

AGENDA

Meeting: Cabinet
Place: Committee Room III - County Hall, Trowbridge
Date: Tuesday 14 December 2010
Time: 10.30 am

Membership:

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


Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic Services, County Hall, Trowbridge, direct line 01225 718024 or email yaminarhouati@wiltshire.gov.uk

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

All public reports referred to on this agenda are available on the Council's website at www.wiltshire.gov.uk

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 - 4)

To confirm and sign the minutes of the Cabinet meeting held on 16 November 2010.

3 Chairman's announcements

4 Declarations of Interest

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

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 Yamina Rhouati of Democratic Services by 12.00 noon on Friday 10 December 2010. Anyone wishing to ask a question or make a statement should contact the officer named above.

'Deliver high quality, low cost, customer focused services'**

6 Wiltshire Local Transport Plan 2011-2026 - Car Parking Strategy (Pages 5 - 102)

A report by the Corporate Director, Department for Neighbourhood and Planning is circulated

7 Review of Indoor Leisure Facilities - overview of public consultation and the refined proposal (Pages 103 - 124)

A report by the Corporate Director, Department for Neighbourhood and Planning is circulated

8 Review of Special Educational Need (SEN) Provision - Confirmation of Decisions (Pages 125 - 132)

A report by the Corporate Director, Department for Children and Education is circulated

9 The Care Quality Commission's Annual Commissioner Assessment of Adult Social Care, 2009-2010 (Pages 133 - 164)

A report by the Corporate Director, Community Services is attached

'Ensure local, open, honest decision making*'

10 Budget Monitoring

Reports by the Interim Chief Finance Officer are circulated

a Revenue Budget (Pages 165 - 182)

b Capital Budget (Pages 183 - 192)

11 Council Tax Base 2011/2012 (Pages 193 - 202)

A report by the Interim Chief Finance Officer is circulated

'Work together to support Wiltshire's Communities*'

12 Street Naming and Numbering (Pages 203 - 218)

A report by the Programme Director, ICT, Information Management and Workplace Transformation is circulated.

13 Salisbury Vision: The Maltings & Central Car Park (Pages 219 - 228)

A report by the Corporate Director, Department for Neighbourhood and Planning is circulated

14 Urgent Items

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

15 Exclusion of the Press and Public

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 16 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Part II

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

16 Salisbury Vision: The Maltings & Central Car Park - Part II (Pages 229 - 246)

A confidential appendix to the report by the Corporate Director, Department for Neighbourhood and Planning is circulated

CABINET

MINUTES of a MEETING held at COUNCIL CHAMBER - COUNCIL OFFICES,
MONKTON PARK, CHIPPENHAM on Tuesday, 16 November 2010.

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

Also in Attendance:	Cllr Allison Bucknell
	Cllr Trevor Carbin
	Cllr Peter Colmer
	Cllr Peter Doyle
	Cllr Jon Hubbard
	Cllr David Jenkins
	Cllr Alan Macrae
	Cllr Laura Mayes
	Cllr Jeff Osborn
	Cllr Mark Packard

156. **Apologies**

Apologies were received from Maggie Rae, Corporate Joint Director of Public Health & Wellbeing

157. **Minutes of the previous meeting**

The minutes of the meeting held on 19 October 2010 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 19 October 2010.

158. **Chairman's announcements**

By-election

The Leader announced that the by-election for a unitary councillor for Bromham, Rowde and Potterne will take place on 21 December 2010 following a request from two members of the public.

159. **Declarations of Interest**

There were no declarations of interest

160. **Public participation**

Item 6 – Family and Parenting Support Commissioning Strategy.

The following representatives of Home Start addressed Cabinet:

Belle Crampton
Sarah Holden
Becky Stephens
Lynn Hiscock

161. **Family and Parenting Support Commissioning Strategy and Intentions**

Councillor Lionel Grundy Cabinet member for Children's Services presented the report which sought approval of the Family and Parenting Strategy.

During the debate it was emphasised that this was not a cost cutting exercise but a way to work more closely and effectively with the service providers and volunteers.

The Leader thanked volunteers and expressed appreciation for the work carried out through their work with family and parenting support.

Resolved:

- 1. To approve the Family and Parenting Support Commissioning Strategy including the commissioning intentions outlined in the strategy and highlighted in section 8, 9 and 10 of the report.**
- 2. To ask the Head of Strategy – Community and Voluntary Sector Support to contact service providers to see how Wiltshire Council can support them in their bids to develop a new family and parenting support service. Also to contact those service providers who will not be bidding to see how they can be supported in the future.**

Reason for decision:

On 10th March 2010 the Wiltshire Children's Trust Executive agreed to develop a Family and Parenting Support Commissioning Strategy as parenting and family support is relevant to 9 out of the 10 priorities identified in the current Children and Young People's Plan. In addition, the Children's Trust Executive was also aware that a number of family and parenting support services provided by voluntary sector agencies under contract were due to end on 31 March 2011. The Family and Parenting Support Strategy provides a framework for making decisions on future services.

162. **Update on Performance**

Councillor Fleur de Rhe Philippe Cabinet member for Finance, Performance and Risk presented the report and highlighted the key issues.

A debate ensued during which concerns about the low level of affordable housing completions were raised. The Leader confirmed that the Council is looking at other ways to work with house builders.

Resolved:

To note progress for the second quarter of 2010/11.

