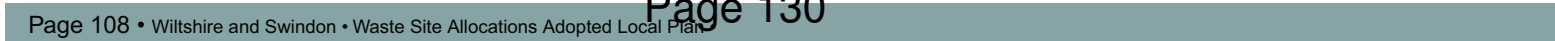
<b>CB Skip Hire, St Thomas Farm, Salisbury</b>	
<b>Potential use/s</b>	Local Recycling, Inert Waste Recycling/Transfer and Composting.
<b>Scale</b>	Strategic.
<b>Grid reference</b>	145947 131817
<b>Current use/s</b>	The site is part Brownfield and part Greenfield, comprising a skip hire service in the northern end of the site and a paddock in the southern end of the site.
<b>Description of site</b>	The site is located to the west of Bishopdown on the north eastern edge of Salisbury. The site has an existing access road off the A30, which is part of the Wiltshire HGV Route Network, and links to the A36 and A338. The north east boundary is defined by a residential property, the south east and south west boundaries by hedgerows beyond which is located a flat area of grassland flood meadows that form the River Bourne floodplain. The north west boundary of the site is defined by the embankment of a railway line and includes a cover of rough scrub.
<b>Size of site</b>	1.5 ha
<b>Planning context</b>	The site is not allocated in the South Wiltshire Core Strategy. However the site is affected by the saved Salisbury District Local Plan policy (C6 - Landscape Setting of Salisbury and Wilton).
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	As the site lies 75m from the River Avon SAC the County Ecologist has carried out a test of likely significance of any adverse impact on the designated features of the SAC, as a result of development of the site for any or all of the potential uses listed above. This concluded that there could be a risk of adverse impact on the SAC as a result of implementing the potential uses but that the significance of impact can be removed or greatly reduced by the design of a robust management plan for site operation, which must address potential issues around dust deposition and pollution. A site level survey will be required to inform any future planning application. This should consist of an extended Phase I survey with particular reference to otters, reptiles, bats and badgers, assuming that the extension of the existing site will occupy the south west area of the site.
Historic environment and cultural heritage	<p>Development of the site may impact on currently unrecorded remains associated with known and unknown sites of buried archaeological features. A programme of archaeological evaluation will need to be undertaken as part of a planning application to assess the nature, extent and significance of any surviving remains. The site should be subject to archaeological evaluation in advance of any proposed works in this area. Further mitigation may be required depending on the outcome of that evaluation.</p> <p>Potential environmental impact (e.g. noise) on listed properties in the centre of Laverstock, to the south should be considered. The C18 St Thomas Bridge, on the A30 to the north is also a grade II listed structure however as this already serves a major route further traffic use is unlikely to cause any significant issues.</p>

## CB Skip Hire, St Thomas Farm, Salisbury

<p>Human health and amenity</p>	<p>Potential impacts on neighbouring/sensitive receptors will need to be considered as part of any planning application. All air quality risks for the intended use are low to high without mitigation. Dust, bioaerosol (with composting) and odour mitigation is recommended. Detailed assessment should be undertaken if the site is intended for composting. There are properties within the 250m bioaerosol buffer, although they are screened from the site via a railway line located on a large bund. Advice should be sought from the Environment Agency.</p> <p>The impacts of noise from any development upon surrounding land uses will need to be addressed. The site is well separated from local housing, with the exception of the owner's house, and already contains similar noise sources. There is little or no screening from the proposed site but with appropriate screening the site is considered suitable with respect to noise for the proposed uses. Acoustic screening in the form of bunds, buildings or fences may be required on the southern and eastern boundary of the facility.</p>
<p>Landscape, townscape and visual</p>	<p>Potential impacts on views onto the site from nearby residential properties in Bishopdown to the west and Laverstock to the south. However, the semi-enclosed setting and existing industrial character of the site means that it can accommodate change. The main visual impacts, on residences on Broadway Ledge and the footpath to the south of the site, should be mitigated through sensitive site planning and screen planting.</p>
<p>Traffic and transportation</p>	<p>Any proposal for waste development should assess traffic impacts, particularly at peak times, along the A30 and A36. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
<p>Water environment</p>	<p>A Source Protection Zone 1 is 1.2km from the site and the site is underlain by a principal aquifer. The closest groundwater abstraction lies 1.6km to the north east (used for general farming and domestic). The River Bourne lies approximately 90m to the south of the site. There is risk of polluting groundwater sources. Robust design measures should be put in place to ensure protection of public water resources. In particular, a composting facility will need to make sure adequate distance from receptors and risk assessments are followed. The site lies partly in Flood Zone 2 and an area of the site is shown to be within 'Areas Susceptible to Surface Water Flooding'. A Flood Risk Assessment and liaison with the Environment Agency will be required to support a planning application. Any proposals will need to be accompanied by a surface water management strategy that specifically considers the integration of surface water drainage systems.</p>
<p>Any other issues or comments</p>	<p>Any new facilities must not prejudice the existing waste operations already permitted within the site boundary.</p> <p>The site falls within the MoD statutory safeguarding zone - Boscombe Down Statutory Birdstrike Safeguarding Zone in addition to Dean Hill Statutory Meteorological Safeguarding Zone.</p>

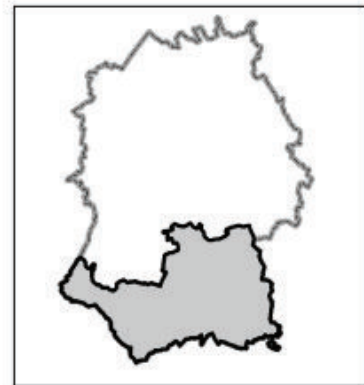
## CB Skip Hire, St Thomas Farm, Salisbury

<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects on biodiversity and geodiversity. These matters should be fully scoped and assessed through any subsequent planning application process.
<b>Links to Waste Core Strategy</b>	The site is located within 16km of Salisbury and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



5.2 Local sites

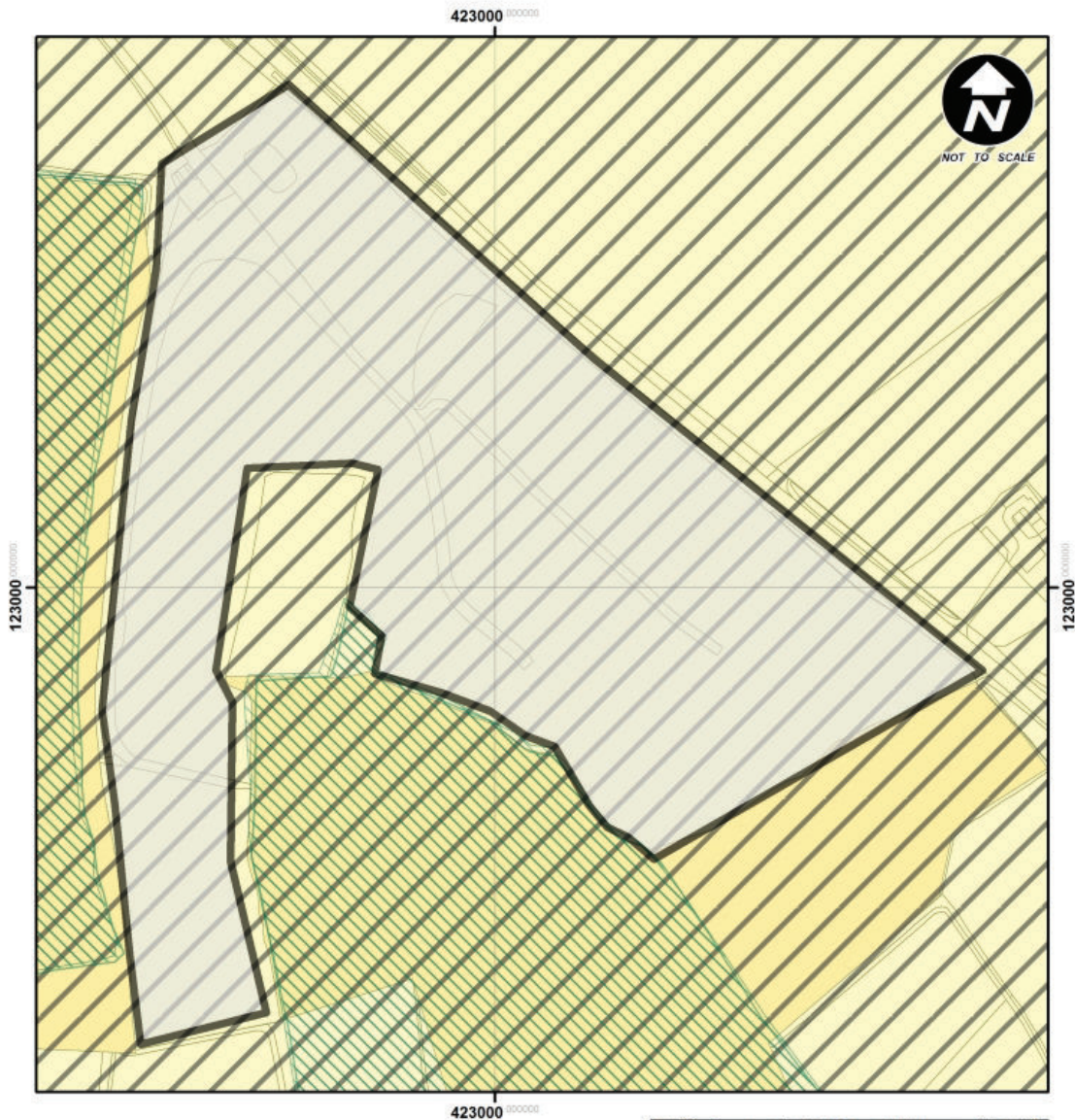
# South Wiltshire local scale waste sites



**Key**

- Local waste sites in South Wiltshire
- Key settlements in South Wiltshire
- South Wiltshire

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## Inset map S2

Brickworth Quarry and Landfill,  
Whiteparish

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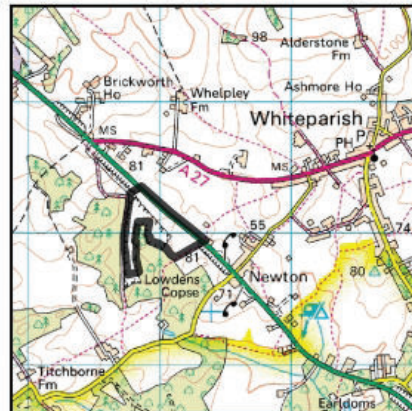


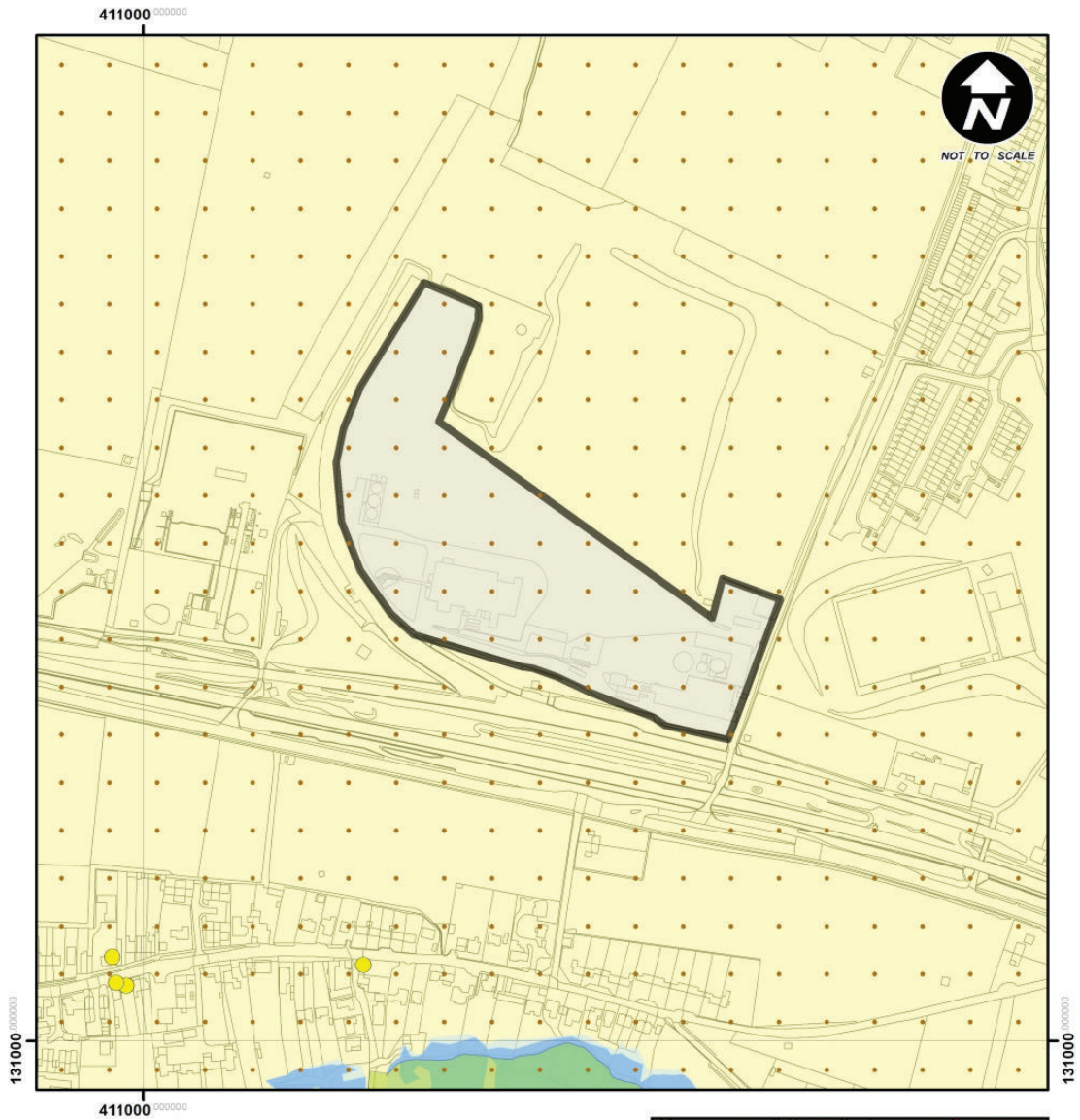


Table 5.2 Brickworth Quarry and Landfill, Whiteparish

<b>Brickworth Quarry and Landfill, Whiteparish</b>	
<b>Potential use/s</b>	Inert Waste Recycling/Transfer (ancillary to inert landfill reinstatement).
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: the need to ensure that any new waste development does not prejudice the overall restoration of the quarry; and proximity to the New Forest National Park).
<b>Grid reference</b>	422871 123246
<b>Current use/s</b>	The site is an operational sand quarry which includes the import of inert waste for use in restoration operations. Reinstatement to agriculture involves the selected deposition of dry commercial and industrial waste and other waste of an inert non-hazardous nature.
<b>Description of site</b>	The site is located 1km west of Whiteparish, approximately 10km south east of Salisbury. The site has an existing access directly from the A36 via a signalised crossroads from which there is a gated access to the site. There are left and right turn filter lanes into the site. The site is surrounded by fields and fairly isolated except for a few residential properties opposite the south eastern corner of the site, separated by the A36 and a number of isolated farms. The site is bounded on southern and western margins by Lowdens Copse (woodland), which provides year-round screening from the south and west. Earth bunds have been constructed to the north of the site and further screening along the A36 is provided by a hedgerow. The site is within grade 3 agricultural land and a Public Right of Way (PRoW) runs adjacent to the site. Part of the site has already been restored to rough grassland. The northern boundary of the New Forest National Park (Moor Lane) is approximately 500m south of the site.
<b>Size of site</b>	17.3 ha (within which any development proposals and all necessary mitigation measures will need to be incorporated).
<b>Planning context</b>	The site is not allocated in the South Wiltshire Core Strategy or the saved policies of the current Salisbury District Local Plan. The site has been proposed for potential future sand extraction in the emerging Wiltshire and Swindon Aggregate Minerals Site Allocations Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	The site is situated immediately adjacent to Lowden's Copse Meadow County Wildlife Site (CWS) to the south east and Sandland/Goose Eye Copse CWS to the west, both of which are designated for their Ancient Woodland (UK BAP Priority Habitat) interest. The existing permitted site only accepts inert waste as part of the overall restoration scheme. Any additional waste imports must be inert and in accordance with existing mitigation strategy for sand extraction. The existing restoration plan aims to enhance both areas of Ancient Woodland/CWS and any further proposals for waste import must not compromise the integrity of the existing plan. Considerable ecological survey has already been carried out on the site to inform applications for extant permissions. Any further proposals will be expected to be accompanied by updated ecological survey reports.

Brickworth Quarry and Landfill, Whiteparish	
Historic environment and cultural heritage	Development of the site may impact on currently unrecorded remains associated with known and unknown sites of buried archaeological features in areas which have not been previously mitigated. A programme of archaeological evaluation will need to be undertaken to assess the nature, extent and significance of any surviving remains. The site should be subject to archaeological evaluation in advance of any proposed works in this area. Further mitigation may be required depending on the outcome of that evaluation.
Human health and amenity	<p>Potential impacts on air quality (including dust and fumes), noise and nuisance levels affecting nearby receptors such as the occupiers of Harestock Cottage and other adjoining and nearby dwellings on the A36 and A27 Brickworth Road will need to be investigated.</p> <p>Acoustic screening in the form of bunds, buildings or fences may be required depending on the location of facilities. New facilities should be sited as far away from the south eastern corner as practical, with a minimum separation of 150m from any residential properties.</p> <p>All air quality risks for the intended use are low. Dust mitigation is recommended however detailed assessment should not be necessary. Any development will need to safeguard PRow.</p>
Land use	Potential loss of grade 3 agricultural land should be considered.
Landscape, townscape and visual	The proximity of the New Forest National Park will need to be fully considered through any subsequent planning application process. Proposals for new waste development will need to demonstrate that the interests of the New Forest National Park and its setting are not eroded. The main visual receptor groups which consist of walkers on nearby footpaths and drivers on the A36 are both already well screened, although this could be further enhanced with additional planting on the site and by locating facilities away from the road and PRow.
Traffic and transportation	Any proposal for waste development should assess potential impacts on the A27, particularly where it passes through the nearby village of Whiteparish. HGV routing arrangements to minimise the impact of traffic on the A27 and through the New Forest National Park should be considered. Journeys should be made via local and strategic lorry routes for the maximum practicable distance. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
Water environment	The site is located above a secondary aquifer and within Source Protection Zone 3. Potable supplies are therefore at risk from pollution from activities at this site. The potential uses identified for the site will only be acceptable if it can be demonstrated through risk assessment that pollution of groundwater will not occur and risks can be mitigated against. Careful consideration will need to be given to the surface water drainage arrangements. The use of any system where surface water could infiltrate the ground should be avoided as this could cause pollution. The site is in Flood Zone 1, however there are

<b>Brickworth Quarry and Landfill, Whiteparish</b>	
	<p>surface water courses in proximity to the site. There is no risk of fluvial flooding but the potential for pluvial and groundwater flooding should be investigated. There are potentially contaminating land uses in the area and a thorough understanding of the nature and extent of any risks of pollution associated with a proposal will need to be demonstrated. Proposals should consider mitigation such as SuDS within site design and infiltration devices. A Flood Risk Assessment, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.</p>
Any other issues or comments	<p>The full restoration of the site must not be prejudiced by any planning permission for recycling activities now or in the future.</p> <p>This site falls within an MoD statutory safeguarding zone - Dean Hill Statutory Meteorological Safeguarding Zone.</p>
<b>Cumulative effects with other waste site allocations</b>	<p>No cumulative effects identified at the plan-making stage.</p>
<b>Links to Waste Core Strategy</b>	<p>The site is located within 16km of Salisbury and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.</p>



**Inset map S3**  
Former Imerys Quarry,  
Quidhampton

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Table 5.3 Former Imerys Quarry, Quidhampton

<b>Former Imerys Quarry, Quidhampton</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station, Local Recycling and Waste Treatment (potential for heat and/or power generation due to the potential local customers).
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: competing interests on the area of developable land; and constrained vehicular access/egress over the railway).
<b>Grid reference</b>	411289 131361
<b>Current use/s</b>	The site is a former quarry and industrial processing plant.
<b>Description of site</b>	The site is located to the north of Quidhampton, approximately 3km north east of Salisbury city centre. The site has an established access onto the A36 via Penning Road. The northern extent of the site is defined by the former quarry area beyond which a school and sports field are sited and the eastern boundary is delineated by Penning Road with a sports ground located beyond. The southern boundary of the site is formed by a railway line and the A36, and former railway sidings are located to the western limit of the site. There are a number of sensitive receptors in the area, including housing and a secondary school to the east and north east of the site. There are no Public Rights of Way in proximity to the site.
<b>Size of site</b>	4.8 ha
<b>Planning context</b>	The site is identified as employment land in the South Wiltshire Core Strategy (Core Policy 2 - Strategic Allocation).
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	The site is situated within 250m north of the River Avon SAC. The site is in Flood Zone 1 and is unlikely to be affected by flood events; therefore the potential for materials to be picked up and carried in the river is negligible. The site lies to the north of the SAC therefore prevailing winds will not carry air borne pollutants onto the SAC from the waste site and it is sufficiently distant from the SAC that disturbance is unlikely to be an issue. Natural habitats on the site should be subject to survey to inform any future planning applications for this site and this should pay particular attention to badgers, nesting birds and reptiles. Enhancement for biodiversity required by the National Planning Policy Framework (NPPF) should be designed according to ecological survey report findings regarding the use of the site by any European Protected Species and nesting birds.
Historic environment and cultural heritage	Development of the site may impact on currently unrecorded remains associated with known and unknown sites of buried archaeological features in areas which have not been previously mitigated. A programme of archaeological evaluation will need to be undertaken to assess the nature, extent and significance of any surviving remains. The site should be subject to archaeological evaluation in advance of any proposed works in this area. Further mitigation may be required depending on the outcome of that evaluation.

## Former Imerys Quarry, Quidhampton

	<p>The Grade I Wilton Registered Park lies to the south-west of the site and although the allocated site appears to be visually contained from southern aspects care will be required to assess any impact (e.g. noise, dust, vibration) upon the Park's environmental quality and that of its setting. There are also a number of listed buildings within the centre of the village. Any potential impacts on these will need to be investigated.</p>
Human health and amenity	<p>Potential impacts on neighbouring receptors (particularly odour and bioaerosols) will need to be considered as part of any planning application.</p> <p>Acoustic screening in the form of bunds, buildings or fences may be required on the eastern and northern boundaries of the site.</p> <p>Facilities should be sited away from the eastern boundary of the site, with a minimum separation distance of 150m between the proposed facility and any residential dwelling.</p>
Landscape, townscape and visual	<p>The enclosed position within the landscape and limited views into the site caused by the undulating landform means that the site is able to accommodate change. Minor mitigation measures such as siting facilities away from the A36 and ensuring surrounding properties are screened from any new buildings will be required depending on the level of development.</p>
Traffic and transportation	<p>It is recommended that a left in/left out arrangement be implemented with all access to the site gained from the west and all egress from the site to the east (towards Salisbury). It is also recommended that speed reduction measures are implemented on the A36 and an assessment of the suitability of the bridge over the railway line to accommodate the proposed number of HGVs and to determine the need to signalise the bridge. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal.</p> <p>There is potential for rail use at this site although this would require a full feasibility study.</p> <p>Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>The site is currently a large chalk pit, as a result of previous quarrying activities. There are two groundwater abstractions within the site boundary associated with the minerals activities. The site falls within Source Protection Zone (SPZ) 2 and is underlain by a principal aquifer. A SPZ 1 lies 450m east of the site. The site is in Flood Zone 1. There is no risk of fluvial flooding but the potential for pluvial and groundwater flooding should be investigated. The risks to the existing groundwater abstractions at the quarry will need to be assessed. A high level of engineering containment will be required at this site to safeguard the groundwater environment. Areas along the southern and western boundaries and within the site are shown to be 'Areas Susceptible to Surface Water Flooding'. Proposals should consider mitigation such as SuDS within site design and infiltration devices A Flood Risk Assessment (if the development area exceeds 1 hectare), contamination risk assessment</p>

<b>Former Imerys Quarry, Quidhampton</b>	
	and liaison with the Environment Agency will be required to support a planning application.
<b>Any other issues or comments</b>	<p>Any proposal will need to consider the reduced potential for the full restoration of quarrying activity.</p> <p>This site falls within the MoD statutory safeguarding zones - Boscombe Down Statutory Birdstrike Safeguarding Zone in addition to Dean Hill Statutory Meteorological Safeguarding Zone.</p>
<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects on biodiversity, geodiversity and human health. These matters will need to be fully scoped and assessed through any subsequent planning application process.
<b>Links to Waste Core Strategy</b>	The site is located within 16km of Salisbury and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.

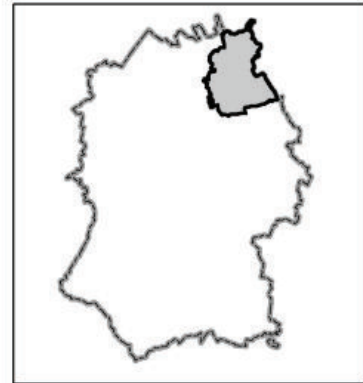




# 6 Swindon

## 6.1 Strategic sites

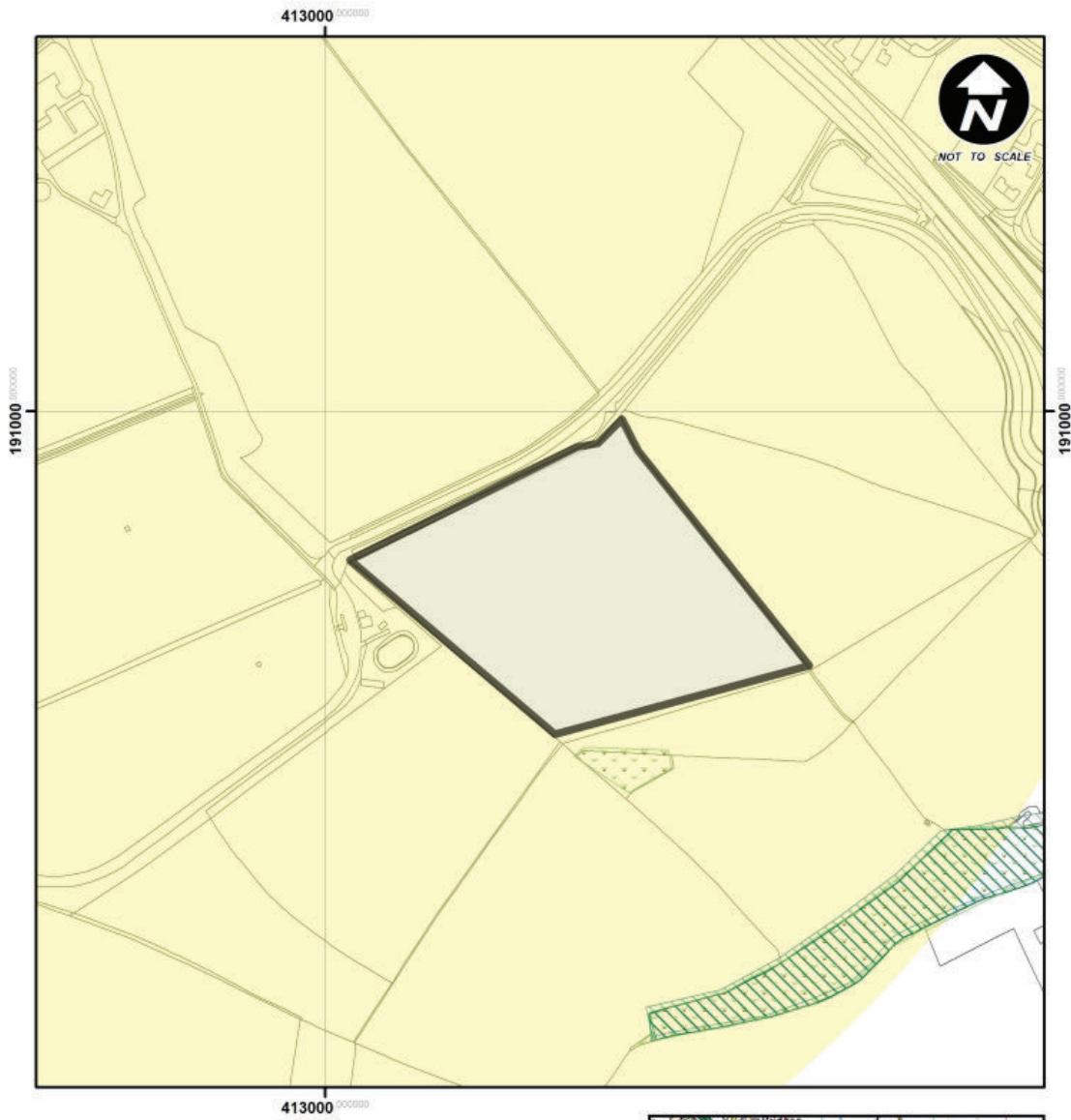
### Swindon strategic scale waste sites



**Key**

- Key settlement
- Strategic waste sites in Swindon
- Swindon Area

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## Inset map SBC1

Chapel Farm,  
Blunsdon

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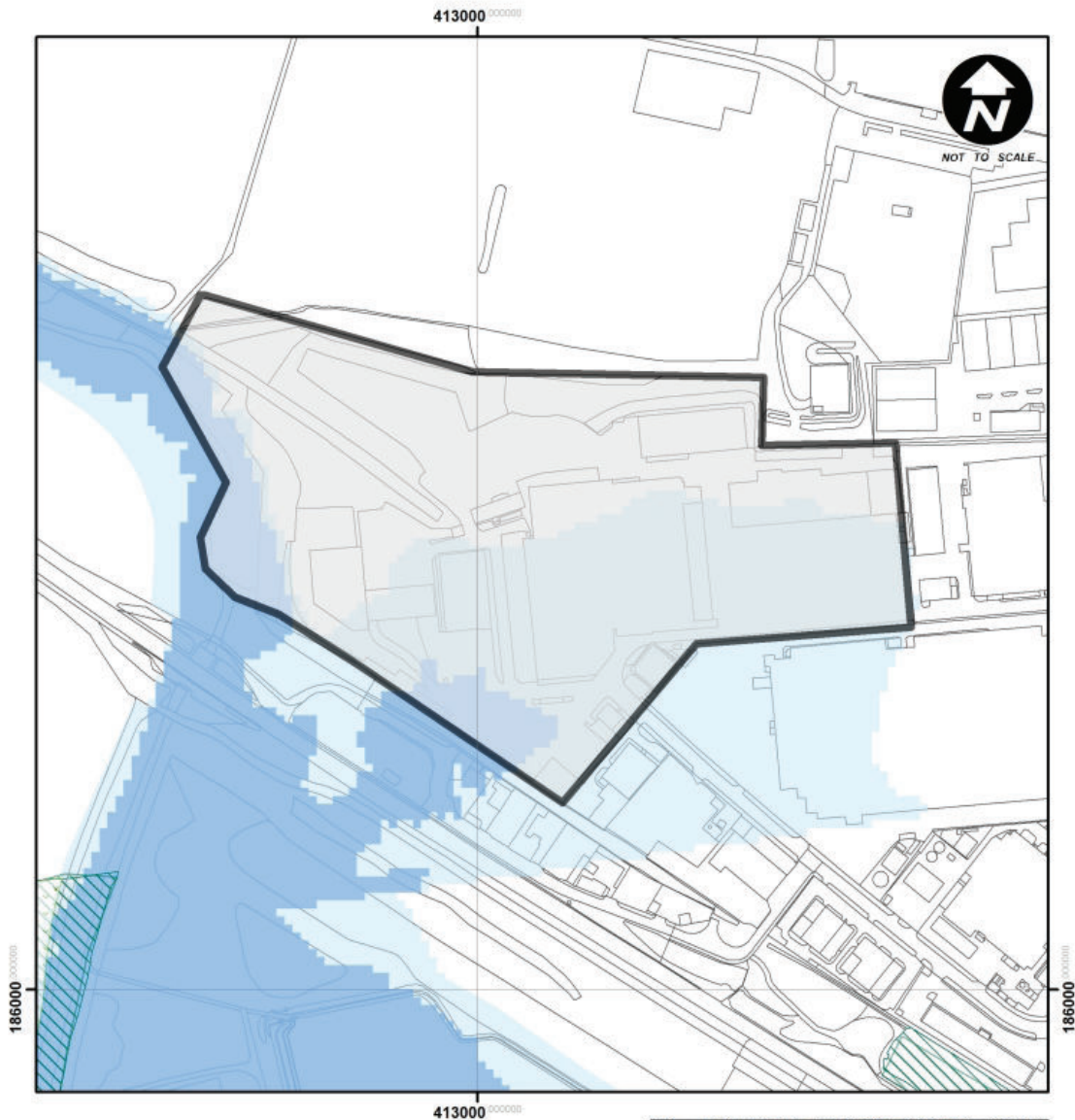
Table 6.1 Chapel Farm, Blunsdon

<b>Chapel Farm, Blunsdon</b>	
<b>Potential use/s</b>	Waste Treatment (energy from waste).
<b>Scale</b>	Strategic.
<b>Grid reference</b>	413200 190900
<b>Current use/s</b>	The site is gently sloping grade 3 agricultural land enclosed by hedgerow within open countryside. An active landfill site is located to the north west of the site. A recycling facility is located to the west of the site.
<b>Description of site</b>	The site is approximately 1km north of Blunsdon and 7.5km north of Swindon town centre. The site is accessed via a track which leads to Blunsdon Hill which in turn links to the A419. There are a number of residential properties within the vicinity of the site. A residential bungalow is located to the north west of the site and there are properties along Blunsdon Hill to the south.
<b>Size of site</b>	5.5 ha (within which any development proposals and all necessary mitigation measures will need to be incorporated).
<b>Planning context</b>	The site is not allocated for development within the saved policies of the current Swindon Borough Local Plan. The emerging Swindon Core Strategy does not propose any land use designations on the site however a large mixed development area (Policy NC5) is located to the immediate south of the site.
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	<p>There are a number of designated sites in proximity to the site including two blocks of UK BAP Priority Habitats (20m south and more than 200m south east of the site) and the Widhill Copse Meadow County Wildlife Site (CWS), designated for its Ancient Woodland interest (within 200m to the south east of the site). A drain runs along the northern edge of the site and another runs north along the eastern edge of the site. Although the flow is away from the CWS, there remains hydrological connectivity. None of the areas of priority habitat are likely to be adversely affected by a waste treatment facility, however, an extended Phase I habitat survey with particular respect to badgers, reptiles and water voles will be required in order to inform any future planning application for this site. Appropriate enhancement in relation to the site, in line with the National Planning Policy Framework (NPPF), would include improvement of connectivity between the areas of woodland and the wider ecological landscape.</p> <p>Should an energy from waste plant be developed on site an environmental permit will be required. As part of this permit the impacts of discharges to air will need to be assessed with regards statutory and non-statutory wildlife sites and protected and sensitive species, in-line with Environment Agency policy.</p>
<b>Historic environment and cultural heritage</b>	There are no heritage assets recorded within the site, although part of one asset recorded within the study area (a 500m radius from the edge of the site) could extend into the site. Four undesignated archaeological sites and three Grade II Listed Buildings are recorded within the study area.

## Chapel Farm, Blunsdon

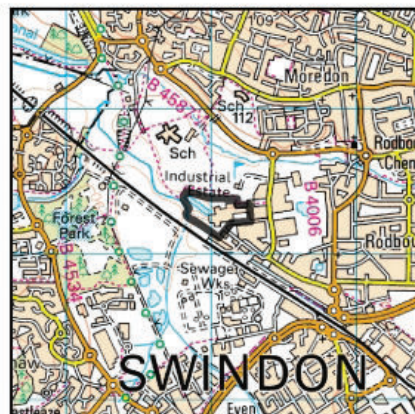
	<p>Development of the site may impact on currently unrecorded remains associated with known and unknown sites of buried archaeological features. A programme of archaeological evaluation will need to be undertaken to assess the nature, extent and significance of any surviving remains. The site should be subject to archaeological evaluation in advance of any proposed works in this area. Further mitigation may be required depending on the outcome of that evaluation.</p> <p>Any development will need to ensure that the existing screening at the site remains in place to protect the views from the three Grade II Listed Buildings within the study area.</p>
Human health and amenity	<p>Acoustic screening in the form of bunds, buildings and fences may be required and any facility should be sited towards the west of the site away from residential buildings with a minimum separation distance of 150m. Any proposed development in the northern part of the site will require further noise assessment.</p> <p>Dust, bioaerosol and odour mitigation will be required. Detailed assessment for bioaerosols and odour with account for local topography will need to be undertaken. Assessment for Particulate Matter (PM10) and dust will also be needed.</p>
Landscape, townscape and visual	<p>Visual impacts on surrounding residences and farms will need to be mitigated through sensitive site planning and screen planting.</p>
Traffic and transportation	<p>A new direct site access will need to be provided off the existing private access road into the site. Capacity analysis will be required at the signalised network of junctions between the A419 and A4311. Consultation with the Highways Agency will need to take place in relation to any increase in traffic accessing the A419 at the Lady Lane junction. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>There are a number of non-main river watercourses adjacent to the site and there are potentially contaminating land uses in the area. Opportunities to maintain and enhance watercourses should be sought as part of any development. The site partially lies within an area identified as being 'Susceptible to Surface Water Flooding'. Any discharge following development must be managed within the site and limited to 'Greenfield' rates in accordance with the Swindon Strategic Flood Risk Assessment. A Flood Risk Assessment, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.</p>
Any other issues or comments	<p>The site is in proximity to an active landfill and recycling facility. Account should be taken of the combined impacts of operations upon the locality.</p> <p>The site falls within the MoD statutory safeguarding zone - RAF Fairford Statutory Birdstrike Safeguarding Zone.</p>

<b>Chapel Farm, Blunsdon</b>	
<b>Cumulative effects with other waste site allocations</b>	No cumulative effects identified at the plan-making stage.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



## Inset map SBC2

Waterside Park,  
Swindon



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Table 6.2 Waterside Park, Swindon

<b>Waterside Park, Swindon</b>	
<b>Potential use/s</b>	Local Recycling, Inert Waste Recycling /Transfer and Waste Treatment.
<b>Scale</b>	Strategic.
<b>Grid reference</b>	413199 186317
<b>Current use/s</b>	The site is located immediately west of the Cheney Manor Industrial Estate. The site is home to the Swindon Commercial Services and a range of waste management activities, including a HRC, a MRF and a composting facility.
<b>Description of site</b>	The site is approximately 3.5km north west of Swindon town centre. The site has an existing access onto Darby Close which allows access to the wider road network of the employment area. Junction 16 of the M4 is located approximately 4.5km south west of Waterside Park and the site is approximately 6km from the A3102 and A419, which are both part of the Wiltshire HGV Route Network. The site is bounded to the north by playing fields and to the east by the Cheney Manor Key Employment Area. The southern boundary is delineated by a railway line and open space and the railway to the west. The River Ray is also adjacent to the western boundary of the site. There are residential areas located 500m north east and east of the site.
<b>Size of site</b>	9.1 ha
<b>Planning context</b>	Site is not allocated within the saved policies of the current Swindon Borough Local Plan, but is adjacent to the Cheney Manor Key Employment Area (E4/13).
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	Some parts of the site are undeveloped and there are significant areas of scrub and rough grassland within the proposed site boundary. A site level survey should be undertaken if development is on, or adjacent to part of the site that is currently occupied by trees, hedgerow or grass/scrub, or if any existing buildings are to be demolished and rebuilt. This should be in the form of an extended Phase I survey with particular reference to reptiles, badgers and water voles if any ditches are affected. Appropriate enhancement in line with the requirements of the National Planning Policy Framework (NPPF) would include improvement of connectivity to strengthen wildlife corridors both through and around the site.
Historic environment and cultural heritage	Potential developers should be aware that a short section of the original Wilts & Berks Canal (North Wilts Branch) remains as part of this site, and there are plans to restore the canal from Mouldon Hill to Swindon Town Centre. The project seeks to protect this route from future development however the adopted Swindon Borough Local Plan 2011 safeguards an alternative route through the River Ray corridor to connect the North Wilts Branch at Mouldon Hill with the restored canal at Wichelstowe.
Human health and amenity	Potential impacts on air quality (including odour, dust and fumes), noise and vibration levels affecting existing uses on the industrial estate and residents living within 500m of the site will need to be investigated.

## Waterside Park, Swindon

Landscape, townscape and visual	Potential impact on existing setting and views onto the site from the surrounding area. Sensitive site planning and visual mitigation measures will be essential due to the urban fringe location of the site and proximity to residential properties and footpaths. A summer-time footpath survey to the west of the site and night-time visual survey will be required.
Traffic and transportation	The site benefits from existing access and a local road network which is suitable for HGVs. Impact of development on capacity will need to be investigated to ensure the surrounding area will not be unduly affected, in particular, the impact on the M4 Junction 16 and A419 dependent on the scope of the geographic area the facility would serve. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
Water environment	The site lies within Flood Zones 2 and 3 and is within an area identified as being 'Susceptible to Surface Water Flooding'. There is a historic record of a small amount of flooding on the site in 1968. Any development on the site must seek to reduce risk on the site and elsewhere. Measures to reduce flood risk may include but are not limited to changes of use to less vulnerable uses, relocation or reductions in building footprint, provision of additional flood storage and improved flood resistance of buildings. The River Ray is immediately adjacent to the western boundary of the site and there is potential for changes to its flow and quality, pluvial and groundwater flooding. The Environment Agency (EA) are undertaking detailed hydraulic modelling of the River Ray which should be used to inform development at this location. Any works within 8m of the River Ray will require EA consent and should comply with EA pollution prevention guidelines PPG5. Opportunities to maintain and enhance non-main river watercourses on and adjacent to the site should be sought as part of any development. The site is on a secondary aquifer. Contamination may be present (dependent of previous activities) and any contamination risks would need to be appropriately dealt with. The River Ray could be a significant controlled water receptor. Any discharge following development must be managed within the site and limited to 'Greenfield' rates in accordance with the Swindon Strategic Flood Risk Assessment. Swindon Borough Council are currently undertaking a Surface Water Management Plan (SWMP). Cheney Manor Industrial Estate has been highlighted as a key area of the Borough where surface water flooding is a particular issue. Any development in this area should consider the known flood risk from surface water and should include flood resilient design. Any opportunity to reduce flood risk through redevelopment in this area should be explored. A Flood Risk Assessment/surface water drainage scheme and contamination risk assessment will be required to support a planning application.
Any other issues or comments	<p>Any new facilities must not prejudice the existing waste operations already permitted within the site boundary.</p> <p>The site falls within the MoD statutory safeguarding zone - RAF Fairford Statutory Birdstrike Safeguarding Zone.</p>



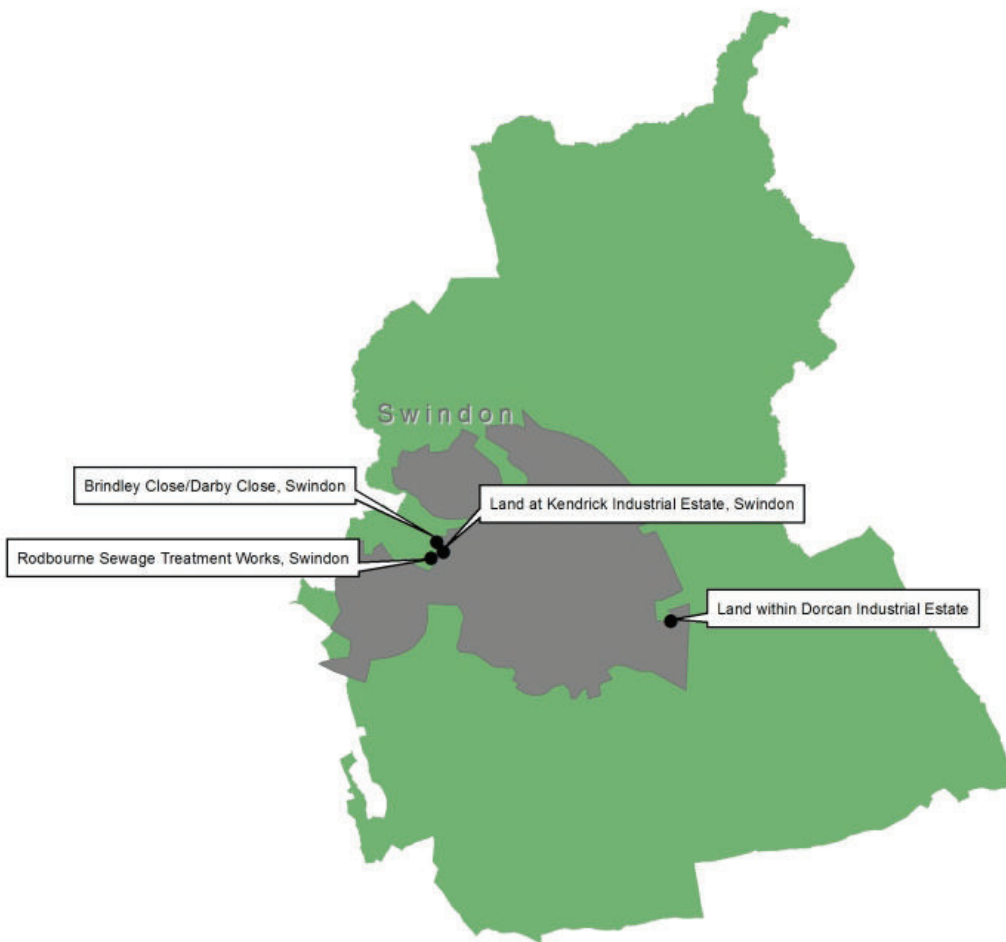
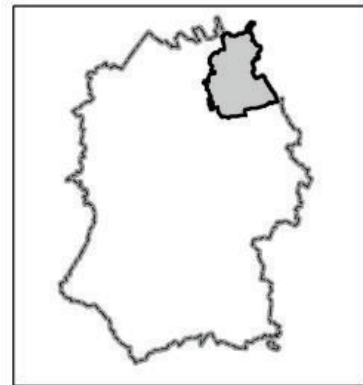
## Waterside Park, Swindon

<b>Cumulative effects with other waste site allocations</b>	There is the potential for cumulative effects on air quality, biodiversity and geodiversity, human health and amenity, traffic and transportation. The matters will need to be fully scoped and assessed through any subsequent planning application process.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.



6.2 Local sites

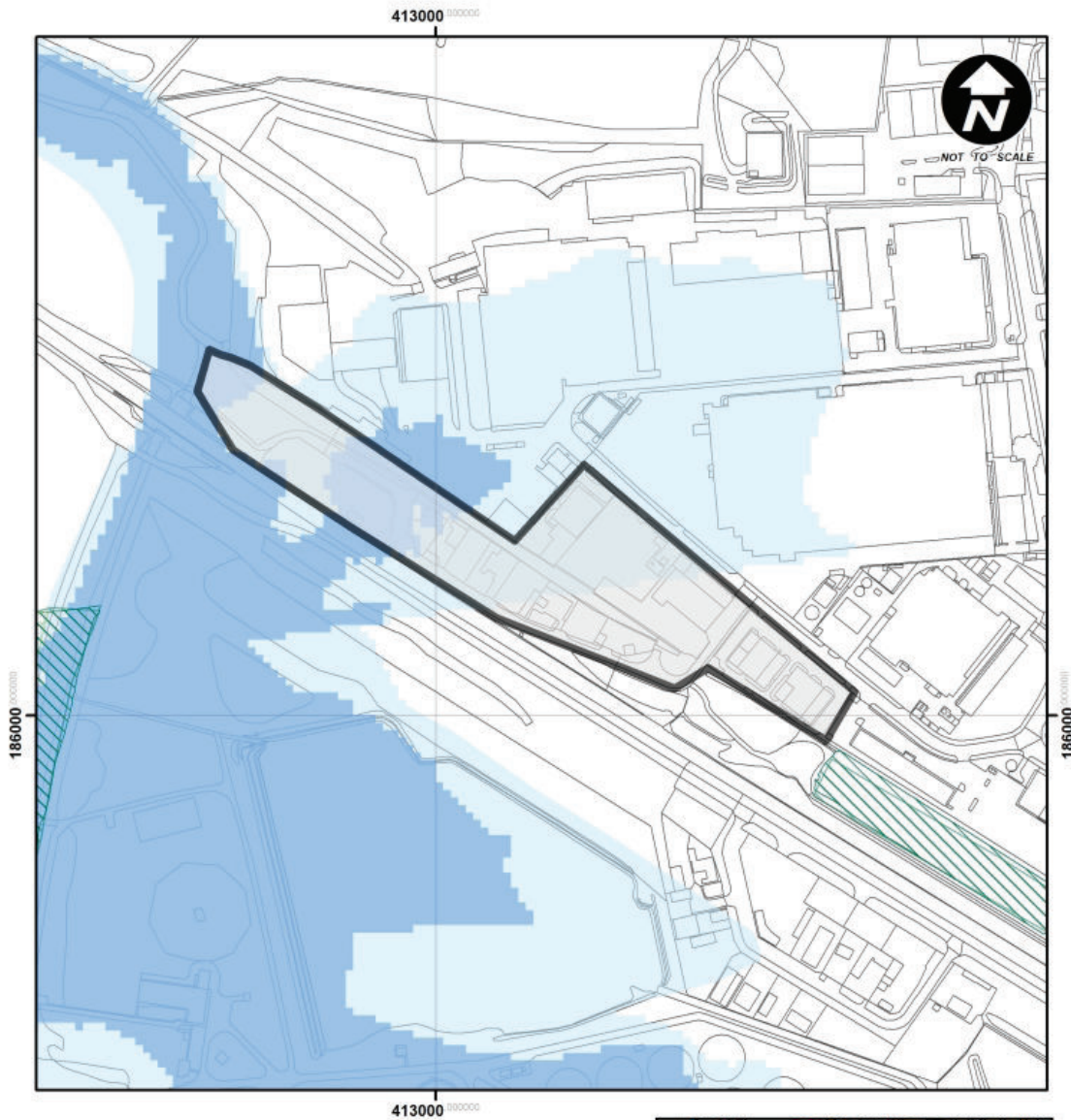
# Swindon local scale waste sites



**Key**

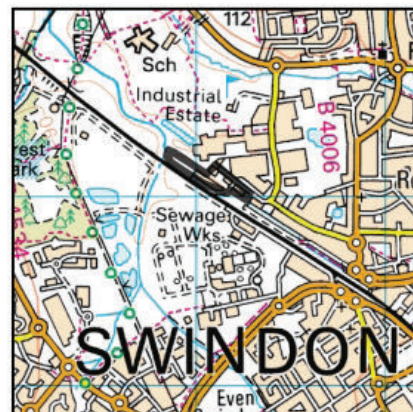
- Local waste sites in Swindon
- Key settlement
- Swindon Area

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## Inset map SBC3

Brindley Close/Darby Close,  
Swindon



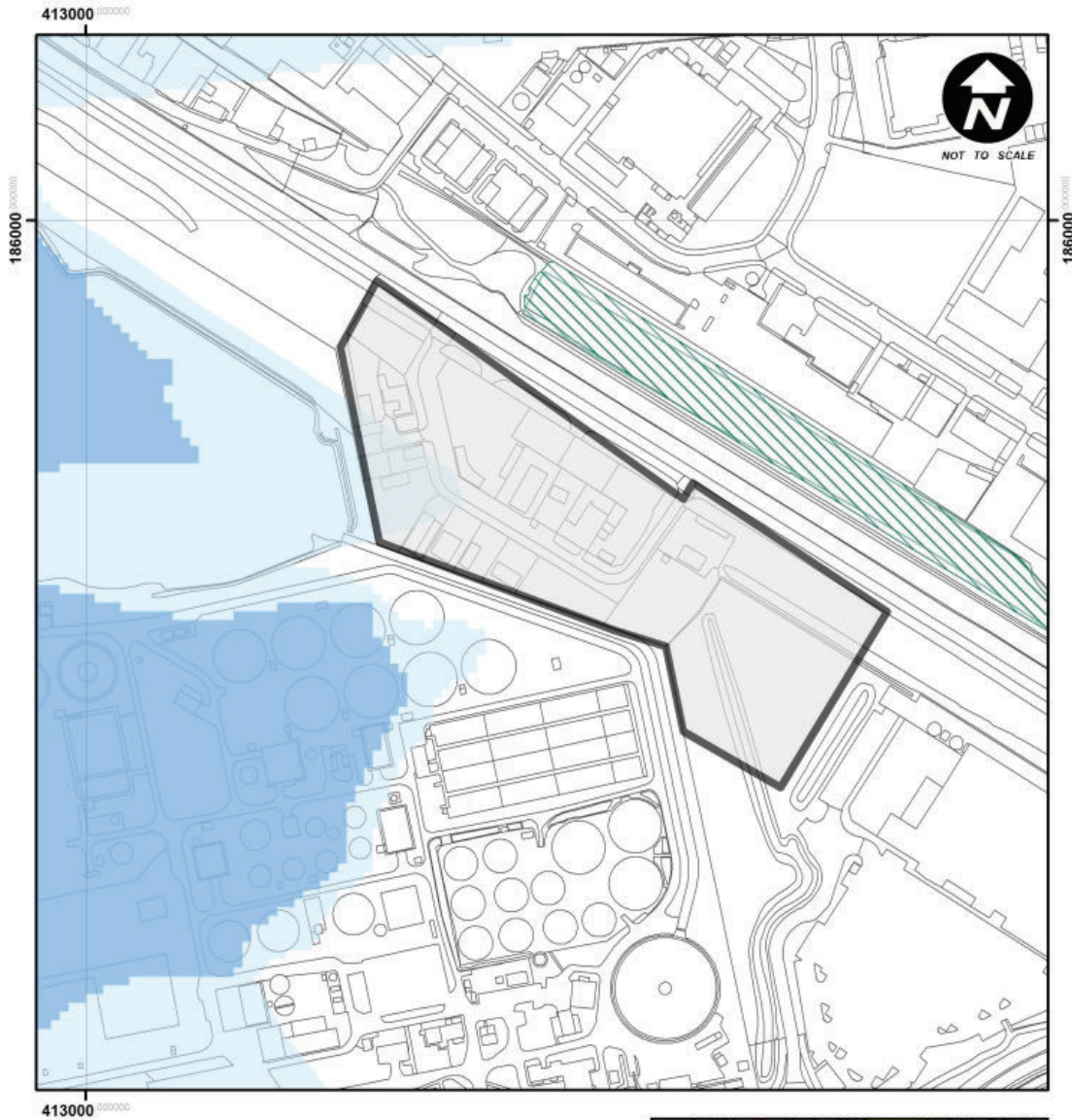
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Table 6.3 Brindley Close/Darby Close, Swindon

<b>Brindley Close/Darby Close, Swindon</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: limitation in terms of potential developable land; potential for traffic impacts on the local highway network due to intensification of development at Waterside; potential impact on residential communities to the north and east of the estate).
<b>Grid reference</b>	413125 186060
<b>Current use/s</b>	The site is an industrial estate within the Swindon urban area and comprises several small business and industrial units which include scrap yards and WTSs.
<b>Description of site</b>	The site is approximately 3.5km north west of Swindon town centre. The site has an existing access on Brindley Close which allows access to Darby Close and the wider road network of the employment area. To the north, east and west of the site is the Waterside Park and Cheney Manor Industrial Estate which contains small businesses including small manufacturing, engineering businesses and some waste uses. The site is flanked to the south by the local railway line beyond which lies the Kendrick Industrial Estate and Rodbourne Sewage Treatment Works. There are residential areas situated within approximately 700m north and east of the site.
<b>Size of site</b>	2.9 ha
<b>Planning context</b>	Darby Close is located within the Cheney Manor Key Employment Area (E4/13) within the saved policies of the current Swindon Borough Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	The site is wholly within an existing light industrial area and there is unlikely to be any loss of natural habitat, however it is diagonally adjacent to Cheney Manor Ponds Meadow County Wildlife Site (CWS). It is therefore likely that there will be a requirement for robust mitigation to ensure ponds are not adversely impacted by any new development proposals. There are existing records of Great Crested Newts, water voles and otters in the immediate vicinity. A site level survey of ecology should be sufficient at the planning application stage.
Human health and amenity	All air quality risks for the intended use are low to moderate (in-combination) without mitigation. Dust and odour mitigation will be required. Detailed assessment should be undertaken for odour.
Traffic and transportation	The site benefits from an existing access however the kerbed radii at the Brindley Close/Darby Close junction should be increased to allow easier access into the site. The area to the north of the site is mainly residential and unsuitable for HGVs. Therefore it is preferable that operational vehicles should access the site via the south, rather than the north, of the site. The impact of development on existing capacity will need to be investigated to ensure the surrounding area will not be unduly affected. Any planning application will need to assess the impact on the M4 Junction 16 and A419 dependent on

## Brindley Close/Darby Close, Swindon

	<p>the scope of the geographic area the facility would serve. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>The western part of the site is located on a secondary aquifer and is in Flood Zone 2 associated with the River Ray (west of the site). The remainder of the site is in Flood Zone 1. The site is within an area identified as being 'Susceptible to Surface Water Flooding'. There is a non-main river watercourse (Railway Lagoon Brook) on the site and a large body of water (man-made lagoon) in close proximity to the south east of the site. It should be investigated whether these pose a flood risk to the site. There is some risk of fluvial flooding to part of the site (area within Flood Zone 2) and a risk of pluvial and groundwater flooding. There has been extensive past and present industrial use of the site that could give rise to potential contamination issues. Any contamination risks will need to be appropriately dealt with. Proposals should consider mitigation such as SuDS within site design to control run-off. There does not appear to be an existing foul sewer connection, which would have to be taken into account in the assessment of the site. Any discharge following development must be managed within the site and limited to 'Greenfield' rates in accordance with the Swindon Strategic Flood Risk Assessment. A Flood Risk Assessment/surface water drainage scheme, contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.</p>
Any other issues or comments	<p>Any new facilities must not prejudice the existing industrial and commercial units already permitted within the site boundary.</p> <p>There may be the potential to combine the site with the Waterside Park site allocation immediately to the north to accommodate a larger waste management facility.</p> <p>The site falls within the MoD statutory safeguarding zone - RAF Fairford Statutory Birdstrike Safeguarding Zone.</p>
<b>Cumulative effects with other waste site allocations</b>	<p>There is the potential for cumulative effects on air quality, biodiversity and geodiversity, human health and amenity, traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.</p>
<b>Links to the Waste Core Strategy</b>	<p>The site is located within 16km of Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.</p>



## Inset map SBC4

Land at Kendrick  
Industrial Estate,  
Swindon



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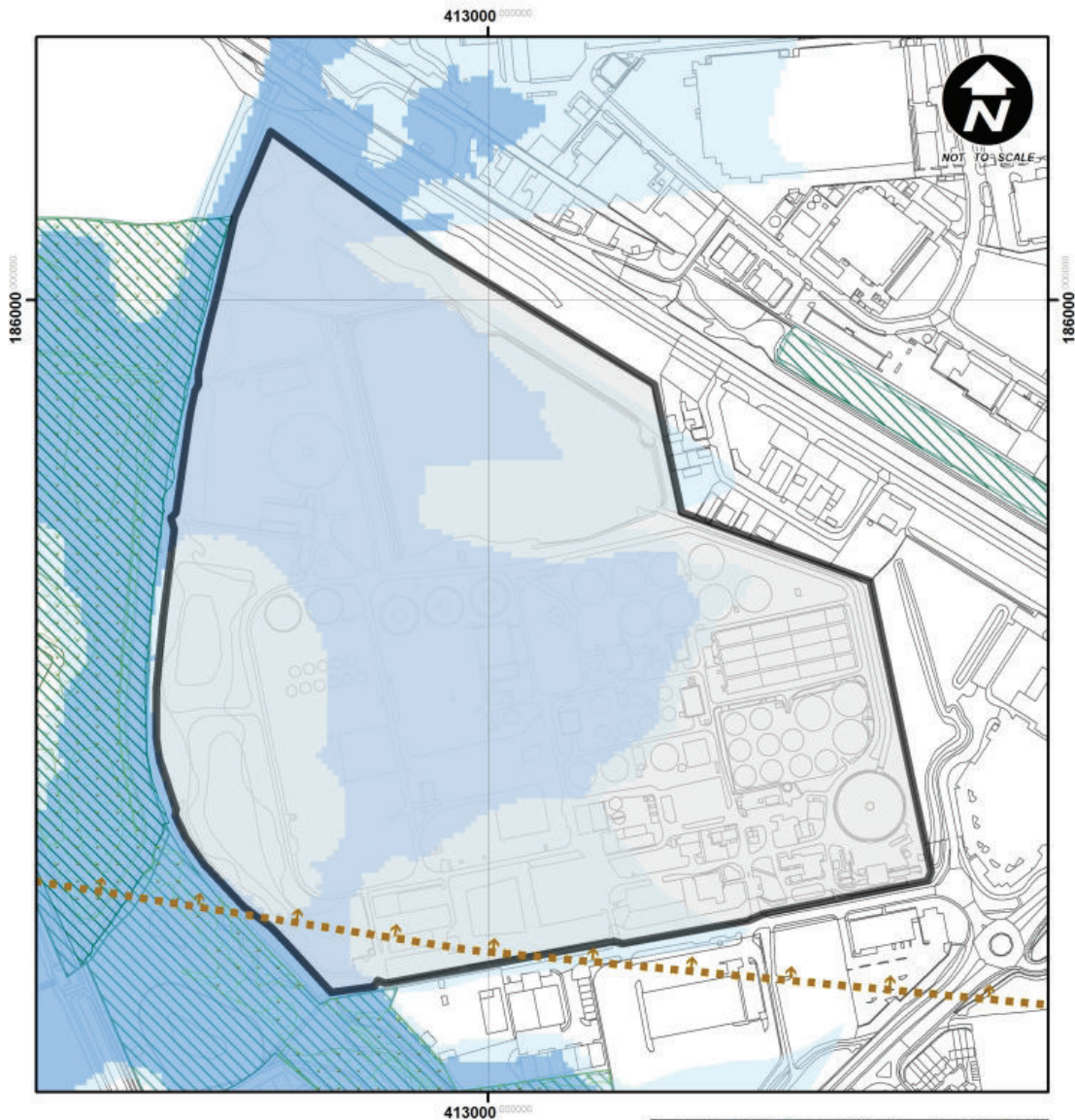
Table 6.4 Land at Kendrick Industrial Estate, Swindon

<b>Land at Kendrick Industrial Estate, Swindon</b>	
<b>Potential use/s</b>	Materials Recovery Facility/Waste Transfer Station, Local Recycling and Inert Waste Recycling/Transfer.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: the undulating nature of the site; limited opportunity potential of the site; and associated potential impacts on existing users of the estate).
<b>Grid reference</b>	413366 185723
<b>Current use/s</b>	The site is a developed industrial estate located within the Swindon urban area and adjacent to the Cheney Manor Industrial Estate. The site supports a number of small scrap yards, skip hire businesses and general industrial units.
<b>Description of site</b>	The site is located in Rodbourne, 3.5km west of Swindon town centre. The site is accessed via Galton Way which is in turn accessed from the Great Western Way dual carriageway via a priority T junction with a central island. The north eastern boundary of the site is defined by a local railway line, the south eastern extent is delineated by a retail warehousing development. Rodbourne Sewage Treatment Works lies adjacent to the south west and Shaw Landfill Site, which is currently under restoration, forms the north western boundary. The residential areas of Mannington Park and Even Swindon are located approximately 300m to the south east of the site. Schools in the vicinity are Even Swindon School to the south east and Nova Hreod to the north west. The national cycle route 45 passes the Galton Way/Great Western Way junction.
<b>Size of site</b>	3.5 ha
<b>Planning context</b>	The site is not allocated in the saved policies of the current Swindon Local Plan.
<b>Site development - key issues and potential mitigation measures</b>	
Biodiversity and geodiversity	The site is wholly within an existing light industrial area and there is unlikely to be any loss of natural habitat however it is approximately 30m south from Cheney Manor Ponds Meadow County Wildlife Site (CWS), on the opposite side of the railway. There are records of otters and water voles in the immediate surrounding area and a site level survey will be required to determine if these species could be impacted by any future development at the site. There may be a requirement for mitigation to ensure the CWS ponds are not adversely impacted by any new development proposals.
Human health and amenity	Basic dust and odour control measures are required however detailed assessment should not be necessary.
Traffic and transportation	Access to the Wiltshire HGV route network can be gained via the A3102, however, some issues regarding capacity on the site access and off site junctions in the vicinity of the site will require further investigation. Resurfacing



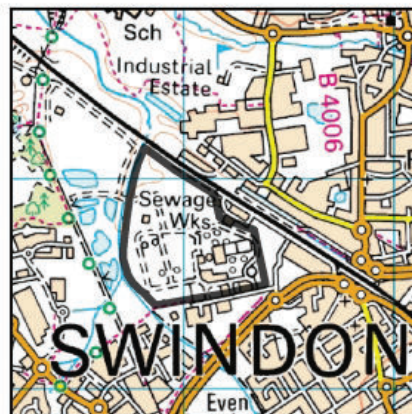
## Land at Kendrick Industrial Estate, Swindon

	<p>of Galton Way and provision of better pedestrian facilities along the road may be required however this is non-essential works and will depend on the type of waste development proposed.</p> <p>The indicative route of the proposed Purton-Iffley link road travels through the site and any impacts on this will need to be considered.</p> <p>Any planning application will need to assess the impact on the M4 Junction 16 and A419 dependent on the scope of the geographic area the facility would serve. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.</p>
Water environment	<p>The River Ray is 455m west of the site. The Environment Agency are undertaking detailed hydraulic modelling of the River Ray which should be used to inform development at this location. The site is within Flood Zones 2 and 3 and lies partly within an area identified as being 'Susceptible to Surface Water Flooding'. There is a non-main river watercourse on the site. Opportunities to maintain and enhance this watercourse should be sought as part of any development. Any discharge following development must be managed within the site and limited to 'Greenfield' rates in accordance with the Swindon Strategic Flood Risk Assessment. The western edge of the site is underlain by a secondary aquifer. There has been extensive past and present industrial use of the site that could give rise to potential contamination issues. Any contamination risks will need to be appropriately dealt with. A Flood Risk Assessment/surface water drainage scheme contamination risk assessment and liaison with the Environment Agency will be required to support a planning application.</p>
Any other issues or comments	<p>Any new facilities must not prejudice the existing industrial and commercial units already permitted within the site boundary.</p> <p>The site falls within the MoD statutory safeguarding zone - RAF Fairford Statutory Birdstrike Safeguarding Zone.</p>
<b>Cumulative effects with other waste site allocations</b>	<p>There is the potential for cumulative effects on air quality, biodiversity and geodiversity, human health and amenity, traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.</p>
<b>Links to the Waste Core Strategy</b>	<p>The Site is located within 16km of Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.</p>



## **Inset map SBC5**

Rodbourne Sewage  
Treatment Works,  
Swindon



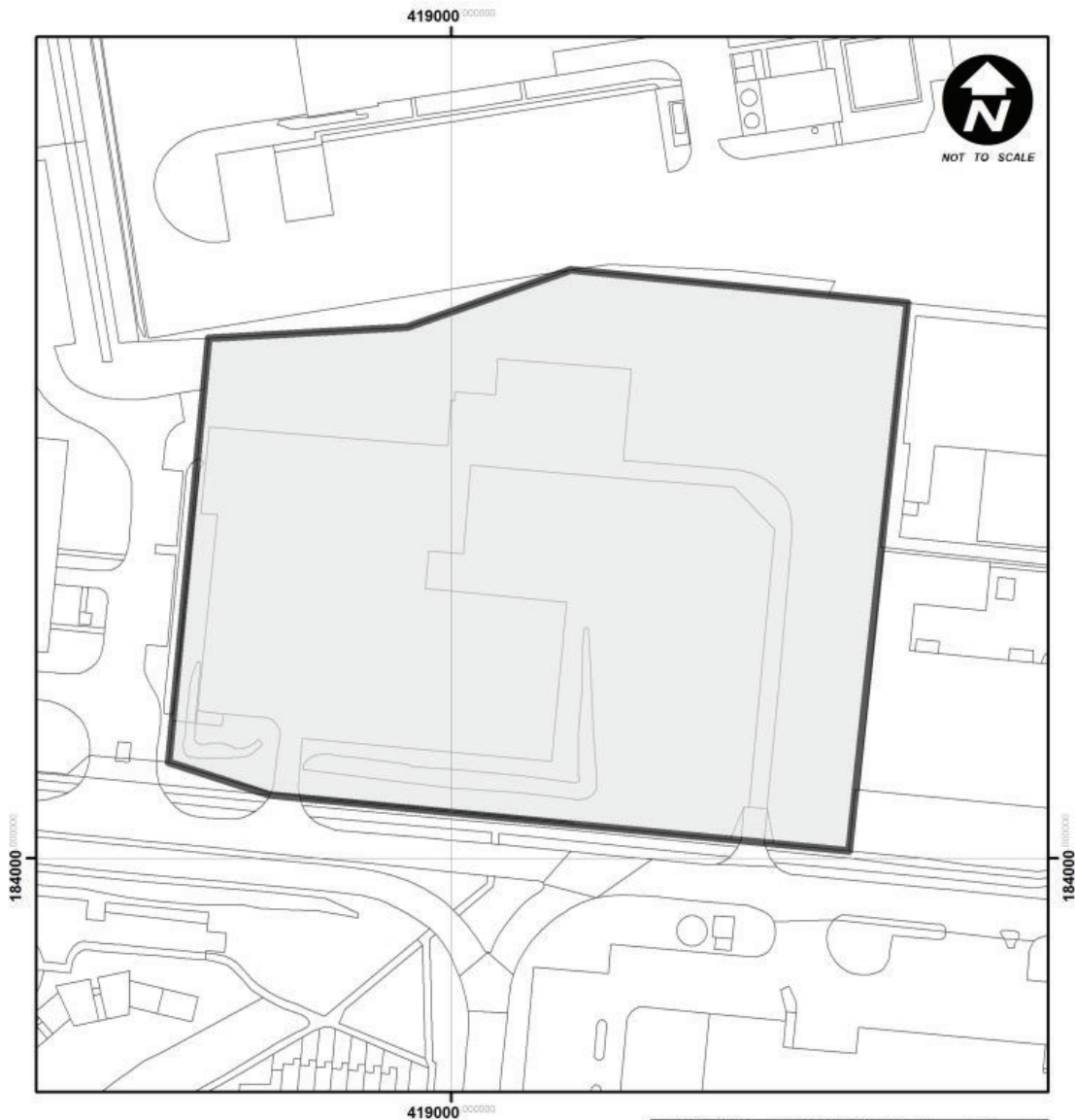
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Table 6.5 Rodbourne Sewage Treatment Works, Swindon

<b>Rodbourne Sewage Treatment Works, Swindon</b>	
<b>Potential use/s</b>	Waste Water Treatment.
<b>Scale</b>	Local (limited solely to the extension of the existing Sewage Treatment Works to provide increased capacity to meet future planned demand).
<b>Grid reference</b>	413148 185621
<b>Current use/s</b>	The site is an existing sewage treatment works.
<b>Description of site</b>	The site is located adjacent to the Cheney Manor Industrial Estate within the Swindon urban area and is approximately 3.7km west of Swindon town centre. The site has an existing access off of Great Western Way, which is a dual carriageway and forms part of the main road network for Swindon. The site is approximately 5km from the A3102 (part of the Wiltshire HGV Route Network). Junction 16 of the M4 is approximately 3.5km south west of the site. The northern boundary of the site is defined by the Shaw Farm Landfill Site which is currently being restored and Kendrick Industrial Estate, beyond which lies a local railway line. To the east of the site is a retail warehousing development and the southern boundary is formed by industrial units on Barnfield Road and the residential area to the south of the Great Western Way. The River Ray and the Swindon Sewage Treatment Works Lagoons Meadow County Wildlife Site (CWS) forms the western boundary of the site.
<b>Size of site</b>	32 ha
<b>Planning context</b>	The site is not allocated in the saved policies of the current Swindon Local Plan. There is an employment site allocation (Policy 4/12) adjacent to the southern boundary and a housing allocation (Policy H2/7) approximately 400m to the north east of the site. The emerging Swindon Core Strategy (Policy CT3) identifies the need for expansion of the existing treatment works to meet future needs.
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	The site is adjacent to the Swindon Sewage Treatment Works Lagoon CWS and Rivermead CWS. A limit on land take and/or a limit on increase in vehicle movements close to the lagoon may be required to prevent adverse impact on ecology. There are numerous existing records of otter, water vole and Great Crested Newt in the immediate surrounding area. A site level survey of ecology to determine any adverse impact on these species, to inform the planning application will be required.
<b>Human health and amenity</b>	All air quality risks for the intended use are high without mitigation. Bioaerosol and odour mitigation will be required. Detailed assessment should not be necessary as the site is currently used for water treatment.
<b>Traffic and transportation</b>	The site is accessible and located on previously developed land. A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.

## Rodbourne Sewage Treatment Works, Swindon

<p>Water environment</p>	<p>The site lies largely within Flood Zones 2 and 3 and within an area identified as being 'Susceptible to Surface Water Flooding'. There is a record of extensive flooding at the site in 1971. The River Ray forms the western boundary of the site and there are drains along the eastern edge of the site and 64m to the east. The Environment Agency (EA) is undertaking detailed hydraulic modelling of the River Ray which should be used to inform development at this location. Any works within 8m of the river will require EA consent. Flooding could interrupt operations and cause pollution to spread from the site, although only a fraction of the site is at risk. The site could increase the flood risk to surrounding sites. Proposals should consider mitigation such as SuDS within site design and infiltration devices. There are a series of small ponds from 40-150m west of the site. Opportunities to maintain and enhance these watercourses should be sought as part of any development. The western half of the site is underlain by a minor aquifer. There has been extensive past and present industrial use of the site which could give rise to potential contamination issues. Any contamination risks will need to be appropriately dealt with. A Flood Risk Assessment and contamination risk assessment will be required to support a planning application. An assessment will also have to be made of the level of discharge from the works themselves that can be discharged to the local watercourses without increasing flood risk. Reference should be made to the Swindon Water Cycle Strategy as there is concern that increases in flows into these river systems could increase flood risk. Any proposal that leads to an increase in risk will be unacceptable. Opportunities to reduce flood risk at the site and to the surrounding area should be sought.</p>
<p><b>Cumulative effects with other waste site allocations</b></p>	<p>There is the potential for cumulative effects on air quality, biodiversity and geodiversity, human health and amenity, traffic and transportation. These matters will need to be fully scoped and assessed through any subsequent planning application process.</p>
<p><b>Links to the Waste Core Strategy</b></p>	<p>The site is located within 16km of Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.</p>



## **Inset map SBC6**

Land within Dorcan Industrial Estate,  
Swindon

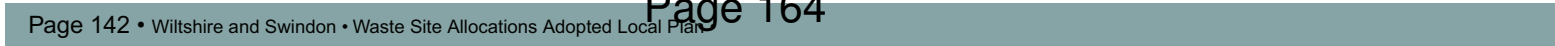


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Table 6.6 Land within Dorcan Industrial Estate, Swindon

<b>Land within Dorcan Industrial Estate, Swindon</b>	
<b>Potential use/s</b>	Household Recycling Centre, Materials Recovery Facility/Waste Transfer Station and Local Recycling.
<b>Scale</b>	Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: proximity to sensitive receptors e.g. Great Western Hospital, local shops and the adjacent housing to the south of the estate).
<b>Grid reference</b>	419032 184084
<b>Current use/s</b>	The site is currently vacant and is surrounded by other industrial premises.
<b>Description of site</b>	The site is located within Dorcan Industrial Estate on the eastern edge of the Swindon urban area, approximately 5km east of Swindon town centre. The site has two established access points onto Edison Road, which allows access to the A419. The site is bounded to the north, east and west by existing industrial buildings. The southern extent of the site is defined by Edison Road, with an industrial building to the south east and residential dwellings to the south west. Beyond the industrial estate lies a number of potential receptors which include residents in Dorcan, Eldene, Liden and Covingham including a school and shops, leisure facilities located at the school and a hospital.
<b>Size of site</b>	2.4 ha
<b>Planning context</b>	The site is allocated as a Key Employment Area (Policy DMP5) in the saved policies of the current Swindon Local Plan which also identifies housing allocations (Policy H2/17, H2/18 and H2/13) in excess of 500m to the north and east of the site. The emerging Swindon Core Strategy designates the site as part of a larger Key Employment Area (Policy CP3) and beyond it is the Eastern Villages (Policy NC4) a large mixed use urban extension.
<b>Site development - key issues and potential mitigation measures</b>	
<b>Biodiversity and geodiversity</b>	Operation of the site for the proposed waste facilities is unlikely to result in any adverse impact to local biodiversity. A site level survey for the presence of any protected species should inform any planning application for the site.
<b>Human health and amenity</b>	<p>The site is part of an existing industrial estate with little or no screening to residential properties to the south west. Acoustic screening in the form of bunds, buildings or fences may be required. The facility should be sited as far away from the south west boundary as practical and no closer than 150m from the nearest receptor (i.e. the proposed development should be located in the north eastern corner of the proposed site).</p> <p>Dust and odour control measures will be required to protect residential receptors within 500m of the site.</p>
<b>Landscape, townscape and visual</b>	Due to the existing condition of the site and surrounding character of the Dorcan Industrial Estate, the significance of impacts related to the development of the site for waste management purposes is likely to be slight

Land within Dorcan Industrial Estate, Swindon	
	to negligible, however care will need to be taken to ensure impacts on residents to the south are minimised. Landscape enhancements may provide a beneficial impact for the site and character of the Dorcan Industrial Estate as a whole.
Traffic and transportation	All proposals will need to ensure that the existing access is used for entrance to and from the site. The eastern access can be considered for use, but only as an exit from the site due to its location on the gyratory and proximity to the merge of Edison Road with the gyratory. Potential impact on the A419 and its junctions. Routing agreements will be sought to ensure that HGVs route via Edison Road and Dorcan Way only to access suitable lorry routes (either the A419, A4259 or A4312). A Transport Assessment should be submitted with a planning application to identify the measures that will be taken to adequately mitigate or compensate for the anticipated transport and related environmental impacts of the proposal. Any application should be accompanied by a robust Travel Plan.
Water environment	There are surface watercourses in proximity to the site and the site lies within an area identified as being 'Susceptible to Surface Water Flooding'. Further investigation should be carried out to assess the true nature of this risk. Any discharge following development must be managed within the site and limited to 'Greenfield' rates in accordance with the Swindon Strategic Flood Risk Assessment. There has been extensive past and present industrial use of the site that could give rise to potential contamination issues. Any contamination risks will need to be appropriately dealt with. A Flood Risk Assessment and contamination risk assessment will be required to support a planning application.
Any other issues or comments	Any new facilities must not prejudice the existing industrial units operating in the surrounding area.
<b>Cumulative effects with other waste site allocations</b>	No cumulative effects identified at the plan-making stage.
<b>Links to the Waste Core Strategy</b>	The site is located within 16km of Swindon and will make a positive contribution to meeting capacity requirements in line with policies WCS1, WCS2 and WCS3 of the Waste Core Strategy.





## Appendix 1: Glossary of terms

Glossary of terms	
<b>ASA</b>	<b>Airfield Safeguarding Area</b> - Airfields are safeguarded in accordance with the Town and Country Planning (Safeguarding Aerodromes, Technical Sites and military Explosives Storage Areas) Direction 2002 as ASAs. The purpose of ASAs is to ensure that any development proposals in proximity to them are properly considered, for example the impacts of built structures (stacks), lighting or the risk of bird strike.
<b>AD</b>	<b>Anaerobic digestion</b> - full definition is set out in the councils waste management directory.
	<b>Ancient Woodland</b> - Land that has had continuous woodland cover since 1600AD as designated by Natural England.
<b>AMR</b>	<b>Annual Monitoring Report</b> - A report that principally describes how a Local Planning Authority (LPA) is performing in terms of meeting the targets and aspirations for Local Development Document (LDD) preparation as set out in its three-year project plan (the Local Development Scheme). If, as a result of monitoring performance, the Authority's Scheme requires modification, the AMR will be used to justify why targets have not been met within the monitoring year.
<b>AONB</b>	<b>Area of Outstanding Natural Beauty</b> - A landscape area of high natural beauty which has special status, and within which major development will not be permitted, unless there are exceptional circumstances. Designated under the 1949 National Parks and Access to the Countryside Act.
<b>CHP</b>	<b>Combined Heat and Power (CHP) plant</b> - A plant designed to produce both heat and electricity from a single heat source.
<b>CLG</b>	<b>Communities and Local Government</b> - Government department for planning and local government.
	<b>Commercial waste</b> - Waste arising from premises which are used wholly or mainly for trade, business, sport, recreation or entertainment, excluding municipal and industrial waste.
	<b>Composting</b> - A biological process which takes place in the presence of oxygen (aerobic) in which organic wastes, such as garden and kitchen waste are converted into a stable granular material. This can be applied to land to improve soil structure and enrich the nutrient content of the soil.
	<b>Conservation Area</b> - An area of Special Architectural or Historic Interest, the character or appearance of which it is desirable to preserve or enhance, as required by the 'Planning (Listed Buildings and Conservation areas) Act 1990' (Section 69 and 70). Within a Conservation Area there are additional planning controls over certain works carried out.
<b>CD&amp;E</b>	<b>Construction, Demolition and Excavation waste</b> - Includes waste arising from the construction, repair, maintenance and demolition of building and structures.
	<b>Controlled waste</b> - Comprised of household, industrial, commercial, hazardous (special), clinical and sewage waste which require a waste management license for treatment, transfer and disposal. The main exempted categories comprise mine, quarry

## Glossary of terms

	and farm wastes. The government is currently consulting on the extension of controls to farm wastes. However, materials used for agricultural improvement, such as manure and slurry, will not become controlled. Radioactive and explosive wastes are controlled by other legislation and procedures.
<b>CS</b>	<b>Core Strategy</b> - Wiltshire Council and Swindon Borough Council have produced joint Minerals and Waste Core Strategies to define the long term strategic vision and policies for minerals and waste development in the plan area.
<b>CWS</b>	<b>County Wildlife Site</b> - Areas of land of recognised value for wildlife, which fall outside the legal protection given to Sites of Special Scientific Interest (SSSI). The Wiltshire Wildlife Sites Project identifies, designates and monitors CWSs and, to date, over 1,500 such sites in have been designated in Wiltshire.
	<b>The development plan</b> - This includes adopted Local Plans, neighbourhood plans and the London Plan, and is defined in section 38 of the Planning and Compulsory Purchase Act 2004.
<b>DPD</b>	<b>Development Plan Document</b> - Spatial planning documents that are subject to independent examination. They will have 'development plan' status (please see the explanation of 'the development plan'). The term 'DPD' has been replaced by the term 'Local Plan' (see the Town & Country Planning (England) (Local Development) Regulations 2012).
	<b>EC Directive</b> - A European Community legal instruction, which is binding on all Member States, but must be implemented through legislation of national governments within a prescribed timescale.
<b>EfW</b>	<b>Energy from waste/energy recovery</b> - Includes a number of established and emerging technologies, though most energy recovery is through incineration technologies. Many wastes are combustible, with relatively high calorific values – this energy can be recovered through (for instance) incineration with electricity generation, gasification, pyrolysis or refuse-derived fuel (RDF).
<b>EA</b>	<b>Environment Agency</b> - Established in April 1996, combining the functions of former local waste regulation authorities, the National Rivers Authority and Her Majesty's Inspectorate of Pollution. Intended to promote a more integrated approach to waste management and consistency in waste regulation. The Agency also conducts national surveys of waste arising and waste facilities.
<b>FRA</b>	<b>Flood Risk Assessment</b> - An assessment of the risk of flooding to the development being proposed and its possible effects on flood risks elsewhere in terms of its effects on flood flows, flood storage capacity and run-off.
	<b>Flood Zone 1</b> - Defined in the Technical Guide to the NPPF as 'Low Probability' of flooding. This zone comprises land assessed as having a less than 1 in 1000 annual probability of river or sea flooding in any year (<0.1%).
	<b>Flood Zone 2</b> - Defined in the Technical Guide to the NPPF as 'Medium Probability' of flooding. This zone comprises land assessed as having between a 1 in 100 and 1 in 1000 annual probability of river flooding (1% – 0.1%) or between a 1 in 200 and 1 in 1000 annual probability of sea flooding (0.5% – 0.1%) in any year.

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	<b>Flood Zone 3a</b> - Defined in the Technical Guide to the NPPF as 'High Probability' of flooding. This zone comprises land assessed as having a 1 in 100 or greater annual probability of river flooding (>1%) or a 1 in 200 or greater annual probability of flooding from the sea (>0.5%) in any year.
	<b>Flood Zone 3b</b> - Defined in the Technical Guide to the NPPF as 'The Functional Floodplain'. This zone comprises land where water has to flow or be stored in times of flood.
	<b>Great Western Community Forest</b> - Is one of England's 12 Community Forests where local people and organisations are working together to create a better environment. The Forest covers an area of 168 square miles, stretching from Wootton Bassett to Faringdon and the North Wessex Downs to the Thames.
	<b>Greenfield site</b> - A site previously unaffected by built development.
	<b>Hazardous waste</b> - Waste which by virtue of its composition, carries the risk of death, injury or impairment of health, to humans or animals, the pollution of waters, or could have an unacceptable environmental impact if improperly handled, treated or disposed of, as controlled in the EC Directives on Hazardous Waste and defined by Special Waste Regulations 1996 (as amended) (schedule 2).
<b>HGV</b>	<b>Heavy Goods Vehicle</b> - A lorry/truck weighing more than 3.5 tonnes.
	<b>Highways Agency</b> - An executive agency, part of the Department for Transport in England.
	<b>Historic Parks and Gardens</b> - Parks and gardens created before 1939 which still retain their special interest and which have been listed and graded in the Register of Historic Gardens first published by English Heritage in 1984.
	<b>Household waste</b> - As a major component of the municipal waste stream, household waste includes waste from household collection rounds, bulky waste collection, hazardous household waste collection, garden waste collection, civic amenity site waste, and wastes collected through council recycling schemes.
<b>HRC</b>	<b>Household Recycling Centre</b> - Site to which the public can bring domestic waste, such as bottles, textiles, cans and paper for free disposal. HRCs may also accept bulky household waste and green waste. Where possible, the collected waste is recycled after sorting.
	<b>Incineration</b> - The controlled burning of waste, either to reduce its volume, or its toxicity. Energy recovery from incineration can be achieved by utilising the calorific value of paper, plastic, etc to produce heat or power. Current flue-gas emission standards are very high. Ash residues still tend to be disposed of to landfill.
	<b>Industrial waste</b> - Waste from any factory and from any premises occupied by an industry (excluding mines and quarries).
	<b>Inert waste</b> - Waste which, when deposited into a waste disposal site, does not undergo any significant physical, chemical or biological transformations and which complies with the criteria set out in Annex 111 of the EC Directive on the Landfill of Waste.