Reason for decision:

To keep Cabinet informed about progress and to provide an update on the PRG Scheme for Area Boards

163. **Urgent Items**

There were no urgent items

(Duration of meeting: 10.30 - 11.55 am)

These decisions were published on the 19 November and will come into force on 29 November 2010
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The Officer who has produced these minutes is Pam Denton, of Democratic & Members' Services, direct line 01225 718371 or e-mail pam.denton@wiltshire.gov.uk
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Wiltshire Council

**Cabinet
14 December 2010**

Subject: Wiltshire Local Transport Plan 2011-2026 – Car Parking Strategy

Cabinet Member: Councillor Dick Tonge – Highways and Transport

Key Decision: Yes

Executive Summary

The purpose of this report is for Cabinet to approve the Wiltshire Local Transport Plan (LTP) 2011-2026 – Car Parking Strategy.

There are a number of reasons for reviewing the current LTP parking strategy at this time:

- There is a general lack of consistency in parking charges, standards and management in Wiltshire.
- A number of changes have occurred since 2001 when the current LTP parking strategy was published.
- Parking is an important part of the emerging third Wiltshire LTP.

The Council's term transport consultants, Mouchel, were commissioned to undertake the review in late January 2010. Their final reports were issued to the Council at the beginning of July 2010.

In total, 570 people and organisations responded to the consultation making 4,582 comments. A number of separate letters were also received from parish and town councils, and chambers of commerce. In addition, a petition was received from Amesbury Community Partnership and a survey from Mere and District Chamber of Trade. Feedback on the consultation findings were presented to all the Area Boards between September and November.

Commentary is provided on the responses received to the consultation, including on the following issues:

- spatial bands
- parking charges
- opportunities for parish and town councils
- reviewing parking charges
- season tickets
- residential parking standards in new developments
- residents' parking zones
- Sunday parking charges.

The findings of the LTP Strategic Environmental Assessment and Equality Impact Assessment have been included. Three headline risks have been identified.

Proposals

That Cabinet:

Approve the Wiltshire Local Transport Plan 2011 – 2026: Car Parking Strategy including the following:

- (i) Support the concept of spatial bands (as shown in Table 1) as a realistic way of balancing the different needs of towns with the achievement of a more consistent approach to parking throughout Wiltshire.
- (ii) Approve the parking charges (Monday – Saturday) as set-out in Table 2 for implementation in 2011/12.
- (iii) Agree to a free half an hour time period for the Market Place car park in Devizes.
- (iv) Agree that where there would be a reduction in a car park charge as a result of the introduction of the charges set-out in Table 2, then the current charge (subject to the proposal at (v)) would remain in place until equalisation is achieved. Thereafter, the car park charge would increase in line with the relevant band increases.
- (v) Approve a ten per cent increase in all on and off-street parking charges (i.e. over and above the increases set-out in Table 2) (see **Appendix 5**).
- (vi) Agree that any surplus parking revenue (i.e. that which is over and above the forecast income of £5,040,000) is hypothecated to support sustainable transport measures (e.g. local bus services).
- (vii) To note that the parking charges in Chippenham, Salisbury and Trowbridge may need to be amended in light of the outcomes of area transport strategies to support planned growth.
- (viii) Approve the principle of the following opportunities:
 - Enable Band 3 towns to 'buy back' a small proportion of short-stay spaces from Wiltshire Council to offer as free parking spaces.
 - Enable Band 4 towns to take over the management of local public car parks and associated costs as an alternative to parking charges being set by Wiltshire Council.

Delegate authority to the Corporate Director for Neighbourhood and Planning in consultation with the Cabinet Member for Highways and Transport, and with the advice of legal representation, to negotiate and agree the lease and legal agreement with relevant parish and town councils for implementation from 1 April 2011.

- (ix) Agree that significant reviews of parking charges are undertaken every five years based on 'Policy PS3 – Parking Charges' with interim reviews carried out annually based on an assessment of parking charges in key neighbouring towns and the annual Consumer Price Index (as at September each year with reviewed charges rounded to the nearest ten pence). Consideration will also need to be taken of the outcomes of area transport strategies developed to support planned growth.
- (x) Support the adoption of minimum residential parking standards.
- (xi) Agree the presumption that any planning application which includes provision for publicly available private non-residential parking will be required to provide an accompanying car park management plan and, subject to a case-by-case analysis, to implement parking restrictions and charges consistent with those of council run car parks in the local area.
- (xii) Approve the retention of the current Sunday parking charge of £1.50 in Salisbury (subject to the proposal at (v)) and the removal of Sunday parking charges in Bradford on Avon. Support the following addition to 'Policy PS3 – Parking Charges':

'Sunday parking charges will be considered where there is an identified traffic congestion or air quality issue, or where there is a strong and established parking demand from shoppers or visitors'.
- (xiii) Delegate authority to the Corporate Director for Neighbourhood and Planning in consultation with the Cabinet Member for Highways and Transport to undertake and approve the reviews on residents' parking zones, on-street waiting restriction reviews, season tickets and permits, and parking enforcement.
- (xiv) Delegate authority to the Corporate Director for Neighbourhood and Planning in consultation with the Cabinet Member for Highways and Transport to finalise the strategy document for publication as part of the third Wiltshire Local Transport Plan by 31 March 2011.

Reason for Proposal

To seek agreement to commence implementation of the revised LTP Car Parking Strategy following public consultation.

MARK BODEN

Corporate Director
Department for Neighbourhood and Planning

Subject: Wiltshire Local Transport Plan 2011-2026 – Car Parking Strategy

Cabinet Member: Councillor Dick Tonge – Highways and Transport

Key Decision: Yes

Purpose of Report

1. For Cabinet to approve the Wiltshire Local Transport Plan (LTP) 2011-2026 – Car Parking Strategy.

Background

Introduction

2. The Council developed its current parking strategy during the preparation of the first Wiltshire LTP which was published in 2001. This set out, amongst other things, parking standards, strategies for public parking (including parking charges) and a policy on residents' parking zones.
3. More recently (June 2008), the Council completed the introduction of civil parking enforcement (CPE) throughout the whole of Wiltshire. Reviews of parking controls in a number of market towns have been undertaken to support the implementation of CPE.
4. As a consequence of the move to Wiltshire Council, a Parking Services Team has been set up to manage the Council's car parks and park-and-ride sites, and to enforce all parking controls, both on-street and off-street, for the whole of Wiltshire.