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<b>IV</b>	<b>In-Vessel composting</b> - In-vessel composting takes place in specially designed vessels that controls moisture, temperature and aeration of the composting process allowing rapid decomposition of biodegradable waste.
	<b>Landfill</b> - The deposit of waste onto and into land in such a way that pollution or harm to the environment is prevented and, through restoration, to provide land which may be used for another purpose.
	<b>Land use planning</b> - The Town and Country Planning system regulates the development and use of land in the public interest, and has an important role to play in achieving sustainable waste management.
	<b>Listed Buildings</b> - A listed building in the United Kingdom is a building that has been placed on the Statutory List of Buildings of Special Architectural or Historic Interest.
<b>LDD</b>	<b>Local Development Document</b> - A LDD will form part of the Development Plan and can either be a Local Plan (previously known as a DPD) or a SPD. Wiltshire Council and Swindon Borough Council are responsible for producing a Minerals and Waste Development Plan containing Minerals and Waste LDDs.
<b>LDF</b>	<b>Local Development Framework</b> - The LDF comprises a portfolio of LDDs that will provide the framework for delivering the spatial planning strategy for the area. District and Unitary Authorities will prepare LDFs for their area.
<b>LDS</b>	<b>Local Development Scheme</b> - The LDS sets out a three year programme for the preparation of LDDs. As a unitary Planning Authority, Wiltshire Council have prepared separate but complimentary Development Schemes, setting out a timetable for preparation of all planning policy documents including Minerals Development Documents and Waste Development Documents.
<b>LNR</b>	<b>Local Nature Reserves</b> - These are places with wildlife or geological features that are of special interest locally. There are over 1280 LNRs in England.
	<b>Local Plan</b> - The Plan for future development of the local area, drawn up by the local planning authority in consultation with the community.
<b>LPA</b>	<b>Local Planning Authority</b> - The local authority or council that is empowered by law to exercise planning functions for a particular area of the UK.
<b>MRF</b>	<b>Materials Recovery/Recycling Facility</b> - A site where recyclable waste, usually collected via kerbside collections or from HRCs, is mechanically or manually separated, baled and stored prior to reprocessing.
<b>MBT</b>	<b>Mechanical Biological Treatment</b> - MBT is a term commonly used to describe a hybrid process which combines mechanical and biological technologies used primarily to sort and separate mixed household solid waste.
<b>MoD</b>	<b>Ministry of Defence</b> - The part of the government responsible for matters of military defence.
	<b>Municipal waste</b> - Includes all wastes collected by the Waste Collection Authorities, or their agents, such as all household waste, street litter, municipal parks and gardens waste, and some commercial and industrial wastes.

Glossary of terms	
<b>NNR</b>	<b>National Nature Reserve</b> - A Site of Special Scientific Interest (SSSI) of national or international importance for nature conservation, which is owned or leased by Natural England or is managed on their behalf in the interests of wildlife, research and public appreciation.
	<b>National Park</b> - A reserve declared by a government. In the UK there are 15 members in the National Park family which are protected areas because of their beautiful countryside, wildlife and cultural heritage.
<b>NPPF</b>	<b>National Planning Policy Framework</b> - The NPPF sets out the Government's planning policies for England and how these are expected to be applied.
	<b>Natural England</b> - A non-departmental public body responsible for ensuring that England's natural environment is protected and improved.
	<b>New Forest National Park Authority</b> - The New Forest National Park was created in March 2005 and the New Forest National Park Authority took up its full powers in April 2006.
	<b>Non inert waste</b> - Organic waste that decomposes after disposal to land. May include household, industrial, commercial and special waste.
<b>PPG</b>	<b>Planning Policy Guidance</b> - Government policy statements on a variety of issues that are material considerations in determining planning applications. These have been reviewed and now form part of the NPPF.
<b>PPS</b>	<b>Planning Policy Statement</b> - Guidance documents which set out national planning policy. They are being reviewed and updated and are replacing PPGs. Most of these have been reviewed and now form part of the NPPF.
	<b>Principal settlements</b> - Those settlements which play a critical strategic role either regionally or sub-regionally, previously identified in the draft RSS (intended for revocation) as SSCTs. The term 'principal settlements' is also used in the emerging Wiltshire Core Strategy.
<b>PRoW</b>	<b>Public Right of Way</b> - PRoWs are highways that allow the public a legal right of passage.
	<b>Recovery</b> - The process of extracting a product of value from waste materials, including recycling composting and energy recovery.
	<b>Recycling</b> - Involves the reprocessing of wastes, either into the same product or a different one. Many non-hazardous industrial wastes such as paper, glass, cardboard, plastics and scrap metal can be recycled. Hazardous wastes such as solvents can also be recycled by specialist companies, or by in-house equipment.
	<b>Reduction</b> - Achieving as much waste reduction as possible is a priority action. Reduction can be accomplished within a manufacturing process involving the review of production processes to optimise utilisation of raw (and secondary) materials and recirculation processes. It can be cost effective, both in terms of lower disposal costs, reduced demand from raw materials and energy costs. It can be carried out by householders through actions such as home composting, re-using products and buying goods with reduced packaging.

Glossary of terms	
	<b>Restoration</b> - The methods by which the land is returned to a condition suitable for an agreed after-use following the completion of tipping operations.
<b>RIGS</b>	<b>Regionally Important Geological or Geo-morphological Site</b> - Important sites for geology and geo-morphology outside of statutorily protected land as identified by the local authority.
<b>RSS</b>	<b>Regional Spatial Strategy</b> - A regional level planning framework introduced in 2004. Their revocation was announced by the new Conservative/Liberal Democrat government on 6 July 2010. Despite this, the government has advised that the evidence which informed the preparation of the RSS can still be used as a material consideration in the preparation of Local Plans (previously known as DPDs) and local decision making.
	<b>Registered Battlefields</b> - The English Heritage Register of Historic Battlefields identifies 43 important English battlefields. Its purpose is to offer them protection and to promote a better understanding of their significance.
	<b>Re-use</b> - The reuse of materials in their original form, without any processing other than cleaning. Can be practised by the commercial sector with the use of products designed to be used a number of times, such as re-useable packaging. Householders can purchase products that use refillable containers, or re-use plastic bags. The processes contribute to sustainable development and can save raw materials, energy and transport costs.
<b>RAF</b>	<b>Royal Air Force</b> - The UK's air force, formed in 1918.
<b>SM</b>	<b>Scheduled Monument</b> - These are archaeological sites or historic buildings considered to be of national importance by the government. The current legislation, the Ancient Monuments and Archaeological Areas Act 1979, supports a formal system of Scheduled Monument Consent for any work to a designated monument. Scheduling is the only legal protection specifically for archaeological sites.
<b>SSSI</b>	<b>Site of Special Scientific Interest</b> - This is a conservation designation denoting a protected area in the UK. SSSIs are the basic building blocks of site based nature conservation legislation including the very best wildlife and geological sites, as designated by Natural England. There are over 4,100 SSSIs in England, covering approximately 8% of the country's land area.
<b>SPZ</b>	<b>Source Protection Zone</b> - These are groundwater sources used for public drinking water supply. These zones show the risk of contamination from any activities that might cause pollution in the area. The closer the activity, the greater the risk. The SPZ maps show three main zones (inner, outer and total catchment) and a fourth zone of special interest.
<b>SAC</b>	<b>Special Area of Conservation</b> - Designation made under the Habitats Directive to ensure the restoration or maintenance of certain natural habitats and species some of which may be listed as 'priority' for protection at a favourable conservation status.
<b>SPA</b>	<b>Special Protection Area</b> - Designations made under the EC Directive 79/409 on bird conservation (The Birds Directive), the aim of which is to conserve the best examples of the habitats of certain threatened species of bird the most important of which are included as priority species.

<b>Glossary of terms</b>	
	<b>Stakeholder</b> - Anyone who is interested in, or may be affected by the planning proposals that are being considered.
<b>SCI</b>	<b>Statement of Community Involvement</b> - Sets out the Council's vision and strategy for the standards to be achieved in involving the community and stakeholders in the preparation of all LDDs and in decisions on planning applications.
<b>SSCT</b>	<b>Strategically Significant Cities and Towns</b> - Those settlements which play a critical strategic role either regionally or sub-regionally, as identified in the draft RSS (intended for revocation) (see 'principal settlements').
<b>SEA</b>	<b>Strategic Environmental Assessment</b> - Local Planning Authorities must comply with European Union Directive 2001/42/EC which requires a high level, strategic assessment of LDD (Local Plans and, where appropriate SPDs) and other programmes (e.g. the Local Transport Plan and the Municipal Waste Management Strategy) that are likely to have significant effects on the environment.
<b>SRN</b>	<b>Strategic Road Network</b> - The Highways Agency is responsible for operating the SRN in England which consists of most motorways and significant trunk A roads.
<b>SPD</b>	<b>Supplementary Planning Document</b> - Whilst not having 'development plan' status, SPDs can form an important part of the Development Plan of an area. They can be used to expand policy or provide further detail to policies in Local Plans. Community involvement will be important in preparing SPDs but they will not be subject to independent examination.
<b>SA</b>	<b>Sustainability Appraisal</b> - LPAs are bound by legislation to appraise the degree to which their plans and policies contribute to the achievement of sustainable development. The process of SA is similar to Strategic Environmental Assessment (SEA) but is broader in context, examining the effects of plans and policies on a range of social, economic and environmental factors. To comply with government policy, Wiltshire Council and Swindon Borough Council are producing a SA that incorporates a SEA of its Minerals and Waste LDDs.
	<b>Sustainable development</b> - Development which is sustainable in that it meets the needs of the present without comprising the ability of future generations to meet their own needs.
<b>SuDS</b>	<b>Sustainable Drainage System</b> - These involve a sequence of management practices and control structures designed to drain surface water in a more sustainable fashion than some conventional techniques.
	<b>Sustainable waste management</b> - This means using material resources efficiently, to cut down on the amount of waste we produce. And where waste is generated, dealing with it in a way that actively contributes to economic, social and environmental goals of sustainable development.
	<b>Swindon Borough Council</b> - Local government authority centred on the town of Swindon.
	<b>Swindon HGV Route Network</b> - Advisory network of routes for use through Swindon for HGVs to follow.
<b>UK BAP</b>	<b>UK Biodiversity Action Plan</b> - Published in 1994, this was the UK Government's response to signing the Convention on Biological Diversity (CBD) at the 1992 Rio Earth

## Glossary of terms

	Summit. UK BAP Priority Habitat is a list of 65 habitats highlighted as priorities for conservation. The priority habitats cover a wide range of semi-natural habitat types that are judged to be particularly important for biodiversity conservation, and are recognisably distinct within the broad habitats of the UK.
	<b>Void space</b> - The remaining capacity in active or committed landfill or landraise sites.
	<b>Waste</b> - Is the wide ranging term encompassing most unwanted materials and is defined by the Environmental Protection Act 1990. Waste includes any scrap metal, effluent or unwanted surplus substance or article that requires to be disposed of because it is broken, worn out, contaminated or otherwise spoiled. Explosives and radioactive wastes are excluded.
	<b>Waste arising</b> - The amount of waste generated in a given locality over a given period of time.
<b>WEEE</b>	<b>Waste Electrical and Electronic Equipment</b> - The Waste Electrical and Electronic Equipment Directive (WEEE Directive) aims to minimise the impact of electrical and electronic goods on the environment, by increasing re-use and recycling and reducing the amount of WEEE going to landfill.
	<b>Waste hierarchy</b> - Suggests that the most effective environmental solution may often be to reduce the amount of waste generated – reduction. Where further reduction is not practicable, products and materials can sometimes be used again, either for the same or a different purpose – re-use. Failing that, value should be recovered from waste, through recycling, composting or energy recovery from waste. Only if none of the above offer an appropriate solution should waste be disposed.
<b>WTS</b>	<b>Waste Transfer Station</b> - A WTS is usually a depot to which waste is delivered for bulking/handling/sorting prior to transfer to another facility for recycling, treatment or disposal.
	<b>Waste treatment</b> - Biological, chemical, or mechanical method(s) employed to (1) remove pollutants from industrial or municipal wastes, (2) change the character and composition of medical waste, or (3) reduce or eliminate its potential for harm to living beings and the environment.
	<b>Wiltshire Council</b> - The new unitary authority for Wiltshire as of 1 April 2009.
	<b>Wiltshire Local Lorry Routes</b> - A key component of the Freight Strategy is the establishment of a network of advisory lorry routes. This network, currently under review, comprises of a network of strategic and supporting local lorry routes. Local routes are designated roads for local journeys (routes open to lorry traffic but long-distance movements are not encouraged).
	<b>Wiltshire Strategic Lorry Routes</b> - Strategic roads are designated for long distance journeys.
<b>WHS</b>	<b>World Heritage Site</b> - A cultural, natural or historical site of outstanding universal value designated by the UNESCO World Heritage Site Committee.



## Appendix 2: Saved Waste Local Plan (2005) policies

No saved policies in the Wiltshire and Swindon Waste Local Plan (2005) are to be replaced by the Waste Site Allocations Local Plan.

All of the saved policies contained in the Waste Local Plan have already been replaced by policies in the Wiltshire and Swindon Waste Core Strategy and the Waste Development Control Policies DPDs, adopted July and September 2009 respectively.



This document was published by the Spatial Planning Team, Wiltshire Council, Economy and Regeneration.

For further information please visit the following website:

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/mineralsandwastepolicy/wastesiteallocations.htm>

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The Planning  
Inspectorate

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# **Report to Wiltshire Council and Swindon Borough Council**

**by Mrs K.A. Ellison BA, MPhil, MRTPI**

**an Inspector appointed by the Secretary of State for Communities and Local Government**

**Date: 6<sup>th</sup> November 2012**

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PLANNING AND COMPULSORY PURCHASE ACT 2004 (AS AMENDED)

SECTION 20

**REPORT ON THE EXAMINATION INTO THE  
WILTSHIRE AND SWINDON  
WASTE SITE ALLOCATIONS  
LOCAL PLAN**

Document submitted for examination on 14 February 2012

Examination hearings held between 24 and 26 April 2012

File Ref: PINS/K3930/429/11

## **Abbreviations Used in this Report**

AA	Appropriate Assessment
AONB	Area of Outstanding Natural Beauty (AONB)
CS	Core Strategy
HRA	Habitats Regulation Assessment
LDS	Local Development Scheme
LP	Local Plan
MM	Main Modification
PRoW	public right of way
RTAB	Regional Technical Advisory Body
RS	Regional Strategy
SA	Sustainability Appraisal
SAC	Special Area of Conservation
SCI	Statement of Community Involvement
SCS	Sustainable Community Strategy
WCS	Waste Core Strategy
WDC	Waste Development Control policies

## **Non-Technical Summary**

This report concludes that the Wiltshire and Swindon Waste Site Allocations Local Plan provides an appropriate basis for the planning of the Area up to 2026 providing a number of modifications are made to the Plan. The Councils have specifically requested that I recommend any modifications necessary to enable them to adopt the Plan.

All of the modifications were proposed by the Councils and I have recommended their inclusion after full consideration of the representations from other parties on these issues.

The modifications can be summarised as follows:

- the inclusion of a policy which sets out how the presumption in favour of sustainable development will be applied
- clarification of the term 'area of search' as it applies to sites where mitigation measures will be required, with consequent additions to the relevant site tables
- setting out the reasons why sites within 16km of a principal settlement have been allocated for local scale waste uses, along with related additions to the relevant site tables
- changes to site tables where necessary to ensure that the requirements they contain are adequately justified
- removal of one site which cannot be shown to be deliverable

## Introduction

1. This report contains my assessment of the Wiltshire and Swindon Waste Site Allocations Local Plan in terms of Section 20(5) of the Planning & Compulsory Purchase Act 2004 (as amended). It considers first whether the Plan's preparation has complied with the duty to co-operate, in recognition that there is no scope to remedy any failure in this regard. It then considers whether the Plan is sound and whether it is compliant with the legal requirements. The National Planning Policy Framework (paragraph 182) makes clear that to be sound, a Local Plan should be positively prepared, justified, effective and consistent with national policy.
2. The starting point for the examination is the assumption that the local authorities have submitted what they consider to be a sound plan. The basis for my examination is the Wiltshire and Swindon Waste Site Allocations DPD Submission Draft February 2012. This differed from the Proposed Submission Draft June 2011 [WAS/01] and, in order to assist the examination, a list of the changes which had been made was published [the Bridging Schedule of Changes]. Arrangements were made within the examination process to consider any further matters which might arise as a result of those changes.
3. During the examination period, The National Planning Policy Framework (the Framework) and Planning Policy for Traveller Sites were published and the opportunity was given for respondents to make representations on any relevant matters raised in those documents.
4. My report deals with the main modifications that are needed to make the Plan sound and legally compliant and they are identified in bold in the report (**MM**). In accordance with section 20(7C) of the 2004 Act, the Council requested that I should make any modifications needed to rectify matters that make the Plan unsound and thus incapable of being adopted. These main modifications are set out in the Appendix.
5. The main modifications that go to soundness, along with the Bridging Schedule of Changes and an additional main modification proposed in August 2012, have been subject to public consultation and Sustainability Appraisal (SA) and I have taken the responses into account in writing this report.

## Assessment of Duty to Co-operate

6. Section s20(5)(c) of the 2004 Act, as amended, requires that I consider whether the Councils complied with any duty imposed on them by section 33A of the 2004 Act in relation to the Plan's preparation.
7. In essence, the Plan is intended to deliver the strategic planning policy framework of the Wiltshire and Swindon Waste Core Strategy and will complete the Waste Development Framework for the area. The Plan is, therefore, primarily directed towards addressing local waste management needs but the Councils emphasise that they have been working within the spirit of co-operation throughout the preparation period. This is particularly evidenced in the collaboration between the two Authorities but can also be seen in the way the Plan has been prepared in line with the draft Regional Spatial Strategy for the South West, as well as in the light of engagement with



other Waste Planning Authorities through the Regional Technical Advisory Body on Waste (RTAB). The Councils also confirm they have maintained a process of dialogue and engagement with all neighbouring authorities, statutory consultees and those with an interest in waste development matters in the area, including the waste industry. The changes made in the wake of the consultation on the Proposed Submission Draft are a further example of the way the Councils have sought to engage positively with those involved in the preparation of the Plan. Details of this process are given in the Statement of Consultation [WAS/07]. Whilst some issues remain unresolved, particularly in relation to the cases made by some Parish Councils, these can mainly be put down to differences in judgement and should not be seen as indicative of a failure to work collaboratively.

8. The Councils have, therefore, fulfilled the duty to co-operate with regard to the Wiltshire and Swindon Waste Site Allocations Local Plan.

## **Assessment of Soundness**

### **Preamble**

9. Consultations on the Proposed Submission Draft, June 2011 raised questions as to the deliverability of certain sites and indicated a need for further requirements to be set out within the Plan on a range of technical matters. A subsequent landowner consent exercise then revealed that 8 sites would be undeliverable. The revisions which were made between Proposed Submission Draft and Submission Draft were primarily aimed at addressing these points. There was scope within the examination process to allow consideration of any matters which respondents might identify that arose from the changes which the Councils had made. Consultation on the main modifications and the Bridging Schedule of Changes took place during June-July 2012, at which stage further information was provided to indicate that another site would not be deliverable. As a result, the Councils proposed an additional main modification, on which a further round of focussed consultations took place, ending in September 2012.

### **Main Issues**

10. Taking account of all the representations, written evidence and the discussions that took place at the examination hearings, I have identified two main issues upon which the soundness of the Plan depends.

**Issue 1 –whether, taken as a whole, the preparatory processes that underpin the plan have a sound basis, having regard to national policy, the relationship with other plans and strategies and the evidence base.**

#### *Strategic context*

11. The Plan is the third document in the waste planning policy framework for Wiltshire and Swindon which, together, cover the period to 2026. It comprises a short, introductory section and then identifies a series of sites, arranged by area, each accompanied by a site table setting out those matters identified as relevant to any development which may come forward. The Plan takes forward the principles set out in the Wiltshire and Swindon Waste Core Strategy (adopted July 2009) [CPP/60] and applies the approach to

development contained in the Waste Development Control Policies (adopted September 2009) [CPP/61].

12. The Evidence Base [WAS/27, WAS/28] reviews the implications for the Plan of other plans and strategies, including Planning Policy Statement 10: *Planning for Sustainable Waste Management* (PPS 10) and the emerging Core Strategies for Wiltshire and Swindon. This has ensured that the Plan shows general consistency with those plans and strategies. The Plan area borders the New Forest National Park and includes land within three Areas of Outstanding Natural Beauty (AONB), all of which are identified on the Policies Map. The Evidence Base reviews the National Park strategy as well as the management plans for the AONBs and their influence can be seen in the site appraisal and selection process [WAS/17] as well as in the various references contained in the site tables within the Plan itself. Whilst representations were made in relation to recent development management decisions and the potential impact on tranquillity, the Plan itself is sound in that it gives proper consideration to these nationally designated areas.
13. The Councils have viewed the Sustainability Appraisal (SA) as an iterative process, as set out in the Waste Site Selection and Site Appraisal Methodology [WAS/20] and the SA Reports [WAS/02-04]. In this way, reasonable alternatives have been considered and appraised, with clear reasons being published for the inclusion of some sites and the rejection of others. The Habitats Regulations Assessment (HRA) Report [WAS/08] concludes that two of the proposed sites are within a distance at which a waste management facility may adversely affect the River Avon SAC and this has informed the relevant parts of the Plan.
14. The Plan is consistent with the core planning principles set out in the Framework except in relation to the requirement that it should reflect the presumption in favour of sustainable development. A new policy to address this is set out at **MM2**. The wording reflects the Councils' wishes that the policy should be appropriate to this Plan and its local context, whilst at the same time embodying the presumption contained in the Framework.

*The evidence base and identified need*

15. The Waste Capacity Gap report, October 2011, [WAS/13] updated the relevant information from the Waste Core Strategy so as to take account of permissions granted since 2006. For the municipal stream, the gap is identified as 1 HRC and 1 MRF; for Industrial and Commercial, it stands at some 360,000m<sup>3</sup> of void space, 168,000tpa treatment and 58,000tpa recycling. The 35 sites in the Plan clearly offer significantly more capacity than could be justified on the basis of need. This high level of allocation avoids the limitations of aiming primarily to address shortages in capacity. Instead, it takes forward the flexible vision laid down in the Waste Core Strategy and allows for innovation through the range of potential uses it identifies. In this way, the Plan takes a positive approach and offers scope to be responsive to change and to support movement towards the use of waste as a resource, in accordance with the waste hierarchy.
16. One of the strengths of this flexibility can be seen in the way that, even though sites were removed at a late stage in the plan-making process, this

Plan continues to make more than adequate provision for expected waste management development so that, in this respect, its soundness has been unaffected. By the same token, whilst additional sites were suggested which might have led to increased flexibility, it was not necessary for them to be included in order to make the Plan sound. As to their individual merits, there is provision within the wider Waste Development Framework (eg policy WCS3) for consideration of proposals on sites not identified here.

*The site selection process*

17. The locations within the plan are made up of industrial estates, sites associated with existing waste management activity and new locations for development, all of which are divided according to whether or not they are suitable for strategic scale facilities. At paragraph 1.2, the Plan explains that although some the allocations are site specific, others are areas of search. The Councils have already provided some clarification of this approach for industrial areas but the implications for other areas also needs to be made clear (**MM5**). Also, many allocations concern undeveloped land or sites where remediation following a previous use is expected to take place. Further explanation is necessary in order to justify the use of areas of search in these cases, to ensure that proposals take into account that mitigation measures must be contained within the area designated and should not encroach into the surrounding countryside (**MM1, MM4 and the associated changes to site tables in MM6-A to MM6-J**).
18. The site tables begin with descriptive matters and then move on to identify, in a systematic way, the key issues and mitigation measures which any proposal would be expected to address. This is done under a series of headings which cover potential impacts on human health and the built and natural environment, an approach which sets out with reasonable clarity the basis for a decision maker to react to a proposal.
19. The Councils point out that the Plan results from the consideration of over 100 potential sites which were assessed against a range of economic, social and environmental criteria, as recorded in the Report on Site Selection Process [WAS/11]. Even though the starting point for this sieving process was the capacity for a site to accept waste development rather than a spatial analysis of existing facilities, the distribution of sites correlates well with planned growth over the period to 2026. Had the Plan taken a more restrictive approach, the removal of nine sites might well have proved fatal to its ability to cater for predicted demand. However, the capacity of the remaining sites continues to exceed that identified in the Waste Capacity Gap Report by a considerable margin. Moreover, although the sites which have been removed were predominantly in the south and east of the Plan area, I am satisfied that a suitable level of flexibility has been maintained. As a result, the Plan is still capable of supporting an appropriate pattern of provision based on the 'geography of growth' and the pattern of waste arisings likely to occur.
20. The allocations in the northern and western parts of the Plan area gave rise to concerns as to whether there would be a disproportionate effect in these areas, particularly around Purton and Westbury. However, the context is one which places particular emphasis on flexibility, both in terms of the number of sites allocated and the use of the 'preferred areas' approach as opposed to

more narrowly defined plots of land. As such, the allocations should not be evaluated on the basis that proposals would come forward on all sites or that development would involve the whole of the area identified. It should also be noted that the evidence base does not support development on such a scale. Moreover, the site tables also require account to be taken of cumulative impacts, where relevant. There is sufficient provision within the Plan therefore, to ensure that even though there are more sites in some areas than others, the overall approach would not be likely to lead to unacceptable concentrations in particular localities.

21. The site assessment process was a comprehensive one, with sites being considered against a range of criteria, both qualitative and quantitative. The methodology allowed for a site to be excluded on the basis of significant adverse impact in relation to all of the identified criteria. In the round therefore, a reasonable balance has been ensured between objectively measurable features such as distance from an AONB and criteria requiring a more subjective level of judgement such as impact on amenity or visual intrusion. The findings of the assessment process have then created a clear evidence base to support the various mitigation measures identified within the site profile tables.
22. In line with policy WCS2, the sites are identified for strategic or local scale development. I appreciate that there may be some difference in how these terms are understood, according to the point of view of the local planning authority as compared to, say, that of a waste operator but the spatial and land use characteristics of such operations are set out with reasonable clarity within the Plan. The possibility of local scale development on a site identified for strategic uses should not raise significant issues, since any impact should be within the range which the site assessment process has already established would be manageable. However, the site assessment process has also resulted in several sites within 16km of a principal settlement being identified as unsuitable for strategic scale development. The link between the assessment process and each designation needs to be made more explicit, with the relevant information being carried across into the Plan, so that the designation is properly justified. **(MM3 and the associated changes to site tables in MM7.1-7.18).**

*The changes between the Proposed Submission Draft and Submission Draft*

23. The Submission Draft was presented for approval to the respective Cabinet and Full Council meetings of the two Authorities. Apart from the removal of eight of the sites, the changes were predominantly concerned with incorporating further technical information provided by the Environment Agency and the Highways Agency as well as the Councils' own officers on detailed matters of heritage, landscape, ecology and sustainability.
24. There is a potential that fewer sites might have reduced the scope for new waste management development. However, bearing in mind the high degree of flexibility which the Plan continues to afford, I consider that the provision remains sufficient to ensure an appropriate degree of choice has been maintained. Paragraph 1.4 now promotes a link between waste development and the emerging Wiltshire Core Strategy but the connection is phrased in positive terms so that it is not overly prescriptive.

25. The impact of vehicle movements on communities in the surrounding localities was a recurring theme in many of the representations, especially for towns and villages already affected by congestion or whose historic character made it particularly difficult to safely accommodate modern HGVs, such as in terms of limited road widths or an absence of footways. In many cases, the site tables refer to particular difficulties, which reflect the findings of the site appraisals. As part of the Bridging Changes, each site table now also includes a requirement for a Transport Assessment and a Travel Plan. In the circumstances, these measures would assist in managing the overall impact of a development and so would not undermine soundness by imposing an unacceptable burden on developers.

### *Conclusion*

26. The preparatory processes underpinning the plan have, on the whole, been shown to be soundly based, with the modifications in **MM1-MM5** being necessary to bring it into line with current national policy and to provide adequate justification for the use of areas of search and the distinction between strategic and local scale development. Whilst other amendments were proposed which were intended to improve the understanding of the Plan, these have not been shown to be necessary in order to make it sound.

### **Issue 2 – whether the allocated sites are justified and deliverable**

27. In order to achieve flexibility, the approach to site selection was that a proposed site should be included in the Plan unless there was evidence that it would not be capable of accommodating a waste use. Given this particular approach, questions of soundness with regard to individual sites might arise either from a shortcoming in the way a site had been assessed or a lack of adequate justification within the relevant site table.

### *North Wiltshire*

28. The Parkgate Farm and Purton Brickworks sites (Tables 2.1 and 2.2) lie either side of the railway line, a short distance to the north of Purton village and are already associated with various large scale facilities. The problematic nature of the links to the primary route network are noted in the site appraisals, a factor which is then addressed in the site tables, particularly in relation to Cricklade. The sites are not ideally located for strategic scale development but, if further development was to be restricted to local scale only, this would run counter to national policy due to the risk of stifling the scope for further innovation in relation to the existing facilities. Whilst the links to Swindon may be affected by the planned expansion in the area of Ridgeway Farm, the information at this stage suggests that it would not adversely affect vehicle movements for these sites. Although some villages would be particularly vulnerable to impacts associated with higher levels of traffic movement, this would fall within the scope of a Transport Assessment, which now forms one of the requirements contained in the site table. As such, it has not been demonstrated that the sites should be designated as suitable only for local scale development.
29. The Parkgate Farm allocation would allow waste-related activities to extend beyond the existing PRow so that there is some basis for the concerns over

the potential visual impact within this area of open countryside. The change outlined in **MM6-A** would make it clear that all mitigation measures should be included within the area allocated. Although the whole of the Purton Brickworks site is allocated, the Plan is sound in that it allows for a waste proposal to be assessed on the basis of its impact on other uses on the industrial estate.

30. The Hills Resource Recovery Centre, Compton Bassett (Table 2.3) contains a substantial waste operation based around the original landfill but now including several other activities. In terms of potential uses, only waste treatment is identified, with energy from waste being specifically excluded on the basis of the site's planning history. The requirements for a Transport Assessment and Travel Plan mean that the Plan provides a clear basis for consideration of any further impacts on nearby communities and the surrounding road network.
31. The two sites at Stanton St Quintin (tables 2.4 and 2.5) are areas of search comprising undeveloped land where mitigation measures would be required (**MM6-B and 6-C**). Both site tables set out a requirement for a Transport Assessment and this would be an adequate mechanism to allow the traffic impact of any development to be addressed.
32. A Transport Assessment would also be required for any development on the Thingley Junction site (table 2.10) and this could be expected to consider any implications for the cycle route. Further text is needed to make clear that the allocation allows for mitigation measures (**MM6-E**). The potential impact on the adjacent Traveller site is identified as an issue in the site table, as well as being one of the constraints which justifies the designation for local scale development (**MM7-D**). Any consultations with nearby residents would fall to be dealt with under the relevant provisions of the SCI, should a proposal come forward on the site.
33. Leaffield Industrial Estate (table 2.11) is designated for local scale development on the basis of traffic impacts, including at Potley Bridge. This constraint should be included in the site profile (**MM7-E**).
34. Further text should be inserted into table 2.7, Barnground, South Cerney to clarify that the allocation should accommodate mitigation measures (**MM6-D**) and to justify the designation for local scale development (**MM7-A**). Justification should also be given for the local status of Whitehills Industrial Estate, Royal Wootton Bassett (table 2.8) and Bumpers Farm Industrial Estate, Chippenham (table 2.9) (**MM7-B and MM7-C**).
35. I understand that the present waste processing operation on the Porte Marsh Industrial Estate (table 2.12) was granted permission on a temporary basis due to particular local circumstances. It does not therefore represent a good reason to set aside the designation for local scale uses, which reflects the findings of the site appraisal (**MM7-F**).

#### *West Wiltshire*

36. Hampton Business Park (table 3.1) and Bowerhill Industrial Estate (table 3.5) are substantial employment areas located along the southern edge of Melksham which offer good access to the A350. Although waste related

development would be likely to generate additional traffic movements, these would not necessarily be at a significantly greater level than other uses which might equally well come forward on this type of site. In addition, the requisite Transport Assessments would be an appropriate method by which to address the potential impact on the surrounding area. Although the Hampton Business Park site is visible from the A350, the site table notes that design would be a key consideration. The site assessment process identified particular constraints which led to the allocation of Bowerhill for local scale development and these should be set out in the site table (**MM7-G**). Whilst development may take place at some point on land to the north of Bowerhill, that on its own is not sufficient reason for the Plan to impose a restriction on development on part of the site.

37. The West Wiltshire and Northacre Trading Estates at Westbury (tables 3.2 and 3.3) are both substantial areas of industrial development where there is considerable variation in the quality and age of buildings and the types of sites available. Whilst some waste management operations make use of quite basic facilities, it is also the case that others require enclosed, modern buildings which can sit quite comfortably alongside other industrial uses. The recently built facility at Westbury is a case in point. Where changes within the industrial estates fall within the scope of development management, there would be scope to address any impact on the character or appearance of the surrounding area. However, the continuing availability of older buildings such as those in the area around Engineer Road is likely to be due to a number of factors, including their ability to meet the needs of a range of business users rather than being specific to the presence of waste operators. I am not persuaded, therefore, that the allocations in the Plan would lead to a deterioration in the quality of the current environment on these industrial estates. Where waste-related development comes forward, the Plan requires the submission of a Transport Assessment and Travel Plan, thus allowing transport issues to be addressed, even in the absence of a bypass for the town. Given the timeframe of the Plan, it is reasonable for it to recognise the potential for the rail interchange, even if its prospects, at present, appear quite limited.
38. The Lafarge Cement Works (table 3.4) has been defined to include a clay pit to the north east of the existing works. The site itself is in a sensitive location, being outside the built up area of Westbury and within the setting of the White Horse. The table should be amended to make clear that mitigation measures will need to be incorporated within the area allocated (**MM6-F**). The site will undergo change as consideration is given to alternative uses and these would be likely to entail some importation of fill materials. Thus, even though there is local support for the site to be given over to agricultural use, this needs to be balanced against the opportunities to address the current, negative elements through redevelopment. At present therefore, the designation is justified as it stands.
39. The appraisal process appears to have been unclear as to the relationship of the site at Valley Farm, Chitterne (table 3.8) to the nearby landfill operation. Even so, this does not discredit the main finding, that the site has capacity to accommodate some waste management uses, within the limits defined by its allocation for local scale development. It is not necessary therefore, that the site should be removed from the Plan in the interests of soundness. Although

the allocation covers a sizeable area, this takes account of the requirement that it is expected to accommodate mitigation measures within the allocated area (**MM6-G**). The site is in a very sensitive location, being easily visible within the surrounding undeveloped countryside. Given this sensitivity, further requirements should be inserted into the site table to address the form and scale of development. Moreover, while mitigation measures within the site itself may improve its capacity to accept development, it is also prudent for the Plan to draw attention to the scope for off-site planting, in order to encourage measures to address any wider impact (**MM8**). The potential impact on the wider locality as regards traffic, amenity and impact on the historic and natural environment have been identified in the site table so that they would need to be taken into account should a proposal come forward.

40. Modifications should be made to the site tables for Canal Rd (table 3.6) and Warminster (table 3.7) as set out at **MM 7-H and 7-I** to provide adequate justification for their designations for local scale development.

#### *East Wiltshire*

41. Although the Hopton Industrial Estate (table 4.1), has good, immediate access to the A361, the impact of traffic movements on Devizes has been identified as a constraint which restricts its suitability to local scale development only (**MM7-J**). In a similar vein, the scale of uses appropriate for the site at Wiltshire Waste (Recycling) Ltd (table 4.2) has also been restricted to local scale uses (**MM7-K**). The scale of development envisaged in the Plan would tend to limit the likelihood that it would impact on the AONB, especially in the context of the scale of uses presently on site so that the Plan is not unsound in this regard. Justification should be given for the scale of the designation of Salisbury Road Business Park, Marlborough (table 4.3) (**MM7-L**).
42. The site at Pickpit Hill (table 4.5) is some way outside of both Tidworth and Ludgershall but lies relatively close to the Wellington Academy, a school which also includes a residential element and a crèche. The site table recognises the need for sensitive site planning, which would include the orientation of any building. However, text should be added to make clear that the site is expected to accommodate the necessary mitigation measures, including screening (**MM6-H**). Local topography, such as the difference in height between this site and the Academy, would need to be taken into account as part of the required investigation into impact on human health and amenity, a matter which is already addressed within the site table. There would also appear to be reasonable grounds to expect that impacts of odours, dust or noise could be addressed through the design and regulation of any facility located on site. The site survey notes the significant risk of a legacy of contaminated ground. Whilst this point was strongly reinforced within the representations, the need to address contamination risks is also already set out within the site table.
43. The site table identifies a number of measures which would be required to enable development to take place, including access arrangements as well as the matters covered above. Whilst there are reasonable grounds to expect that each area of concern could be addressed individually, these could, in combination, represent a substantial burden on a site which has been designated as suitable only for a local scale facility. However, this would be



largely dependent on the details of any proposal which was made and the extent of mitigation or remediation which then became necessary. It seems to me that the balance is a fine one. Nevertheless, on the information available, I consider that the likely costs of development are not so substantial as to make the allocation unsound on the basis of its viability.

### *South Wiltshire*

44. As with other parts of the plan area, traffic and congestion also represent an issue for South Wiltshire. The requirement for a Transport Assessment would address the question of vehicle routes in relation to any further development at the CB Skip Hire site at Salisbury (table 5.1). The site table also identifies potential issues relating to noise or dust and the case for measures to mitigate potential impacts in these respects would be given added force by the need to address the relationship of the site to the River Avon SAC.
45. The site at Brickworth Quarry and Landfill, Whiteparish (table 5.2) is in open countryside, close to the New Forest National Park and immediately adjacent to ancient woodland, a UK BAP priority habitat. The justification for this site as a location for waste treatment is entirely reliant on the restoration of the quarry. This, together with the sensitivity of the location, makes it reasonable that it should have been assessed only for inert waste recycling and treatment. There is concern that a waste treatment operation could take on a life of its own and either delay restoration or lead to waste activities continuing afterwards. I agree that the Plan should maintain the existing position, that the life of any waste processing should not extend beyond that which is necessary for restoration purposes. The site table requires potential uses to be ancillary to landfill reinstatement so that it provides an adequate framework for more detailed controls to be placed on any proposals which may come forward.
46. Given the clear link between a possible waste operation and the restoration programme, the Transport Assessment would represent an appropriate means of managing any traffic issues arising from such development, including access routes. Although it is likely that the site would accept waste from outside the county, this would not be unreasonable given its geographical location and the waste stream concerned so that this does not undermine overall aim of the Plan for net self-sufficiency. However, the basis for the designation for local scale development needs to be specified in the table (**MM7-M**). Given the proximity to the National Park, the wording should also be amended to clarify that any scheme would need to demonstrate acceptability in terms of landscape impact (**MM6-I and MM9**).
47. The Employment Allocation, Mere (table 5.3) no longer has the clear support of the landowner so that it can not be shown to be deliverable. As a result, it should be removed from the Plan (**MM10**). The site was designated for local scale uses and, as the Councils point out, its removal does not prevent the Plan from meeting projected capacity requirements. Moreover, Mere lies to the south of the West Wiltshire Downs AONB, on the boundary with the adjoining Authority, Dorset. As a local site therefore, a facility in this location would be likely to have made a limited contribution to meeting demand from within Wiltshire itself. Thus, even though this represents a further reduction in the number and range of sites identified in the South Wiltshire area, I consider

that this modification would be of local significance geographically and would not lead to undue pressure being placed on other sites within the Plan area.

48. The Former Imerys Quarry, Quidhampton (table 5.4) is an area of potential change, as new uses are sought for the site. Whilst it has been suggested that the allocation should be enlarged, activities on that part of the site would be mainly directed towards restoration and it would not necessarily be made available subsequently for waste-related development. No modification would therefore be necessary to ensure soundness. However, additional text should be inserted to justify the designation for local scale development (**MM7-N**).

### Swindon

49. Swindon is a location where significant growth is planned, including a substantial area of residential development in the area of Tadpole Farm which may involve the provision of an access road across the centre of the Chapel Farm site (table 6.1). Clearly, if the residential scheme was to proceed in that particular form, it would affect the capacity of the site to accept waste-related development. Even so, there is sufficient scope within the 5.5ha allocated to allow for the suggested energy from waste scheme to come forward, as well as the mitigation measures the site is also expected to accommodate (**MM6-J**). Whilst the A419 now bypasses Blunsdon village, the main route to the site continues to be through part of the village so that it would be necessary to address this as part of the required Transport Assessment.
50. The sites at Brindley Close/Darby Close (table 6.3), Kendrick Industrial Estate (table 6.4), Rodbourne Sewage Treatment Works (table 6.5) and the Dorcan Industrial Estate (table 6.6) have all been designated for local scale development. The justifications for those designations should be added to the relevant site tables (**MM 7-O, 7-P, 7-Q and 7-R**).
51. With these modifications, I am satisfied that the allocated sites would be justified and deliverable.

## Assessment of Legal Compliance

52. My examination of the compliance of the Plan with the legal requirements is summarised in the table below. I conclude that the Plan meets them all.

<b>LEGAL REQUIREMENTS</b>	
Local Development Scheme (LDS)	The Waste Site Allocations Local Plan is identified within the approved LDS of both Authorities. The Wiltshire LDS, November 2011, sets out an expected adoption date of November 2012, with the Swindon LDS giving an expected date of July 2012. The Waste Site Allocations Local Plan's content and timing are compliant with the LDS.
Statement of Community Involvement (SCI) and relevant regulations	The SCI for Wiltshire was adopted in February 2010 and that for Swindon in January 2007. Consultation has been compliant with the requirements therein,

	including the consultation on the changes between the Proposed Submission Draft and Submission Draft as well as on the post-submission proposed 'main modification' changes (MM)
Sustainability Appraisal (SA)	SA has been carried out and is adequate.
Appropriate Assessment (AA)	The Habitats Regulations AA Screening Report, December 2011 sets out why AA is not necessary.
National Policy	The Waste Site Allocations Local Plan complies with national policy except where indicated and modifications are recommended.
Regional Strategy (RS)	The Waste Site Allocations Local Plan is in general conformity with the RS.
Sustainable Community Strategy (SCS)	Satisfactory regard has been paid to the SCS.
2004 Act (as amended) and 2012 Regulations.	The Waste Site Allocations Local Plan complies with the Act and the Regulations.

## Overall Conclusion and Recommendation

**53. The Plan has a number of deficiencies in relation to soundness, for the reasons set out above, which mean that I recommend non-adoption of it as submitted, in accordance with Section 20(7A) of the Act. These deficiencies have been explored in the main issues set out above.**

**54. The Council has requested that I recommend main modifications to make the Plan sound and/or legally compliant and capable of adoption. I conclude that, with the recommended main modifications set out in the Appendix, the Wiltshire and Swindon Waste Site Allocations local plan satisfies the requirements of Section 20(5) of the 2004 Act and meets the criteria for soundness in the National Planning Policy Framework.**

*KA Ellison*

Inspector

This report is accompanied by the Appendix containing the Main Modifications

## Appendix – Main Modifications

The modifications below are expressed either in the conventional form of ~~strikethrough~~ for deletions and underlining for additions of text, or by specifying the modification in words in *italics*.

The page numbers and paragraph numbering below refer to the submission local plan and do not take account of the deletion or addition of text.

Ref	Page	Policy/ Paragraph	Main Modification
MM1	1	1.2	<p>Amend bullet point (ii) to read:</p> <p>ii) Areas of search comprising land allocated for employment uses, or including existing industrial areas within which waste uses could be accommodated, as and when natural churn provides opportunities to utilise vacant plots; <u>or areas of land capable of accommodating new, or additional waste management development and all required mitigation measures within the designated site boundary</u></p>
MM2	1	1.4	<p>Amend third sentence to read:</p> <p>Proposals for waste management development on sites not included within this document will still be considered on their own merits, if they demonstrate that they are in keeping with national policy and the policies of the development plan (<u>see policy WSA 1</u>).</p> <p><u>Policy WSA 1:</u>  <u>When considering waste development proposals the councils will take a positive approach that reflects the presumption in favour of sustainable development contained in the National Planning Policy Framework (NPPF). Each council will work proactively with applicants to find solutions which mean that proposals can be approved wherever possible, and to secure development that improves the economic, social and environmental conditions in the area.</u>  <u>Planning applications that accord with the policies in this Local Plan (or policies in other adopted Local Plans of the Councils) will be approved without delay, unless material considerations indicate otherwise.</u>  <u>Where there are no policies relevant to the application or relevant policies are out of date at the time of making the decision then planning permission will be granted unless material considerations indicate otherwise – taking into account whether:</u></p> <ul style="list-style-type: none"> <li>• Any adverse impacts of granting permission would</li> </ul>

Ref	Page	Policy/ Paragraph	Main Modification
			<u>significantly and demonstrably outweigh the benefits, when assessed against the policies in the NPPF taken as a whole; or</u> <ul style="list-style-type: none"> <li>•<u>Specific policies in the NPPF indicate that development should be restricted.</u></li> </ul>
MM3	5	1.19	At the end of the paragraph, add the following:-  <u>Factors which have led to a local scale allocation when a site is within 16km of a principal settlement are provided in the site profiles.</u>
MM4	9	1.33	At the end of the paragraph, add the following:-  <u>For each site, the inset map defines the area of land within which any subsequent planning application and all required mitigation measures will be sited.</u>
MM5	9	1.34	At the end of the paragraph, add the following:-  <u>For all other site allocations set out within this plan, only the footprint of new, or expanded waste development will be safeguarded following the grant of planning permission. In all cases, the unnecessary sterilisation of land will be avoided through a rigorous process of monitoring and review</u>
MM6 and MM6-A to MM6-J		Tables: 2.1 2.4 2.5 2.7 2.10 3.4 3.8 4.5 5.2 6.1	In the site profile, at 'Size of site' add the following text:  <u>(within which any development proposals and all necessary mitigation measures will need to be incorporated)</u>
MM7-A		Table 2.7 Barnground, South Cerney	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: limited footprint of developable land; and limited capacity for vehicles to turn within the site and/or queue at peak times)</u>

Ref	Page	Policy/ Paragraph	Main Modification
MM7-B		Table 2.8: Whitehills Industrial Estate, Royal Wootton Bassett	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential access and congestion issues; limited opportunity potential of the site; and associated potential impacts on existing users of the estate)</u>
MM7-C		Table 2.9: Bumpers Farm Industrial Estate, Chippenham	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: limited opportunity potential of the site; and associated potential impacts on existing users of the estate)</u>
MM7-D		Table 2.10: Thingley Junction, Chippenham	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: highway connectivity; and proximity to the existing Gypsy and Traveller camp)</u>
MM7-E		Table 2.11: Leafield Industrial Estate, Corsham	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential traffic/transport impacts associated with the layout of the estate roads e.g. constraints at Potley Bridge)</u>
MM7-F		Table 2.12: Porte Marsh Industrial Estate, Calne	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential impact of traffic on the local highway network; and proximity of large-scale existing quarries and waste management facilities at Lower Compton and Sands Farm)</u>
MM7-G		Table 3.5: Bowerhill Industrial Estate, Melksham	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential impact on estate roads and connecting highway; and proximity to adjacent strategic scale operation)</u>

Ref	Page	Policy/ Paragraph	Main Modification
MM7-H		Table3.6: Canal Road Industrial Estate, Trowbridge	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential traffic and transport impacts on Trowbridge town centre and/or the village of Hilperton)</u>
MM7-I		Table3.7: Warminster Business Park, Warminster	In the site profile, at 'Size of site' add the following text: <u>Local (based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: limited scope for accommodating significant development; potential highway impacts)</u>
MM7-J		Table4.1: Hopton Industrial Estate	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential transport impacts on Devizes; and potential for impact on the North Wessex Downs AONB)</u>
MM7-K		Table4.2: Wiltshire Waste (Recycling) Ltd, Devizes	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential transport impacts on Devizes; and potential for impact on the North Wessex Downs AONB)</u>
MM7-L		Table 4.3: Salisbury Road Business Park, Marlborough	In the site profile, at 'Size of site' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: potential highway impacts; limitation in terms of potential developable land; and the potential for impact on the North Wessex Downs AONB)</u>
MM7-M		Table 5.2: Brickworth Quarry and Landfill, Whiteparish	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: the need to ensure that any new waste development does not prejudice the overall restoration of the quarry; and proximity to the New Forest National Park)</u>
MM7-N		Table 5.4: Former Imerys Quarry,	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints</u>

Ref	Page	Policy/ Paragraph	Main Modification
		Quidhampton	<u>include: competing interests on the area of developable land; and constrained vehicular access/egress over the railway)</u>
MM7-O		Table6.3: Brindley Close/Darby Close, Swindon	In the site profile, at 'Size of site' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: limitation in terms of potential developable land; potential for traffic impacts on the local highway network due to intensification of development at Waterside; potential impact on residential communities to the north and east of the estate)</u>
MM7-P		Table 6.4: Land at Kendrick Industrial Estate, Swindon	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: the undulating nature of the site; limited opportunity potential of the site; and associated potential impacts on existing users of the estate)</u>
MM7-Q		Table 6.5: Rodbourne Sewage Treatment Works, Swindon	In the site profile, at 'Scale' add the following text: <u>(limited solely to the extension of the existing Sewage Treatment Works to provide increased capacity to meet future planned demand)</u>
MM7-R		Table6.6: Land within Dorcan Industrial Estate, Swindon	In the site profile, at 'Scale' add the following text: <u>(based upon the appraisals and assessments undertaken to date, the councils do not consider this site can accommodate a strategic scale operation. Site constraints include: proximity to sensitive receptors e.g. Great Western Hospital, local shops and adjacent housing to the south of the estate)</u>
MM8		Table 3.8: Land at Valley Farm, Chitterne	Amend the 'landscape, townscape and visual' section of the site profile to read:  Potential for landscape and visual impacts on the surrounding area due to the highly visible site location. Mitigation will be required and <del>could</del> <u>should</u> include the planting of a 15m woodland buffer around site boundaries to screen views into the site, integrating it with the surrounding rural character. The woodland should connect with existing trees and planting within the area. <del>In addition</del> <u>Opportunities for strategic off-site hedgerow planting, along the B390 to reduce perceptions of the erosion of the rural landscape character of the area will-should be required explored.</u>



Ref	Page	Policy/ Paragraph	Main Modification
			<p><u>The form and scale of any built development should respect the agricultural character of the area.</u></p> <p>Any development will need to safeguard PRow</p>
MM9		Table5.2	<p>Amend the 'landscape, townscape and visual' section of the site profile to read:</p> <p><del>Although in close proximity to of the New Forest National Park, the semi-enclosed wooded setting and existing quarried character of the site means that it is able to accommodate change will need to be fully considered through any subsequent planning application process.</del></p> <p><u>Proposals for new waste development will need to demonstrate that the interests of the New Forest National Park and its setting are not eroded</u></p>
MM10		Table 5.3: Employment Allocation, Mere	Delete Table 5.3 and remove the site from the Plan

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**Wiltshire Council**

**Cabinet**

**22 January 2013**

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**Subject: Wiltshire's Joint Strategic Assessment for Health and Wellbeing 2012/13**

**Cabinet member: Councillor Keith Humphries – Public Health and Public Protection**

**Key Decision: No**

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### **Executive Summary**

To update the committee on the production of Wiltshire's Joint Strategic Assessment for Health and Wellbeing 2012/13 and the priorities which have been recommended

### **Documents included:**

- The main report is available to download here: [www.tinyurl.com/hwjsa999](http://www.tinyurl.com/hwjsa999)
- A hard copy of the report will also be provided with Cabinet papers
- A 2-page Executive Briefing is included in Appendix A of this paper

### **Proposal(s)**

Cabinet is asked to note the production of the 2012/13 JSA report and supporting documents and endorse its use in commissioning and strategy preparation, including the Joint Health and Wellbeing Strategy.

### **Reason for Proposal**

The JSA programme is the mechanism of understanding our local population through the assessment of intelligence and information.

Our strategies and plans need to be evidenced based, our evidence base is the JSA programme. This JSA provides the evidence base for all health and wellbeing related strategies and plans.

**Maggie Rae**

**Corporate Director of Public Health and Public Protection  
NHS Wiltshire and Wiltshire Council**

## **Wiltshire Council**

### **Cabinet**

**22 January 2013**

---

**Subject: Wiltshire's Joint Strategic Assessment for Health and Wellbeing 2012/13**

**Cabinet member: Councillor Keith Humphries  
Public Health and Public Protection**

**Key Decision: No**

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### **1. Purpose of Report**

The purpose of this paper is to update the committee on the production of Wiltshire's Joint Strategic Assessment for Health and Wellbeing 2012/13. This report forms part of the wider JSA programme which is the mechanism of understanding our local population through the assessment of intelligence and information.

### **2. Background**

The overall Joint Strategic Assessment for Wiltshire contains a summary of the main issues for Wiltshire across a range of themes. It is a needs assessment of strategic issues and priorities for Wiltshire for the next three years, and represents a 'single version of the truth' for the county. The JSA is a milestone in our journey to establish a full and agreed understanding of the needs of the local population. In addition to the overall JSA individual thematic chapters support the overall document providing detailed analysis of these issues and many more.

There is a statutory requirement for Health and Wellbeing Boards to produce a Joint Strategic Needs Assessment (JSNA) which must describe the current and future health and wellbeing needs of the people of Wiltshire. We have chosen this JSA to serve as Wiltshire's JSNA.

### **3. Introduction**

This JSA (2012/13) provides a summary of the current and future health and wellbeing needs of people in Wiltshire. It has been developed with a clear ambition to further improve the scope and quality of our data, centred on transforming data into knowledge and knowledge into wisdom to provide a comprehensive picture of local needs.

This JSA has emerged as the assessment tool on which all commissioning decisions for the county are based. As such, it covers a breadth of topics focusing from health and social needs to wider factors affecting the wellbeing of our community. Such topics include climate change and the economy, recognising the dynamic nature of health and well-being and the factors that influence it. The role of this JSA includes providing knowledge of such influences in order to enable timely commissioning

decisions to build resilient communities for Wiltshire. This JSA provides an opportunity to look ahead three to five years so that:

- inequalities within our population are reduced,
- services are shaped by local communities,
- social inclusion is increased,
- the above outcomes are maximised at minimum cost.

This year's work has been made possible through further consolidating and expanding a strong partnership of collaborative working between local partners. This 2012/13 JSA was comprehensively re-designed and re-written in summer/autumn 2012.

This assessment comes at a time when the NHS is being reorganised. Wiltshire Primary Care Trust (PCT) will be disbanded at the end of March 2013 and public health responsibilities will transfer from PCTs to local authorities, whilst Wiltshire Clinical Commissioning Group (CCG) will take on new commissioning powers. This JSA will continue to be key report for future commissioning decisions and for the new Health and Wellbeing Board.

The shadow health and wellbeing board is responsible for approving the document. The report will be presented to the shadow Health and Wellbeing Board, Wiltshire Clinical Commissioning Group and Cabinet in January 2013.

#### **4. Main Considerations for the Council**

##### **2012/13 JSA health and wellbeing summary**

The 2012/13 suite of documents mark a step-change in the quality and quantity of information, data and intelligence provided under the auspices of this JSA.

The 2012/13 version concentrates on the key facts and key messages along with a focus on 'topic reports', which are areas identified as benefiting from new research or collation of existing knowledge. In order to continue to provide the breadth and depth of information required, the Wiltshire Intelligence Network website ([www.intelligencenetwork.org.uk](http://www.intelligencenetwork.org.uk)) has been utilised to host over 1,000 pages of supporting assessments, briefings and resources presented in an accessible way.

The new approach allows for greater flexibility, inclusiveness and scalability. It also allows for stakeholders to help shape the agenda and enables all intelligence, data and resources that are captured, to be used.

The main report is a reference resource and is not designed to be read cover to cover in one go. It relies on extensive signposting to guide readers to their areas of interest and links related topics together to enable information to be presented once but discovered from a variety of start points.

A concise information sheet (executive briefing) has been produced which provides a two page guide on this JSA and can be found in Appendix A

As well as the topic reports and briefings on all the major areas of health and wellbeing the JSA documents detail the indicators from a number of outcomes frameworks relevant to the subject.

This JSA also contains resources to inform the reader about the reference materials that underpin the analyses and perform a vital role in helping transform raw data into intelligence. These include information on geographical boundaries, Mosaic, deprivation, primary research (surveys), statistical techniques and the Wiltshire Intelligence network.

The main report is an annual report 'snapshot' and will next be published in 2013/14. However, the supporting briefings will be updated throughout intervening period to keep them up to date and maximise their usefulness. New topic reports for 2013/14 will also be chosen to reflect stakeholder priorities and evidence gaps.

### **Main changes for the 2012/13 reports**

Since the 2011/12 JSA there have been a number of significant enhancements which include:-

- Extensive signposting to more information on the Wiltshire Intelligence Network.
- Topic reports on:
  - Aging population
  - Health inequalities
  - Complex or vulnerable families
  - Projecting the future burden of disease
  - Reducing long term social care/care home placements
  - Mental health
  - Men's health
  - Health and wellbeing benefits of access to nature
- A further 70 section briefings covering every aspect of health and wellbeing in Wiltshire.
- A resources section providing information on maps, deprivation, statistics, finance, surveys, Outcomes Frameworks and Mosaic.
- A larger range of contributors from different agencies and topic themes.

### **Key issues in 2012/13**

The overall JSA for Wiltshire 2012/13 contains 5 agreed key issues for Wiltshire.

- Identifying and supporting complex and vulnerable families.
- Reducing the harms associated with alcohol and drug misuse.
- Supporting increasing numbers of people with long term health conditions to manage their conditions.
- Improving people's mental health and emotional wellbeing.
- Reducing the number of long term care home placements.

This JSA also highlights these 5 issues along with ones for each parts of the report. In the section briefings on specific themes, which can be found on the Intelligence

Network website, there are also key challenges identified that are specific to that theme.

### **Joint Health and Wellbeing Strategy (JHWS)**

Healthy Lives Healthy People updates and the way forward published in July 2011 details how Health and wellbeing boards will provide the vehicle for local government to work in partnership with commissioning groups to develop comprehensive Joint Strategic Needs Assessments and robust joint health and wellbeing strategies. The Joint Health and Wellbeing Strategy (JHWS) will in turn set the local framework for commissioning of health care, social care and public health services, and taking into account wider ranging local interventions to support health and wellbeing across the life course (e.g. local planning and leisure policies and working with community safety partnerships and police and crime commissioners).

There are a range of other detailed health needs assessments which will support the creation of the JHWS. These include JSAs for Clinical Commissioning Group localities, which focus in detail on a range of health needs and compare results at CCG and GP practice levels.

### **Improving outcomes**

This JSA is an example of joint working and using evidence based assessment to develop and commission services for local communities and people.

Since the publication of the first JSNA for Wiltshire, there have been improvements in a range of issues and outcomes highlighted within previous assessments. These include:-

- ✓ In 2002-04 life expectancy was 78.4 for males and 82.1 for females, by 2008-10 it improved to 79.6 years for males and 83.7 years for females.
- ✓ In 2005/06 Wiltshire's children had significantly more decayed, missing or filled teeth than in England overall. However, recent figures show that levels of tooth decay in 5 and 12 years olds in Wiltshire are similar or better than the England values.
- ✓ There was a 21% reduction in alcohol related violent crimes for December 2010 to November 2011 compared to the same time period in the previous year.
- ✓ Reducing the teenage conception rate to around 24 per 1,000 females aged 15 to 17.
- ✓ Reducing violent crime – Latest figures from Wiltshire Police indicate a 21% decrease between December 2010 and November 2011 in alcohol-related violent crime.
- ✓ Premature mortality from cardiovascular disease has halved in the past decade to around 290 deaths a year in Wiltshire.
- ✓ The number of people killed or seriously injured in road traffic collisions in Wiltshire fell from a baseline of 389 in 1994-98 to 254 in 2011. However, when turning this into a rate per head of population Wiltshire has a statistically significantly higher rate than England overall.

## **5. Environmental and climate change considerations**

The prevention section of the JSA for health and wellbeing has clear linkages with the existing environmental programme. Health improvement activities such as walking and cycling will have positive impacts on individuals health as well as environmental benefits, for example reducing air pollution through less car use. There are also other links, for example by reducing fuel poverty and increasing access to nature, there will be positive environmental and health benefits. Officers from Public Health and Neighbourhood Planning have recognised the links between health and the environment and will continue to work in partnership to improve health and environmental outcomes for the local population.

## **6. Equalities Impact of the Proposal**

Equality and diversity issues were considered within the Joint Strategic Assessment programme. JSA assessments are in the public domain and the community events are public meetings.

## **7. Risk Assessment**

The JSA programme is dependent on accurate intelligence and the publication is dependent upon the involvement of all thematic delivery partnerships. There are no known current risks associated with this programme.

## **8. Financial Implications**

The JSA programme is delivered within the current financial position. There are no known financial implications.

## **9. Legal Implications**

The Local Government and Public Involvement in Health Act 2007, as amended by the Health and Social Care Act 2012, places a statutory obligation on the Council, in cooperation with its partners, to prepare an assessment of relevant needs within the Council's area. The Joint Strategic Needs Assessment meets this obligation.

## **10. Options Considered**

There is a statutory requirement for Health and Wellbeing Boards to produce a Joint Strategic Needs Assessment (JSNA) which must describe the current and future health and wellbeing needs of the people of Wiltshire. We have chosen the Health and Wellbeing Chapter of the Joint Strategic Assessment to serve as Wiltshire's JSNA. Additionally, Wiltshire Council remains committed to using evidence and intelligence to help shape plans, services and strategies. The timely refresh of this JSA is required to meet this commitment and is part of the overall JSA programme.

## **11. Conclusions**

The Cabinet is asked to note the production of the this report and supporting documents and endorse its use in commissioning and strategy preparation, including the Joint Health and Wellbeing Strategy.

**Maggie Rae**  
**Director of Public Health and Public Protection**  
**NHS Wiltshire and Wiltshire Council**

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Report Author:  
Aimee Stimpson  
Associate Director of Public Health  
Wiltshire Public Health  
January 2013

**Background Papers**

The following unpublished documents have been relied on in the preparation of this report: None

**Appendices**

Appendix A: JSA Health and Wellbeing – Executive Briefing

Appendix B: JSA Health and Wellbeing main report – separate attachment

## Appendix A: JSA health and wellbeing – Executive Briefing



# Wiltshire's Joint Strategic Assessment for Health and Wellbeing 2012/13

## Executive briefing

■ ■ ■ ■ ■ ■ ■ ■  
a single version of the truth



Wiltshire's Health and Wellbeing Board members work together to understand Wiltshire's needs, agree local priorities and encourage those responsible for designing and paying for services to work in a more joined up way. The Joint Strategic Assessment for Health and Wellbeing 2012/13 provides a summary of the current and future health and wellbeing needs of people in Wiltshire. It has been developed with a clear ambition to further improve the scope and quality of our data, centred on transforming data into knowledge and knowledge into wisdom to provide a comprehensive picture of local needs.

The 2012/13 version concentrates on the key facts and key messages along with a focus on 'topic reports', which are areas identified as benefiting from new research or collation of existing disparate knowledge. In order to continue to provide the breadth and depth of information required, the Wiltshire Intelligence Network website ([www.intelligencenetwork.org.uk](http://www.intelligencenetwork.org.uk)) has been utilised to host over 1,000 pages of supporting assessments, briefings and resources presented in an accessible way.

### Key facts for Wiltshire

- The 2011 mid-year population estimate is 474,300 and this is expected to increase to 505,416 in 2021.
- Life expectancy for 2008 to 2010 was 79.6 years for males and 83.7 years for females.
- In 2010/11, 8% of Reception pupils and 16.4% in Year 6 were found to be obese.
- Approximately 60,000 adults are estimated to have a common mental disorder.
- There was a 21% reduction in alcohol related violent crimes for December 2010 to November 2011 compared to the same time period in the previous year.

### Key challenges

- Identifying and supporting complex and vulnerable families.
- Reducing the harms associated with alcohol and drug misuse.
- Supporting increasing numbers of people with long term health conditions to manage their conditions.
- Improving people's mental health and emotional wellbeing.
- Reducing the number of long term care home placements.

The main report of the Joint Strategic Assessment for Health and Wellbeing 2012/13 is available to download from the Intelligence Network: [tinyurl.com/hwj999](http://tinyurl.com/hwj999)

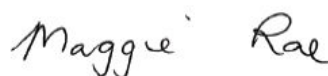
### Topic matrix

<b>DEMOGRAPHICS</b>	Introduction	Age and the ageing population			Gender	Ethnicity		
<b>HEALTH INEQUALITIES</b>	Measuring inequalities	Inequality in access and uptake of health services	Inequality in lifestyles and behaviours	Inequality in outcomes	Minority groups			
<b>CHILDREN AND YOUNG PEOPLE</b>	Complex families and safeguarding children in need		Demographics	Child mortality	Health inequalities	Antenatal, newborn and childhood screening		
	Immunisations	Obesity	Healthy eating and Physical activity	Accidents and injuries	Emotional wellbeing and mental health		Disabilities	
	Sexual health	Smoking	Substance misuse	Dental health	Youth offending	Wider determinants of health		
<b>BURDEN OF ILL-HEALTH</b>	General health	Projecting the future burden of disease	Cancer	Cardiovascular disease	Diabetes	Respiratory disease	Communicable disease	
	Mental health and neurological disorders	Mental health and dementia		Neurological diseases		Autism	Vulnerable adults	
	Disability and conditions effecting older people	Reducing admissions to care homes		Demographics	Physical disability	Sensory impairment	Learning disabilities	
		Rheumatologic and orthopaedic conditions		Falls and bone health	Carers	End of Life care	Long term conditions	
<b>HEALTH PROMOTION AND PREVENTATIVE SERVICES</b>	Men's health	Maternity	Sexual health	Smoking	Alcohol	Drug misuse		
	Domestic abuse		Obesity	Physical activity and healthy eating		Dental health		
	Screening	Vaccination	Pharmaceutical	Needs Assessment		Health Trainers		
<b>WIDER DETERMINANTS OF HEALTH</b>	Health and wellbeing benefits of access to nature	Economy	Community Safety	Housing	Transport	Environment	Arts and culture	
<b>RESOURCES</b>	Geographical boundaries		Deprivation	Mosaic	Primary research		Finance	
	Intelligence network	Outcomes Frameworks		Statistical guide		Glossary and abbreviations		

In the electronic version click on the topic name to open the section briefing or topic report

Maggie Rae

Corporate Director of Public Health and Public Protection NHS Wiltshire and Wiltshire Council



Carolyn Godfrey

Corporate Director Wiltshire Council



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For further information please contact: [research@wiltshire.gov.uk](mailto:research@wiltshire.gov.uk) or visit [www.intelligenenetwork.org.uk](http://www.intelligenenetwork.org.uk)

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**Wiltshire Council**

**Cabinet**

**22 January 2013**

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**Subject: Adoption Agency Annual Report**

**Cabinet member: Councillor Jane Scott – Leader of the Council and Lead Member for Children’s Services**

**Key Decision: No**

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## **Executive Summary**

The Adoption Statutory Guidance requires adoption agencies to monitor their performance and provide reports to the executive of the local authority every six months about children who are in the care of their local authority and who are waiting to be placed with adoptive families. Wiltshire Council is a registered Adoption Agency, approved by the Department for Education (DfE) to provide services.

The Adoption Agency Annual Report and accompanying appendices provide detail on the performance of the Adoption Agency from the 1<sup>st</sup> of April 2011 to the 31<sup>st</sup> of March 2012 and an update report covering 1<sup>st</sup> April 2012 to the 1<sup>st</sup> of October 2012.

There have been a number of national developments during this time period alongside the publication of the adoption scorecard. Wiltshire’s performance in the 2008/11 period raised concerns about delays for children in achieving adoption, particularly when set alongside the length of time care proceedings were taking in the local court. Some of the data used for the scorecard was related to a time before Wiltshire had a specialist adoption service.

It is this authority’s view that adoption will be considered for all children where it has been assessed as the appropriate plan irrespective of age or disability. The current scorecard demonstrates improvements across all 4 Key performance indicators; however this data will fluctuate due to the lack nationally of adopters who will take large sibling groups or where the child’s complex health or challenging behaviour has made finding suitable placements difficult.

In May 2012, Wiltshire agreed to be a pilot authority for an Adoption Diagnostic Assessment developed to support local authorities to explore how delay can be minimised for children who need permanence through adoption.

A robust Permanency and Adoption Improvement Plan is in place to improve the performance of the Adoption Agency. There is clear project management and there is evidence of improvement being made.

The Adoption Agency Annual Report was scrutinised by Children's Select Committee on the 29<sup>th</sup> of November 2012.

**Proposal:**

It is recommended that the contents of this report are noted and accepted.

**Reasons for the proposal:**

To ensure that the Executive of the Council is satisfied that the Adoption Agency is effective and achieving good outcomes for children, young people and service users, as required by the 2011 Statutory Adoption Guidance and the 2011 Adoption National Minimum Standards.

**Carolyn Godfrey**  
**Corporate Director, Children's Services**

## **Wiltshire Council**

### **Cabinet**

**22 January 2013**

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**Subject: Adoption Agency Annual Report**

**Cabinet member: Councillor Jane Scott – Leader of the Council and Lead Member for Children’s Services**

**Key Decision: No**

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### **Purpose of Report**

1. The purpose of the report is to ensure that the Executive of the Council is satisfied that the Adoption Agency is effective and achieving good outcomes for children, young people and service users, as required by the 2011 Statutory Adoption Guidance and the 2011 Adoption National Minimum Standards.
2. It is recommended that the contents of this report are noted and accepted.

### **Background**

3. Wiltshire Council is a registered Adoption Agency, approved by the Department for Education (DfE) to provide services, which include:
  - deciding whether a child should be placed for adoption
  - approving people as prospective adoptive parents
  - ‘matching’ children with suitable adoptive parents
  - arranging the adoption of children
  - supporting adoptive placements before and after the making of an Adoption Order
  - assisting adopted adults to find out information about their adoption
  - assisting birth families wishing to seek information about an adopted relative
4. The work of the Adoption Agency is underpinned by the Adoption and Children Act 2002 and the 2005 regulations informed by this Act. The aim of this Act is to improve outcomes for children needing adoption. It brought adoption legislation in line with the Children Act 1989 and placed adoption support provision onto the statute for the first time.
5. The Adoption Agency Annual Report was scrutinised by Children’s Select Committee on the 29<sup>th</sup> of November 2012 and the Committee’s draft resolutions were as follows:

- To note the Adoption Agency Annual Report 2011-12 provided, a revised version of which will be considered by Cabinet on 22 January 2013.
- To request that future reports on the adoption service include adoption statistics broken down into bands of time for adoptions to be completed, and for this to include historic comparisons and benchmarking against other local authorities.
- To request that future reports on the adoption service breaks adopters down into the following distinct categories: Single, Married, Co-habiting, Civil Partnership.
- To ask the Safeguarding Children and Young People Task Group to add future scrutiny of adoptions to its work programme and to include recommendations on this in its final report to the Committee.
- To ask the Corporate Director to forward the Committee's thanks to all officers in the Children and Families team for their continued hard work and dedication to the service.
- To endorse an approach where adoptions are completed in a timely way, but not at the expense of placement permanency.

### **National developments**

6. The National Minimum Standards and Regulations for Adoption were revised at the end of 2010 following consultation with Adoption Agencies. The new guidance issued in April 2011 promotes child-centred outcomes and higher quality care. The changes required by the new guidance were in place in Wiltshire by September 2011.
7. The Care Planning Regulations (2010) were introduced from 1<sup>st</sup> April 2011 to promote more effective and timely planning for children and young people. The regulations stress the importance of assessment, care planning, intervention and review processes in improving the experience of care for children and in ensuring child centred practice at all times. The regulations also stress that permanence options should be identified as soon as possible after a child becomes looked after and that there is a need to reduce delays in decisions about long term placements for children.
8. The final report of the Munro review of child protection was published in May 2011. The key recommendations are to:
  - Promote a system that values professional expertise
  - Promote a shared responsibility for the provision of early help.
  - Develop social work expertise
  - Improve the organisational context to support effective social work practice.
  - Clarify accountabilities and create a learning system/environment.
9. The Family Justice Review was published in November 2011. The purpose of the review was to evaluate the family justice system. The recommendations



focus on strengthening parenting, reducing the time taken to progress cases through the courts and simplifying the family justice system, whilst continuing to protect children and vulnerable adults from risk of harm. A number of practice developments related to adoption and permanency have been made to improve practice and timeliness around court work and processes for children and families. Since the publication of the review, court reports have been simplified, new guidance written and meetings between the adoption agency, CAFCASS (Children and Family Court Advisory and Support Service) and the judiciary have been established.

10. In March 2012, the DfE published “An action plan for adoption: tackling delay”. This sets out a plan for implementing incremental change and improvement between 2012 and 2014. In particular the DfE adoption plan seeks to address the following concerns:
  - A decline in the number of adoption orders granted in England and Wales in recent years.
  - A decline in the number of children placed for adoption nationally.
  - Delays for children in the adoption process; Family Justice System delays, home-finding, matching, recruitment of adopters, delays in assessment processes for children and for adopters.
11. New legislation and regulation is expected late in 2013. The DfE are currently consulting on a range of adoption and fostering proposals. For adoption, these are the new, shorter two-stage approval process for prospective adopters and fast-track procedure for approved foster carers and previous adopters. On fostering there is a package of changes to the foster carer assessment and approval process to make the process clearer, more proportionate and responsive to the needs of children coming into the care system. Consultation closes in December 2012.

### **Adoption Scorecards May 2012**

12. On the 3<sup>rd</sup> of November 2011, the Government published the first Adoption scorecard. This measured the progress to adoption for children, providing new indicators of performance as follows:
  - Average time between a child entering care and moving in with his/her adoptive family (for children who have been adopted in the year).
  - Average time between a local authority receiving court authority to place a child and the local authority deciding on a match to an adoptive family.
  - Children who wait less than 21 months between entering care and moving in with their adoptive family (number and %).
  - Adoptions from care (number adopted and % leaving care who are adopted in the year).
  - Number and % of children for whom the permanence decision has changed from adoption.
  - Average time between a child entering care and moving in with its adoptive family. (Where times for children who are adopted by their

foster family are stopped at the date the child moved in with the foster family).

- Adoptions of children from ethnic minority backgrounds (number adopted and % of Black and Asian Minority Ethnic children leaving care who are adopted).
  - Adoptions of children aged five or over (number adopted and % of children aged 5 or over leaving care who are adopted).
  - Average length of care proceedings locally (in weeks). Number of children awaiting adoption (as at 31<sup>st</sup> March).
  - Number of approved prospective adopters (as at 31 March 2013) data not yet collected.
13. Wiltshire's performance in the 2008/11 scorecard was below the national average for the number of days between a child first coming into care and moving in with their adoptive family. The scorecard raised concerns about delays for children in achieving adoption, particularly when set alongside the length of time care proceedings were taking in the local court.
14. The data used for the scorecard was related to a time before Wiltshire had a specialist adoption service. An analysis was completed of the 25 cases of the 2008/11 that were not placed within 625 days (England 3 year average). A number of themes were identified that caused delay and immediate changes were made to practice to improve the pace of adoption applications.

### **Outcomes UK Diagnostic Assessment**

15. In May 2012, Wiltshire Council adoption services were offered and agreed to be a pilot authority for a Diagnostic Assessment developed to support local authorities to explore how delay can be minimised for children who need permanence through adoption.
16. The diagnostic team reported a number of examples of good and innovative practice: the Adoption Panel receives a summary of the Looked After Child review for each child whose plan is adoption; the Panel also uses a spreadsheet to track the progress of children whose plan is adoption, prospective adopters and approved adopters; adopters spoke of assessments, once started, taking place in a timely way.
17. Immediately, an Improvement Plan was put in place – this is now known as the Permanency and Adoption Improvement Plan and is part of the report to the children's Safeguarding Improvement Board. The improvement plan reflects the main findings of the diagnostic assessment which was the need to ensure timely permanence planning that is embedded in the care planning process.

## **Main Considerations for the Council**

### Adoption Agency Annual Report 2011/12

18. The Adoption Statutory Guidance requires adoption agencies to monitor their performance and provide reports to the Executive of the local authority every six months about children who are in the care of their local authority and who are waiting to be placed with new families. These reports should include:
- the number, type and age of the children waiting for an adoptive placement and length of time they have been waiting
  - the agency's performance against the timescales
  - progress in the recruitment of suitable adoptive families
  - the number of children placed for adoption and adopted since the last report
  - the number of children whose placement has disrupted or where there has been a change of plan and the child is no longer to be placed for adoption.
19. The detail to meet these requirements is included as appendix 1: Adoption Agency Annual Report 1<sup>st</sup> April 2011 – 31<sup>st</sup> March 2012. The Adoption Service Statement of Purpose is included as appendix 2.

### Adoption Service performance at 31st March 2012

20. Children:
- By the end of March 2012, there had been 63 children in the adoption process throughout the year.
  - Of the 63:
    - 17 had adoption orders in 2011/12
    - 2 are placed in adoptive placements in the USA
    - 14 are matched and placed with adopters
    - 1 was matched but not formally placed with Wiltshire adopters
    - 5 children had their adoption plans rescinded in 2011/12.
    - 2 are on hold in terms of placement/home-finding due to legal delay/further assessment required /may have a change of plan.
    - 1 child has become the subject of a Special Guardianship Order to foster carers.
    - 8 children have a placement identified but are not yet formally matched.
    - 13 children are waiting for a placement to be identified and the adoption team is actively home finding for them.
  - Of the 63:
    - 3 children were under 12 months of age
    - 9 were 12-24 months
    - 33 were aged 2-4 years
    - 15 were aged 5-10 years
    - 3 were aged 11-15 years
    - There were 8 sibling groups of 2 and 2 sibling groups of 3.

21. Adopters:

- By the 31<sup>st</sup> of March 2012, there had been 52 adopters in the whole adoption process for the year. Of the 52:
  - Adopters adopted 17 children from Wiltshire in 2011/12.
  - 19 are matched with child/children.
  - 4 have adopted 5 children from outside Wiltshire in 2011/12.
  - 3 adopters have resigned.
  - 9 are available for adoption placements.
- 3 sets of foster carers have been approved in this financial year to adopt the children they are currently fostering.
- It has been a busy year for the Adoption Agency in relation to the increase in numbers of children with adoption as their permanency plan and also in relation to enquiries from prospective adopters. There have been 82 enquiries in relation to adoption so far this year – a higher number of enquiries than at this point in the previous year.

22. Please see appendix 3 for the Adoption Panel statistics for 2011/12.  
Please see appendix 4 for the full Adoption Agency Update Report covering 1<sup>st</sup> April 2012 – 1<sup>st</sup> October 2012.

Adoption Service – budget information

23. Please find the budget information for the 2011/ financial year below:

<b>2011/12 Financial Year</b>	Budget	Actual
Salaries & team running costs	415,660	433,617
Carer recruitment & training	17,000	117
Adoption Allowances (all types)	642,308	638,299
Adoption Income	0	-48,517
	<b>1,074,968</b>	<b>1,023,516</b>
Central Recharges *		143,259
	<b>2,149,936</b>	<b>2,190,291</b>

*\*Overheads including : ICT, HR, SST, Premises,*

Department for Education Improvement Notice September 2012

24. In September 2012, the DfE issued the Council with an Improvement Notice. The Improvement Notice addresses issues raised in the April 2012 Ofsted report on the inspection of Safeguarding and Looked After Children in Wiltshire and the recommendations made as a result of the Adoption Scorecard and Diagnostic Assessment.
25. In terms of adoption the Improvement Notice requires the Local Authority to work with their partners to take action as follows:

### Adoption Services

*Within one month of the date of this Improvement Notice, the Council must agree a plan with the Improvement Board which will improve the performance of the adoption service and which addresses the concerns set out in the Outcomes UK Diagnostic Report and the Council's Adoption Scorecard. The plan must set out milestone and performance indicators which will improve the performance of the adoption service and reduce delay. Progress against the performance indicator standards, targets and timescales must be reported at each meeting of the Improvement Board and action taken to address performance concerns and where standards, targets and timescales are not being met.*

*The Council should reduce the time taken to place a child for adoption from the point that the child comes into the care of the local authority. In doing so the council should work towards meeting the timescales set out in The Children Act 1989 Guidance and Regulations and Statutory Adoption Guidance revised in February 2011.*

26. The Local Authority and its partner agencies are now working to make the improvements noted in the Safeguarding and Adoption Improvement Plan. The Safeguarding Improvement Board is co-ordinating and driving improvements.
27. There is also a more detailed and separate Permanency and Adoption Improvement Plan which has been agreed with the Safeguarding Improvement Board to improve the performance of the Adoption Agency. Progress against the performance indicators, targets and timescales at reported at each meeting of the Safeguarding Improvement Board.
28. The Permanency and Adoption Improvement Plan is organised around 4 strategic improvement goals:
  - Ensure timely and decisive permanency planning including long term placement stability.
  - Ensure robust systems and quality assurance processes are in place to monitor progress.
  - Ensure we have an adoption team with the right culture and skills and appropriate support.
  - Secure a customer focused adoption service by valuing adopters and prospective adopters.

### **The Permanency and Adoption Improvement Plan – progress to date**

29. There has been evidence of continued progress in implementing the improvement plan; ensuring Adoption and Permanency planning is embedded in practice; raising awareness through training; and focussed workshops.
30. There is closer collaboration with the Independent Safeguarding Unit (ISU), quality assurance systems are in place and monthly reports on compliance

with the Permanency Policy are being produced by the Independent Safeguarding Unit (ISU) Manager reported to SMT. Cases where drift had been identified have been audited and actions taken. Home finder meetings are held and attended by the ISU Manager. This promotes clearer communication and provides an opportunity for any concerns of 'drift' which are acted upon promptly.

31. Progress to date under each strategic improvement goal is noted below.

**Ensure timely and decisive permanency planning including long-term placement stability**

32. Both Ofsted and the Diagnostic Assessment identified the need to ensure more proactive intervention and clearer case management decisions at an earlier stage in order to reduce delay. In response to the recommendations, Children's Services have responded by taking a whole service approach. The permanency policy is now embedded into practice, with mechanisms for implementation and quality assurance systems now established. This can be evidenced through the implementation of the Permanency Policy Notification 1 (PPN1) form which is completed at every 2<sup>nd</sup> review (spreadsheet available). This document is monitored by the IRO and the ISU Manager; and scrutinised by Heads of Service for Safeguarding and Children in Care.
33. A dedicated Home Finder is now in post. The Home Finder attends all second reviews where adoption is considered as part of the permanency plan. The Home Finder has capacity to assist case holders through the adoption process, should this be required.
34. The duty officer for Family Placement attends all reviews where long term fostering is the permanency plan.
35. Both Concurrent Planning and "Fostering for Adoption" processes have been developed. Concurrent carers are being recruited. 5 carers have already been identified and are being assessed. The Service Manager for Family Placement is due to visit Devon Children's Social Care in November 2012 to discuss their concurrent planning policy and guidance.
36. The specification for a post to provide dedicated therapeutic support for family placements (fostering and adoption) has been agreed. This post will be delivered in partnership with Oxford Health and will work closely with concurrent carers and prospective adopters particularly developing support and training on understanding and caring for children with attachment disorders and improving carer's and adopter's resilience.
37. There has been significant improvement in the timely transfer of cases into Children in Care (CiC) teams through the review of the case transfer protocol. This is an important development in improving case management for those children where it has been identified that the care plan will be adoption or long term fostering.

### **Ensure robust systems and Quality Assurance processes are in place to monitor progress**

38. Performance information regarding adoption is now collated on a monthly basis. The Independent Safeguarding Unit (ISU) Manager has specific responsibility for monitoring compliance with the Permanency Policy and report findings to the Social Care and Integrated Youth Senior Management Team (SMT). Home Finder meetings have been expanded to include the ISU Manager as a standing member. This collaboration with ISU serves both to monitor activity in accordance with the permanency policy and an opportunity to discuss any drift identified by Independent Reviewing Officers (IROs).
39. The ISU Manager now notifies Heads of Service for Safeguarding and Children in Care of any cases where drift in permanency planning has occurred. Heads of Service have audited 7 such cases (involving 11 children) since the last Safeguarding Improvement Board (SIB) and actions undertaken to address issues identified.
40. In order to evidence improved performance, we now need to develop and implement an Adoption Service Specification. This will be finalised by the end of January 2013.

### **Ensure we are an Adoption Agency with the right culture and skills and appropriate support**

41. Work continues within the Adoption Team to improve the performance of the service through individual appraisal, team and service training opportunities and individual supervision.
42. The Adoption Team continues to deliver workshops and consultation opportunities on permanence and adoption related issues. These will remain. In addition, Outcomes UK (OUK)/British Association for Adoption and Fostering (BAAF) have been commissioned to deliver training programmes and 'Master Classes' to all social care staff. The terms of reference for training and awareness-raising have been agreed and the first session will take place in December 2012.

### **Secure a customer focused Adoption Service by valuing adopters and prospective adopters**

43. Feedback forms for use by adopters and others attending Adoption Panel have been developed and are in use. The Assistant Team Manager (ATM) for Adoption has been given the responsibility of collating and analysing information to further develop the team approach to recruitment and training.
44. A process for fast tracking second time adopters has been developed. This will reduce delay.

45. The first meeting of the Adopter's Reference Group took place on the 26<sup>th</sup> of September 2012. Their ongoing feedback will be used to improve customer service and to improve the performance of the Adoption Service.
46. Wiltshire has also been granted a Central Government Adoption Improvement Grant. The spending plan below demonstrates the importance placed on developing initiatives that will improve both customer involvement and provide a platform for future service development:

### **Environmental and climate change considerations**

47. Environmental and climate change issues have been considered, with no potential impact identified.

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

48. The proposal is that the contents of this report be noted and accepted.
49. The Adoption Agency sets out to achieve better outcomes for looked after children and young people to maximize their life chances. The Service contributes towards the Council's commitment to tackle inequalities and promote equality through its service. The Adoption Service aims to:
  - Provide a range of safe, secure and enduring adoptive placements to meet the assessed needs of children needing adoptive placements in order to promote and safeguard their welfare.
  - Ensure that adoptive placements promote stability and positive outcomes for children by working in partnership with adopted children, adoptive parents, birth families and other professionals in the adoption and adoption support processes.
  - Fully develop the role of corporate parenting in achieving positive outcomes for children needing permanent placements in line with the council's objectives.