The need to review the Council's car parking strategy

5. There are a number of reasons for reviewing the current LTP parking strategy at this time.
6. Firstly, the current LTP parking strategy was not formally adopted by the former District Councils. As a result, this led to a general lack of consistency in parking charges, standards and management between the former district areas of Wiltshire. While some inconsistencies have been resolved as a result of the setting up of the Parking Services Team, a number remain.
7. Secondly, a number of changes in national policy, guidance and best practice relating to parking have occurred since 2001 when the current LTP parking strategy was published. Moreover, a number of neighbouring authorities have revised their parking strategies and parking charges over this time.

8. Thirdly, parking is an important part of the Council's long-term local transport strategy included in the emerging third Wiltshire LTP which is to be published in March 2011; appropriate parking policies and management can help support local priorities such as economic growth, tackling climate change and reducing disadvantage and inequalities. There is also the need to ensure that up-to-date and appropriate parking guidance is available to developers and the Council's planning and highway development control officers to help facilitate development growth.

The review process

9. A report on the proposed approach to reviewing the current LTP parking strategy was presented to the Overview and Scrutiny Environment Select Committee on 12 January 2010. Included in the report was the proposal to generate four bands for parking charges within which Area Boards would be able to set the actual charges in their respective area. Following discussion, however, Members resolved that the Area Boards should simply have a chance to consider and be consulted on charges in their area and to make any recommendations through the Executive.
10. To more clearly establish the strategic context and setting for car parking in Wiltshire, officers drafted a number of overall policies which provided the high-level policy direction for the review (it should be noted that parking for cycles, powered two-wheelers and goods vehicles will be considered in other relevant LTP theme strategies).
11. The Council's term transport consultants, Mouchel, were commissioned to actually undertake the review in late January 2010. Following an inception meeting and a number of further meetings with council officers, Mouchel's final reports were issued to the council at the beginning of July 2010.

Consultation

12. Consultation on the draft car parking strategy was undertaken from 12 July to 3 September 2010.
13. A variety of means were used to inform people of the consultation:
 - web portal and documents/questionnaire in libraries
 - press release (which led to good media coverage), parish newsletter article and Area Board announcements
 - a letter and follow-up emails on 'opportunities' (see paragraph ?) to relevant town and parish councils
 - correspondence with chambers of commerce
 - meetings with several Town and Parish Councils
 - emails and letters sent to some 8,000 Area Board and LTP contacts.
14. In total, 570 people and organisations responded through the web portal or by completing questionnaires and submitting letters, making 4,582 comments. A number of letters were also received from Parish and Town Councils, and Chambers of Commerce.

15. While there was a reasonable response from Amesbury (including a 234 signature petition received from Amesbury Community Partnership requesting that parking charges are not introduced in Amesbury) and from Chippenham, Corsham, Devizes and Salisbury community areas, there was a more limited number of responses from most other areas.
16. The exception was the South West Wiltshire area where a concerted campaign was undertaken by Councillors and Parish Councils. In addition to a significant response to the questionnaire, 135 people signed up to a Mere and District Chamber of Trade survey asking how parking charges would affect their visit to Mere (this is in addition to a 200 signature survey submitted to the Overview and Scrutiny Environment Select Committee in January 2010).
17. A number of respondents, including several Parish and Town Councils, complained about the nature (i.e. the focus on the Council's consultation web portal and the complex technical wording of some parts of the document) and the length of the consultation documents (i.e. the number of pages and volume of questions posed). In many respects, the subject matter and the breadth of the intended audience (i.e. statutory bodies, developers, transport consultants as well as the public and Parish and Town Councils) necessitated that the document covered the full gamut of parking matters in adequate detail. It should also be noted that the consultation was undertaken in conformity with the council's consultation strategy and based on the principles set out in the Wiltshire Local Development Framework Statement of Community Involvement.
18. Feedback on the consultation findings were presented to all the Area Boards between 22 September and 23 November 2010. The following resolutions (as at 1 December, 2010) were made by the respective Area Board:
 - (i) The Salisbury Area Board draws the attention of Cabinet to the importance to Salisbury of its continued economic vitality both as a popular tourist destination and an attractive shopping centre. We are keen to encourage the use of Park and Ride, so that our relatively compact city centre is not full of cars, but we also need to ensure that parking charges for Salisbury as a whole are lower than our competitors.
 - (ii) Confirmed figures from the car parking strategy consultation would be brought to the next [Devizes] Area Board meeting. (A subsequent letter from the Devizes Area Board dated 3 November 2010 requested that free parking be continued in the Market Place).
 - (iii) The Amesbury Area Board acknowledges Wiltshire Council's aspiration to harmonise car park charges across the county, but strongly recommends that:
 1. There be no charging in small communities, including and especially Amesbury; and
 2. Any final decision on this matter, in any community, take fully into account the specific local circumstances, and in this case, the unique characteristics of Amesbury.

19. The Environment Select Committee considered the car parking strategy again at its meeting on 2 November 2010 where Members resolved to note the strategy and congratulate the Cabinet Member and officers for their work.

Main Considerations for the Council

20. Commentary on the responses received to the consultation questions is provided in the following sections and includes consideration of other general responses (the number of respondents to each question is provided in brackets).
21. The revised parking strategy is presented at **Appendix 1**. It should be noted that in revising the strategy all the responses and comments received have been considered.