### **Risk Assessment**

50. A number of actions are currently in place to mitigate against the risk that services will fail to safeguard children to a satisfactory standard. This risk is part of the Children's Services Risk Register and a Risk Action Plan has been written.
51. The ability to deliver timely and quality adoptions is a risk. A Permanency and Adoption Improvement Plan is in place under the Safeguarding Improvement Board to address the risk. There is an Improvement Plan Risk Action Plan.
52. There are risks associated with ability to meet in-year budgets. The Children in Care Commissioning Strategy is in place which includes financial mapping and monitoring. Service Specifications are currently being written to monitor the level of this risk.



## **Financial Implications**

53. The financial implications for the Council for managing effectiveness, outcomes for children and young people and Adoption Agency services are considered during the annual budget setting process and are in line with the financial plan and operating model for Children's Services.
54. Additional investment was agreed in the 2012-13 budget to increase the total funding available for adoption allowances to ensure that the higher numbers of adoptions and payments of Special Guardianship Orders could be supported. The additional fees with specialist agencies due to increased requests for financial support to Adopters and Special Guardians have caused pressures on the adoption support budget in the current financial year.

## **Legal Implications**

55. The report satisfies the requirement under Standard 25(6) of the Adoption National Minimum Standards 2011.
56. The significant rise in numbers of children and young people in care proceedings will inevitably impact upon the number of adoptions and special guardianship orders. This will put additional pressure on resources for adoptive placements; adoption applications, assessment and support; and special guardianship assessment and support. This will increase demand upon Legal Services for legal advice and representation.

## **Conclusions**

57. Following the publication of the adoption scorecard and the adoption diagnostic, there is a comprehensive improvement plan in place. There is robust project management and there is evidence of improvement being made.

**Carolyn Godfrey**  
**Corporate Director, Children's Services**

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Date of report: 5<sup>th</sup> December 2012

## **Background Papers**

Permanency and Adoption Improvement Plan

## **Appendices**

Appendix 1: Adoption Agency Annual Report 1<sup>st</sup> April 2011 – 31<sup>st</sup> March 2012

Appendix 2: Adoption Service Statement of Purpose

Appendix 3: Adoption Panel statistics 2011 – 2012

Appendix 4: Adoption Agency Update Report 1<sup>st</sup> April 2012 – 1<sup>st</sup> October 2012

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## **Appendix 1: Adoption Agency Annual Report 1<sup>st</sup> April 2011 – 31<sup>st</sup> March 2012**

### **Introduction**

1. The 2011 Statutory Adoption Guidance and the 2011 Adoption Minimum Standards place a requirement on local authority adoption services to ensure that the executive side of the Council receives a written report on the management, outcomes and financial state of the adoption agency to satisfy themselves that the agency is effective and is achieving good outcomes for children and/or service users. They must also satisfy themselves that the agency is complying with the conditions of registration (Minimum Standard 25.6; Statutory Adoption Guidance 3.3, and 5.39).
2. The 2011 Adoption Minimum Standards can be accessed at <https://www.education.gov.uk/publications/eOrderingDownload/Adoption-NMS.pdf>

The 2011 Statutory Adoption Guidance can be accessed at <http://media.education.gov.uk/assets/files/pdf/a/statutory%20guidance.pdf>

3. Further information on the organisation and delivery of adoption services in Wiltshire can also be obtained from the Adoption Service Statement of Purpose, which is reviewed annually, and is attached as Appendix 2.

### **Background**

4. Wiltshire Council is a registered adoption agency, approved by the Department for Education (DfE) to provide services, which include:
  - deciding whether a child should be placed for adoption
  - approving people as prospective adoptive parents
  - 'matching' children with suitable adoptive parents
  - arranging the adoption of children
  - supporting adoptive placements before and after the making of an adoption order
  - assisting adopted adults to find out information about their adoption
  - assisting birth families wishing to seek information about an adopted relative
5. The work of the Adoption Agency is underpinned by the Adoption & Children Act 2002 and the 2005 regulations made under this Act 2005. The aim of this Act was to improve outcomes for children needing adoption, it brought adoption legislation into line with the Children Act 1989 and placed adoption support provision onto the statute for the first time. The work of the adoption agency therefore spans the whole of children's social care services.
6. Currently the majority of children assessed as needing adoptive families are between the ages of 12 months and 10 years, who are already being 'looked after' because they cannot be cared for safely within their birth families. This

is primarily because of their parents' serious misuse of drugs and/or alcohol, mental illness or learning disability, leading to severe abuse and/or neglect. Many Children who cannot live with their birth families and require adoption live with the repeated impact of their early life experiences, which can have far reaching effect on their emotional and physical development. Meeting this diversity of need requires a diversity of adoptive parents and families who have the skills and commitment to support children and offer them a stable, loving, permanent home within which they can recover from their early life experiences and thrive.

## **National Developments**

7. The National Minimum Standards (NMS) and regulations for adoption were revised following consultation with adoption agencies at the end of 2010. The new guidance arrived in April 2011. Local authorities, independent providers and national organisations such as BAAF welcomed the proposed new standards which promote child-centered outcomes and higher quality care. The new guidance has changed the way in which adoption panels are constructed and managed to improve the timeliness of decision making. It has also increased the focus on the contribution of birth parents to the adoption process and for the first time placed timescales on the completion of life story and later life work for children.
8. The required changes to the adoption panel and to adoption practice and procedure in relation to the new guidance 2011 were in place in Wiltshire by September 2011. Staff and panel members have received training on the relevant issues and changes. Information sessions and preparation training for adopters have been revised and adoption support further strengthened. The adoption service has regularly offered workshops on related issues for adopters, foster carers and social care staff for example on life-story work and the completion of later life letters.
9. In late 2010 the DfE issued a consultation paper on CRB disclosures for safeguarding purposes on workers with vulnerable groups who are registered with the Independent Safeguarding Authority (ISA). The government made fostering and adoption panel membership a 'regulated activity' under the Safeguarding Vulnerable Groups (SVG) Act 2006 and extend the eligibility for enhanced CRB checks to them and also required panel members to have their ISA registration verified. Wiltshire already carried out enhanced CRB checks on panel members and so there was no additional burden for the service when 'regulated activities' were extended to include adoption panels.
10. The Public Law Outline (which set out how care cases would be managed through the courts; to ensure timetabling is focused on the needs of the child, to enable early resolutions of cases, achieving better outcomes for children) is now well embedded into social work practice. The avoidance of delay in courts making decisions about children has been beneficial in some cases. Other delays have continued to be created by a lack of court time, difficulties in appointing expert witnesses and the inability, on occasions, to appoint a Children's Guardian to represent the child's wishes in court. These are issues

which it was hoped would be addressed in the Family Justice Review late 2011.

11. The Care Planning Regulations (2010) were introduced from 1.4.11 to promote more effective and timely planning for children and relate to all regulations & guidance including the children act 1989 and Adoption and Adoption support legislation. The regulations stress the importance of:
  - Assessment, care planning, intervention and review processes so as to improve the experience of care for children and its outcomes
  - Maintaining the centrality of the child at all times
  - Increasing levels of scrutiny and oversight of the care plan by the Independent Reviewing Officers
  - Mechanisms for the Careful management of tricky issues :for example, Contact planning and facilitation
12. The regulations also stress that Permanence options should be identified as soon as possible after child becomes looked after and that there is a need to reduce delays in decisions and long term placement of children. It is emphasised that high quality care plans help judges to make timely, informed decisions and that additional support to prevent placement breakdown is essential.
13. The regulations also emphasise the enhanced participation of children, young people and their families in these processes e.g. children in care councils, personal advisers, review meetings, advocacy and suggests that a plan developed under the new regulations must be capable of satisfying 3 requirements:
  - Would this be good enough for my own child?
  - If things do not go as expected, is there a backup plan?
  - Is the plan really tailored to all 7 elements of this child's individual identified needs, particularly if these are complex and require multiple agencies?
14. These principles were pre-empted and have been continuously incorporated into adoption team practice, developments and planning for the future, they constantly underpin the work of the team. The objectives have been written into the adoption service and team plans since 2010. There were clear implications for the practice of the whole of children's social care services, particularly in terms of permanency planning and tracking.
15. The Munro review of child protection: final report, *a child centred system* was published in May 2011. The report details significant developments and improvement for Social work service delivery which are as equally important for adoption social work as any other dimension of children's social care. The key recommendations are to promote:
  - A system that values professional expertise
  - A shared responsibility for the provision of early help.

- The development of social work expertise
  - Improvement to the organisational context to support effective social work practice.
  - To clarify accountabilities and create a learning system/environment.
16. On 3<sup>rd</sup> November 2011 the Government published the first adoption score card. This measured the progression to adoption for children, providing new indicators of performance for the whole children's social care agency. The indicators are:
- Average time between a child entering care and moving in with its adoptive family, for children who have been adopted in the year.
  - Average time between a local authority receiving court authority to place a child and the local authority deciding on a match to an adoptive family.
  - Children who wait less than 21 months between entering care and moving in with their adoptive family (number and %).
  - Adoptions from care (number adopted and % leaving cares who are adopted in the year).
  - Number and % of children for whom the permanence decision has changed away from adoption.
  - Average time between a child entering care and moving in with its adoptive family. Where times for children who are adopted by their foster family are stopped at the date the child moved in with the foster family.
  - Adoptions of children from ethnic minority backgrounds (number adopted and % of BME children leaving care who are adopted).
  - Adoptions of children aged five or over (number adopted and % of children aged 5 or over leaving care who are adopted).
  - Average length of care proceedings locally (in weeks). Number of children awaiting adoption (as at 31<sup>st</sup>March).
  - Number of approved prospective adopters (as at 31 March 2013) data not yet collected. Publication of the scorecard was criticised by many for over simplifying the complexities involved in achieving successful adoption placements for many children from the care system.
  - The data used to construct the scorecard related to 01.04.08-31.03.11(pre a specialist adoption focus in Wiltshire).
17. The score card has given adoption agencies new indicators for collecting management information regarding performance which need to be built into the data collection systems. The score card was published again in December 2011 with refined data.
18. There were delays identified in the permanence planning and legal processes for some children in Wiltshire and some delays in finding adoptive families for children with complex needs. This information has been evaluated, is understood by the agency and improvement is underway.

19. The Family Justice Review was published in November 2011. The purpose of the review was to evaluate the family justice system which was seen to be in crisis; the recommendations were to strengthen parenting, reduce time taken to progress cases through the courts and simplify the family justice system, whilst continuing to protect children and vulnerable adults from risk of harm. The review made several proposals which will impact on adoption and permanence practice. These proposals connect with the Government's action plan for adoption, promoting dovetailing of agency and court processes to improve timeliness and outcomes for families.
20. Several practice developments around adoption and permanence have been made in order to improve practice and timeliness around court work and processes for children and families. Since the publication of the family justice review; court report formats have been simplified, new guidance written and meetings between the adoption agency, CAFCASS and the judiciary have been established.
21. In March 2012 the Department for Education published "An action plan for adoption: tackling delay". This sets out a plan for implementing incremental change and improvement between 2012 and 2014. This action plan is in response to government concerns regarding:
  - A decline in the number of adoption orders granted in England and Wales in recent years.
  - A decline in the number of children placed for adoption nationally.
  - Delays for children in the adoption process; Family Justice System delays, home-finding, matching, recruitment of adopters, delays in assessment processes for children and for adopters.
22. The action plan details many proposed incremental changes to adoption procedure and practice. New Legislation and regulation is expected late 2013, consultation on the proposals for adoption and fostering is expected October 2012. The action plan proposes:
  - New preparation and assessment framework/agreements for prospective adopters
  - New regulatory requirements
  - New Ofsted inspection framework; with an emphasis on timeliness for children and adopters.
  - Review of local authority commissioning arrangements
  - Creation of a National Gateway for Adoption.
  - The creation of a national currency, "adoption Passport" to promote access to adoption (including therapeutic services and CAMHS) for all adopters.
  - National awareness raising campaigns about adoption: marketing tools and recruitment forum.
  - The development of the *Adopters Charter* in all adoption agencies.
  - That more children should be adopted by their foster carers: the promotion of concurrent caring (fostering and adopting) and fostering for adoption.

23. In Wiltshire the adoption team have been working to improve timeliness in adoption assessments, tackle delays and promote a sense of urgency in adoption practice in anticipation of the changes ahead, the details of these efforts are given below. There is regular discussion at team meetings and the practice development forum about changes/developments required and those anticipated.

### **Adoption Agency Developments**

24. Wiltshire has had a specialist, county wide adoption service since April 2010. The team is centrally located in Trowbridge. The team has grown since originally created. The adoption team contains a team manager (who also takes the role of the adoption agency adviser), an assistant team manager, 2 adoption support co-ordinators, 5 full time equivalent (FTE) assessing adoption social work posts and 2 FTE unqualified support worker posts. All Adoption team posts were filled by experienced social work practitioners, who had a particular interest in adoption work and a desire to develop the service. The work of the team is to undertake adoption work for the county; assessments of prospective adoptive applicants, home-finding for children who need adoptive placements, information sessions, recruitment, preparation, training, post adoption counselling and adoption support. The rationale for creating a specialist adoption service in Wiltshire was as previously reported to develop a skilled and specialist service to focus on Adoption, thus improving outcomes for children. The team also provides training and consultation for adopters and other social care staff as requested or identified to further enable the best outcomes for children.
25. In 2011 the adoption team manger undertook some work with the Children in Care Council around adolescent perception of adoption. Some of the young people in the group had siblings who had been adopted; some had children themselves placed for adoption. All wanted to know more about adoption and ensure that young people like them had access to adoption support services, to discuss contact arrangements for example. This piece of work fitted with the requirements of the amended guidance 2011 and also raised the issue of the importance of consistency around contact arrangements. Until this point direct contact arrangements (supervision and facilitation) post adoption had remained the responsibility of the social care teams and this had not guaranteed consistency.
26. In October 2011 the management of direct contact post adoption came into the adoption team. An extra FTE Adoption Social Worker post was created to create and maintain a process for direct contact post adoption. Alongside the adoption support co-ordinators this worker can also be a contact for individuals requiring specific help with understanding contact issues. This work was reposted to the Corporate Parenting Panel during the Ofsted inspection in May 2012. The adoption social worker with half time responsibility for direct contact post adoption currently manages and reviews 25 direct contact cases some of these refer to sibling groups and relate to several children.



27. The specialist centralised service has required the collation of files, records and statistical information. Managers, social work staff and admin have together developed spreadsheets and other systems for gathering comprehensive data and performance information which had previously been unavailable. The majority of Adoption team work is not held on care-first and this means that the collection of management information is largely manual. In the future there will need to be comprehensive data collected regarding permanence planning and tracking for children and the new adoption scorecard indicators.
28. An enquiry rota for the adoption team is established to deal directly and sensitively with all enquiries from people interested in adopting. All enquirers speak to an experienced adoption worker and the response is immediate. In the last year there have been 115 enquiries from prospective adopters in Wiltshire this is a decrease on 2010/11. Although there has been a reduction, which is in keeping with the national picture, Wiltshire is still receiving a good level of enquiry when compared to comparator agencies.
29. The two Children in Care and four community safeguarding teams undertake the work of planning for permanence for children. The impact of national developments have provided tighter time scales and deadlines for decision making, adoption panel and care planning at a time when the type of cases where children require adoption have become more complex and challenging. Having a specialist adoption service has enabled closer working between the teams regarding timely planning for permanence and placement requirements. This has continued to develop. In September 2012 in response to the government action plan Wiltshire created a specialist home finding post for adoption to promote family finding for all children needing adoption placements and to work alongside Children's social care staff in planning for permanence. This post was created from within existing adoption team resources and although showing improvement in matching and linking children both within the county and with external agencies, the development has created a reduction in capacity to undertake assessments of prospective adopters in-house.
30. The adoption team continues to have many challenges to face alongside the challenge of continuously improving timescales for adoption practice at the same time as not compromising on the quality of assessment. Other challenges include a continued increase in the number of LAC and the number of children needing adoption placements that have complex health and/or developmental needs. Both numbers have risen considerably and steadily since 2008. This has required a strategy to recruit adopters with the skills to meet the complex needs of these children. A recruitment strategy is in place and the specialist service has had the capacity and stamina to actively pursue specific adopters with specific skills for children and to fast track assessments when required. In the last year the team have successfully found, assessed, matched and supported a number of complex placements. Significantly some of these have been for children who have waited for some time to be placed for adoption. The service believes it is imperative that we

ensure all relevant children have the opportunity for permanence and stability through adoption, however complex their needs

31. The adoption team will need to respond to the adoption action plan and meet new timescales for adoption assessments. There is a strong commitment and willingness to continually improve adoption practice within the team.
32. The broad Adoption service plan for 2011/12 was again linked closely to the Agency plan;
  - To increase the number of adopters available to meet the diverse needs of children needing placement
  - To improve the permanency planning process for children to enable early home-finding and specific recruitment if required.
  - To continue to raise the profile of adoption and adoption support- through recruitment, literature, consultation and training workshops.
  - To implement the revised National standards in terms of adoption agency practice and panels and learn from the scorecard requirements and reflection on past practice.
33. The adoption team has at times in 2011/12 been short staffed. 2 experienced members of staff resigned at the end of 2011, the posts were advertised and filled but there were 3 and 4 month gaps respectively in adoption service provision. One member of the team has been on adoption leave (until 1.4.12). One adoption support co-ordinator was on sick leave for 5 months which significantly affected service delivery. In May 2012 the Assistant Team Manager resigned and could not be replaced until October 2012. This has had a significant impact on the workload of the Team Manager particularly in terms of capacity for development work.

### **Adoption Service Performance March 31st 2012**

34. The adoption service continues to be pro-active, child and outcome focussed.
35. Children: by the end of March 2012 there had been 63 children the adoption process throughout the year. Of the 63:
  - 3 children were under 12 months, 9 were 12-24 months, 33 were aged 2-4, 15 were aged 5-10, 3 were aged 11-15 and 0 were over 15. There are 8 sibling groups of 2 and 2 sibling groups of 3, 33 boys and 30 girls.
  - 2 are Black/Kenyan, 1 is Black/Ghanaian and 1 is White/Polish, 2 are White British/Black Caribbean and one is White British /Tai. One is White/British and "Romany Catholic" (described by birth family). The remaining are White/British.
  - 17 had adoption orders granted in 2011/12.
  - 2 are placed in adoption placement in USA and no longer LAC (considered adopted for statistical purposes).
  - 14 had been matched and placed with adopters (of which 8 had applications lodged with the court for adoption orders).

- 1 was matched but not formally placed with Wiltshire adopters.
  - 5 children had their adoption plans rescinded in 2011/12.
  - 2 are on hold in terms of placement/home-finding due to legal delay/further assessment required /may have a change of plan.
  - 1 has become the subject of a special Guardianship Order to foster carers.
  - 8 have a placement identified but are not yet formally matched.
  - 13 children are waiting for a placement to be identified and the adoption team is actively home finding for them. Within this number there are 2 sibling groups of 2. The group included:
    - 2 children with extremely complex health needs/unknown prognoses
    - 1 child with severe emotional difficulties/unknown diagnosis
    - 2 children with unknown developmental/health prognoses.
    - 6 children with a varying range of identified attachment difficulties/disorders
    - 1 child with Down's syndrome and other complex matching criteria.
36. Adopters: by the 31<sup>st</sup> March 2012 there had been 52 adopters in the whole adoption process for the year. Of the 52:
- Adopted 17 children from Wiltshire in 2011/12.
  - 19 are matched with child/children.
  - 16 are awaiting an adoption order.
  - 4 have adopted 5 children from outside Wiltshire in 2011/12.
  - 4 Wiltshire children have been matched with adopters from outside Wiltshire (1 child is now adopted, 2 are in a kinship placement for adoption in the USA and no longer LAC).
  - 14 have 15 Wiltshire children matched and placed
  - 3 have 3 Wiltshire children linked but not yet formally matched.
  - 3 have resigned.
  - 2 are on hold following breakdown of placements made by another agencies and both are expected to resign. 1 is intending to resign due to changes in personal circumstances.
  - 9 are available for adoption placements. All are offering placements for either single children or sibling groups of 2 aged 0-6 years with a level of complexity of need.
  - 3 sets of foster carers have been approved in this year to adopt the children they are currently fostering.
  - The majority of children placed for adoption are placed in Wiltshire with Wiltshire adopters.
37. The Adoption Team set an ambitious target of 25 sets of newly approved adopters in the year and we achieved 17: 3 withdrew late on in the process after a considerable amount of assessment had taken place. Our target for 2012/13 is 25. Some of the work carried out in 2011/12 is as follows:
- 17 assessments of adopters were completed during the year and at 31.3.12 there were 16 further assessments of adopters underway. Some of these were specialist assessments for particular children.

- We continue to feature children and adopters at SWAC and through the National register as soon as possible.
  - The adoption team is proactive in planning the placement of children for adoption, the ATM in the team chairs all transition planning meetings and relates planning to timescale, tasks and individual children's needs.
  - We continue to want to work with colleagues in the children's social care teams to further increase the numbers of children offered permanency through Special Guardianship Orders in 2012/13.
  - We have set ourselves an ambitious target for 2012/13 of achieving adoption for 7% of the available LAC population.
  - As well as the training mentioned elsewhere in this report, there have been 6 information sessions, 3 preparation training courses and 2 safer caring courses in the year presented by the adoption team.
  - There have been 28 initial assessment visits resulting in 18 formal adoption applications.
  - Of the children placed for adoption in 2011/12 the majority were placed with Wiltshire adopters, links between children and adopters are being made in a timely way and adoption team staff take a role in challenging any delays in processes for children they encounter.
  - The team has completed post adoption counseling with 33 adopted adults.
  - The Adoption support co-coordinators have written 16 new adoption support plans and 10 special guardianship support plans for children about to be placed. The adoption support co-coordinators have in addition written 70 support plans for those returning to the agency for support post adoption.
  - All team members regularly consult on adoption and permanence issues as required.
  - All 17 adoptive placements approved in the year were assessed and approved within the 8 months timescale.
  - All reporting to Panel for suitability to adopt (approval of adopters) has been within 6 weeks of the completion of prospective adopter's reports.
  - Significantly Wiltshire had no unplanned endings of adoption placements in 2011/12.
38. On 31<sup>st</sup> March 2012, there were a total of 418 Looked after Children. 29 (6.9%) were subject to placement orders (could be placed for adoption). The number of LAC minus those children in care for 6 months or less (and therefore not available for permanence) was 340. Of these 16 children (4.7%) were placed for adoption. 25 (7.3%) achieved permanence through either special guardianship or adoption in the year. Of the 17 children achieving adoption during the year, 13 (76.4%) were placed within 12 months of the decision that they should be placed for adoption. The four not placed within this timescale had complex matching and placement requirements. 2 children placed but not adopted in the year had a legally complex, inter-country kinship adoption placement to the USA, are no longer LAC and are considered adopted for statistical purposes.
39. This compares with the picture on 31<sup>st</sup> March 2011 when there were 384 Looked after Children, of whom 28 (7.2%) were subject to placement orders.

The number of LAC minus those children in care for 6 months or less (and therefore not available for permanence) was 314 of these 22 children achieved permanence (7%). Of the 15 children achieving adoption during the year, 12 (80%) were placed, within 12 months of the decision that they should be placed for adoption. The four not placed within this timescale had complex matching requirements.

40. In the last year there has been a significant increase in the looked after children population of which it should be noted there is a significant cohort of adolescents where adoption is not the agreed permanence plan. The outcomes of the adoption service response to this increase in LAC in terms of a percentage increase in the number of children placed for adoption will show more accurately in 2012/13 as the result of the time taken to achieve placement for adoption.
41. There were 8 Special Guardianship Orders made in 2011/12 which is an increase on the previous year.

#### **Adoption periodical payments and Special Guardianship Financial support**

42. There has been a general increase in requests for financial support to Adopters and Special Guardians over the year. The agency is committed to enabling placements and supporting permanence in this way as required and in particular creating bespoke packages of support for children with complex needs or disabilities. There are currently 31 adoptive families receiving adoption periodical payments, 20 receiving adoption allowances and 40 families receiving Special Guardianship allowances. The assessments for financial support are made by the adoption support co-ordinators and each arrangement is reviewed a minimum of annually. Financial support is often closely linked to support plans including other services.
43. There are funds in the adoption budget for decisions to be made quickly to buy placements outside of Wiltshire through the consortium (SWAC) and other agencies as required. Wiltshire provides placements for other agencies and achieves income from this which boosts this funding. Accessing funding for the placements required is not an issue that has not been recorded as a delaying factor. It is a fact that specialist placements with private and voluntary sector agencies (VAA'S) are costly and a challenge for the local authority to fund. Costs in this sector are rising and variable. One agency offering specialist fostering for adoption placements recently quoted a Wiltshire home-finder £65K for placement for a single child with complex needs. This was an option to be considered because of the needs of the child and the length of time she has been waiting for a placement. Unfortunately the private agency had no approved carers available. Local authorities are "capped" in what they can charge for their own placements if selling to another agency, the fees have not increased since 2010 and are frozen at £13K, for a single placement outside London, VAA's can currently charge £24K. If it were a direct exchange of funds a local authority would need to sell 5 placements to fund one at £65k. There have always been budgetary commitments to funding placements outside of the authority but these are

likely to increase in the future with the focus on timely adoption, increase use of external provision and the competition for placements. Wiltshire will need to prepare financially for this commitment.

### **The Adoption Support Service**

44. This part of the service continues to grow and develop and there has been a continuing increase in demand with 157 new referrals in the year. There are two Adoption Support Co-ordinators in post, each covering half of the county. They are responsible for ensuring that every child being placed for adoption has an Adoption Support Plan in place and for ensuring that any of the parties to adoption are provided with an assessment for adoption support services, if requested. They each line-manage an Adoption Support Worker, whose role is to provide practical support to adopters.
45. The adoption support co-ordinators are the single point of contact for adopters, adopted children, birth parents and birth families for support. They work closely with all involved in an adoption situation to help the different parties through the challenges they may face.
46. The Adoption Support Co-ordinators also provide support groups and activities for adoptive families. The Adoption support workers organise family days and events. They also produce an adoption support newsletter 3 times per year which is an important source of support for Wiltshire adopters post adoption.
47. The adoption support service also provides support plans and services including contact arrangements for Special Guardians. A support plan is required for court proceedings. This area of work has increased significantly in the last year and the assessments of need are often complex and difficult to negotiate. The co-ordinators have completed 17 assessments for support plans for special guardianship arrangements in the last year. Given the agency's commitment to promoting SGO as a permanence option for children it is anticipated that this area of work will continue to grow and will raise further resource implications. It is unlikely that it will continue to be manageable within existing resources in the adoption team.
48. Wiltshire adoption support includes groups for adopters on attachment issues and dealing with difficulties arising for adopted children. These groups are available to adopters' county wide, are very well attended and valued by adopters. The groups meet monthly.
49. The work undertaken by adoption support is significant in helping adoption placements to sustain when they encounter sometimes significant difficulties. It is important that the workers are responsive and creative in their approach. It is also important that adoptive families in difficulty have access through the co-ordinators to mainstream support services provided for children and families in distress, including CAMHS and the crisis intervention service.

50. The Adoption Post-Box service is managed by the Adoption Support Co-ordinators and continues to grow; almost every adopted child has some form of ongoing contact (direct or indirect) with birth relatives. The Post-Box service acts as the channel through which communications flow between the adoptive family and the birth family.
51. There are currently 208 active post-box arrangements across the county and 25 direct contact arrangements this number is increasing. All indirect contact arrangements are reviewed annually by the Adoption Support staff.
52. The adoption support co-ordinator's arranged the seventh Wiltshire annual adoption conference in March 2012, the title of which was "Who do we think we are? - Issues around identity and contact". The conference was attended by 120 people, including adopters, adopted people, IRO'S, Special Guardians, CAMHS workers, teachers, social workers and adoption panel members. The day was led by Richard Rose from SACCS, who was joined by presenters from partner agency PACT, Dr Vicky Sutton Clinical psychologist and members of the Wiltshire adoption team. The feedback was very positive and the day provided information to inform service development going forward.

#### **The Adoption team development group**

53. This group attached to the adoption team meetings has met since early 2011 and is comprised of Adoption and Adoption Support practitioners. It provides an opportunity for the sharing and discussion of good practice in adoption and considers where and how improvements to practice can be made. The group also has responsibility for planning the information sessions, training/preparation courses for people applying to become adoptive parents and for planning adoption support service developments.
54. There is an adoption team development plan; team members take responsibility for leading on particular areas of the plan. Issues covered in the last year have been:
  - Contact post adoption-all aspects of this and the support required ensure plans work for the children involved- now embedded in practice.
  - Incorporating and listening to the child's voice-information required collection of views -now embedded in practice.
  - E-safety -family safety policies work with the South West Grid-now embedded in practice
  - Permanency planning processes-in process
  - A Concurrent planning scheme (placement of children for adoption with carers who foster them initially)-in process
  - Child appreciation days process (life story work and days celebrating the child's identity)-work completed
  - Work with birth families, including siblings of children placed for adoption-in process.
55. Recently the plan has been reviewed to include developments required around the adoption action plan.

- Development of the Adopters Charter-in process
- Development of the enquiry and initial assessment processes-in process

## **Adoption Training**

56. Adoption Training is an important component of the overall Training Plan for children's social care. The Adoption Team Manager plans the priority training needs of staff and Adoption Panel members, to ensure that they are properly equipped to carry out their responsibilities under the adoption legislation. Team members take particular responsibility for specific areas of practice and service development and attend courses enabling them to do this. In the last year adoption team members have been supported by the agency to attend specialist Attachment training, training on play therapy techniques, on assessment techniques and on contact issues. The specialist home finder is about to embark on training relating to finding placements for children with complex needs and family exchange days.
57. Practice development, regulation changes and learning from major reviews such as the Munro report is fed into the team alongside formal training.
58. All of the adoption team are up-to-date in their safeguarding training have completed the Inclusion and diversity training. Those members of the team who line manage others have attended or have plans to attend elements of the management matters training.
59. The adoption team has regular team meetings which have regular agenda items for home-finding, complex assessment discussion and reflection on practice, applications and children coming through available for placements/matching, adoption support updates/events.
60. The adoption team co-ordinates a "Talk Adoption" forum every three months for all staff within the agency. This is an informal, lunchtime gathering where staff can meet and bring items regarding adoption practice for discussion. The sessions can be used for consultation, to discuss individual case progression, process or general adoption practice issues.
61. The adoption team provide training for staff and adopters to ensure best practice in the placement of children and to support adoptive placements. Some of the training events planned for this year include:
  - Life-story Work with Children
  - Preparing Later life letters/indirect contact
  - Transition planning
  - Preparing Child Permanence Reports (repeated twice a year)
  - Preparing Prospective Adopters Reports (repeated annually)
  - Contact and Attachment in Permanent placements.
  - E-safety



- Safer caring

### **The Home-finder Management Group**

62. This group meets quarterly with the aim of monitoring and tracking the progress of every child and adopter in the adoption and long-term fostering processes. Where there appears to be a delay in identifying a suitable placement, the Group considers what action is needed to move things forward. For example, with a particularly difficult to place child, recommending that she/he is featured in the BAAF publication 'Be My Parent'. Every child needing a permanent placement has a nominated home-finder pro-actively searching for a placement for them. Responsibility for the home-finder publication has been with the ATM adoption and monitoring the progress of children to adoption is part of the team role.

### **Contracts with PACT**

63. The Agency has three main service contracts with PACT (Parents and Children Together) a voluntary adoption agency which specialises in assessing people as suitable for adopting a child from overseas (inter-country adoption) and in providing adoption support and intermediary services to adopted adults and the birth families of adopted people. This latter service is provided when an adopted adult wishes to trace her/his birth relatives or when the birth relatives of an adopted person wish to try and trace that person. As part of this adoption support contract with PACT an independent support service is offered to birth parents whose children are being placed for adoption. There is also a framework contract of which PACT are a part, through this they complete step parent adoption assessments for Wiltshire and can offer to complete mainstream adoption assessments as required. There is a further contract with PACT commissioned by the agency for support for a specific placement.
64. The contracts with PACT are regularly monitored and reviewed, in order to ensure that the services it provides on our behalf are meeting the needs of the public and are cost-effective. The volume of work being taken on by PACT under all three main contracts continues to increase. The PACT adoption support workers meet regularly with the Wiltshire adoption support co-ordinator's to ensure regular dialogue and coordination of services. The adoption support contract is deliberately flexible to enable response to varying need.
65. The Agency no longer has a contract with Adoption UK as the service offered could be supplied by in-house services. The Agency retains a corporate membership and provides all newly approved adoptive parent's free membership of Adoption UK for the first year as a support. The service they provide is unusual, in that all their workers are themselves adoptive parents and adopters find this very supportive. The option is still there to access Adoption UK training provision, literature and to spot purchase individual services if required.

## **SWAC Membership**

66. The Agency continues to be a member of the South West Adoption Consortium (SWAC) to which all the local authorities and large, national voluntary adoption agencies in the region belong. It is a large consortium now with 18 members. The purpose of SWAC is to share resources, where it has not been possible to achieve a local placement match for a child, to increase the range of options available, thus minimising delays. There are regular SWAC meetings where practice and service development, national developments and training are discussed and shared.
67. The Adoption Team Manger is a member of this peer group and attends regular meetings. There are also SWAC group meetings for adoption support workers, agency advisers, legal advisers and medical advisers as well as adoption panel chairs.
68. There is a SWAC exchange register for finding South West placements and there are 4 SWAC exchange meetings per year, usually held in Taunton where children and adopters are presented. A Wiltshire home-finder, children's social workers and an adoption support co-coordinator attend these meetings in the effort to find families for specific children.

## **The Adoption Panel**

### Panel's Work

69. The year of 2011/12 saw a further increase in the Panel's workload, there were 22 pre arranged panels and 1 extra one arranged as required. There are 23 panels planned for 2012. Increase in work load has been In response to the increasing number of children requiring adoption placements, there has also been an increase in the number of 'matches' recommended and an increase in the number of adopters approved.
70. Both the independent and professional Panel members have showed great commitment and flexibility in rising to this challenge and ensuring that the Panels were always quorate and happen as required.

### Panel central list Membership

71. The revised guidance for 2011 brought changes to panel composition and tenure over the last year. Panel membership has changed over the year with 3 independent members resigning, for personal reasons. 2 new members were recruited and a third is underway. 2012 will bring further changes and the likely need for a more vice chairs and new social work representatives to respond to the increased need for panels to be more flexible.
72. The current Department for Education consultation paper on the adoption and fostering proposals contains further proposed changes to adoption and

fostering panel function, tenure and quoracy which will require implementation during 2012/13.

### Panel Training

73. The panel had a half day training workshop July 2011 linked to the regulatory changes in the revised guidance 2011 this updated panel members on the proposed changes to panel processes and adoption agency functioning. Each panel meeting is completed with a process review which reflects on the business of the day and enables learning and development.
74. The annual Adoption Panel Training Day for 2011 was held on December 2<sup>nd</sup>. This was facilitated by the panel chair. The morning session looked at panel functioning and process.
75. Once again, the afternoon session was shared with Agency staff and adoptive parents; the panel chair facilitated an "open space" session entitled "discovering best practice in adoption services what are the opportunities right now". Panel feedback was very positive as was that from the Agency staff. The panel training day for 2012 is booked for December 14<sup>th</sup>. The afternoon open space forum is entitled "How can we best achieve permanence for children" the title connects directly to the action plan for adoption and the improvement plan and will be an important opportunity for multidisciplinary discussion.
76. There have been further changes to panel functioning, since 1.9.12 and the family justice review recommendation that should be placed for adoption decisions for children in proceedings are removed from panel business.
77. All panel central list members have had annual performance reviews

### Summary of the Panel's Work

78. See Appendix 3 for statistics detailing the work of the Panel in 2011/12. In brief, the Panel recommended that:
  - 27 children should be placed for adoption
  - 17 sets of adopters should be approved
  - 19 matches should be made
  - 5 changes of plan were recommended
  - Panel work also included consideration of:
    - 59 reviews of plans for children (feedback to IRO's and social workers)
    - 1 deferred application of adopters (needing to come back to panel at a later stage).
79. In all cases considered by the panel prospective adopters, children and birth parents have been notified within the timescale of the panel recommendations and of the agency decisions. Notification of the Agency Decision Makers decision to parents, guardian and prospective adopters has been given orally

within 2 days and in writing within 5 days again in line with regulatory timescales.

80. All ADM decisions have been within 7 working days of receipt of reports/panel recommendation and final minutes.
81. There have been no referrals to the independent review mechanism (IRM) for adoption cases.

## **Appendix 2:**

### **Adoption Service Statement of Purpose July 2012**

#### **Introduction: Why Does Wiltshire Provide A Statement of Purpose?**

1. The National Minimum Standards for Adoption set out the requirement for adoption agencies to compile a statement detailing what services are provided, the governing principles and who manages and provides the services. The statement of purpose is for:
  - children and young people
  - birth relatives
  - prospective and approved adoptive families
  - social workers working within Wiltshire and in other authorities
  - councillors
  - adoption and permanence panel members
  - Office for Standards in Children's Services,
  - Education and Skills (Ofsted)
  - Members of the public.
2. The Statement of Purpose fulfils the requirement of Standard 18 of the Adoption National Minimum Standards 2011, Regulation 2 of the Local Authority Adoption Services (England) Regulations 2003, Adoption support agencies (England) and adoption agencies regulations 2005 and the Adoption & Children Act 2002.
3. Wiltshire Adoption Service statement of purpose is reviewed annually.
4. The statement of purpose is endorsed by the Children's Services Senior Management Team.
5. Copies of the statement of purpose are given to those working in the adoption service, childcare team managers and social workers involved with the adoption process. A copy is given to all prospective adopters and adopters in Wiltshire and all birth parents, guardians and of children placed for adoption.
6. It is available on the Wiltshire Council website.

#### **Mission Statement**

7. Wiltshire's Adoption Service is committed to providing high quality standards of care to looked after and adopted children in order to maximise their life chances and ensure that they have the opportunity to achieve each of the Every Child Matters five outcomes.
8. The Adoption Service aims to:

- Provide a range of safe, secure and enduring adoptive placements to meet the assessed needs of children needing adoptive placements in order to promote and safeguard their welfare.
- Ensure that adoptive placements promote stability and positive outcomes for children by working in partnership with adopted children, adoptive parents, birth families and other professionals in the adoption and adoption support processes.
- Fully develop the role of corporate parenting in achieving positive outcomes for children needing permanent placements in line with the council's objectives.

### **Aims of the Adoption Service**

9. Our overall aim is to help children and young people who are adopted to attain the highest possible standards of health, development and educational attainment.
  - To ensure that the Safety needs, wishes and welfare of the child are at all times kept at the centre of the adoption process.
  - To ensure that where it is not possible for children to live safely with their birth families they are provided with a permanent, stable, alternative family through adoption or special guardianship.
  - To ensure that people who are interested in becoming adoptive parents, including those wishing to adopt a child from overseas, couples whether married or not, gay or lesbian and single people, from any ethnic background are welcomed without prejudice. They will be responded to promptly and given clear information about recruitment, assessment, and approval and support services.
  - To ensure that birth families are treated fairly, openly and with respect throughout the adoption process and have access to independent counselling and adoption support services.
  - To ensure that the timescales set out in Regulations are met, wherever possible and where it is not possible the reasons must be clearly recorded.
  - Our performance against the achievement of these timescales is monitored.
10. Objectives of the Adoption Service:
  - To increase the number of children adopted from the care system, in line with government targets.
  - To recruit a sufficient pool of prospective adopters to offer placement choice in order to meet the assessed needs of the children needing adoptive families.
  - To develop a range of adoption support services, including practical, financial and therapeutic services, in partnership with other relevant agencies, in order to support adoptive placements and avoid placement breakdowns.
  - To ensure that the adoption agency employs staff with appropriate and sufficient skills, knowledge and experience to deliver the adoption service.

- To ensure that applicants for inter-country adoption are provided with an appropriate service from skilled and experienced workers.
- The adoption team works in close partnership with colleagues across Children's Social Care to ensure that delays in achieving permanence are avoided.
- To ensure that the lifelong implications of adoption are recognised and it is acknowledged that they may require a range of services to meet the needs of individuals at different stages of the process
- To ensure that adoptive parents will be supported and valued through the process of recruitment, matching, placement and beyond, based on assessed need.
- To ensure that birth families wishing to seek information about an adopted relative are provided with an appropriate service from skilled and experienced workers.

### **Policies & Procedures**

11. Wiltshire Council Adoption Agency joined together with a number of other local authorities, through the South West Adoption Consortium, SWAC, to produce procedures for the provision of adoption and adoption support services. These are used by staff via Wiltshire's intranet. The procedures cover all of the agency's activities for children, adopters, birth relatives, step-parent adopters and inter-country adopters and their children and are updated annually to reflect developments in practice.

### **Safeguarding & Promoting Welfare**

12. The Local Safeguarding Children's Board provide the procedural framework for safeguarding children in Wiltshire and the adoption agency ensures that staff and managers attend child protection training and comply with good practice and guidance. Safeguarding issues are also part of the training programme for Adoption panel members.

### **Principles of the Service**

13. The Child
  - The child's welfare is paramount in all decisions about her/his future.
  - The child's wishes and feelings should be ascertained and taken into consideration, according to their age and understanding.
  - Every child is entitled to a permanent family throughout their childhood, which should meet all the needs of the child in terms of religion, ethnicity, language, physical, social and emotional development and that promotes a supportive lifelong relationship.
  - Children and young people should not be in public care throughout their childhood.
  - A child's birth heritage, religious, cultural and linguistic background are all important factors to consider in finding a new family. The adoptive family should reflect this, if this can be found without unnecessary delay. No child

should be denied loving adoptive parents solely on the grounds that the child and parents do not share the same racial or cultural background.

- All children who have adoption as their plan receive a copy of the children's guide to adoption.
- All children placed for adoption receive a copy of the children's guide to adoption support "growing up in your adopted family".

#### 14. The Birth Family

- The local authority will work in partnership with birth families to ensure that effective plans are made and implemented for their child.
- Every child is entitled to information about her/his birth family in order to promote her/his sense of identity.
- There will be arrangements for ongoing contact, direct or indirect, between the child and birth family unless this would not be in the child's best interests.
- The birth family's wishes and feelings should be ascertained and taken into consideration at all stages in the process.

#### 15. The Adopters

- All adoptive applicants will be treated fairly, openly and with respect throughout the adoption process.
- Priority for undertaking assessments will be given to those with the skills and experience to meet the needs of the children requiring adoption.
- Every effort will be made to find adoptive homes where brothers and sisters can live together, unless this will not meet their individually assessed needs. Where this is not possible, the reasons for the decision to separate them will be clearly recorded on the child's file.
- Adoptive parents and prospective adopters should be consulted with, provided with information, their views sought and taken into account throughout the process.
- Adoption support services should be provided, as appropriate, to promote the stability of placements and ensure good outcomes for children.