Question 1 – Objectives (193)

22. Of the ten objectives included in the draft strategy document, the following were selected as the most important by respondents:
- 1) Support the local economy and facilitate development growth (selected by 75.1% of respondents as their first preference).
 - 2) Meet residents' needs for car parking near their homes (selected by 29.5% of respondents as their second preference).
 - 3) Provide access to key services and facilities for special needs groups and the mobility impaired (selected by 18.7% of respondents as their third preference).

Question 2 – Overall Management (149)

23. The policy on overall management sought to set-out the general approach to parking in Wiltshire. As a result, the policy is rather nebulous in nature and this was a criticism of a number of respondents. Nevertheless, 52.3% of respondents supported the policy.

Questions 3 and 4 - Spatial Bands (143 and 123)

24. Banding seeks to establish a balance between acknowledging the range of economic, social and environmental differences between towns with the need to develop a more consistent approach to parking policy, management and operations throughout Wiltshire. It was therefore proposed to band Wiltshire's towns into one of four spatial bands (see Table 1 below).

Table 1: Spatial Bands

Band	Spatial Area
1	Salisbury
2	Chippenham and Trowbridge
3	Amesbury, Bradford-on-Avon, Calne, Corsham, Devizes, Malmesbury, Marlborough, Melksham, Warminster, Westbury and Wootton Bassett
4	Small Towns and Villages (including rural areas)

25. These bands are based on (see also **Appendix 2**):
- (i) The hierarchy in the emerging Local Development Framework (which considers the role and function of towns, and their level of facilities and services)
 - (ii) Population levels
 - (iii) The availability of sustainable transport alternatives
 - (iv) Operational parking issues.
26. While the majority of respondents (58.7%) to the consultation supported the concept of spatial bands, those that disagreed stated that 'one size does not fit all' and that as a result, local distinctiveness and local needs would not be adequately considered. For these reasons, a number of respondents felt that decisions on parking should be taken at the lowest possible administrative level (i.e. the relevant Town or Parish Council).
27. As stated in paragraph 24, the banding of settlements seeks to establish a balance between acknowledging differences between towns and developing a more consistent approach to parking throughout Wiltshire. The categorisation of towns into four bands is clearly not a 'one size fits all' approach and the criteria outlined in paragraph 25 demonstrates that local differences have been taken into account. Furthermore, banding reduces the ability of towns to compete with each other over car parking charges (i.e. competing on the lowest parking charge rather than, for instance, on improvements to a town's retail offer).
28. Overall support for the concept of spatial bands contrasts with the majority of respondents (54.5%) who did not support the proposed spatial bands themselves. Suggestions for revision included that:
- (i) Salisbury should be grouped with Chippenham and Trowbridge
 - (ii) Chippenham and Trowbridge should be separated
 - (iii) Band 3 should be split into larger market towns and smaller market towns
 - (iv) Band 4 should be split into small towns and villages.
29. While having a similar strategic importance to Chippenham and Trowbridge, Salisbury has a larger population, is an important tourism destination and benefits from having five Park and Ride sites and a residents' parking zone. Given these circumstances, it is considered appropriate for Salisbury to be in a band on its own.
30. It is acknowledged that in a similar manner to Salisbury, parking management in Chippenham and Trowbridge may need to be amended (and separated) in the future in light of the respective area transport strategies to support planned growth. However, the outcome of this work is yet to emerge and until such time as it does, it is considered that Chippenham and Trowbridge should be categorised together in one band.
31. A split of Band 3 towns could be based on a number of factors including population levels, the retail mix or the number of existing public parking spaces. While this would go some way to appease those respondents who complained of a 'one size fits all' approach, it would be rather arbitrary in nature. It is considered that the opportunity offered to Band 3 town councils (see paragraph 64) adequately provides the means for local economic needs to be acknowledged.

32. It is not considered either practical or necessary to split Band 4 into small towns and villages.

Questions 5 and 25 – Land-Use Zones and Parking Management (125 and 126)

33. The zoning of areas within towns seeks to further reflect the economic, social and environmental differences between areas and the need to manage parking appropriately depending on local circumstances. While the proposed zones were supported by the majority of respondents (68.8%), only 41.3% of respondents agreed with the suggested approach to parking management in each zone. Having said this, a number of respondents' comments were concerned with the imposition of parking charges, particularly in Mere and Tisbury, rather than with the features of the different approaches to parking management in the six zones. Of the other comments received, a number suggested that modern communities were more complex and mixed than implied by the zones.
34. The proposed land-use zones and parking management in each zone was updated from the current LTP Parking Plan which was subject to stakeholder consultation and reviews of land-use at the time. So, while the zones and management strategy in each zone are considered to be appropriate, greater flexibility has been introduced to the way in which these are implemented.

Questions 6 and 27 – Managing the Council's Parking Stock (130 and 98)

35. The way in which the Council is proposing to manage its off-street and on-street parking stock was supported by the majority of respondents (55.4%). Those that had reservations or did not support the policy made a number of comments including:
- (i) Reducing off-street long-stay parking will lead to commuters parking on-street instead, and should therefore only be 'considered' where 'good' sustainable transport alternatives exist.
 - (ii) Short-stay and long-stay time periods should be defined, with on-street short-stay parking limited to one hour or less.
 - (iii) Blue badge parking provision should be made in accordance with recognised standards.
 - (iv) Increases in short-stay parking provision will encourage further traffic movements.
36. Points (i) to (iii) above have been incorporated into the revised policy. In terms of point (iv), while this may be an outcome, these traffic movements will generally be at non-peak times of the day. The adequate provision of short-stay parking spaces can also help support local businesses.
37. On the associated question of restricting short-stay parking to a maximum of three hours (question 27), 64.3% of respondents were in agreement.

38. Although some aspects of on-street parking are dealt with in the strategy as it stands, it is acknowledged that a more comprehensive review of the management of on-street parking will need to be undertaken in due course; a programme of on-street waiting restriction reviews is currently being developed.

Question 7 – Kerb Space Hierarchy (129)

39. The majority of respondents (54.3%) thought that the proposed kerb space hierarchy was reasonable. A number of people, however, suggested that the hierarchy should be more flexible and reflect the different needs of different areas (e.g. residents' parking to have a higher priority in residential areas). A number of suggestions for amending the hierarchy were also made although no one clear consensus emerged.
40. Reflecting respondents' comments and the approach outlined in paragraph 34, a degree of flexibility has been introduced to the way in which the kerb space hierarchy will be implemented.

Questions 8 and 26 – Parking Charges (Mon-Sat) (160 and 96)

41. Three options for parking charges (Monday - Saturday) were proposed as part of the consultation: 'conventional' (lowest charges), 'balanced' and 'radical' (highest charges). The development of these options followed a review by Mouchel of existing charges both within Wiltshire and in surrounding local authority areas.
42. Overall, Mouchel found that the parking charges in Wiltshire were significantly lower than in surrounding local authority areas and particularly compared to key competitor towns (an update of current parking charges in key competitor towns is included in **Appendix 3**). It was also found that, as a result of having four former District Councils, there were significant differences in parking charges across Wiltshire.
43. Other major considerations in the setting of parking charges were also reviewed as part of the process including the strength of the local economies, traffic conditions, availability of sustainable modes, environmental conditions and potential future demand.
44. The majority of respondents (59.4%) chose the 'conventional' option with 22.9% choosing the 'balanced' option and 17.7% the 'radical' option. A significant number of people, particularly from the South West Wiltshire community area (who did not generally answer the specific questions set out in the consultation and are therefore not included in the above figures), argued that parking charges should not be introduced and/or increased at all. Other comments included that:
- (i) The options do not reflect the rural nature of Wiltshire where most people need to use a car to access essential services and facilities.
 - (ii) Increased long-stay charges would have a disproportionate impact on lower paid workers.
 - (iii) The first hour of short-stay parking should be free to support the vitality and vibrancy of towns.

(iv) More convenient means of paying (e.g. by mobile phone and 'pay on exit') should be introduced. (It should be noted that 'pay by mobile phone' will be implemented across the county in December 2010).

45. The following paragraphs (46 - 55) outline the characteristics, and advantages and disadvantages of each of the charging options as included in Mouchel's reports.

Conventional option

46. This option seeks to achieve a greater degree of consistency between and within the bands (i.e. charges steadily decrease from Band 1 to Band 4 and are level within each band). In order to achieve this position, while parking charges for most towns remain broadly as they are now, there have been some changes made in several towns.

47. It is also proposed that parking charges are introduced at all car parks to cover operational and maintenance costs, to ensure that council tax payers do not subsidise car parking and/or to provide revenue to support sustainable transport measures (e.g. local bus services). Lastly, short-stay parking has been priced at a premium over long-stay parking (where time periods overlap) to reflect the increased convenience of short-stay car parks.

48. The main advantages of this options are:

- Relatively low impact on the economies in Band 1 and 2 towns, and the majority of Band 3 towns.
- No significant impact on the competitiveness of Band 1 and 2 towns, and the majority of Band 3 towns in comparison with key competitor towns in neighbouring areas.
- Relatively low impact on the affordability of access by private car for Band 1 and 2 towns, and the majority of Band 3 towns.

49. The main disadvantages of this option are:

- Potential impacts on the local economies of Band 3 and 4 towns where there is currently free parking.
- Limited impact on reducing congestion, carbon emissions, noise and air quality pollution.
- No significant increase in parking revenues to enable the Council to fund sustainable transport measures (e.g. local bus services).

Balanced option

50. This option builds on the proposals put forward in the 'conventional' option by modestly increasing charges in the Band 1 and 2 towns of Salisbury, Chippenham and Trowbridge (where sustainable transport alternatives are more readily available), with smaller increases elsewhere.

51. The main advantages of this options are:

- Relatively low impact on the economies in Band 1 and 2 towns, and the majority of Band 3 towns.
- No significant widespread impact on the competitiveness of Band 1 and 2 towns, and the majority of Band 3 towns in comparison with key competitor towns in neighbouring areas.
- A small positive impact on reducing congestion, carbon emissions, noise and air pollution.
- An increase in revenue to support sustainable transport measures (e.g. local bus services).

52. The main disadvantages of this option are:

- Potential impacts on the local economies of Band 3 and 4 towns where there is currently free parking.
- A small negative impact on the affordability of access by private car.
- Some public opposition to increase in parking charges.

Radical option

53. This option builds on the proposals put forward in the 'conventional' option through modest to significant increases across the spatial bands. As with the 'balanced' option, the level of increases are higher in the Band 1 and 2 towns of Salisbury, Chippenham and Trowbridge where sustainable transport alternatives are more readily available.

54. The main advantages of this options are:

- No significant widespread impact on competitiveness in comparison with key competitor towns in neighbouring areas.
- A significant positive impact on reducing congestion, carbon emissions and noise and air pollution, particularly in Band 1 and 2 towns.
- A significant increase in parking revenues to enable the Council to fund sustainable transport measures (e.g. local bus services).
- Strong further encouragement for people to use the Park and Ride services in Salisbury.