#### 16. General

- The local authority will work in partnership with other agencies to ensure that the needs of all parties in the adoption process are met.
- All the parties to the adoption process are entitled to an assessment of their need for adoption support services, including financial support.
- All the parties to the adoption process will have access to the Department's Complaints procedure.

### **Management Structure in Wiltshire**

17. All the managers in the adoption service are suitably qualified and experienced in line with the requirements of the Adoption & Children Act



2002. All have completed or are in the process of completing management training courses.

18. The Service Director of the Children & Families Branch has overall responsibility for the adoption service in Wiltshire. The Service Director is one of the Adoption Agency Decision Makers and the Adoption Support Services Adviser (delegated to the Adoption Team Manger).
19. The adoption service is located within the Department for Children and Education. The Head of Children in Care has management responsibility for the adoption service.
20. The Adoption Team Manager has line-management responsibility for the Adoption Assistant Team Manager, Adoption Support Co-ordinators, Adoption Social Workers and responsibility for the operational development of the adoption service.
21. The Adoption Support Co-ordinators have line-management responsibility for the Adoption Support Workers.

Name	Designation
Carolyn Godfrey	Corporate Director
	Service Director, Children's Social Care
Lin Hitchman	Head of Children in Care
Andrea Viner	Adoption Team Manager
Jackie Hatschek	Assistant Team Manager Adoption
	Qualified Social Workers
Marion Hunt Sally Hughes	Adoption Support Co-ordinator Adoption Support Co-ordinator
Denise O'Connor Alison Lewis Julie Pearce Fiona brown Charlotte Gilbertson Leonie McKenna Jill Vincent	Adoption Social Workers
Ann Mazzotta	Unqualified Adoption Support Worker
Sharron Smith	Unqualified Adoption Support Worker

22. All the Managers, Adoption Social Workers and Adoption Support Co-ordinators hold the minimum social work qualification have had a minimum of 2 years' experience in children & families social work or closely related field.
23. The Adoption Team Manager holds an MASW in social work and has extensive experience in childcare social work practice, family placement and permanence / adoption work. She also holds management qualification to

level 6 and has been the manager of the specialist adoption service since it was set up in 2010.

24. There are three agency decision makers in Wiltshire: the service director for children's social care and the two heads of service for community safeguarding services.

### **Operational Functions**

25. The centrally based countywide Adoption Team delivers all of the adoption services for Wiltshire.
26. Within the team there is a dedicated Adoption Support Service that is responsible for providing and developing adoption support services in Wiltshire, including for Special Guardianship.
27. The Independent Reviewing Service has responsibility for monitoring the implementation of children's adoption plans, conducting the LAC reviews until the Adoption Order is made, ensuring the timescales are adhered to.
28. A Home finder Management Group meets every three months to oversee the home finding process, track the progress of individual children and adopters in order to expedite placements and to review the effectiveness of the Home finding process. The group is chaired by the Adoption Team Manager and membership includes representatives from the two fostering teams.
29. The Home finder booklet is produced every two months with stop press releases in between to avoid delay in matching and placement.
30. Wiltshire provides a comprehensive set of adoption procedures for staff to assist them in their adoption work. The procedures are available on the intranet, which means they can be easily and regularly updated in line with changes in legislation and practice.
31. The Adoption Agency has contracts with Voluntary Adoption Support Agencies to provide complementary services to those provided in-house. PACT (Parents and Children Together) provides adoption support services to birth families, adopted adults and adoptive families.
32. The Agency is a member of Adoption UK and purchases targeted services at specific needs identified, such as training for social workers and adopters. The Agency pays for membership to Adoption UK for the first year for adopters as support.
33. The Agency has a contract with PACT to provide inter-country adoption services, including assessment, training, reviewing and adoption support.
34. All staff are provided with a thorough induction and support from experienced and skilled managers to promote these values and to work within the Council's equal opportunities policies.

35. Staff are also provided with the Council's whistle blowing policy as part of their induction and this makes clear the responsibility for all staff to report areas of poor practice.

### **Strategic and Developmental Function**

36. Wiltshire is a member of the South West Adoption Consortium (SWAC), which is a consortium of local authorities and Voluntary Adoption Support Agencies (VASAs) and is used to share resources to increase the range of placement possibilities for children and adopters, and for the sharing of good practice. They produce the 'e-Link book', which features children needing adoption placements. The Adoption Team Manager is the link person with the Consortium and attends quarterly and other regional meetings.
37. SWAC also has regular regional group meetings for Panel Chairs, Panel Advisers and Adoption Support staff. Wiltshire has representation on all of these groups, to share issues, good practice and disseminate relevant information.
38. Wiltshire is a member of the British Association for Adoption and Fostering (BAAF). It provides a quarterly information pack, including details of training events, publications and practice notes. It provides licences for the printing and use of nationally recognised adoption forms. It publishes a bi-monthly newspaper 'Be My Parent' and has a Be My Parent Online Service, which feature the more difficult to place children needing adoptive placements. There are local Trainer/Consultants who are available to provide training, advice and guidance on specific issues. The Adoption Team Manager is the link person with BAAF and attends quarterly and other regional meetings.
39. Wiltshire subscribes to Adoption UK and receives quarterly journals and a 'Children Who Wait' magazine featuring children needing placements for adoption.
40. Wiltshire joins all newly approved gay and lesbian adopters to New Family Social as part of the support package.

### **The Adoption Panel and Central list**

41. The current central list of potential Adoption Panel members is made up of:-
- an Independent Chair
  - Two vice chairs
  - Three social workers with at least 3 years relevant experience in child care social work, including direct experience in adoption work.
  - Two elected members of the authority, from the corporate parenting group.
  - The Agency's Medical Advisers
  - 1 agency members from specialist field
  - 5 independent members (all with personal experience of adoption).

42. Panel member's annual reviews ensure that the diversity, flexibility and knowledge base of the panel is promoted and developed.
43. The Independent Chair is independent from the day to day management of the adoption service.
44. The Agency has a Legal Adviser to the Adoption Panel who provides written legal advice and may attend if requested to do so but is not a member of the Panel.
45. There is also an Agency Adviser to the Panel who is not a Panel member but should attend Panel meetings as its adviser. He or she should be able to contribute to Panel meetings by raising issues and providing advice, for example about the Agency's procedures and practices.
46. The Adoption Panel Administrator is responsible for taking the minutes of the meetings and undertaking the other administrative aspects of the Panel's work.
47. The Agency provides an annual training day for Panel members and Adoption Agency staff. Panel members are also offered opportunities to attend other relevant internal and external training events.

### **Adoption Panel Function**

48. The adoption panel in Wiltshire currently meets twice per month these meetings are book in a year in advance, extra panel meetings are arranged as required.
49. The Panel's main function is to make recommendations to one of the Agency's Decision-Makers (the Service Director, Children's Social Care or the Head of Service Community Safeguarding), who makes the Agency decision on the following matters:-
  - whether a child should be placed for adoption
  - whether a prospective adopter is suitable to adopt a child
  - Whether a child should be placed for adoption with a particular prospective adopter.
50. The Panel must also consider and may give advice to the Agency on:
  - the Agency's proposals for the provision of adoption support services to the adoptive family
  - the arrangement the Agency proposes to make for allowing any person contact with the child
  - whether an application should be made by the Agency for a Placement Order
  - Whether the parental responsibility of any parent or guardian or the prospective adopter should be restricted and if so the extent of the restriction.

51. In considering the recommendation to make, the Panel must bear in mind that the **welfare of the child is the paramount consideration** and:-
- shall take into account and give consideration to all reports and information passed to the Panel
  - shall request any further information that the Panel considers necessary
  - shall obtain legal and medical advice on each case presented to Panel
  - Should consider whether all other possible options for care of the child have been explored and discounted.
52. The Panel is required to keep minutes of its meetings and a written record of any recommendations it makes and the reasons for them. The Panel receives regular update reports on children and adopters who have been to Panel, in order to track their progress.
53. As part of its monitoring function, the Panel considers, at quarterly intervals, a spreadsheet and brief report detailing the position of all the children and adopters currently in the adoption process.
54. The adoption panel chair and agency adviser feedback to the agency at 6 monthly intervals regarding the quality of adoption practice seen by the panel.

### **The Agency Decision**

55. In line with regulations prospective adopters, birth parents and the child must be notified of the agency decision verbally within 2 days and in writing within 7 working days of the agency decision maker receiving a copy of the final minutes.

### **Adoption Panel**

56. There is an annual training day for the Adoption Panel, which helps to ensure Panel members are kept up-to-date with current issues in adoption. In meeting the requirements of the National Minimum Adoption Standards, part of this day involves a session with the Agency's adoption managers and staff.
57. The Agency Decision Maker/s meets with the Adoption Panel twice per year and will pick up on any issues of concern raised by Panel members. A spreadsheet showing the current position and progress of all the children and adopters in the process is shared and discussed with the panel and the Agency Decision Maker/s.
58. All Panel members are required to undergo an annual review of their performance.
59. The Agency Decision-Maker meets every six months with the Panel Chair and Agency Adviser to discuss issues connected with Panel business, including developmental, quality control and any other issues of concern.

60. The agency adviser meets every six months with the agency medical advisers and the legal adviser to discuss issues arising from panel business and shared processes.
61. The Adoption Panel has a system for receiving feedback from applicants who attend Panel, children's social workers and Adoption social workers, which are discussed at subsequent Panels and suggestions for improvements to Panel's practice are considered.

### **Services Provided**

62. As an Adoption Agency, Wiltshire provides a range of adoption services to children needing adoption, prospective adopters, adoptive parents, birth parents, birth families, adopted adults and the general public. These services are provided by:
  - The Adoption Team recruit, train, assess and provide support to prospective adoptive parents.
  - The Adoption Team provides a counselling service for adopted adults who wish to find out information about their adoption.
  - The Adoption Team, through the contract with a Voluntary Adoption Support Agency (VASA), provides an intermediary service for birth relatives and adopted adults who wish to trace each other.
  - The Adoption Team allocates an Adoption Social Worker to act as the 'nominated home-finder' for children needing adoptive placements.
  - The Adoption Team provides a consultation service to the childcare teams on matters relating to adoption placements.
  - The Adoption Team, through a contract with an external provider offers a full range of services to step-parents who wish to adopt, including the preparation of a report for court.
  - The Adoption Team, through a contract with PACT offers a full range of services to inter-country adopters including adoption support.
  - Childcare teams are responsible for ensuring that the child's Life-story Work and Later Life Letter are completed by the time of the Adoption Order.
  - Childcare teams are responsible for managing direct contact arrangements between children and their birth families, pre and post Adoption Order.

## **Adoption Website**

63. Wiltshire Council has an adoption website [www.wiltshireadoption.org.uk](http://www.wiltshireadoption.org.uk) to provide information on the adoption service, including:

- Services for children who need adoption
- Becoming an adoptive parent (including an online enquiry form)
- The Adoption Support Service
- Accessing your adoption records (adopted adults)
- Tracing an adopted person (intermediary service for birth relatives)
- Tracing your birth relatives (intermediary service for adopted adults)
- Special Guardianship
- Inter-country adoption
- Step-parent Adoption

## **Adoption Support Service**

64. The Adoption Support service has a range of services in place to support adoptive families and their children including counselling, advice and information, workshops/support groups, family days and events, an annual conference, a newsletter, financial support and links with Wiltshire's Educational team and CAMHS.

65. The service also has links with various independent adoption support agencies and is in the process of developing a parenting course for Wiltshire adopters and special guardians.

66. Wiltshire have a partnership contract for adoption support with PACT (Parents and Children Together) this compliments in-house adoption support services and is a flexible contract to allow the agency to respond to complex and varied support needs appropriately and effectively.

67. Contact is promoted as a positive experience for the child and as maintaining an important connection with the child's past for their future identity. An allocated adoption social worker provides support to birth relatives and adoption support provides this for adopters. An independent social worker specialising in birth relative support is offered to birth parents or other relatives who are losing a child/ren to adoption. This worker is provided through PACT and supported through adoption support partnership working with the Wiltshire adoption support co-ordinators. Birth parents, siblings and grandparents are offered individual and occasionally group work.

68. Wiltshire Council supports ongoing contact arrangements as required. There is a designated worker within the adoption team who manages direct contact arrangements post-adoption. The adoption support co-ordinators manage indirect contact arrangements.

69. The Adoption Support Service facilitates both direct and indirect contact (through the post-box service) between birth families, children and significant others.

70. The adoption service provides post adoption counselling and support for adopted people living in Wiltshire. Learning from this informs current practice development.
71. PACT provide an intermediary service for adopted Wiltshire residents, and an intermediary service for birth relatives who are care leavers and have an adopted sibling. Individual and some group work are offered for young people touched by adoption.
72. The Adoption Support service has developed Life Story work practice and provided workshops for staff, adopters and birth family to ensure that all adopters have a high quality life story book for their child and all adopted children have their life history recorded in an accessible, high quality and flexible format.
73. The Adoption Support Service undertakes assessments of need for adoption support, including financial support. The Adoption Support Service also undertakes assessments of need for Special Guardianship support services.
74. The Adoption Support Service is also responsible for:
  - developing a range of adoption support services to meet the needs of adopted children and adoptive families e.g. support groups, newsletters and training for adopters and staff
  - preparing Adoption Support Plans for children and reviewing the plans at regular intervals, including financial support, as required
  - accessing specialist therapeutic help for children
  - accessing counselling and advice for adoptive parents
  - managing the post-box service (to enable adopted children to maintain indirect contact with their birth families)
  - reviewing direct contact arrangements
  - enabling the access to universal services and benefits for those involved in adoption.
  - organising training events and conferences for adopters and staff
  - providing practical help and support to adoptive families
  - Preparing Special guardianship support plans and reviewing them as required.
  - Providing support to birth relatives acting as a single point of contact to provide information and advice to adopters, adopted young people, birth relatives and special guardians.



## **Systems for monitoring and evaluating adoption services**

75. An annual report and a 6 monthly interim report are presented to the senior management group and Elected Members, detailing the performance of the Adoption Agency.
76. The supervision and annual appraisal system for all staff assures the monitoring of individual performance and identification of training needs to compensate for any gaps in knowledge.
77. A File Audit system is in place for managers to regularly check on the quality of children's adoption records, adopters' files, adoption support modules and home finding files, to ensure that all departmental policies and procedures are being followed.
78. Training on adoption issues is part of the 'training pathway' for staff involved in adoption work and staff complete post-training evaluation forms, which feed into reports produced by the Staff Development Team.
79. The Senior Independent Reviewing Officer produces 6 monthly reports on the work of the Service, including the progress on permanence plans being achieved.
80. An Adoption Recruitment Strategy is in place to identify and inform recruitment needs for adoptive parents, based on the profile of the children needing adoption. This is reviewed and updated annually and is being used to inform our prioritisation principles for assessing applicants.
81. The Adoption Team routinely review and evaluate the quality of the Adoption and Permanence training courses for adoptive applicants, including seeking and collating feedback from applicants.
82. Contracts with VASAs are reviewed 6 monthly and statistics provided quarterly to monitor performance, quality of service and ensure value for money. Feedback system is in place for adopters attending training sessions including information sessions and permanence training.
83. The Home-finder Management Group meets quarterly to track and monitor the children and adopters currently in the adoption process, with particular focus on suggesting ways forward those without an identified placement.
84. Adoption service targets are reviewed annually.

## **The Service to Prospective Adopters**

85. The procedures for recruiting, preparing, assessing, approving and supporting prospective adopters are set out in detail in our Adoption Agency procedures, which are available on the intranet. In brief the process is as follows:

- All enquiries regarding adoption are welcome; the adoption team operate an open and inclusive enquiry process. All enquirers speak with a specialist adoption worker. There is access to information about adoption and to the adoption team via an enquiry line, via the website or via direct office number.
  - Within 5 working days of their enquiry, all enquirers are sent an information pack about adoption, including:
    - a letter of invitation to attend an Information Session
    - our information leaflet for prospective adopters
    - our policy with regard to smoking
    - the leaflet on adoption
    - our criteria for prioritising assessments
    - Information about the complaints procedure
    - The statement of purpose
    - Information about the Independent Reviewing Mechanism
- Enquirers are invited to attend an Information Session about adoption, to meet adopters and Adoption Social Workers. The session provides the opportunity to learn more about adoption and about the necessity for us to prioritise applications, to meet the needs of the type of children requiring adoption (i.e. older children with challenging behaviour, sibling groups and children with special needs). Information sessions are held at least every 2 months.
- All applicants have to meet the standard requirements set out in the regulations, there are no automatic exclusions. Our own prioritisation principles based upon the needs of the children needing adoptive placements may include giving priority to applicants who:
  - Are prepared to consider a child up to five years of age or more
  - Wish to be considered for a sibling group of two or more children.
  - Are open to contact with birth families
  - Might consider a child with complex needs or disability
- Those interested in knowing more are invited to complete an Adoption Enquiry Form and, if they meet the current prioritisation requirements, an Initial Assessment will be offered.
- Those wishing to proceed to the next stage and assessed as suitable to proceed through the initial assessment process, are asked to complete a formal application form and are allocated an Adoption Social Worker to work with them throughout the assessment process, which involves a number of home visits, CRB and other checks, references and a full medical. The adoption social worker will keep applicants updated at all times regarding their approval process.
- Applicants are invited to attend a Preparation Course during their assessment process, which provides more detailed information and helps

people decide whether adoption is for them. The preparation training includes other adopters, the views of adopted children and birth parents perspectives.

- The assessment must be completed and presented to the Adoption Panel within a maximum of 8 months of the receipt of the formal application form.
- Applicants receive a copy of their completed assessment report and are invited to comment on it, within 10 working days of the panel meeting.
- Applicants are invited to attend Adoption Panel when their approval is being considered. Their Adoption Social Worker will help to prepare them for attendance and will provide them with a leaflet about the Adoption Panel.
- The Panel will make a recommendation as to whether the applicants are suitable to be approved as adopters. The Panel must consider and may give matching advice to the Agency about the number of children, age range, gender, likely needs and background that the prospective adopters may be suitable to adopt.
- After the Agency Decision-Maker has made the decision on their approval, based on the Panel's recommendation the prospective adopters must be notified of the decision verbally within 2 days and in writing within 7 working days of the agency decision maker receiving a final copy of the panel minutes.
- If the applicants are not deemed suitable, they will be able to have the decision reviewed by the Independent Reviewing Mechanism. A detailed letter setting out the reasons for the decision will be sent to the applicants.
- Following their approval, the prospective adopters' Adoption social worker keeps in touch with them and ensures they have access to information about the children needing placements (through the "*Home-finder*" newsletter ).
- If no child has been placed with them within a year, there must be a review of their approval as suitable to adopt. After the review the prospective adopters must be informed whether they remain suitable to adopt.
- When a 'link' with a child is identified, the Adoption Support Co-ordinator will make an assessment of the adoption support needs of the placement, together with the child's social worker, the adopters and their social worker.
- This information is incorporated into the Adoption Support Plan which, together with the Adoption Placement Report, is presented to Adoption Panel when the formal 'match' is being considered.

- Adopters may also request an assessment for adoption support services at any future point, following the making of an Adoption Order. The assessment will be conducted by an Adoption Support Co-ordinator and the Department has the discretion to decide whether to provide adoption support services.

86. Wiltshire adoption service fully subscribes to the Adopters Charter which was published by the children's minister Tim Loughton 2011.

### **The Complaints Procedure**

87. In seeking to constantly improve the quality of the adoption service, the Department for Children and Education welcomes and encourages feedback from service users, providers and partners.

88. The Department recognises that children, their, birth parents, adoptive parents and prospective adopters are best placed to identify the strengths and deficiencies of the adoption service and, therefore, to inform the changes and developments needed to ensure continuing improvement.

89. There is a clear, robust framework in place for responding to and ensuring that the views of the parties to the adoption process are heard and the Children's Guide provides information to children about how to make a complaint.

90. In most adoption situations, areas of potential tension or conflict can be minimised through careful planning, open communication and early discussion/negotiation involving the child's social worker, the adopters' Social Worker, the Adoption Support Co-ordinator, as appropriate.

91. Any of the parties to the adoption process can use the Children Act Complaints Procedure if they have a dissatisfaction or concern with the service provided. This includes a complaint by:

- any child who has been placed for adoption by Wiltshire Council (including adults who were formerly adopted)
- a birth parent of a child who has been or is being adopted
- adoptive parents
- prospective adoptive parents during the preparation/assessment process and after approval whilst awaiting a placement
- one person on behalf of another e.g. an adoptive parent on behalf of an adopted child.

92. Advice on making a complaint can be sought from the Customer Complaints Manager at Wiltshire Council who can be contacted on Tel: 01225 718446 / 713020.

93. There is a leaflet available for children and young people, which explains the complaints process and how to make a complaint. Information regarding

complaints, comments and seeking advice is contained in the children's guide to adoption and the children's guide to adoption support.

### **The Registration Authority**

94. Ofsted is an independent non-governmental public body responsible for monitoring, regulating and inspecting adoption services, under the provisions of the Care Standards Act 2000. Their aim is to "inspect and regulate to achieve excellence in the care of children and young people and in education and skills for learners of all ages".

95. The address of the local Ofsted area office is:

Ofsted South Regional Centre  
Freshford House  
Redcliffe Way  
Bristol BS1 6NL

The national Ofsted address is:

Ofsted  
Royal Exchange Buildings  
St Ann's Square  
Manchester M2 7LA

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Tel: 08456 404045 about education, adult skills, or local authority children's services

Tel: 08456 404040 about anything else

Minicom /TTD: 0161 618 8524

**Appendix 3:  
Adoption Panel statistics 2011 - 2012**

**Children:**

		2010/2011	2011/2012
Should be Placed for Adoption			
<b>Legal Status at That Time</b>			
	Section 20	1	4
	Interim Care Order	11	22
	Care Order	3	1
	<b>Total</b>	<b>15</b>	<b>27</b>

		2010/2011	2011/2012
Should be Placed for Adoption			
<b>Ethnic Origin</b>			
	White British	15	24
	Mixed/Other	6	3

		2010/2011	2011/2012
Should be Placed for Adoption			
<b>Age</b>			
	0-12 Months	6	5
	12-24 Months	6	4
	2-4 Years	2	15
	5-10 Years	1	3
	11 Years and Over	0	0
	<b>Total</b>	<b>15</b>	<b>27</b>

		2010/2011	2011/2012
Children Matched			
<b>Age</b>			
	0-12 Months	4	2
	12-24 Months	3	5
	2-4 Years	6	10
	5-10 Years	7	2
	11 Years and Over	0	0
	<b>Total</b>	<b>20</b>	<b>19</b>

		2010/2011	2011/2012
Children Matched			
<b>Ethnic Origin</b>			
	White British	18	17
	Mixed / Other Ethnicity	4	2

		2010/2011	2011/2012
SWAC Matches			
		0	1

		2010/2011	2011/2012
Nat. Adoption Register Matches			
		0	0

		2010/2011	2011/2012
Children Matched Out Of County			
		3	0

		2010/2011	2011/2012
Children for Whom Adoption Achieved by Age at Adoption Order			
<b>Aged</b>			
	0-12 Months	0	1
	12-24 Months	2	2
	2-4 Years	6	12
	5-10 Years	6	2
	11 Years and Over	1	0
	<b>Total</b>	<b>14</b>	<b>17</b>

		2010/2011	2011/2012
Adoption Order by Ethnic Origin of Child			
<b>Ethnic Origin</b>			
	White British	14	15
	Mixed / Other Ethnicity	0	2

		2010/2011	2011/2012
Rescission of Decision to Place for Adoption			
		5	5

		2010/2011	2011/2012
Formally Placed for Adoption within 12 Months of Decision that they Should be Placed for Adoption			
		12	13

**Adopters:**

		2010/2011	2011/2012
Adopters Approved			
		20	17

		2010/2011	2011/2012
Adopters Approved; Ethnic Origin			
Ethnic Origin of Individuals			
	White British	38	29
	Mixed/Other Ethnicity	2	2

		2010/2011	2011/2012
Approved Adopters; Relationships of Adopters			
	Single	0	2
	Married/Co-Habiting	19	15
	Civil Partnership	1	0

		2010/2011	2011/2012
Approved Adopters that Have Withdrawn			
		1	0

		2010/2011	2011/2012
Rescission of Approval by Panel			
			3

		2010/2011	2011/2012
Brief Assessments			
		1	0



## **Appendix 4: Adoption Agency Update Report 1<sup>st</sup> April 2012 – 1<sup>st</sup> October 2012**

### **Introduction**

1. The 2011 Statutory Adoption Guidance and the 2011 Adoption Minimum Standards place a requirement on local authority adoption services to ensure that the executive side of the Council receives a written report on the management, outcomes and financial state of the adoption agency to satisfy themselves that the agency is effective and is achieving good outcomes for children and/or service users. They must also satisfy themselves that the agency is complying with the conditions of registration (Minimum Standard 25.6; Statutory Adoption Guidance 3.3, and 5.39). This report has been prepared to enable them to do so and update them on the activity within the adoption agency so far for the year 2012/13.
2. The 2011 Adoption Minimum Standards can be accessed at <https://www.education.gov.uk/publications/eOrderingDownload/Adoption-NMS.pdf>
3. The 2011 Statutory Adoption Guidance can be accessed at <http://media.education.gov.uk/assets/files/pdf/a/statutory%20guidance.pdf>
4. So far this year has been a very busy year for the adoption agency in relation to the increase numbers of children with adoption as their permanency plan and also in relation to enquiries from prospective adopters. In relation to the latter, it appears that a combination of 'drip drip' marketing and publicity as a result of the Government's agenda in relation to adoption has meant that we have had a higher number of enquiries than at this point in the previous year, 82 so far. To enable the assessment of a larger more diverse pool of adopters to meet the growing needs of the children requiring placement we are contemplating commissioning out some assessments of prospective adopters to independent social workers in order to respond to increasing demand and to ensure assessments are completed in a timely manner and we are confident that we will exceed 2011/12 approvals in 2012/13, with 20 sets of adopters approved so far this year and 23 assessments in process.
5. This does raise a potential resource issue for the adoption service regarding training and supporting adopters and adoptive families. Assessment and approval is only part of the process, other parts of the service remain in-house and require increased resources, particularly adoption support resources.
6. Work is under way and needs to be continued regarding priorities for assessment.
7. It has also been a busy year for national development and local scrutiny / inspection. Both have been continuous throughout the last 6 months.
8. As previously reported the government published the Children in Care and Adoption performance tables for England in late 2011 and included 3 key

performance indicators on for adoption; the % of adoptions from care; % of special guardianship orders from care; and, % of adopted children placed within 12 months of decision that a child should be adopted.

9. The scorecard publication was set against the backdrop of the Government adoption action plan: tackling delay, and the drive for a sense of urgency in the placement of children for adoption.
10. In March 2012 Ofsted carried out an inspection of Wiltshire Council Safeguarding and Looked After Children's services. The inspection looked at the contribution made by relevant services to ensure that children and young people are properly safeguarded and the quality of service provision for looked after children and care leavers. The adoption team was involved in this inspection regarding edge of care provision. The report highlighted areas where the service was found to be inadequate as well as areas where the service is both adequate and outstanding. A number of recommendations were made and the council and all the public sector partners involved in the safeguarding and the looked after children service continue to work together to make improvements. Action was taken immediately and the Council committed resources to ensure children and young people in Wiltshire receive the best possible care and support.
11. The Government published the revised Adoption Scorecards in May 2012 which allow authorities to measure their performance and compare against others. These include key indicators measuring how swiftly children are placed for adoption, with government thresholds set for 2 indicators measuring the time it takes for a child from entering care to moving in with his or her adoptive family and the time it takes to match a child to a family following the court decision regarding a placement order.
12. Wiltshire's performance in the 2008/11 scorecard was below the national average for the number of days between a child first coming into care and moving in with their adoptive family (placement for adoption) the threshold was met for the time between the LA receiving a placement order or consent to place a child for adoption and the child moving in with their adoptive family. The scorecard raised concerns about delays for children in achieving adoption particularly when set alongside the length of time care proceedings were taking in the local court.
13. The data used in the scorecard was historical and it was noted related to a time before Wiltshire had a specialist adoption service. There were 4 cases in particular where delayed progression was impacting on adoption performance scores in 2012. The analysis of individual cases was very useful and highlighted areas of potential delay to tackle and monitor. Out of 50 in the cohort (2008/11), 25 were not placed within 625 days (England 3 year average). Each of the 25 cases has been considered on a case-by-case basis, to see if there are any recurring themes. Within the 25 there were a number of themes identified that had caused delay:

- Sibling groups, some of whom needed to be placed together and some of whom didn't. This needed to be assessed and a clear decision made regarding how the children were to be placed and therefore the adoption placement required.
  - Complex needs of individual children and young people causing delays with finding appropriate adopters, linking and matching (e.g. complex health needs, challenging behavior and oppositional behavior).
  - Legal complexities where parents absent themselves from proceedings and/or where family members come forward to offer to care for a child at a late stage in the process thus delaying legal progression.
  - Legal delays caused by lack of court time and/or legal availability.
  - Repeated expert assessments ordered by courts regarding parenting skills/slow appointment of experts causing delays in legal progression.
  - Large number of assessments which haven't been carried out by Social Workers in a timely way and to the quality/standard expected by the Courts. This can mean that at the point of a child being placed for adoption, a Social Worker needs to go back and do more work. Better management oversight of Social Workers has already been identified as a priority following the Ofsted inspection and forms part of the Social Care Improvement Plan. Better IRO oversight of the child's plan is also a priority.
14. Some of the children in these cases were affected by several of these delay factors.
15. Wiltshire's 3 year average between 2008-2011 of days between entering care and moving in with adoptive family is 803. This is above the England average of 625 and above the Department for Education (DfE) threshold for 2010/13 of 639. Provisional Data for 2009/12 shows an improving picture. There are a number of reasons for our performance 2008/11. The first is to do with complexities in individual cases. The second reason is to do with delays happening at identifiable stages within the process between the date a child becomes LAC and the date of moving in with their adoptive family. The 2009/12 cohort includes 3 young people where delays are known: 1 due largely to complex health needs/life limiting illness; and 2 due to complex legalities due to kinship inter-country adoption. If these 3 young people are taken out of the cohort, the provisional 3 year average drops further to 627 days (above the England average by only 2 days but below the threshold). It is important to that note that many, if not all, Local Authorities will have similar cases which will affect their timeliness and are not a reflection of poor practice but rather reflective of the complexity of some cases.
16. In response to the scorecard information immediate changes and additions were made to adoption team practice to improve the pace of adoption applications. The team also immediately began to offer increased consultation to colleagues involved in placing children for adoption and regarding adoption support.
17. In May 2012 Wiltshire Council adoption services were offered and agreed to be the pilot authority for the diagnostic assessment developed to support local

authorities to explore how delay can be minimised for children who need permanence through adoption.

18. The diagnostic team was in Wiltshire for 5 days and met with the adoption service, members of the safeguarding teams, the County Solicitor, the fostering service manager, Independent Reviewing Officers, the Adoption Panel Chair and two groups of adopters. They considered a small number of case files and spoke to other adopters and birth mothers by telephone. They also had the benefit of the recent Ofsted inspection report on safeguarding and looked after children services, the Safeguarding Improvement Plan, a review of the Independent Safeguarding Unit, the Children in Care Commissioning Plan, and a briefing on the 2012 Wiltshire Adoption Scorecard together with a draft Improvement Plan.
19. Over the course of the week the diagnostic team reported having met with positive and engaged staff, who told us that they were aware that there had been a lack of clear and purposeful planning for children in need and/or care in Wiltshire but that things had been improving since a restructure into specialist teams in 2010, and that there had been additional acceleration to the change agenda since the Ofsted Inspection in March 2012.
20. The assessors were impressed by the high morale of the Adoption Team and their enthusiastic and creative approach to the recruitment, assessment, training and support of carers, and their openness to ideas for improvement. They noted that staff were able to offer individualised support packages for adoptive placements as well as a wide range of group support, and that some of this activity is part of the team development plan (Child Appreciation Days for example). They commented that adoption team staff are informed about and keen to be involved in parallel planning for adoption at an early stage and that this sometimes worked well but is currently sporadic within the agency.
21. They came upon a number of examples of what they described as good and innovative practice: the Adoption Panel receives a summary of the LAC review for each child whose plan is adoption; the Panel also uses a spreadsheet to track the progress of children whose plan is adoption, prospective adopters and approved adopters; adopters spoke of assessments, once started, taking place in a timely way.
22. The feedback from the diagnostic assessment highlighted the following areas for improvement
  - More rigorous and timely care planning with a focus on planning for permanency with clear outcomes for children
  - Reduced use of Section 20 CCA 1989 (voluntary accommodation)
  - Greater use of family group conferencing
  - Ensuring that parents are aware of what they need to do to change in order to protect their children and by when and not being over optimistic in relation to parenting capacity

- Wiltshire has had a culture of family support and reunification that was embedded. This sometimes meant that there were too many Initial Assessments followed by brief interventions and case closure.
- Case planning needed more rigor, focusing on clear outcomes. Staff were inclined to be over-optimistic about the capacity of some parents to make the changes necessary to parent their children adequately.
- They were insufficiently focused on the cumulative impact of adverse care giving environments on the children experiencing them.
- There was over-use of Section 20 of the Children Act 1989 as a route into care and pre-proceedings were often later than they should have been.
- Reunification was seen as the best route to permanency even when it had been previously tried and failed.
- Family Group Conferences they were not used often enough or early enough. This lack of rigorous planning for children described in the Ofsted report and confirmed to the diagnostic team by staff means that children often wait far too long while attempts are made to support their parents to care for them, thereby missing the chance to be placed at an earlier stage with adopters and reducing the positive outcomes for them.
- The impression was that the cultural change was less rapid than the intellectual acknowledgement of the need for the change.

**23. Outcomes for birth families**

- Generally, parents do want the best for their children and an early discussion about adoption as a serious option for the child may help birth parents to recognise their limitations.

**24. Outcomes for adopters**

- Many adopters described very positive and supportive relationships with the Adoption Team, and had experienced high levels of adoption support after placement.
- Some adopters spoke about delays, poor communication, an excessively complicated system even second time around.

**25. Vision, leadership and strategy**

- The diagnostic team was impressed by the clear vision of senior managers within the authority, and the support and commitment of elected members.

**26. Working together, within the authority, partners and other systems**

- It was felt that some front line workers did not think about permanence at an early enough stage. There is room for significant systemic improvement in how different teams within Children's Social Care Services work together. The Adoption Service already works closely at an early stage with some teams and some workers. This good practice needs to be rolled out across the operational teams.
- The Independent Reviewing Officers welcome their move into Performance and Commissioning, believing that this will give them more authority to challenge and drive plans for children. Their position in the structure would benefit from more clarity and influence.
- The Adoption Service described good relationships with PACT (Parents and Children Together), the voluntary organisation commissioned to work with birth families. Their work was praised by a birth parent.
- Legal and medical advice to panel was thought to be of a high standard and flexible in approach.
- There was seen to be a significant gap in the availability of CAMHS support specifically focused on adopted children and their parents. The local authority needs to outline clearly the type and level of support it considers is needed and consider how this should be funded.

**27. Managing resources**

- The diagnostic team was aware that the number of children becoming looked after has more than doubled since 2008 with consequent pressure on resources at all levels.
- Adoption is a cost effective resource for local authorities. It is also extremely effective in terms of positive outcomes for children, especially when children are placed with adopters at an early stage. If plans can be made for children in a timely and effective way, with due regard to the rights and support needs of birth families, and there is sufficient choice of skilled and supported adopters so that a suitable match can be made, then adoption is a very good use of resources.
- We heard from the Adoption Team of staff going long distances to do a focused assessment of possible adopters but there is evidence from adopters that the process for recruitment, assessment and training could be improved.

**28. Service delivery, workforce development and effective practice**

- There is a need for more robust and focused care planning for children at all stages in their career through the system. Plans are already underway to achieve this, including an investment in training and development.

- As with many authorities, specialist teams such as adoption, fostering, family support, away from the front-line, have experienced staff. Front-line operational teams are more likely to have newly qualified and less experienced staff.
  - The diagnostic team identified some cultural, systemic and structural areas for improvement.
29. **Wiltshire Council responded to the diagnostic assessment report and proposed an action plan:**
- The permanency policy and guidance -would be signed off promptly at the Safeguarding Operational Improvement Group. There will be staff briefings on the policy and a robust plan for speedy implementation. There will be an emphasis on pace and high expectations.
  - Training event-there will be a training event by the end of June 2012 focusing on clear expectations on assessment, care planning and permanency.
  - A dedicated Home-finder will be appointed within the Adoption team and focus on finding families for individual children. Work on this had already begun.
  - As part of the review of the Independent Scrutiny Unit the level of Independent Reviewing Officers and Child Protection Chairs will be reviewed. IROs will take a pro-active role in the 2nd Review, track children in a systematic way and be expected to challenge and support operational staff.
  - The balance of staff in different teams will be reviewed.
  - There will be a workforce and training analysis to ensure a mix of staff with skill and expertise in planning for permanence especially at the front door. As part of the Referral and Assessment Improvement Plan additional capacity and experience has been recruited.
  - An adopter's Reference Group will be set up, with representatives of the local authority, partner agencies and adopters. Use their ongoing feedback and good ideas to improve services.
30. Immediately following the diagnostic assessment an improvement plan was put in place, in September the social care improvement notice was amended to include improvement in adoption practice stating that on the basis of evidence contained in:
- The adoption scorecard published by the Department of Education in May 2012.
  - The Outcomes UK diagnostic assessment of Wiltshire's adoption service dated May 2012.
31. The notice put in place the following measures required for the Council to comply with the further Improvement Notice 25.10.12.
32. The Council must work with their partners to take action to:

- Address the areas for consideration identified in the Outcomes UK diagnostic assessment to tackle delays in children being adopted, and
  - Put in place arrangements to sustain and build on the improvements secured.
33. As the result of all of the above national development and local scrutiny there is an improvement plan in place which is monitored on a monthly basis by the agency and by the Safeguarding Improvement Board (SIB), the plan is wholly reflective of all of the recommendations made.
34. Within one month of the date of the Improvement Notice, the Council had to agree a plan with the Improvement Board which would improve the performance of the adoption service and which addressed the concerns set out in the Outcomes UK Diagnostic Report and the Council's Adoption Scorecard. The plan set out milestone and performance indicators aimed at improving the performance of the adoption service and reducing delay. Progress against the performance indicator standards, targets and timescales must be reported at each meeting of the SIB and action taken to address performance concerns and where standards, targets and timescales are not being met.
35. The noticed stressed that the Council should reduce the time taken to place a child for adoption from the point that the child comes into the care of the local authority. In doing so the Council should work towards meeting the timescales set out in The Children Act 1989 Guidance and Regulations and Statutory Adoption Guidance revised in February 2011.
36. The draft Permanency and Adoption Improvement Plan is organised around 4 strategic improvement goals which are as follows:
- Ensure timely and decisive permanency planning including long term placement stability.
  - Ensure robust systems and quality assurance processes are in place to monitor progress.
  - Ensure we have an adoption team with the right culture and skills and appropriate support.
  - Secure a customer focused adoption service by valuing adopters and prospective adopters.
37. In June 2012 the adoption team plan was further updated to include actions required identified in the adoption improvement plan and work began immediately on the developments required:
- Continued development of the adopters charter- in process
  - Setting up of an adopters reference group-completed and meeting
  - Increased gathering and use of stakeholder feedback-in process
  - Review of recruitment and enquiry processes (linked to adoption action plan)-in development



- Creating a specialist home finder post and procedure around this – completed and progressing
  - Setting up concurrent planning processes opportunities /fostering for adoption-in process
  - Improve recruitment/website/media support for adopters-in process
  - Embedding new practice regulations and guidance as they emerge over 2013/14
38. Over the last 3 months we have been developing 3 specialist posts to improve the services provided to children and carers:
- Psychological hours to support foster carers and adopters, improve placement stability and adoption support
  - A specialist training post to embed training further for foster carers and adopters
  - A concurrency worker post - to develop placement services in line with the adoption action plan and improvement plan recommendations. It was noted at this stage that the recruitment, assessment, support and training of concurrent carers will place additional strain on staffing resources across fostering and adoption teams. It is hoped that this post will provide a seamless support service across both teams.
39. The job descriptions are written for these posts and they are currently being evaluated.
40. Work on the enquiry and recruitment processes has begun, the assistant team managers in the fostering and adoption teams are reviewing processes and developing practice. The document currently out for consultation regarding proposals for fostering and adoption presents some challenges to existing models regarding the front door of placement services for enquirers and is quite prescriptive about how the enquiry (stage one) should be dealt with and the time scales for this. The model that seems to fit best with these proposals is a shared front door for fostering and adoption and concurrency, staffed by those who can answer questions about all of the caring options and can begin the initial assessment of applicants.
41. The adoption team manager and fostering services manager have undertaken developmental work regarding concurrency and dual approvals: looking at recruitment, models of practice, assessment and training tools. This will inform the future development of these areas of practice, increase the availability of this type of placement for children needing permanence and improve timeliness of placement for these children.
42. The adoption team has been working to further identify support services accessible to adoptive parents particularly those struggling with the complex behaviours of their (often early adolescent) children. Parenting programme and safe handling training have been identified and are being explored as options.

43. Although children's decisions have largely been removed from the panel function this has not reduced the amount of panel meetings to date. The adoption panel continues to meet twice per month with full agendas, considering approvals of prospective adopters and matching of children to adoptive families, the panel will continue to consider the adoption plans for children relinquished for adoption.
44. The adoption team has continued to have periods of being short staffed 2 further members of the team have resigned and an assistant team manager could not be recruited until 1.10.12. Latterly the adoption team manger has been recruited to a post outside Wiltshire Council and will be leaving in early December 2012.
45. There is currently a DfE document out for consultation regarding fostering and adoption practice. The document proposes several major changes to the preparation and assessment process for adoptive parents including to timescales and to adoption panel function, quoracy and QA role. The proposals in this document will bring with them major development work for adoption agencies going forward including the implementation of several new and scrutinised processes. The adoption team, fostering team and the adoption panel have been considering the consultation document and responding accordingly to the proposals.
46. The report to the safeguarding improvement board 2.10.12 outlined the progress made in implementing the Permanency and Adoption Improvement Plan. There had been a significant amount of activity across children's services since the previous (SIB) meeting and this has continued. Emphasis has been placed on developing a clear understanding of permanency and providing clarity across the whole service to ensure commitment to the changes required. There has been a specific focus on developing a range of monitoring and quality assurance systems. Findings from audits and regular management monitoring will be available for subsequent SIB meetings. Work has also continued on developing a customer care culture.