55. The main disadvantages of this option are:

- Potential adverse impact on local economies if town footfall levels are reduced.
- Significant negative impact on the affordability of access by private car.
- Potentially strong public opposition to the widespread increase in car parking charges.

Preferred Option

56. In order to reflect the consultation responses (see paragraph 44), it is proposed that the 'preferred' option is largely based on the respective support for each of the above options. Therefore, each parking charge in Table 2 below (excluding the first two hours in Salisbury (Band 1) where a £2.00 charge applies and the first hour elsewhere where the 'conventional' charge applies) has been determined in accordance with the following weighting:

- 59% of the 'conventional' charge
- 23% of the 'balanced' charge
- 18% of the 'radical' charge.

Table 2: Preferred Parking Charges (Mon-Sat)

Band	Stay	<1hr	<2hr	<3hr	<4hr	<5hr	<8hr	All day
1	Short	-	£2.00	£3.80	-	-	-	-
1	Long	-	£2.00	£3.60	£4.20	£5.00	£6.70	£6.70
2	Short	£1.00	£1.40	£2.90	-	-	-	-
2	Long	£0.80	£1.20	£2.40	£2.80	£3.80	£4.90	£5.40
3	Short	£0.40	£1.10	£1.90	-	-	-	-
3	Long	£0.30	£1.00	£1.80	£2.20	£2.90	£4.70	£5.10
4	Short	£0.30	£1.00	£1.80	-	-	-	-
4	Long	£0.20	£0.90	£1.70	£2.10	£2.60	£4.40	£4.70

Note: Charges have been rounded up to the next 10 pence increment.

57. The 'conventional' charge has been applied to the first hour in all the bands (excluding Band 1) in acknowledgement that many people want to park for a short time period on a frequent basis; in doing so, the lower charge will help support the vitality and vibrancy of Wiltshire's market towns.
58. In Salisbury, representation was received for an alternative option of a £2.00 flat charge for the first two hours parking (the revenue effect of this option is neutral). This is supported by Salisbury City Centre Management. As Salisbury is alone in its band (Band 1) this proposal affects no other towns.
59. The other exception is the Market Place car park in Devizes. Both Marlborough and Devizes have charges higher than other Band 3 towns. However, Marlborough has some on-street parking free for half an hour. By applying the same criteria to the Market Place car park in Devizes, both communities are treated in an equal manner.
60. It should be noted that where there would be a reduction in a car park charge as a result of the introduction of the charges above, then the current charge (subject to the recommendation in paragraph 63) would remain in place until equalisation is achieved. Thereafter, the car park charge would increase in line with the relevant band increases.
61. Prioritised reviews will be undertaken where there is an identified displacement of parking into inappropriate areas caused as a result of the imposition of the revised parking charges (see also paragraphs 91 and 92 on residents' parking zones).

62. On a wider but nevertheless related issue, the combined effect of reductions in Council funding and the changes in concessionary fares reimbursement and Bus Service Operators Grant will be to severely reduce the ability of operators and the Council to provide reasonable levels of public bus service in Wiltshire (see **Appendix 4**). Operators will lose a significant proportion of their income, leading to higher prices for services they operate for the Council and a reduction in the services they are able to run commercially. At the same time, the Council will have less funding available for existing supported services, or to replace the services being withdrawn by the commercial operators.
63. Given the above, it is recommended that Cabinet supports an uplift in all on-street and off-street parking charges by ten per cent (rounded to the nearest ten pence which keeps Band 3 and 4 one hour charges at the level shown in Table 2) (see **Appendix 5**). Furthermore, it is recommended that Cabinet agrees to the hypothecation of surplus parking charges (i.e. that which is over and above the 2010/11 forecast income of £5,040,000) to provide funding for sustainable transport measures (e.g. local bus services). In doing so, this will establish a direct and transparent link between increases in parking charges and the Councils' support for sustainable transport services. Importantly, this will also help provide essential accessibility for non-car users and those people who prefer to choose sustainable transport modes.

Question 9 - Opportunities for Parish and Town Councils (140)

64. The following two opportunities, which were supported by a large majority of respondents to the consultation (73.6%), were offered to relevant Band 3 and 4 Parish and Town Councils:
- In Band 3 towns, to 'buy back' a small proportion of short-stay spaces from Wiltshire Council to offer as free parking spaces.
 - In Band 4 towns, to take over the management of local public car parks and associated costs as an alternative to parking charges being set by Wiltshire Council.
65. A number of respondents stated that the above opportunities should be made available to the city, town and parish councils in all the bands. Other comments included that the provision of free parking is effectively already paid through the council tax, and that if Band 4 towns did not take up the relevant opportunity, then charging revenues would not cover Wiltshire Council's management and enforcement costs.
66. A series of correspondence and meetings have been initiated with relevant Parish and Town Councils to understand their interest in taking up these opportunities and to discuss the Band 3 'buy back' cost of £500 plus VAT per space per year (to be managed through a legal agreement) and the Framework for a Lease with Band 4 towns which will be used as the basis for further negotiations with Parish and Town Councils on a case by case basis with the support of the Council's legal and property departments (see **Appendix 6**).
67. Comments received to date on the opportunities from Parish and Town Councils are included at **Appendix 7**. In particular, the following requests have been made:

- (i) Warminster Town Council would like the car parking assets currently under Wiltshire Council control to be transferred to Warminster Town Council as a community asset so that the Town Council can run them for the benefit of the town.
 - (ii) Box Parish Council feel that the period suggested of two years for the lease is too short if the Parish Council is expected to maintain the surface and walls. The Parish Council feels that this should preferably be for a ten year period with a five year break clause.
 - (iii) Tisbury Town Council's decision was resolved on the basis that the lease would be for a period of ten years, and not two years, as this was their understanding following a meeting with Wiltshire Council in August.
68. It should be noted that relevant Parish and Town Councils have been advised that they will need to agree to the lease by 31 March 2011.
69. It is recommended that Cabinet supports the principle of the opportunities expressed in paragraph 64 and delegates authority to the Corporate Director for Neighbourhood and Planning in association with the Cabinet Member for Highways and Transport to agree the detailed terms of the lease with relevant Parish and Town Councils.