<b>Improvements noted in the report</b>	<b>Evidence to support improvements</b>	<b>Were actions taken to the timescale outlined in the plan</b>
Implementation and monitoring of compliance with the permanency policy	Meeting held in September with senior managers from Independent Safeguarding Unit (ISU), Operations and Placement services where processes for implementing the permanency policy and the improvement of timeliness and quality of permanency plans was agreed.	Yes
Development of quality assurance and monitoring systems	<ul style="list-style-type: none"> <li>• Quality assurance and monitoring role of ISU clarified including regular reporting arrangements.</li> <li>• The Independent Reviewing Officers (IROs) are taking ownership of tracking children and questioning permanence planning at the 2<sup>nd</sup> LAC review in line with requirements.</li> </ul>	Yes
Developing an Adoption service with the right culture and skills	<ul style="list-style-type: none"> <li>• The Adoption Team has delivered 3 workshops for social care staff covering life story, later life letter writing and indirect contact.</li> <li>• 3 staff sessions have been held about attachment.</li> <li>• Tutorials on adoption and permanence matters have been commissioned via BAAF and Outcomes UK. Delivery will commence in October 2012.</li> <li>• Basic training attended by 181 social care staff in July covered permanency planning.</li> </ul>	Yes
Developing a customer focused Adoption Service	<ul style="list-style-type: none"> <li>• Feedback forms for use with adopters/others attending Adoption Panel developed are in use.</li> <li>• Adoption Panel has begun to more closely scrutinize the timeliness of decisions for children and prospective adopters.</li> </ul>	Yes

## **Permanency Planning**

47. There has been a significant amount of activity across children's services in order to drive forward improvements in the permanency planning process. A meeting was held with both senior and team/resource managers across children's services in early September to agree the process for implementation of the permanency policy and to develop processes for quality assurance and monitoring policy compliance.
48. Progress will be monitored by the Independent Reviewing Officer manager and respective team managers. Reports will be provided for Social Care and Integrated Youth Senior Management Team Performance Meetings which take place each month.
49. A dedicated Home Finder for adoption has been in post since 1.9.12. As previously reported the post was created within existing adoption team resources. The Home Finder is invited to attend all second reviews where adoption may be considered as part of the permanency plan for a child. The Home Finder will also assist case holders through the adoption placement finding process as required. The Home Finder post has responsibility for engaging with teams across the authority and for improving permanence planning practice. The Home Finder will assist case holders with managing complex family finding and identifying placements for more complex children where placement options may be limited due to health, disability or high level challenging or risk taking behaviour may be a factor. The home finder is the contact and liaison for SWAC, voluntary adoption agency and national adoption register family finding.
50. The duty officer for Fostering services now attends all reviews where long term fostering is the permanency plan this role continues to be developed.
51. Both Concurrent Planning and "Fostering for Adoption" processes have been developed. Concurrent carers are being recruited.
52. Further work is taking place on transfer points for cases between teams a number of children in care have been identified to transfer from the safeguarding teams to the Children in Care (CiC) teams. This should ensure a better service for all CiC, including permanence planning.

## **Quality Assurance**

53. Performance information regarding adoption is already collated on a monthly basis. The Safeguarding Improvement Board key data set includes the three DfE scorecard measures around timeliness and an indicator on permanency planning.
54. Information is also presented on how long it takes prospective adopters to be approved. In addition information is monitored by the Adoption Panel and Social Care and IYS performance management meeting on whether children are adopted within 12 months of the "best interest" decision being made and the number of special guardianships that are agreed.
55. The Adoption Panel currently receive data reports quarterly. These reports provide information on children where the recommendation is that they should be placed for adoption. The Adoption Panel chair will now report to the agency decision maker cases where drift is occurring.
56. The following quality assurance and monitoring systems have been developed:

- The quality assurance and monitoring role of the ISU has been clarified. Timetable for audits and reporting of findings has been agreed. The Independent Reviewing Officers (IROs) are taking ownership of tracking children and questioning permanence planning at the 2<sup>nd</sup> LAC review.
- Quality assurance processes have been reviewed and revised. Audit formats and processes have been agreed and timescales for completing regular audits have been established.
- The Adoption Panel is now taking a more active role in monitoring timescales for matching children and approving adopters.
- Cases where drift has occurred have now been identified. An audit of all 11 cases was undertaken by the Head of Service for Children in Care and Head of Service for Community Safeguarding on 25<sup>th</sup> September 2012. In all cases the current case holder attended to discuss the reason for drift and present their plan for permanence for each child. Resources and support were discussed. The findings from the audit and case presentations will be presented to the next Social Care and Integrated Youth Management Team meeting. Similar audits will take place each month.

### **Getting the right culture and skills**

57. The Head of Service has attended Adoption Team meetings. Within the team and the service the importance of and need for improvement is constantly reinforced and owned. Throughout the team has been involved in developing and implementing the Improvement Plan. The Director of Children's services is due to visit the team in before the end of the year.
58. The Adoption Team are delivering workshops and consultation on permanence and adoption related issues. These are featured on the training pathway and dates are set for 2012/13.
59. The Adoption Team, including adoption support workers, are providing consultation opportunities, workshops and training for all social care teams on later life letters, adoption support planning, attachment theory, e-safety and life-story work. Dates are set for 2012/13.
60. The Adoption Support co-ordinators and Wiltshire PACT partners are to attend social care team meetings with PACT Wiltshire workers to promote services for birth parents. Dates are set for visits during 2012/13.
61. All workers in the adoption team fully appreciate and understand the need for improvements and the team share the responsibility with colleagues across children's social care services for this.
62. Tutorials on adoption and permanence matters have been commissioned via BAAF and Outcomes UK. Delivery of the training programme will commence in October 2012.

### **Customer focused Adoption Service**

63. Feedback forms for use by adopters and others attending Adoption Panel has been further developed and is in use.
64. The adoption panel chair, agency adviser and agency decision maker meet 6 monthly to scrutinise the feedback from those attending panel meetings and to QA the paperwork being presented to the panel. This directly feeds back into panel and social work practice.

65. Improvements have been made to the initial enquiry process regarding timeliness, criteria for adoption enquiries and information.
66. An Adopter's Reference Group has been established the first meeting took place 26th September 2012.
67. Discussions are underway to improve the website and access to online support for adopters. A consultation/feedback package for adopters is being researched and will be set up.

### **Other developments**

68. Over the next few months the focus across children's social care services will continue to be on addressing the culture, leadership, service delivery design and practice issues which have been identified.
69. The Manager of the IRO service and Service Manager for Family Placement Service were tasked with identifying cases where there appeared to be no realistic permanency plan or where the plan for permanency appeared to drift significantly. 7 families (11 children) were initially identified.
70. Permanency plan audits by Heads of Service will be carried out each month.
71. Strengthened quality assurance, including performance data and practice audit oversight will be in place to closely monitor progress and take additional actions if and when required.
72. A data set is due to be presented by the Head of Service for Children in Care at the monthly Senior Management Team performance meeting.
73. A further scorecard is expected to be published in October 2012. When received, the Indicators will be actively interrogated.
74. For the future there is continued improvement required, the adoption service is rising to this challenge and is committed to it.

**Wiltshire Council**

**Cabinet**

**22 January 2013**

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**Subject: Council Housing Governance**

**Cabinet member: Councillor John Thomson – Adult Care, Communities and Housing**

**Key Decision: Yes**

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## **Executive Summary**

The purpose of this report is to propose a new model of governance for the Housing Landlord Service that provides good opportunities for tenants to shape the service and participate in decision making appropriately.

Council housing is going through a period of considerable change as a result of the Localism Act including significant changes to the way council housing is financed. There will be an increasing number of decisions that will need to be made as a result of the additional funding now available.

Councils do not have the legal powers to formally give decision making powers to tenants, or bodies that include tenants in the same way that Housing associations have. However it is proposed that a Management Board consisting of Councillors, tenants and independents should be set up which takes the strategic decisions – members of the board will act in the long term interests of the service but they will not represent their estate or the council. Their role will be to agree the overall business plan and budget, the asset management strategy and the standards and goals for the service. Any formal decisions would still be made by Cabinet based on the recommendations made by the Board.

## **Proposals**

That Cabinet

1. Approves the setting up of a Management Board for the governance of council housing consisting of an equal number of councillors', tenants and independents, with a recommendation that such a panel should be in place by April 2013. This will enable full consultation to take place in line with the Compact and to carry out a transparent recruitment process.

2. Approves the setting up of an advisory panel of two councillors and two tenant representatives to oversee the project of setting up a management board.
3. Endorses the proposal to work with tenants to review other methods of tenant involvement such as the Tenants Panel to ensure that broader tenant participation :
  - i) Compliments any governance arrangements that are developed
  - ii) Develops a strong area base locally
  - iii) Works for all groups of residents including younger adults and the more vulnerable tenants.

### **Reason for Proposal**

To seek Cabinet approval to extend and strengthen the governance arrangements for delivering an excellent Housing Landlord Service.

The Localism Act has given additional freedoms to councils and tenants to determine their future housing services and priorities under the term 'co-regulation' Tenant participation has evolved to an extent where tenants expect and are encouraged to work closely with the Council to have more of a direct say in the decision making process.

**Niki Lewis**  
**Service Director, Communities**



## Wiltshire Council

### Cabinet

22 January 2013

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**Subject:** Council Housing Governance

**Cabinet member:** Councillor John Thomson – Adult Care, Communities  
**and** Housing

**Key Decision:** Yes

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#### Purpose of Report

1. To consider a proposal for developing a new model of governance for the Housing Landlord Service
2. **Background**
  - a. The Housing Act 1985 placed an obligation on councils to consult with tenants on issues relating to the management of their homes. Since that time the guidance, direction and regulation of the service has placed an ever increasing emphasis on tenants having a genuine say in the shaping and management of the service; an ability to influence decisions and as often as possible the opportunity to exercise choice. This is the case whether the landlord is a local authority or a housing association.
  - b. For those who are tenants the housing service is a huge part of their lives and most likely will be for a long time, possibly their whole life. It is often the case that people in social housing are there because they have no choice, they cannot afford to enter private ownership and have choices over layout, location, an en suite or a garage. Tenant involvement is a way of remedying that lack of market choice. Tenants exercising choice and genuine influence help us get the service right and they get a better home and a neighbourhood. People are happier in their community and want it to work.
  - c. Since 1985 the government, the regulator, the lobby groups (Tenant Participation Advisory Service TPAS) and the tenants themselves expect social landlords to offer more opportunities for involvement and a higher quality of involvement. In the case of Wiltshire Council Housing our tenants have had experience of working in a board

environment when going through the abortive stock transfer process. They have also had a similar experience while the Housing Commission was in place during the period of the housing improvement plan following the Audit Commission report.

- 2.1 The housing service is undergoing transformational change to ensure a high quality and wholly customer focused service is delivered in future. The external environment is changing radically:

There is a shift away from external regulation/inspection to self regulation, where the regulator will only intervene if triggered by evidence of serious detriment; In the case of Scrutiny the regulator expects that we will have specific housing scrutiny arrangements set up. This we put in place last year, with a scrutiny panel of residents working with our housing portfolio holder.

- 2.2 The move to self financing has created considerable extra resources and therefore opportunities within the Housing Revenue Account (HRA). Cabinet has already agreed a programme of investment for our housing stock, therefore it is important that the appropriate shared governance arrangements are in place to oversee the delivery of this extra investment. Both self regulation and self financing transfers risk to local authorities from central government, with the HRA more closely resembling the finances of housing associations.

### 3. Main Considerations for the Council

- 3.1 It is proposed that the Council adopts a tenant involvement strategy that will allow for a variety of methods of involvement, choice and influence. The table below gives a short description of the role of the different parts of the proposed overall governance arrangements with a simple example of the installation of new kitchens being used to show the level of involvement each body may have:

		<b>Description</b>	<b>example</b>
i.	Board/Executive	Made up of Councillors and tenants possibly also independent experts too. Takes the strategic decisions – members of the board will act in the long term interests of the service. They will not represent their estate or the council. Will be concerned with the overall business plan and the Asset Management Strategy. Will set the standards and goals for the service.	Will make a recommendation on how much of the capital programme should be spent on new kitchens and how many new kitchens should be installed each year.
ii.	Scrutiny*	All tenants (in the future by direct election from all	Will check that we install the number of

		<p>tenants), Housing Portfolio holder attends. Concerned with understanding and checking the performance of the service.</p> <p>Understanding what tenants want and the priorities and checking to see the goals are met.</p>	<p>kitchens we plan to and that they are of the right quality and tenants are satisfied with the product and service</p>
iii.	Panel* or federation	<p>Made up of tenant reps who may come from direct elections or be nominated by local Tenant Associations or area panels. This is the county-wide forum where tenants should be able to formulate and articulate their views, preferences and aspirations. They can articulate their views on, say, rent rises to Scrutiny and the Board. The panel is the lobby group for tenants and the umbrella group for area panels, TAs and specialist groups.</p>	<p>Will lobby the Board to provide tenants with a choice of three different types of kitchens with a choice of 6 different tiles.</p>
iv.	Tenants association* (TA)	<p>Local groups often related to a particular neighbourhood. Standing as separate entity from the council they may be there to lobby for their area or to arrange and participate in community activities and social events.</p>	<p>Will lobby the panel and the Board to say that one street in their area has 40 year old kitchens and needs to be first on the programme</p>
v.	Area panel	<p>This could be the panel of tenants at a local/estate/village level and could be to the tenants' panel what area boards are to the council. They could be making recommendations on the priority area for environmental improvements in their area.</p>	<p>Will have some funding at its disposal and will recommend that a particular block of flats has some environmental improvements carried out</p>

vi.	Specialist group*	A group of tenants working on a particular activity such as editorial board for the magazine or reviewing repairs policy.	Will meet to agree some of the standards that the kitchen contractor will abide by such as they will always wear a uniform
vii.	Focus group*	An ad hoc group of tenants brought together to discuss their views on a particular aspect of the service	Will meet to give views on whether choice of Kitchens or lower rents are more important
viii.	Survey*	Tenants can make their views known through surveys such as satisfaction surveys	Will give an indication of the quality of service from the Kitchen contractor
ix.	Individual*	Tenants should be able to make choices in their own homes, such as choosing a particular style of kitchen when it is being upgraded	Will choose the white finish and the black tiles
x.	Full consultation of all tenants*	Being asked whether or not to support a major service programme or the future direction of the service	Will endorse a policy of renewing kitchens every 20 years

\*this already exists or has been used on occasions in Wiltshire.

3.2 It is proposed that we set up a Housing Management Board that will be a forum where tenant representatives meet with senior housing managers and councillors to discuss and influence the development and management of council housing services. The following outlines the purpose of the Board:

The board will:

- Review our business plan.
- Review our capital and revenue budgets on an annual basis.
- Review draft reports on key decisions taken by the cabinet or council.
- Is consulted and advises the Service Director and Heads of Service on changes to policies, procedures and practices, as well as significant changes and development proposals.
- Review quarterly performance statistics.

The board's aims are:

- Work towards the development and improvement of the councils housing management role, including all landlord functions.
- Contribute towards the corporate plans stated intention to improve the way we work. This is so that we can effectively deliver on our priorities and provide high quality services.
- Contribute towards the delivery of the Housing Partnership, neighbourhood initiatives and community strategies and the council's corporate plan. Promoting and assisting the creation of balanced and sustainable communities with a high quality of life where no-one is disadvantaged.
- Make sure tenants are properly involved in all landlord services.

The proposed membership of the board:

- Four tenant representatives:
- One leasehold representative:
- Four councillors:
- One independent housing professional:

The tenant and leasehold representatives will be appointed to the board following a selection process, it is envisaged that the Board will be in place by 1<sup>st</sup> April 2013.

### **Environmental and climate change considerations**

4. There are no significant environmental or climate change proposals associated with this proposal.

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

5. The proposal includes a recommendation that a full equality impact is undertaken. The proposal promotes cohesive communities by increasing the involvement of those that directly receive the service in the decision making process.

### **Risk Assessment**

6. Risks that may arise if the proposed decision and related work is not taken.
7. The main risk of the proposal to set up a Management Board is the quality of the Board itself. This can be mitigated by ensuring that the independent members fill any skill gaps that there may be from the councillor and tenant board members. The risk is less than a Housing Association as you have the natural check of decisions being ratified by Cabinet.

### **Financial Implications**

8. There will be some minor additional costs for member and tenant allowances. Provision will be made within the HRA budget to meet these costs

## **Legal Implications**

9. Councils do not have the legal powers to formally give decision making powers to tenants, or bodies that include tenants. The proposed Board will therefore only be able to make recommendations to the Cabinet and the details of their terms of reference will be worked up in the coming months
10. However, giving tenants an input to the decision making process improves the reputation of the council and local government generally and building trust and confidence in the council.

## **Options Considered**

11. There are several examples of council landlords managing their own stock who have adopted a board type of arrangement. East Devon has set up a housing review board. The board consists of five members of the Council, five tenant and leaseholder representatives, and two independent community representatives and is there to advise the Council's Executive Board on housing policy and operational practice affecting council tenants and leaseholders. Bristol City Council has set up a Housing Management Board, a forum where tenant representatives meet with senior housing managers and councillors to discuss and influence the development and management of council housing services. Elsewhere in the country Cambridge City Council also provides a Housing Management Board made up of 6 tenants and around 10 councillors. The board monitors the work done by the council every three months, to ensure residents' money is being well spent and services are of a good standard.

## **Conclusions**

12. It is important that the wider governance arrangements that are already in place are supported and the development of a Management Board can strengthen and compliment these arrangements. There is increasing evidence that Management Boards can work equally well in councils as they do in Housing Associations giving tenants a bigger say in the way that services are provided and assisting the Council to provide a better Landlord Service.

## **Recommendations**

1. Cabinet approval is sought to agree the proposed new model of governance for the Housing Landlord Service that includes setting up a Management Board as outlined (Para 3.2).
2. Cabinet approval is sought to agree the appointment of two councillors and two tenants to oversee the setting up of the Management Board by April 2013.

**Niki Lewis**  
**Service Director, Communities**

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Date of report: 3 December 2012

## **Appendix 1 – Examples of other Local Authorities with Management Boards**

### **East Devon Housing Review Board**

The Council manages 4700 council homes and is mainly rural and coastal seaside resorts'.

The Board was set up in 2006 and consists of five members of the Council, five tenant and leaseholder representatives, and two independent community representatives.

Normally Board members will serve for a maximum of five years, subject to annual reappointment by the Council.

The role of the Housing Review Board is to:

1. consider matters relating to the Council's landlord and housing management functions
2. advise the Council's Executive Board on housing policy and operational practice affecting council tenants and leaseholders
3. keep under review the housing stock options appraisal and monitor the conditions which will influence the future arrangements for the ownership and management of the Council's housing stock
4. promote good practice and monitor the work of the Housing Service.

### **Cambridge City Council**

A council with 7,285 homes

#### **Responsibilities**

The board monitors the work done by the council every three months, to ensure residents' money is being well spent and services are of a good standard.

It also decides on big improvement projects like the £8.8 million project to modernise the council's sheltered accommodation.

Decisions about what to do about tenants who get into debt with their rent are also made by the board.

#### **Representatives**

Every few years, all the council's tenants and leaseholders get a chance to vote for representatives on the board.



During the most recent election, in February 2008, six tenant and leaseholder representatives were elected. In addition there appear to be approximately 10 councillors.

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**Wiltshire Council**

**Cabinet**

**22 January 2013**

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**Subject: Amendment to the Homes4Wiltshire Policy**

**Cabinet member: Councillor John Thomson – Adult Care, Communities and Housing**

**Key Decision: Yes**

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## **Executive Summary**

To introduce additional reasonable preference criteria within the Gold plus band of our current Homes4Wiltshire policy in response to the Welfare Reform to ensure higher priority can be awarded to families impacted by the introduction of the 'Bedroom Tax'.

## **Proposal**

That Cabinet:

Introduce an additional reasonable preference criteria within the Gold plus band as follows:-

- Under Occupation – This applies to any working-age, social sector households in Wiltshire who is under-occupying by two or more bedrooms and who would suffer financial hardship if they remained in their existing home.

## **Reason for Proposal**

To try and facilitate moves for working age housing benefit households to help reduce the impact of arrears and potential evictions we need to prioritise these households within the Homes4Wiltshire policy.

Currently households who are under occupying are assessed as being Gold. To ensure we maximise opportunities for households to downsize to more suitable accommodation that meets the needs of the family, and free up larger family accommodation, we propose to introduce an additional local reasonable preference criteria to allow this group to be awarded Gold plus status

Nicole Smith, Head of Strategic Housing

Contact Details: [Nicole.smith@wiltshire.gov.uk](mailto:Nicole.smith@wiltshire.gov.uk), 07742 844855

## **Wiltshire Council**

### **Cabinet**

**22 January 2013**

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**Subject: Amendment to the Homes4Wiltshire Policy**

**Cabinet member: Councillor John Thomson – Adult Care, Communities and Housing**

**Key Decision: Yes**

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### **1 Purpose of Report**

The purpose of this report is to seek approval from Cabinet to make an amendment to the Homes4Wiltshire policy (Appendix 1) that was approved by cabinet on 11 November 2009.

- To introduce additional reasonable preference criteria for working age households residing in Wiltshire, who are social housing tenants and under-occupying by 2 bedroom or more and identified as most at risk of suffering financial hardship if they continue to remain in their current property.

The proposed policy amendment is required in response to the Welfare Reform to ensure higher priority can be awarded to families impacted by the introduction of the 'Bedroom Tax'.

### **2 Background**

#### **Homes4Wiltshire Policy**

The Homes4Wiltshire policy has been developed in partnership with Wiltshire Council and 32 other housing providers who have social housing stock in Wiltshire. The policy is used for letting and selling affordable housing and allows applicants to make informed choices about the type of accommodation that best meets their housing needs and aspirations.

The policy meets the statutory requirements for the allocation of social housing by ensuring that appropriate priority is given to applicants with multiple needs and reasonable preference is given to those identified as being in a reasonable preference category S166a (3).

#### **Welfare Reform**

The Welfare Reform Act that received royal assent on 8 March 2012 will make a number of changes to the welfare system, including changes to the Housing Benefit system. One of the changes will be to introduce a size criteria for social

homes as a measure of appropriateness for working age households. The new size criteria for social housing will be based on the number of bedrooms. The general principles will be:

- one bedroom for every couple or individual aged 16 and over
- an expectation that children of the same gender aged under 16 will share a bedroom
- an expectation that children aged under 10 will share regardless of gender
- disabled tenants that require an overnight carer will require an extra bedroom

The maximum amount of rent eligible to be covered by Housing Benefit will be reduced by a percentage rate for each 'excess' bedroom – there will be a 14% reduction for one excess bedroom and a 25% reduction for two or more excess bedrooms. This change will come into force in April 2013 and existing claimants will have their accommodation assessed from the anniversary date of their claim and there will be no transitional protection.

### **Numbers affected by the under-occupancy penalty.**

We have estimated that we have approximately 2883 working-age housing benefit households in social housing who are under-occupying in Wiltshire.

2394 of these households have been positively identified and live in Selwood, Aster, Greensquare or council homes.<sup>1</sup> The remaining 489 represent an estimate based on the percentage of under-occupation in these properties, applied to other social stock in Wiltshire.

Of the 2883, 2442 are under-occupying by 1 bedroom (14% cut to HB) and 441 are under-occupying by 2+ bedrooms (25% cut).

### **Financial implications – under-occupancy**

Of the 2883 households affected by the under-occupancy penalty, the housing benefit reductions are given below. Numbers in red represent households most at risk of being unable to afford their rent:

<i>Reduction to HB per week</i>	<i>Percentage</i>	<i>Numbers of households</i>
£30-£40	0.3%	<b>9</b>
£20-£30	12.9%	<b>372</b>
£10-£20	73.3%	<b>2113</b>
£5-£10	9.4%	<b>271</b>
<£5	4.1%	<b>118</b>

### **3. Main Considerations for the Council**

<sup>1</sup> Aster have conducted their own analysis, at the address-level.

To try and facilitate moves for working age housing benefit households to help reduce the impact of arrears and potential evictions we need to prioritise these households within the Homes4Wiltshire policy. Currently households who are under occupying are assessed as being Gold. To ensure we maximise opportunities for households to downsize to more suitable accommodation that meets the needs of the family, and free up larger family accommodation, we propose to introduce an additional local reasonable preference criteria to allow this group to be awarded Gold plus status

On the 1<sup>st</sup> July 2012 we had a total of 17,753 on our housing register. A breakdown of the register across all the bands is detailed below.

<b>Banding</b>	<b>Total numbers on register</b>	<b>% Total QTR1 housing register</b>
<b>Platinum</b>	<b>199</b>	1.12%
<b>Gold Plus</b>	<b>521</b>	2.93%
<b>Gold</b>	<b>3739</b>	21.06%
<b>Silver</b>	<b>5366</b>	30.23%
<b>Bronze</b>	<b>7928</b>	44.66%
<b>Total QTR1</b>	<b>17753</b>	

Under the current policy, 521 (2.93%) of the households have been allocated Gold plus. If this policy change was to go ahead we could see this band increase to 951, which would equate to (5.23%) of the register.

These applicants would be deemed transfer applicants and although they would be allocated a social home, they would also be making available a larger property for re-let to other households on the register, therefore making best use of our limited social housing stock.

To ensure we comply with the new allocation guidance we were also required to conduct a full three month consultation on the proposal to amend the allocation policy. The three month consultation period ran from 31<sup>st</sup> August to 30<sup>th</sup> November. All responses received were in support of this policy change.

The proposed policy change has also been discussed at the Homes4Wiltshire partnership group and Wiltshire's strategic tenant participation group and all are in support of this policy change to help facilitate urgent moves for those households most affected by the housing benefit policy change within the Welfare Reform Act

#### **4. Environmental Impact of the Proposal**

There is no identified environmental impact from the proposal in this report.

#### **5. Equalities Impact of the Proposal**

The policy detailed herein aims to deliver quality services without prejudice and discrimination to meet the needs of all households, regardless of age, cultural or ethnic background, disability, gender, marital status, religious or political persuasion or sexual orientation and will adhere to the equality and diversity policy developed by Wiltshire Council.

## **6. Financial Implications**

None of the recommendations put forward by the Homes 4 Wiltshire Partnership are expected to increase costs in the revenue budgets of Wiltshire Council. However, the amendment should help reduce the amount of households who end up in rent arrears due to reduced benefit following the implementation of the welfare reform.

## **7. Legal Implications**

Following the introduction of the Localism Act and revised allocation guidance we were required to conduct a three month consultation on this change. Our three month consultation ran from 31<sup>st</sup> August until 30<sup>th</sup> November 2012.

## **8. Proposal**

It is recommended that Cabinet introduce an additional reasonable preference criteria within the Gold plus band as follows:-

- Under Occupation – This applies to any working-age, social sector households in Wiltshire who is under-occupying by two or more bedrooms and who would suffer financial hardship if they remained in their existing home.

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Date of report: 3 December 2012

## **Appendices**

Appendix A: Homes4Wiltshire policy

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# Policy 2010

## Homes 4 Wiltshire

Version 9

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## **STATEMENT ON CHOICE**

This policy has been developed to offer a choice of housing options to the widest number of applicants, including those with specialist needs. Applicants are given the opportunity to express their choice of accommodation and this choice will be maximised to cover a wide range of housing options, including RSL vacancies, private rented tenancies, mutual exchanges, supported housing and low cost home ownership options. General affordable housing has been advertised from the launch of the scheme, with the other aspects of the housing options taking a phased approach to advertising. The policy meets the statutory requirements for the allocation of social housing by ensuring that appropriate priority is given to applicants with multiple needs and that reasonable preference is given to those with the most urgent housing need.

The partnership advertises the majority of their vacant stock through the scheme. Applicants are given advice and assistance to allow them to make informed choices about the type of accommodation which best meets their housing needs and aspirations.

The partnership is committed to ensuring that their approach to letting properties is fair, accountable, provides equality of opportunity and maximises the potential for making the best use of all the available housing.

The property adverts provide valuable information about the property attributes, together with links to information about the local neighbourhood, to enable applicants to make informed decisions about which accommodation they want to be offered.

### **1. INTRODUCTION AND AIMS**

A partnership of Wiltshire Council and housing associations within Wiltshire has come together to develop a shared vision and policy for letting and selling affordable housing in Wiltshire. Wiltshire Council together with the housing associations providing affordable homes in Wiltshire have adopted a shared approach to providing a Choice Based Lettings service. This has led to an integrated service across the Wiltshire, which has improved access for housing applicants, created better opportunities for mobility for tenants and housing customers and created opportunities to share advertising and other services. The partnership is called the Homes 4 Wiltshire partnership.

#### **1.1 The Homes 4 Wiltshire Partnership is made up of the following:**

Wiltshire Council  
New Futures  
A2 dominion  
English Churches HA  
Fosseway HA  
Guinness Trust  
Hanover HA  
Hastoe HA\*  
Housing 21 HA  
James Butcher HA

Jephson HA  
John Groom HA  
Kennet Housing Society\*  
Kingfisher HA  
Knightstone HA  
New Downland HA  
Orbit HA  
Raglan HA  
Ridgeway Community HA  
Salvation Army HA  
Sarsen HA  
Somerset Community Housing Trust  
Sanctuary Shaftesbury HA  
Signpost Housing Association  
South Western Housing Society  
Sovereign HA  
Swaythling HA\*  
Westlea HA  
Western Challenge HA  
West Country HA  
Selwood Housing  
Wiltshire Rural HA

\* Housing Associations without Charitable Status

Each RSL has its own Allocations Policy, which complements this policy. Applicants should note these different policies mean that different landlords may have different rules about who is eligible for a property. The Allocations Policy for each RSL is available on their website, or by contacting their offices.

## **1.2 The Aims of Homes 4 Wiltshire**

The Homes 4 Wiltshire partnership has met the Government target of having Choice Based Lettings Services in operation in all districts by 2010 and has simultaneously developed a countywide Choice Based Letting Scheme.

The objectives of the shared service are:

- To help meet the housing needs of households across Wiltshire, in the most effective way.
- To maximise housing opportunities for households across Wiltshire by eliminating artificial boundaries, at the same time promoting the principle of creating sustainable communities by reducing areas with concentrations of households with high needs.
- To meet the statutory requirements of Wiltshire Council, whilst working genuinely in partnership with the partner landlords to deliver a common vision for a fair and accessible service.
- To have a Common Housing Register
- To provide a simple to use, customer-friendly lettings service for affordable housing vacancies in the County.
- To set up joint services which will improve the experience for our customers and simplify the application process.

- To widen the choice of properties for customers beyond the previous district boundaries and provide seamless access to one housing register across Wiltshire.
- To give preference to those with a local connection to Wiltshire.
- To simplify processes and procedures for landlord organisations advertising their vacancies so that it does not matter which part of Wiltshire a home is located in the procedures and lettings policy will be the same.
- To take full advantage of the economies of scale available through joint commissioning and procurement of services to generate savings.

## **2. EQUALITIES STATEMENT**

Homes 4 Wiltshire is committed to promoting equality of opportunity in housing services.

We aim to deliver quality services without prejudice and discrimination to meet the needs of all the community, regardless of age, cultural or ethnic background, disability, gender, marital status, religious or political persuasion or sexual orientation.

The Homes 4 Wiltshire Partnership members will adhere to the Commission for Racial Equality's "Code of Practice in Rented Housing."

The Homes 4 Wiltshire Partnership will offer a translation service to anyone who needs to access housing services.

The Homes 4 Wiltshire partnership will adhere to the Equality and Diversity policy developed by the Wiltshire Council.

Effective monitoring of homelessness, the register and lettings outcomes will be regularly undertaken and the evaluation of this fed back into policy and service developments.

## **3. APPLYING TO REGISTER**

Housing Authorities have a duty to have an allocation scheme for determining priorities, and for defining the procedures to be followed in allocating housing accommodation.

Homes 4 Wiltshire operates an open housing register; all members of the public are able to apply for housing within the Homes 4 Wiltshire Partnership; however there may be some occasions where a customer is not eligible for housing. This is clarified in point 3.1.

Applicants aged 16-17 will be entitled to register and will be considered for young persons supported accommodation. 16/17 year old applicants will only be considered for general needs housing if applicants have a support package in place and have engaged in life skills training. A guarantor could be requested although a landlord is expected to accept a young person who has a support package in place and has embarked upon life skills training for a tenancy.

### **3.1 Who is ineligible**

Applicants are ineligible for the Housing Register if they are:

(i) Persons from Abroad (s.160A(1) of the Housing Act 1996) That is persons who are subject to immigration control and do not have refugee status or exceptional leave to remain in the UK

(ii) Persons whom the Authority have decided to treat as ineligible (s.160(1)(b) of the Housing Act 1996) – see below

Three requirements must be satisfied by an Authority to treat an applicant as ineligible:

- (i) the applicant, or a member of his/her household, has been guilty of unacceptable behaviour serious enough to make him/her unsuitable to be a tenant of the landlord;
- (ii) The unacceptable behaviour must be behaviour which would (if s/he were a secure/assured tenant of the landlord) entitle them to a possession order under s.84 of the Housing Act 1985 on any ground mentioned in Part 1 of Schedule 2 to that Act (other than ground 8). The Code advises that such conduct should be such as to justify an immediate order for possession ([4.22(ii)]); and
- (iii) The circumstance at the time his/her application is considered, he/she is unsuitable to be a tenant of the landlord by reason of that behaviour.

The applicant will be entitled to be notified in writing of the decision and the grounds for it (s.160A(9)of the Housing Act 1996). The applicant may (if he/she considers that he/she should no longer be treated as ineligible by the authority) make a fresh application to the authority.

### **3.2 How to apply**

Homes 4 Wiltshire has one joint housing application; this application gathers information about the customer's housing circumstances, future requirements and preferred areas of choice within the Homes 4 Wiltshire area.

On receipt of the customer's application, the Homes 4 Wiltshire team will administer the application, assessing the applicant's circumstances to ascertain the level of need that the household has.

This may at times require further assessment or investigation which will take place over the phone or by a home visit.

Customers will be advised in writing the outcome of their application with details of their band and the accommodation they are eligible to bid for.

At the registration process customers are required to provide a number of forms of identification and proofs. An application cannot be activated for bidding if the necessary information has not been provided. Point 3.4 indicates the information required, this information is also clearly highlighted on the application form.

Applicants can apply for housing in a number of ways, these are detailed below:  
- In person at the council or Housing Association offices

- Completing an online application at [www.homes4wiltshire.co.uk](http://www.homes4wiltshire.co.uk)
- Completing an application and returning it to the Council or housing association partners

Officers will be available to provide assistance in completing the application form if required.

### **3.3 Local Connection**

Homes 4 Wiltshire covers the whole Wiltshire Council area.

A local connection to the Wiltshire Council area is:

- Normal residence in the Wiltshire Council area for at least 6 out of the last 12 months or 3 out of the last 5 years (with the exemption of those referred to and living in Supported Accommodation from outside the area)
- Close family association with, for example, parent, grandparent, sibling or child of at least 18 years old who has been living in the Wiltshire Council area for at least 6 out of the last 12 months
- Permanent employment in the Wiltshire Council area

Applicants with a local connection to the area covered by Homes 4 Wiltshire (please refer to appendix 4 for map) will be given preference over applicants with no local connection within the same band.

In some rural locations, further local connection restrictions may apply to properties subject to planning conditions, restricting occupancy to people from a particular village or locality. (Section 106 of The Town and Country Planning Act 1990)

### **3.4 Identification required**

3.4.1 The following evidence is required at the point of applying to activate and assess the banding:

- Proof of identification for every applicant on the register (drivers licence, birth certificate, or passport)
- Proof of address, (Utility bill, bank statement council tax statement/bill, drivers licence).
- Proof of residency of children (Child Benefit award letter, Child Tax Credit award letter, court order)
- Proof of pregnancy (maternity notes, letter from GP)
- Proof of income/benefits (bank statement, wage slips, DWP documentation)
- Proof of savings/stocks and shares (bank statement, relevant paperwork)
- If owner/occupier of property, most recent mortgage statement
- Confirmation of immigration status and workers registration certificate (if relevant) for persons from abroad
- Medical evidence (GP or occupational therapist report assessing the suitability of the applicant's current accommodation)
- Notice of eviction (notice to quit from landlord)

### **3.5 Change in circumstances**

If a customer's circumstances change, it is their responsibility to advise Homes 4 Wiltshire of the change. The customer will be required to evidence any change in their circumstances e.g. birth of child, birth certificate required; being threatened with eviction from their accommodation, notice to quit required. If a customer fails to inform Homes 4 Wiltshire of a change in their circumstances and are subsequently offered accommodation the offer may be withdrawn.

If any member of the Homes 4 Wiltshire partnership is unable to contact an applicant using the information provided, that application will be suspended until such time as up to date contact information is provided. If this is as a result of a change in circumstances, the application will remain suspended until proofs of the change are provided.

### **3.6 Fraudulent Applications**

If an applicant/tenant does not disclose the full facts, gives false information or does not inform Homes 4 Wiltshire of any important changes to their situation between the first contact and the time a decision about their case is made, the applicant may be breaking the law as set out in s171(i) of the Housing Act. Anyone doing so may be prosecuted by the relevant landlord and if found guilty may be ordered to pay a fine. The applicant may also lose any property that has been allocated to them.

### **3.7 Deliberately Worsening Circumstances**

Where there is evidence that an applicant has deliberately worsened their circumstances in order to qualify for higher banding on the Homes 4 Wiltshire register, the application will be placed in bronze band.

Examples of (but not limited to) where someone may have deliberately worsened their circumstances would include:

- Selling a property that is affordable and suitable for the applicant's needs in order to qualify for higher bands on the register.
- Moving from an assured/assured shorthold tenancy to insecure, overcrowded accommodation with family or friends in order to qualify for higher band.
- Moving family, friend and/or any other household into the property in order to qualify for higher band.

For an applicant to have deliberately worsened their circumstances there must be evidence that it would have been *reasonable* for the applicant to have remained in their original accommodation.

Deliberately worsening circumstances, also accounts for applicants who have a history of arrears (past or present) with a landlord (social or private) or antisocial behaviour, where the applicant's circumstances are not unacceptable to the level that they have been made ineligible for housing.



Where an applicant's housing need is assessed as platinum band, this level of need will override history of rent arrears or anti-social behaviour.

Where an applicant has made no attempt to rectify their previous behaviour (arrears or ASB) they will be considered to be deliberately worsening their circumstances and will be placed in bronze band, until efforts have been made to rectify the circumstances.

## **4 BANDING**

Full banding definitions will be outlined in pages 10-14

### **4.1 Banding Structure**

### **4.2 Multiple Needs**

An applicant in silver band who has two or more needs categories will be moved into the gold band in the Multiple Needs category.

An applicant in gold band who has two or more needs will be placed in the gold plus band.

### **4.3 Banding Categories**

The criteria for each band are detailed below.

#### **Platinum**

All applicants within platinum band will be reviewed after 3 months to ensure their circumstances haven't changed. The Homes 4 Wiltshire IT system will flag all customers within the platinum band after 3 months to enable the Homes 4 Wiltshire staff to review the customer's needs for housing.

Applicants within platinum band will be expected to actively bid for accommodation due to the urgency of their housing need. Applicants within this band will be regularly monitored. If no bid has been made within 3 months the Housing Options Team will work with the customer to actively bid for accommodation. Consideration will be given to the households' requirements and the availability of the relevant stock.

#### Exceptional circumstances

Such as a medical emergency, applicants under the Witness Protection Programme, extreme harassment, some tenancy successions, ADHAC (Agricultural Dwelling House Advisory Committees) referrals, and applicants who need to move to a suitable adapted property as a result of a serious injury, medical condition or disability sustained as a result of service in the Armed Forces.

#### Statutory Requirements

Applicants who meet the statutory requirements of Wiltshire Council:

Statutorily Homeless  
Statutorily overcrowded

Applicants living in a property assessed by the Private Sector Housing Team in accordance with the HHSRS as being sufficiently serious that a prohibition notice might be appropriate.

Applicants who are lacking 3 bedrooms or more will be assessed by a Home Visiting Assessment Officer and once confirmed as being statutorily overcrowded will be placed in platinum band.

Move on (priority need)

This applies to applicants in shared or supported accommodation where there is a move on protocol in place with Homes 4 Wiltshire. The applicant must have been assessed as ready to move into independent living accommodation by the Housing Options link worker. The Housing Options Advisor will then make their recommendations to the Homes 4 Wiltshire Assessment Officers.

### **Gold Plus**

Applicants meeting 2 or more criteria within gold.

Applicants within gold plus band will be reviewed after 6 months to ensure their circumstances haven't changed. The Homes 4 Wiltshire IT system will flag all customers within the gold plus band after 6 months to enable the Homes 4 Wiltshire staff to review the customer's needs for housing.

### **Gold**

Seriously Overcrowded

Applicants living in overcrowded accommodation (in need of at least two additional bedrooms)

Hazards

Applicants living in a property assessed by the Private Sector Housing Team in accordance with the HHSRS as having 3 or more category 1 hazards that cannot be remedied.

High medical needs

Applicants assessed as having high medical needs, who are living in unsuitable accommodation and medical condition would be improved by being re-accommodated.

There are 2 levels of Medical Need; an assessment will be required to establish the level of need.

Applicants assessed as having a high medical need will be reviewed after 6 months to ensure their circumstances haven't changed.

Insecurity of tenure

Where an applicant is under written notice to leave their accommodation and this has been verified by a Housing Options officer. This includes armed service

applicants with priority need and local connection to the Wiltshire Council who have insecurity of tenure i.e. 93 day notice to vacate married quarters.

Applicants assessed as being insecure in their accommodation will generally be under a 2 month or 93 day notice to vacate their accommodation. After 6 months all customers will be reviewed to establish their continued eligibility for this band.

#### High welfare or support needs

Where an applicant has an identified support need which cannot be alleviated in the current accommodation.

Applicants may need to live closer to family or support networks to give or receive support. Consideration will be given to the obstacles relating to the applicants need, such as the distance and transport links between the two areas.

There are 2 levels of support need; an assessment will be required to establish the level of need.

Applicants assessed as having a support need will be reviewed after 6 months to ensure their circumstances haven't changed

Applicants who are receiving support from a recognised support provider may be awarded welfare needs if their need to move is evidenced by that support provider, at the discretion of the Assessment Team Leader or the Head of Homes 4 Wiltshire.

#### Move on

Applicants who need to move from residential care homes into alternative affordable accommodation

Applicants who are ready to move on from supported accommodation where there is no move on protocol in place with Homes 4 Wiltshire. The applicant must have been assessed as ready to move into independent living accommodation by the Housing Options link worker. The Housing Options Advisor will then make their recommendations to the Homes 4 Wiltshire Assessment Officers.

#### Harassment

Applicants who are suffering from serious harassment, violence, or threat of violence at their current property, providing evidence exists to substantiate their claim.

#### Underoccupation

Current partner RSL and Council tenants under-occupying accommodation and willing to move into a smaller home. For example an applicant in a partner RSL property not occupying all of the bedrooms and wishing to move to smaller accommodation. This criterion will only apply to tenants of a partner RSLs who are listed at the beginning of this document and does not apply to households in flats or maisonettes, except in exceptional circumstances with agreement between Homes 4 Wiltshire and the landlord.

#### Multiple needs

Applicants meeting more than two needs criteria within silver band.

#### No fixed accommodation

Applicants who have no fixed accommodation, who are not considered to be in priority need. This includes prisoners with a confirmed release date but no suitable accommodation.

#### Split households

Applicants whose family have formerly lived together as a household unit, with dependent children or expecting a child, who are unable to live together because of factors beyond their control, and as a result are living in separate households.

### **Silver**

#### Medium medical needs

See Gold Band "High Medical Need" for definition

#### Medium welfare or support needs

See Gold Band "Welfare or Support" for definition

#### Serious Disrepair

Applicants living in a property assessed by the Private Sector Housing Team in accordance with the HHSRS as having 1 or 2 category 1 hazards that cannot be remedied.

#### Overcrowded

Applicants living in overcrowded accommodation (in need of one additional bedroom).

#### Children in flats

Applicants with a child / children under 10 and living in a flat above the ground floor.