Question 10 – Reviewing Parking Charges (119)

70. The response to this question was relatively even with 52.1% of respondents agreeing that the proposed way of reviewing parking charges was reasonable. A number of people, however, stated that the Consumer Price Index (CPI) should be used instead of the Retail Price Index (RPI), and that five years between fundamental reviews was too long and that a three year time scale was more appropriate.
71. Given recent changes to the way in which annual increases to benefits and pensions are to be calculated, it is considered more appropriate that the annual review of parking charges should be based on the CPI rather than the RPI (using the CPI figure for September each year with reviewed charges rounded to the nearest ten pence). In terms of the timescale for the more fundamental reviews of parking charges, it is considered that a five year time interval is practical and reasonable.

Question 11 – Season Tickets (117)

72. The majority of respondents (77.8%) believed that the Council should continue to offer season tickets. A number of comments were made suggesting improvements, including the following:
- (i) Local businesses should be able to buy and share season tickets to their staff and customers as required.
 - (ii) Lower rates should be offered to town centre residents, key workers, essential car users, car sharers and low emission vehicles.
 - (iii) Payment levels should be affordable and flexible.
 - (iv) The use of season tickets should be restricted to under utilised and/or long-stay car parks.

73. While the option of season tickets has been retained in the strategy, the actual terms and conditions offered by the Council on season tickets and permits are subject to a current review; this review will include consideration of the comments made as part of this consultation.
74. The very short-term use of Council car parks by parents dropping off their children at school was raised during the consultation. A policy position on this matter was adopted by the former North Wiltshire District Council and this will be used as the basis for a countywide approach.

Questions 12, 16, 31 and 32 – Residential Parking Standards in New Development (136, 124, 106 and 102)

75. Controlling the amount of parking provided in new housing developments has historically been used as a way of seeking to influence both car use and ownership levels. It is, however, now considered generally unrealistic to seek to influence car ownership levels through residential parking standards as the majority of people will still want to own a car for the flexibility it provides.
76. It is therefore proposed that the one of the aims of the Council's parking strategy should be on influencing car use through appropriate parking measures at destinations (e.g. retail, commercial and employment areas) and not seeking to influence car ownership levels through overly restrictive residential parking measures which can cause streetscene or safety issues as a result of parking overspill.
77. While the majority of respondents (77.2%) to the consultation supported this approach, a number did state that, in their view, minimum parking standards are contrary to current relevant national guidance and that land use take and design would suffer as a result.
78. It is considered that minimum residential parking standards are consistent with current government guidance such as PPS3 'Housing' (June 2010) in that account is being taken of the expected levels of car ownership in a predominately rural area like Wiltshire. Having stated this, the approach to residential parking in the revised strategy has been amended to ensure that it is flexible enough to deal with particular local circumstances, including housing design and density factors.
79. In terms of the question on whether garages should continue to be included in the allocated residential parking provision for housing developments, the response was more balanced with 54.9% of respondents stating that this should not be the case. Again, the approach to the use of garages in future housing developments has been clarified in the revised strategy to ensure that it is flexible enough to deal with particular local circumstances.

Questions 13, 30, 33 and 34 – Private Non-Residential Parking Standards for New Development (123, 92, 118 and 113)

80. The number of respondents supporting the policy and maximum standards for private non-residential parking was relatively even at 52.8% and 48.9% respectively. Some two-thirds of respondents disagreed with the other questions on the proposed initial and secondary discount levels for maximum parking standards.
81. While some respondents wanted more flexibility to reflect local circumstances (i.e. standards determined on a case-by-case basis), others wanted more certainty. Many respondents considered that maximum parking standards were not appropriate for a predominantly rural area like Wiltshire and that maximum standards would discourage commercial development and lead to on-street overspill parking.
82. The use of maximum standards for non-residential use classes reflects PPS4 'Planning for Sustainable Economic Growth' (2009). In undertaking their review, Mouchel have simply updated and harmonised the existing maximum parking standards used in Wiltshire. The accessibility framework is also a broad continuation of the approach adopted in the existing LTP Parking Plan and, along with the ability for discussions to be undertaken on the merits on individual sites with developers, provides the necessary flexibility to deal with local circumstances.

Question 14 – Managing Publicly Available Non-Residential Parking (120)

83. Managing Council owned parking is made more complicated where there is significant publicly available private non-residential parking (e.g. at retail outlets and supermarkets). Particular concerns include that:
- people may park in a supermarket or retail outlet car park free when visiting a town rather than using a nearby Council short-stay car park – this could both cause parking overspill onto residential roads if the supply of supermarket spaces is exceeded and a loss of revenue to the council; and
 - people may decide to shop at a supermarket or retail outlet because it has free car parking rather than in the local high street which relies on Council car parks – this could undermine the vitality and vibrancy of small retailers.
84. The proposed policy seeks to require that any planning application that includes publicly available private non-residential parking provides a car park management plan and implements parking restrictions and charges consistent with those of Council run car parks in the local area.
85. The majority of respondents (68.3%) did not support the above policy position. Of these, a significant number made the comment that the Council should not be interfering in the actions of private companies. Moreover, many also felt that the policy was unfair to new developers and that it could not be enforced by the Council.