#### Sharing Facilities

Applicants sharing facilities - e.g. kitchen, bathroom, and toilet - with people who are not included on the housing register application form. This does not include applicants who choose to share their home with someone who is not included on the housing application.

#### Armed Forces

Applicants from armed forces with a local connection to the Wiltshire Council area, due to be discharged within the next 12 months and in need of affordable housing.

#### Tied Accommodation

Applicants living in accommodation tied to their employment.

#### Intentionally Homeless

Applicants who have been found to be intentionally homeless by the Housing Options Team. Please note that this category will not be considered when assessing Multiple Needs, as the applicant will be considered to have deliberately worsened their circumstances.

### **Bronze**

Adequately Housed

Applicants who are currently housed in a property that is appropriate for their needs in terms of size and facilities.

Deliberately worsening circumstances

See 3.7

Financial capability

See 5.8

#### **4.4 Housing Health and Safety Rating System (HHSRS) clarification**

The Housing Health and Safety Rating System is a way of assessing properties to calculate the level of hazard or risk to a household of living in that property. It was introduced across England and Wales in 2006, and is used by all Local Authorities.

For the purposes of the HHSRS assessments, “cannot be remedied” is explained below:

Wiltshire Council would look to ensure that the owner of the property makes the necessary improvements to alleviate category 1 hazards. This may be through informal negotiation or formal action.

Where the property is occupied by the owner, the Private Sector Housing Team will ask the applicant prove or disprove that they are able to get financial assistance from the council or borrow the money commercially.

To evidence this the applicant should be required to see if they can get a loan or remortgage to raise the necessary funds.

Once this has been established the Private Sector Housing Team will advise Homes 4 Wiltshire if they property “cannot be remedied”.

For the purposes of HHSRS assessments, the Private Sector Housing team will not include overcrowding when considering the hazards as this is assessed in a separate way.

## **5. HOMES 4 WILTSHIRE HOUSING REGISTER**

### **5.1 Assessment of applications**

The scheme will assess all applicants according to their level of housing need whilst facilitating more choice of accommodation to its applicants. Upon registration, eligible applicants will be placed into one of five bands in accordance with the guidelines set out in this chapter and in the light of appropriate advice.

Reasonable preference will be given to the following categories of people, as set out in s167 (2) of the 1996 Act:

- (a) people who are homeless (within the meaning of Part 7 of the 1996 Act); this includes people who are intentionally homeless, and those who are not in priority need;
- (b) people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under section 192(3);
- (c) people occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;
- (d) people who need to move on medical or welfare grounds; and
- (e) people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or to others).

**However, there is no requirement under the Act to give equal weight to each of the reasonable preference categories.**

Factors that may be taken into account include:

- The financial resources available to the applicant.
- The behaviour of the applicant (or any member of the household) which affects his/her suitability to be a tenant. Examples may be unacceptable behaviour or rent arrears.
- Any local connection between the applicant and the area covered by the allocations scheme

Additional preference can also be given to people with an urgent housing need, such as victims of domestic violence, racial harassment, witnesses of crime and victims of crime at risk of intimidation amounting to violence and people with urgent medical reasons.

## **5.2 General Need Applicants**

General need applicants are customers seeking affordable housing who are not currently a tenant of a partner RSL or Council within the Homes 4 Wiltshire area; and who are have not been accepted by Wiltshire Council as statutorily homeless.

Once a general need applicant has applied for housing and provided the relevant information they will be advised of their band and allowed to bid.

If a general need applicant has previous arrears with a private or social landlord the applicant may be deemed to have deliberately worsened their circumstances, and may be placed in the bronze band. If, however, the applicant has been making regular payments in an attempt to clear the debt they may be eligible for bidding. Please see section 5.5 for further information.

General need applicants are advised of the number of bedrooms they can bid for at the point of applying.

### **5.3 Transfers**

All existing Housing Association / Council tenants living in the area covered by Homes 4 Wiltshire can register for a transfer and will be assessed and banded accordingly.

At the point of applying, the Homes 4 Wiltshire team will contact the landlord and request that a landlord reference is completed. A transfer applicant will not be activated and eligible to bid until the reference is completed. The landlord reference will include:

- Right to transfer
- Clear rent account
- Satisfactory condition of the property
- Anti-social behaviour

If an applicant is a joint tenant of a housing association/council and wishes to give up their part of the tenancy to live elsewhere, they will be registered and eligible to bid for accommodation. If they are successful in bidding, they will be required to relinquish their interest in the tenancy before a formal offer can be accepted.

### **5.4 Homeless Applicants**

Applicants who are homeless, or believe they are under threat of losing their home will be assessed under a separate housing approach.

The Housing Options Team will identify the applicant within one of the following categories:

#### **5.4.1 Statutorily Homeless**

Applicants with a homeless duty accepted will be placed in platinum band and will be expected to actively bid for suitable accommodation. The applicants will be monitored and where an applicant is not bidding for accommodation a member of staff will actively work with them to ensure they bid when suitable properties become available.

Applicants with a homeless duty will be considered to have an urgent need for accommodation and will, therefore, be expected to accept an offer of a property they have bid for. Should they refuse a property the homelessness duty will cease unless the applicant has a valid reason for refusal. The applicant must put their reasons for refusal in writing within 2 working days of viewing the property to Wiltshire Council who will assess within 3 working days if it is unreasonable to accept.

When a homeless applicant's duty ceases due to one offer being refused, they will be re banded accordingly and still allowed to bid, however, any temporary accommodation provided by Wiltshire Council will be withdrawn.

Applicants who are owed the main homelessness duty and occupying temporary accommodation provided under part 7 of the Housing Act 1996:

Temporary accommodation is in short supply throughout the county and Wiltshire Council is under pressure from government targets to reduce the number of households and amount of time spent in temporary accommodation.

If the homeless applicant has not bid successfully within a 3 months period a bidding assessment will take place. The assessment will take into account the pressure on social housing in the area of their choice, the applicants' reasons for not bidding and any special requirements.

If working with the customer to encourage involvement in the bidding process is unsuccessful, the Housing Options Team may then bid on the applicant's behalf in order to make them a final offer of accommodation under Part VI of the Housing Act 1996 and discharge the duty owed to them. Housing Options will aim to bid for a property in one of the 5 preferred areas of the applicant's choice but this cannot be guaranteed.

Where the applicant has been accepted under the homelessness legislation, Wiltshire Council will cease to be subject to the homelessness duty if the final offer of accommodation is considered to be suitable and reasonable to occupy following a review of suitability by a senior member of staff.

#### **5.4.2 Homelessness & Insecurity of Tenure**

Applicants who have insecurity of tenure or are unintentionally homeless, but do not have a priority need, will be assessed and placed in gold band. Their circumstances will be monitored every 6 months to identify if they still require this priority.

#### **5.4.3 Intentional Homelessness**

Applicants who have been found to be intentionally homeless can register their need and will be placed in silver band unless they or a member of their household has been found guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant (see point 3.1 ineligible applicants). This category will not be considered when assessing Multiple Needs, as the applicant will be considered to have deliberately worsened their circumstances.

#### **5.5 Rent arrears and anti-social behaviour**

All eligible applicants will be considered for suitable accommodation through Homes 4 Wiltshire, including applicants who have an outstanding housing related debt (current or previous) to any landlord (private or social) or who have a history of anti-social behaviour.

Applicants with current or previous housing related debt to the landlord however, will be required to maintain a consistent repayment plan. Applicants who fail to do this may be overlooked by the landlord under their own Allocations Policy.

Any applicant with a history of anti-social behaviour, (which is not serious enough to make them ineligible for housing but has led to action being taken by the landlord) will have to have maintained a successful tenancy for 1 year since



behaving anti-socially or demonstrate that the person who had been guilty of such anti-social behaviour is no longer part of the applicant's household.

If applicants' do not meet the above requirements then they may be considered under the criteria for deliberately worsening their circumstances (see 3.7) which may lower their priority.

Partner landlords will be expected to consider all applicants for their properties where they are placed in platinum band.

The landlord will also be expected to consider any applicant who has housing related debt, where there is evidence to suggest that the housing related debt accrued as a result of insufficient support being provided or where the rent has been shown to have been unaffordable.

If an applicant with housing related debt or a history of anti-social behaviour is successful in bidding for accommodation, and the managing landlord is minded to refuse the application due to its exceptional nature, the landlord must advise Homes 4 Wiltshire their reasons for refusing the applicant.

The managing landlord will be required to write to the successful applicant advising them why they are not being considered for the property and setting out the process of appeal as indicated in section 9.

Landlords will be expected to set out their intentions through the advertising process.

## **5.6 Waiting Time**

The date of application will be determined by the date the application has been received by the local authority. Applicants who are subsequently reassessed and are moved to a higher band will begin a new start date (the date moved into the higher band) and those applicants who are moved to a lower band will retain their original start date.

## **5.7 Vulnerable Applicants Assessment**

Homes 4 Wiltshire will identify applicants who may need support from the information contained in the application form.

Where it is evident from the application form that a person may require support, contact will be made to establish what support or advice is required. This may in some cases require a home visit to assess a person's need.

A vulnerable applicant's policy and procedure has been produced to enable Homes 4 Wiltshire to identify potentially vulnerable people who may have difficulties in accessing suitable accommodation.

The policy aims to highlight vulnerable applicants when initially assessing the application and from this the local authority will contact the applicant to arrange an assessment.

Please refer to the policy for full terms, which is attached at the end of the policy as Appendix 2

## **5.8 Financial Capability**

The aim of the Homes 4 Wiltshire scheme is to provide affordable housing for people who need it most. People who have the financial means to purchase a suitable property in the open market (including home owners with sufficient equity in a property they currently own and are able to sell) will be placed in the bronze band on the register.

All applicants will be asked to provide evidence of their income, savings and capital assets, which will be assessed against an affordability matrix. The affordability matrix based on government affordability criteria will assess the families current income and the Wiltshire average house prices to ascertain whether the applicant is financially capable. A copy of the matrix is available on request.

Homes 4 Wiltshire reserve the right to check an applicants financial capability at the point of offer.

Any home owner housed from the Housing Register will be expected to sell their property within 12 months of accepting a tenancy unless there are legal grounds preventing the sale. This will be monitored annually; any cases failing to meet this requirement will be investigated in line with the fraudulent applications process.

## **6. FINDING A PROPERTY**

The majority of properties will be advertised through Homes 4 Wiltshire. The properties will be advertised on the website, in the local authority's and housing associations main reception areas and at information points across the County.

For a full list of advertisement points, please contact Homes 4 Wiltshire.

### **6.1 Bidding Cycle**

The properties will be open for bidding on Thursday 00:01am and will close on Monday 23:59 pm.

### **6.2 Bidding Method**

- Online – [www.homes4wiltshire.co.uk](http://www.homes4wiltshire.co.uk)
- By phone – Bid line 0845 270 2500
- In person at Local Authority offices
- In person at your local library
- By phoning 01380 734734

#### **6.2.1 Assisted bidding**

Staff are available to take bids over the phone for vulnerable applicants who have no way of accessing any option of bidding.

Training will be given to external agencies that would also be in a position to help their clients with bidding.

Vulnerable applicants will be identified from the application form. Homes 4 Wiltshire staff will contact potentially vulnerable clients and offer them a home visit or interview. Staff will seek to establish what the support needs are, and identify ways of enabling the applicant to participate in the lettings system. If the applicant agrees, staff will contact any family member, professional or voluntary worker from health or social services with whom the applicant is involved; to ensure that they understand the procedures and that necessary support is provided. All agencies funded through Supporting People will be able to provide their clients with help on housing issues.

### **6.2.2 Autobid**

Where an applicant is identified as vulnerable and unable to actively participate in bidding for accommodation, the autobid function is available to automatically bid for suitable properties.

This option will be used as a last resort as it reduces the element of choice for the customer and goes against the ethos of choice based lettings.

### **6.3 Advertising**

All properties are advertised to all active bands and customers will be invited to bid for the properties they are eligible for. The order of banding is platinum, gold plus, gold, silver, bronze. However, there may be occasions when platinum may not have the highest priority. This could be because of one of the following:

- The Landlord wants to let a property sensitively. This is where there is a single property on a street, estate or within a block of flats that has been a cause of significant problems and the landlord wants to be sensitive to the neighbours with the new tenant. This approach may also be taken for properties in the immediate vicinity of the property in question, for a fixed period, by agreement with Homes 4 Wiltshire.
- On new schemes, lettings with a new build letting plan will be agreed to ensure the sustainability of the new development. For example, child density may be evaluated to allow for some natural growth of the families housed. This means that some homes, particularly flats, may be allocated to individuals or families without children. This will also include letting the properties to a mixture of bands.
- A local lettings plan may be developed for any neighbourhood where it is considered that the community will benefit from such a plan. The local lettings plans will be drawn up in consultation with the Homes 4 Wiltshire and all local lettings plans will be reviewed on an annual basis.
- In extra care schemes where a balance of care needs are sought in order to make such schemes sustainable.

Occasions where properties will not be allocated to applicants within the highest band will be at Homes 4 Wiltshire's discretion in agreement with the landlord.

Landlords will provide as much information as possible in the property advertisements, in order to allow applicants to make informed choices. This

particularly applies to the accessibility of a property, and to any adaptations that have been carried out to or installed in the property.

## **6.4 Property Labelling**

Landlords will advertise their properties as they become aware of imminent vacancies.

The landlord will input the following information into the advert for the customer to view when bidding.

- Type of property
- Location of property
- Number of bedrooms
- Any adaptations done to the property
- Any services provided (e.g. warden)
- Rent level
- Council tax band
- Energy rating for the property
- If you are able to have pets
- Heating type
- If it is a shared ownership property
- Service charges
- If the property is only suitable for an applicant with a local connection to that village
- Any restrictions to applying (i.e. age restrictions for sheltered housing)

In order to make best use of housing stock, landlords may label up to 20% of properties for Transfer applicants only (i.e. for current tenants of that landlord). Overall, in line with legislation, priority must be given to applicants in the Reasonable Preference categories.

Please see appendix 4 which refers to the household make up and the property types they are eligible to bid for.

### **6.4.1 Adaptations**

General needs properties that have been adapted to meet the needs of disabled people will be offered in the first instance to those applicants requiring adaptations. If no such person is available and the property is considered to be suitable it may be used as temporary accommodation for a homeless household until such a household is identified.

## **6.5 Monitoring of labelling and its effects on lettings**

Both Homes 4 Wiltshire and individual landlords will be responsible for monitoring the effect of labelling to ensure that communities are sustainable and that there is consistency and fairness throughout the letting process by monitoring;

- Number of properties advertised by type, area and landlord
- Number of properties with s106 (exception site)
- Number of bids and method of bidding
- Number of bids for each property by band
- Profile of those bidding, i.e. ethnicity, transfer, vulnerable, homeless applicant

- Number of accepted offers by band and application type
- Number of tenancies refused and reasons
- Number of properties re-advertised due to hard to let
- Number of properties for new households

## **6.6 Excluded Dwellings**

There are some exceptions to the Policy based on Primary and Secondary Legislation:

Part 6 of the 1996 Act does not apply to Mutual Exchanges between tenants of RSLs or Councils (including those arranged via national schemes such as Homeswapper)

The following cases are also exempted:

- Where a tenant dies (whether secure, assured or fixed term) and a succession takes place under the Housing Act 1985
- Where a secure or assured tenancy is granted by order of a Court under Matrimonial Causes Act 1973, or Matrimonial and Family Proceedings Act 1984, or Children Act 1989
- Where an Introductory Tenancy, Assured Shorthold Starter, or Probationary Tenancy becomes an assured or secure tenancy
- Where a Tenancy is demoted by Court Order, or, following the expiry of the Demotion period, where a Demoted Tenancy reverts to Assured Tenancy status

Occasionally the Homes 4 Wiltshire partnership will exclude properties from the letting system. This will include the following occasions:

- Where a property is allocated to a relative or carer of a tenant who has died, but there is no statutory right for that person to succeed to the tenancy
- Changes to a tenancy that do not result in a vacancy e.g. from joint to sole or sole to joint tenancy
- A vacancy is required to enable Wiltshire Council to discharge their duty to statutorily homeless households.
- A vacancy is required for a customer with acute support needs from supported housing
- A landlord needs to temporarily rehouse an existing tenant in order to carry out repairs, renovation or refurbishment.
- A vacancy is required under the high risk offenders' protocol.
- A vacancy is required because a Homes 4 Wiltshire Partnership member has management reasons to provide accommodation.
- Other exceptional circumstances agreed by the partnership.

At the end of each year, the partnership will publish how many excluded dwellings have accrued.

## **6.7 Short listing**

When the bidding cycle concludes on Monday night at 23:59 a shortlist of all bidders is available to Homes 4 Wiltshire.

The process involved in short listing is simplified by the IT system which automatically places customers into their correct position and generates the list ready for the Homes 4 Wiltshire team.

On a Tuesday, Homes 4 Wiltshire will aim to match the applicants who have come top of all of the properties. This information will be sent to the landlord to enable them to accept or reject the successful bidder. A list of reasons detailing why Homes 4 Wiltshire may not match the top bidder and a list of reasons detailing why the landlord may not accept a bidder are shown in section 6.8.

The list of bidders is based on the standard short listing criteria indicated below:

- 1 – Band
- 2 – Local Connection to Homes 4 Wiltshire area
- 3 – Use of accommodation
- 4 – Effective date

#### 1 – Band

All lists are prioritised in order of band. Generally platinum will be given the highest priority (see 6.3 for an explanation of when platinum will not be the highest priority). For example, applicants within platinum band will come above applicants within gold plus and applicants in gold plus coming above applicants in gold etc.

Within the banding priority there have to be other methods of identifying the applicant who is successful otherwise all applicants in platinum will be of the same priority and the decision would not be fair, transparent and consistent. Therefore other prioritising criteria must be in place as per points 2, 3 and 4.

#### 2 - Local Connection

Where a customer has a local connection to the Homes 4 Wiltshire area, they will be prioritised above those who do not have a local connection to the Homes 4 Wiltshire area but are within the same band.

There are two types of local connection that Homes 4 Wiltshire refers to:

- Local connection to Homes 4 Wiltshire. This relates to the short listing criteria and those who have a local connection to the Homes 4 Wiltshire area will be prioritised above those with no local connection to the area who are within the same band.
- Local connection to a particular village or parish. This relates to the eligibility criteria. Properties with a s106 planning restriction will be advertised to only those who have an identified connection to that village or parish. If a customer does not have a connection to the advertised village or parish they will be restricted from bidding for that property.

For the purpose of this short listing section of the policy the first point is how local connection will be assessed.

#### 3 – Use of accommodation

Customers are given a minimum and maximum bedroom allowance. In some cases this minimum and maximum allowance is the same and in other cases it is different. When a customer's maximum is higher than their minimum allowance

this enables customers to bid for a property larger than their minimum requirement. This is to allow for growth into the property resulting in sustainable tenancies.

However, due to the large demand for housing it would be unacceptable to allow couples to occupy all 2 bed houses or couples with 1 child to occupy a high percentage of 3 bed houses. Therefore Homes 4 Wiltshire needs to ensure that the household who best suits the accommodation is prioritised above those who will not need all of the bedrooms. Therefore the “use of accommodation” considers a family with 3 children for a 3 bed house, before considering a family with 1 child.

This “use of accommodation” criteria sorts the maximum, minimum bedroom requirement in descending order. A number of examples have been provided later in this section.

#### 4 – Effective date

When a customer applies for housing, they are given an effective date. This is the date that the application is received by Homes 4 Wiltshire. If an applicant’s circumstances change and they move into a higher band, the effective date will become the date that they have moved into the higher band.

The date is used to prioritise those applications that have the same criteria allowing for the time customers have accrued on the register to make a difference to their success in being offered accommodation.

If two or more applicants have equal band, local connection priority, use of accommodation and effective date, the date that they applied for housing (if different from their effective date) will be the deciding factor. If this date is also equal, Homes 4 Wiltshire will consider the personal circumstances of each applicant to assist in making the decision.

An example based on this standard short listing criteria.

The order for a 2 Bed House:

Name	Band	Min bed	Max bed	Local Connection to Homes 4 Wilts area	Effective
Smith	Platinum	2	3	Y	19/08/2005
Lewis	Platinum	2	3	Y	22/09/2005
James	Platinum	2	3	Y	31/10/2005
Richards	Platinum	1	2	Y	30/04/2005
Ford	Platinum	1	2	Y	21/09/2005
Small	Platinum	2	3	N	28/06/2005
Jones	Platinum	1	2	N	25/06/2005
Brown	Gold +	2	3	Y	21/07/2004
Hills	Gold +	2	3	Y	25/01/2005
Price	Gold +	2	3	Y	19/02/2005
Lewis	Gold +	2	3	Y	22/09/2005

Davis	Gold +	1	2	Y	30/11/2004
Edmund	Gold +	2	3	N	28/06/2005
Phillips	Gold	2	3	Y	31/08/2004
Robins	Gold	2	3	Y	30/04/2005
Cole	Gold	1	2	Y	21/02/2005
Sharp	Gold	2	3	N	21/09/2004

The above shortlist, places those with a local connection above those with no local connection within the same band. However those in platinum that have no local connection will be placed above those in gold plus with a local connection. This allows for the need of accommodation to be prioritised above those who have been assessed as having less need for accommodation.

As local connection is 2 in the order of priority, this comes above “use of accommodation” therefore if an applicant in platinum had a local connection to the area, but did not make best use of the accommodation they would come above someone who did not have a local connection to the area but made best use of accommodation.

If there was more than one successful bidder who were in the same band; had a local connection and made use of accommodation, they would be distinguished by their effective date, subsequently the person who has been waiting the longest would be placed at the top of the equal applicants.

#### Adapted accommodation

Where a property has been adapted to suit a certain client group, Homes 4 Wiltshire will strive to allocate that accommodation to a household that will best suit the property and make use of the adaptations.

There are two ways to advertise this type of accommodation. One way is to advertise the property and only allow those who have been identified as requiring adapted accommodation to bid. This will restrict anyone who doesn't need this type of accommodation from bidding. Alternatively the property can be advertised to everyone but prioritising those households who require adapted accommodation above those who do not within the same band.

The shortlist criteria would therefore look like this:

- 1 – Band
- 2 – Local connection to Homes 4 Wiltshire
- 3 – Adapted required
- 4 – Use of accommodation
- 5 – Effective date

An example of this short listing criteria is outlined below. This is based on a 3 bed house, with full adaptations for a wheelchair user:

Name	Band	Min bed	Max bed	Local Connection to H4W	Adapted Required?	Effective
Ford	Platinum	3	3	Y	Y	30/04/2005
James	Platinum	2	3	Y	Y	31/05/2005
Small	Platinum	3	3	Y	N	28/06/2005



Richards	Platinum	3	4	Y	N	21/04/2005
Jones	Platinum	2	3	N	N	25/06/2005
Smith	Platinum	2	3	N	N	19/08/2005
Lewis	Gold +	3	4	Y	Y	21/09/2004
Brown	Gold +	2	3	Y	N	22/09/2004

This example shows that if there was a family who had an adapted requirement but didn't make full use of the accommodation, they would come above a household who would make full use of the accommodation. This is because a fully adapted property is very rare therefore it needs to be prioritised to those families in need of this type of accommodation.

#### Ground floor

In some schemes, particularly retirement schemes, ground floor flats will be prioritised to those evidencing a need for ground floor accommodation. To enable us to do this, customers requiring ground floor accommodation will be sorted above those who have not stated a need for ground floor accommodation.

The short listing criteria would be in this order:

- 1 – Band
- 2 – Local connection to Homes 4 Wiltshire
- 3 – Ground Floor required
- 4 – Use of accommodation
- 5 – Effective date

A shortlist for a 2 bed ground floor flat would look like this:

Name	Band	Min bed	Max bed	Local Connection to H4W	Ground floor?	Effective date
Ford	Platinum	1	2	Y	Y	30/04/2005
James	Platinum	1	2	Y	Y	31/05/2005
Small	Platinum	1	2	Y	N	21/04/2005
Richards	Platinum	1	2	Y	N	28/06/2005
Smith	Platinum	1	2	N	Y	19/08/2005
Jones	Platinum	1	2	N	N	25/06/2005
Lewis	Gold +	1	2	Y	Y	21/09/2004
Brown	Gold +	1	2	Y	N	22/09/2004

The above shortlist places those with a local connection above those with no local connection and those with a ground floor need above those with no ground floor need. However evident from this shortlist, those with a ground floor need but with no local connection are below those with a local connection but no ground floor need. This is because local connection is above ground floor need in the order of priority.

Local connection, adapted and ground floor requirements are all identified at the application stage.

Homes 4 Wiltshire will identify the local connection from section 7 of the application form to ascertain the connection that the household has to the Homes 4 Wiltshire area.

Similarly with adapted and ground floor requirements, these are identified from the application form and customers are advised in their registration letters what they are eligible to bid for and what they have been assessed as requiring.

## **6.8 Unsuitable bidders**

As stated above in 6.7, the Homes 4 Wiltshire team, the RSL or the Council may believe that the successful bidder is not suitable for the property.

### **6.8.1 Homes 4 Wiltshire reasons for overlooking an applicant.**

It is Homes 4 Wiltshire's responsibility to advise the household that they have been overlooked for a property, detailing the reason for this.

The reasons that Homes 4 Wiltshire may overlook an applicant will be for one of the following reasons:

- Does not meet the age criteria

On some properties, age restrictions may apply. Generally the IT system will prevent anyone from bidding on a property if they do not meet the age restrictions however if for some reason a customer bids and they do not meet the age restrictions they may be overlooked to enable the Homes 4 Wiltshire team to identify the next suitable bidder.

- Does not meet the Local Lettings Plan

Some properties/developments/estates throughout the area may have a local lettings plan. Local lettings plans can be developed for a number of reasons:

- Sometimes there is a high density of children on a particular street and the landlord wants to limit the number of families with lots of children
- There has been a history of anti-social behaviour in the area and the landlord is working on regenerating the area.

A local lettings plan will be developed by the landlord in agreement with Homes 4 Wiltshire and any property being advertised under such an agreement will be clearly highlighted on the advert. On these grounds if the successful bidder does not fulfil the local lettings plan criteria Homes 4 Wiltshire may overlook the applicant.

- Sensitive Letting

As stated in 6.3, at times a landlord may want to allocate a property sensitively. This could be to protect a prospective tenant or the tenants around the vacant property. The exact criteria will be agreed between the landlord and Homes 4 Wiltshire prior to advertising. However some examples could be:

- There is a block of flats with a known drug problem. The landlord is trying to alleviate the problems and has therefore requested that the vacant flat is not allocated to an applicant with known drug problems who is not engaging with support. On this occasion Homes 4 Wiltshire may overlook the top applicant if they are known to have a drug habit and are not engaging with the relevant support workers.

- A tenant has recently been evicted due to anti-social behaviour; the landlord has spent a significant amount of time on the particular case and wants to ensure the neighbours surrounding the property are not subject to any further anti-social behaviour. In this instance Homes 4 Wiltshire may overlook an applicant with a history of antisocial behaviour.
- Non engagement of services. If an applicant requires support to enable him/her to sustain a tenancy, however they are not engaging in support and there are concerns that the tenancy will fail without engagement. Homes 4 Wiltshire may overlook the applicant and they will not be considered for accommodation until he/she is actively engaging with the required support worker.
- Offered on another shortlist. An applicant can only be considered for one property, therefore if they have been matched to one property they will be overlooked on any subsequent properties.
- Does not meet shared ownership criteria. Generally applicants meeting the shared ownership criteria will be assessed as eligible to bid for all shared ownership properties within their bedroom ranges. However the prices of low cost home ownership vary and although a household may be suitable for one property they may not meet the criteria of all properties. Therefore on occasions Homes 4 Wiltshire may need to overlook a household if they do not meet the criteria.

### **6.8.2 RSL/Council reasons for rejecting an applicant**

RSLs or the Council may need to refuse an applicant for one of the following reasons.

In that case, it is RSL/Council's responsibility to inform applicant of the reasons.

- Area unsuitable/Anti-social behaviour

Where there is evidence that an applicant might endanger the health and safety or well being of neighbouring residents because they have a history of violent or abusive behaviour against particular individuals in the area, the landlord may refuse the right to offer them accommodation in that particular area. However if the client's behaviour is not unacceptable and they are eligible to register, the partnership must agree what areas will be acceptable and ensure appropriate support is in place.

For example, where an applicant has been prosecuted for assaulting a local resident or where the applicant is a Schedule 1 Offender and there are a number of young children living locally.

- Property unsuitable – Health and Safety

Where there is reasonable evidence to suggest a property is unsuitable for the applicant due to health and safety concerns.

For example, where the applicant has mobility needs that cannot be met without making considerable adaptations to the property. Every effort will be made to find a property that meets the requirements of the customer.

- Suspected fraudulent application

Where there is reasonable evidence that an applicant has provided false information in their application for housing, the Homes 4 Wiltshire partnership reserves the right not to offer accommodation.

- Does not meet financial criteria

Where an RSL/Council has charitable status, households on certain incomes (varies depending on RSL/Council) may be refused access to their accommodation.

- Rent Arrears

Where rent arrears have accrued since registering and the applicant is unable to clear, the RSL/Council may refuse the applicant

- No vacant possession guarantee

Where an RSL/Council has advertised a property which has since become unavailable

- Where a landlord refuses an applicant because they will not allow underoccupation on the property, the Homes 4 Wiltshire team will not suggest any further matches where the household make-up is the same of the household that has been refused.

## **6.9 Refusals by applicants**

Where an applicant refuses an offer of a property for which they have placed a bid, Homes 4 Wiltshire will consider whether or not the refusal is reasonable.

If the refusal is considered unreasonable, the applicant will be advised in writing of this, and given the opportunity to appeal against this decision.

If an applicant unreasonably refuses 3 properties for which they have bid, their application will be placed in the bronze band for a period of 6 months.

Applicants will be advised of the potential consequences of refusing properties after each unreasonable refusal.

This sanction will not apply to applicants for whom the autobid function is used, as they have not specifically bid for the properties in question.

## **6.10 – Disabled applicants**

Consideration will be given by the landlord to extend both the notice period given to accept or reject an offer of accommodation and/or the tenancy commencement date in circumstances where a disabled person(s) requires such additional time on account of their personal circumstances.

## **7. OUTCOMES**

All outcomes of advertised properties will appear on the website once the property has been let. The details in the outcomes page will be of the applicant who has been offered the property, and has accepted the tenancy.

The outcomes will provide details of the successful applicant, such as the band, bedroom requirements, whether they had a local connection to the Homes 4 Wiltshire area, their effective date and any other information relevant to the property that was advertised. No personal details of the applicant will be displayed. This will give customers an indication of the priority of the successful applicant how long they had been waiting for accommodation.

This information can be used by applicants to assist them in assessing the likelihood of their bidding for a property being successful.

## **8. OTHER HOUSING OPTIONS**

The additional housing options will not be introduced at the initial launch of Homes 4 Wiltshire, but will be implemented in a phased approach.

### **8.1 Supported Housing**

Throughout the Homes 4 Wiltshire area, there are a number of supported housing schemes. These vary from customers with specific needs for the accommodation such as support for customers with learning disabilities or those with mental health requirements to supported accommodation for young people. Following the launch of Homes 4 Wiltshire, the team will be working with the relevant agencies to develop a supported housing module enabling certain schemes to be advertised through choice based lettings, allowing all customers freedom to choose their accommodation, whether that may be general affordable housing or something more specialist.

### **8.2 Extra Care**

Extra care vacancies will be advertised and short listed within the Homes 4 Wiltshire choice based lettings policy. However, extra care schemes in the county have the requirement for a balance of individual care needs in order to be sustainable. Therefore, Homes 4 Wiltshire will make available to RSLs a list of all bidders in order of banding priority. The final decision will rest with the allocations panel for each scheme which includes representatives from Homes 4 Wiltshire, the RSL and The Wiltshire Council Adult Care Department which provides the support packages within the schemes. The customer who the panel decides best meets the care criteria for the vacancy will be allocated the accommodation.

### **8.3 Alternative Affordable Housing**

Homes 4 Wiltshire will not only advertise social rented housing but will also aim to advertise:

#### **8.3.1 Low Cost Home Ownership**

Properties owned or managed by one of the partner RSLs or the Council on a part buy/part rent or reduced market value scheme will be advertised by both the Homebuy Agent and through Homes 4 Wiltshire. It is a requirement of the Homes and Communities Agency that all Government funded Low Cost Home Ownership schemes are allocated through the Homebuy agent. Only those identified as eligible for this type of accommodation will be eligible to bid.

### **8.3.2 Homebuy**

Additional opportunities for alternative affordable housing are provided by Homebuy Agents. The Homes 4 Wiltshire website will provide a link to the Homebuy agents covering this area who are South West Homes. There are a number of schemes available for people who would like to buy a property but lack the financial resources to purchase on the open market.

### **8.4 Short listing of alternative affordable housing**

At the application stage of Homes 4 Wiltshire, any customers requesting low cost home ownership schemes will be advised to apply to the Homebuy Agent and will be considered eligible when they have been assessed and accepted by the Homebuy Agent. When a low cost home ownership property is advertised only those identified as eligible will be able to bid and the list of bidders will be short listed in order of priority which is explained in point 6.7.

### **8.5 Private rents**

Privately rented properties may also be advertised through the Homes 4 Wiltshire system. Landlords accredited with Wiltshire Council can advertise their properties on Homes 4 Wiltshire.

Applicants will not be able to bid for these properties but will need to contact the landlord directly. All information relating to private rented accommodation will be made clear on any adverts.

### **8.6 Mutual Exchanges**

Current housing association or council tenants will be advised of the services offered by Homeswapper. A link to this service will be available on the Homes 4 Wiltshire website and all tenants wishing to exchange will be directed to this service. Where the landlord has signed up to this service their tenants can view the site free of charge. If the landlord is not a member of the Homeswapper scheme the tenant is charged a nominal fee. Homes 4 Wiltshire will work with all RSL/Council partners to encourage them to sign up to the scheme.

There will be no need for the tenant to be on the housing register for this service, however, the tenant must be a secure / assured tenant. Both tenants must have clear rent accounts before an exchange will be granted. Restrictions may apply i.e. s106, household size, adapted properties etc.

**Any mutual exchange must be agreed by both landlords.**

## **9. REVIEWS & APPEALS**

An applicant has the right to request a review of Homes 4 Wiltshire partnership decisions on the following:

- They consider they have not been awarded the correct banding

Any review requests must be in writing to the Homes 4 Wiltshire team and within 21 days of receiving notice of the banding status. Any necessary evidence or information must be supplied at this stage to substantiate the request. Requests

to review banding, will be undertaken initially by the Home Visiting Assessment Officers. If the applicant is still unhappy with the outcome, 2<sup>nd</sup> line appeals will go to the Assessment Team Leader. Customers who are unable to put their appeal in writing can arrange a meeting with a Home Visiting Assessment Officer where the appeal will be heard and any supporting evidence can be provided. Where necessary the customer may bring a support worker or advocate to the meeting.

Where a review is requested on the following grounds:

- Not having their application included on the Homes 4 Wiltshire register or
- Removing someone from the Homes 4 Wiltshire register other than at the applicant's request;

In these cases a senior officer from Homes 4 Wiltshire who has not been involved in the original decision will carry out the review. As above any review request will need to be made in writing and within 21 days of receiving notification. As above, if the applicant is unable to put their review request in writing they can request a meeting for their review to be heard and any supporting evidence to be provided. Where necessary the customer may bring a support worker or advocate to the meeting.

If the applicant does not agree with the outcome of the review, they will be advised of the Wiltshire Council complaints procedure. With further grounds of appeal to the Local Government Ombudsman.

**If an applicant is unhappy with a partner landlord decision to refuse them for a vacant property they will be required to follow the landlord's appeal/complaints procedure.**

## **10. MONITORING**

The scheme will be closely monitored by Homes 4 Wiltshire to ensure that it is operating equitably and fairly. This will include:

- Number of applications received
- Number of applications registered within ten working days
- Number of applications excluded from the register
- Number of inactive applicants
- Number of properties advertised by type, area and landlord
- Number of properties with s106 local connection required
- Number of bids and method of bidding
- Number of bids for each property by band
- Profile of those bidding, i.e. ethnicity, transfer, homeless applicant
- Number of accepted offers by band
- Number of tenancies refused at sign up & reasons
- Number of properties with multiple adverts and no bids
- Number of review requests
- Number of complaints
- Number of properties excluded from choice based lettings
- Mobility across the County

Other information will be collected in order to complete the P1E returns and in order to assess any additional areas of operation, as appropriate. The Partnership will review the policy twice a year and minor amendments may be

proposed. Should any significant amendments be required, consultation would be undertaken with relevant stakeholders prior to a decision being made.

## **11. REFERENCES**

This policy has been framed with reference to:

### **Housing Act 1996 as amended by the Homelessness Act 2002**

Part VI of the housing act relating to the allocation of accommodation

### **Code of Guidance for local housing authorities – Allocation of Accommodation**

### **Code of Guidance for local housing authorities – Allocation of Accommodation: Choice Based Lettings**

### **Fair and flexible: statutory guidance on social housing allocations for local authorities in England**

### **Acts of the UK Parliament**

This policy has been framed with reference to the following Acts of the UK Parliament

### **Data Protection Act 1998**

Homes 4 Wiltshire is committed to adhering to the provisions of the Data Protection Act 1998. Individuals are entitled under the Act to request details of their personal data held by Homes 4 Wiltshire. There may be a charge for providing this information.

### **Disability Discrimination Act 1995**

The Disability Discrimination Act 1995 makes it unlawful for Homes 4 Wiltshire to discriminate against disabled people.

### **Freedom of Information Act 2004**

Homes 4 Wiltshire complies with the provisions of the Freedom of Information Act 2004.

### **Human Rights Act 1998**

In accordance with articles 8 and 14 of the Human Rights Act 1998, the Lettings Policy ensures that the right to respect for applicant's private and family life is taken into account when assessing housing need. The housing need is assessed taken into consideration a variety of factors including support requirements; bearing in mind the need to not discriminate on grounds such as sex, race, colour, language, religion, political or other opinion, national or social origin, or association with a national minority.

### **Race Relations (Amendment) Act 2000**

The Race Relations (Amendment) Act 2000 places the Council under a general duty to work towards the elimination of unlawful discrimination and to promote equality of opportunity and good relations between persons of different racial groups. Homes 4 Wiltshire will not tolerate any form of racial discrimination.



**Sex Discrimination Act 1975**

The Sex Discrimination Act 1975 makes it unlawful for Homes 4 Wiltshire to discriminate on the basis of sex or gender in the provision of housing.

## 12. APPENDICES

### Appendix 1. Vulnerable Applicant's Policy

The Allocation of Accommodation Code of Guidance for Local Housing Authorities has highlighted the fact that certain applicants, for example those with physical or mental impairments, who may have difficulty in making an application for accommodation should not be denied the opportunity of exercising choice over the type and location of property offered.

Housing authorities should therefore ensure that help and support is made available to people who are likely to have problems in making an application without assistance. This is especially the case when the allocations scheme involves the participation of applicants in actively choosing their accommodation and housing authorities must ensure that these, more vulnerable applicants, are offered the assistance and support they require. Those considered potentially vulnerable include people who are or have experienced:

- 16-17 year olds
- Care leavers
- Chaotic lifestyles and those of NFA, including rough sleepers
- Deaf
- Domestic violence and other serious harassment victims
- Dual sensory impairment
- Equality group – religion and belief
- Equality group – sexual orientation
- Families with identified needs
- Homeless or in temporary accommodation (individuals and families)
- Learning disabilities
- Low literacy levels
- Mental health issues
- Offenders/Ex-offenders
- Older people and housebound people
- People in hospital ready for discharge
- People with HIV/AIDS
- Physical disabilities
- Prostitution
- Refugees and others for whom English is not their first language
- Substance misuse
- Teenage parents and lone parents
- Travellers
- Unemployed and those on low incomes
- Visual impairment
- Youth offenders

However, not every person in a vulnerable group will need support in order to participate in this scheme and there will be other individuals, not considered to be in a vulnerable group who will need assistance and support.

### Identifying Vulnerable People

There are several ways to identify people who may need assistance in making appropriate choices:

- Identifying those who are supported by a statutory or voluntary agency
- Asking people on the application form to indicate whether or not they are in need of support
- Identified by housing officer at the point of application
- Identifying those either not bidding or bidding for inappropriate properties

For vulnerable applicants there are three main barriers to active participation in Choice Based Lettings:

- Lack of access to advertising / scheme information
- Lack of access to bidding mechanisms
- Difficulty with making or articulating choices

### **Access to advertising/scheme information**

Properties will be advertised as widely as possible throughout the County, this will include the Homes 4 Wiltshire website, all council and housing association reception areas and at information points across the County eg Libraries, Doctors surgeries and Health Centres, Hostels, voluntary agencies and shops.

If the applicant cannot access any of these methods of advertising then the advert will be sent to the applicant's home or to a nominated contact for the applicant.

### **Access to bidding mechanisms**

Applicants are able to bid in person at council and housing association offices, on the website, by telephone through the bidline or by a nominated proxy bidder. There is also an option for the Homes 4 Wiltshire IT system to bid for suitable properties on behalf of the applicant.

### **Difficulty with making or articulating choices.**

Cooperation and good communication between partners in the scheme and all appropriate agencies in Wiltshire is vital to Homes 4 Wiltshire.

Homes 4 Wiltshire officers will establish what support needs the applicant has and how the applicant should be supported in order to participate in the scheme.

Training will be offered to support agencies to enable them to assist their clients in making informed choices.

All agencies funded through Supporting People will be able to provide their clients with help on housing issues.

### **Monitoring**

The effective use of monitoring information can be used to identify people who need assistance in bidding;

- Homes 4 Wiltshire will monitor:
- People not bidding
- People bidding for unsuitable properties

- People needing assisted bidding
- Speed of success for people considered vulnerable, comparing those with and without support

## **Appendix 2**

### **Multiple need matrix**

Multiple needs Gold Plus band  
X 2

Gold band criteria

High medical needs  
High welfare or support needs  
Insecurity of tenure  
Move on  
Harassment  
Under occupation  
No fixed accommodation  
Multiple needs (2 x silver)  
Split household

Multiple needs Silver band X 2

Silver band criteria

Medium medical needs  
Medium welfare or support needs  
Serious disrepair  
Overcrowded  
Children in flats  
Lacking facilities  
Armed forces  
Tied accommodation

### Appendix 3

#### Bedroom eligibility

**Any expected child will be included as part of the household when calculating minimum bedroom requirements**

<b>Household make-up</b>	<b>Minimum Bedroom</b>	<b>Maximum Bedroom</b>
Single person	1 Bed	2 Bed
Couple	1 Bed	2 Bed
Single or Couple with 1 Child	2 Bed	3 Bed
Single or Couple with 2 Children (both under 10yrs)	2 Bed	3 Bed
Single or Couple with 2 Children (one of which over 10yrs)	3 Bed	3 Bed
Single or Couple with 3 Children (all under 10yrs)	3 Bed	3 Bed
Single or Couple with 3 Children (one of which over 10yrs)	3 Bed	4 Bed
Single or Couple with 4 Children (all under 10yrs)	3 Bed	4 Bed
Single or Couple with 4 Children (one of which over 10yrs)	4 Bed	5 Bed
Single or Couple with 5 Children (all under 10 yrs)	4 Bed	5 Bed
Single or Couple with 5 Children (one of which over 10yrs)	4 Bed	6 Bed
Single or Couple with 6 or more Children	4 Bed	6 Bed