86. In effect, the Council is already following the policy position on an informal basis (e.g. as demonstrated at Waitrose in Marlborough and Sainsburys in Trowbridge, etc.). Nevertheless, the policy has been amended to ensure that local circumstances and need are more fully considered.

Question 15 – Reductions in Private Non-Residential Parking Stock (134)

87. A significant majority of respondents (79.1%) did not support any reductions in the number and/or use of existing privately owned non-residential parking stock. Many respondents felt that such a policy would lead to overt Council interference in commercial decisions and may discourage future development in Wiltshire. Other comments included that the Council's public parking stock should also be considered and that the policy should focus on the better utilisation of spaces rather than reduction.
88. Given the consultation response and the fact that reductions in private non-residential parking stock can be considered through the development control process under existing national guidance, the policy has been deleted from the revised strategy.

Question 17 – Parking Enforcement (112)

89. While a significant majority of respondents (88.4%) supported the proposed approach to parking enforcement, a number of comments were made including the following:
- (i) The Council's approach to enforcement should be flexible.
 - (ii) Fines should be proportionate.
 - (iii) Parking enforcement should be visible in all of Wiltshire's towns.
 - (iv) Payment for parking charges should be 'pay on exit' rather than on arrival.
90. These and other relevant issues will be considered as part of the development of a Parking Enforcement Strategy in 2012/13.

Questions 18 and 29 – Residents' Parking Zones (118 and 105)

91. A significant majority of respondents supported both the policy (88.1%) and the process (68.6%) put forward in the draft strategy document. A few respondents suggested that residents' parking zones are only needed because of a failure to adequately deal with parking demand, particularly from commuters. There were also calls for the permit charges to be revenue neutral and for schemes to be sufficiently flexible so as to allow short-term parking for non-residents (e.g. tradesmen carrying out domestic repairs).
92. The policy and process will provide the context for any residents' parking zone reviews in market towns. Details of the timescale for these reviews are to be determined.

Question 19 – Visitor Attraction Parking (115)

93. A significant majority of respondents (89.6%) supported the proposed policy on visitor attraction parking.

Question 20 – Park and Ride (110)

94. While the majority of respondents (63.6%) supported the policy on Park and Ride, many of the comments made concerned operational issues which are outside the remit of the car parking strategy. Of those comments that were related to the policy approach, many argued that the park and ride service should be self-financing and not be subsidised from parking revenues.
95. Park and Ride sites effectively act as long-stay car parks at the edge of town centres. It is recognised that the park and ride charges needs to be set above normal bus services but below equivalent parking charges to work successfully. The mix, number and charging regime for long-stay spaces needs to reflect and support this approach. As stated previously, parking management in Salisbury may need to be reviewed in light of the area transport strategy which is to be developed to support planned growth.

Question 21 – Parking at Railway Stations (135)

96. The provision of adequate car parking at railway stations can help to reduce the length of car journeys by attracting people onto rail for at least part of their journey. Increased car parking provision can, however, also encourage people to use their car instead of more sustainable modes to travel to the station. Therefore, in looking at parking issues at railway stations, the strategy advocated that a number of factors would be considered including the provision of a station travel plan.
97. The response to the question on parking at railway stations was relatively even with 52.6% of respondents not supporting the policy. Of these, a number stated that the use of a car is the only realistic means of accessing railway stations and that therefore, particularly at the more rural stations, increased parking provision should be supported and that station travel plans are only relevant in the larger market towns.
98. It is often a difficult balance between encouraging use of sustainable transport modes to access railway stations and discouraging rails users because parking provision is too expensive and/or insufficient. In view of this, it is considered sensible for local circumstances to be assessed as part of a station travel plan before increased parking is supported.

Question 22 – Improving Access and Use (121)

99. An overwhelming majority of respondents (95%) supported the proposed policy on improving access and use. Officers held a separate meeting with the chair of the Swindon and Wiltshire Users' Network where the provision for disabled parking was discussed and as a result, a number of amendments have been made to the policy.

Question 23 – Workplace Parking Levy (117)

100. The majority of respondents (62.4%) did not support the policy on the workplace parking levy. However, it seems that many respondents misinterpreted the policy which simply states the Council's position to keep the introduction of the workplace parking levy under review. This reflects the council's current position as stated in the adopted Wiltshire and Swindon Structure Plan 2016.

Question 24 – Residents' Overspill Parking (118)

101. The majority of respondents (63.6%) supported the proposed policy on residents' overspill parking. A number of respondents argued that parking demand should be managed (e.g. through personalised travel planning measures) before any loss of green space is considered.

Question 28 – Sunday Parking Charges (131)

102. In recognition that traffic volumes and sustainable transport services are reduced on Sundays, one hour and all-day charges were proposed at reduced rates compared with Monday - Saturday charges. Nevertheless, the vast majority (84.7%) of respondents disagreed with the proposed Sunday parking charges on a number of grounds including:

- (i) The Council's enforcement costs would exceed revenue streams.
- (ii) There would be an adverse impact on church attendance and visitor numbers.
- (iii) Charging is unnecessary except in a few locations (e.g. tourist hotspots) because congestion and parking demand on Sundays is not an issue.

103. As stated above, Sunday was implicitly identified in the draft strategy document as being different to the other days of the week. In view of the consultation response, it is proposed that the proposed Sunday parking charges are not introduced and that the current charges (subject to the recommendation in paragraph 61) are only retained in Salisbury given its particular local circumstances. It is further proposed that the following addition is made to 'Policy PS3 – Parking

'Sunday parking charges will be considered where there is an identified traffic congestion or air quality issue, or where there is a strong and established parking demand from shoppers or visitors'.

Environmental and climate change considerations

104. The draft car parking strategy has been subject to a Strategic Environmental Assessment (SEA) as part of the development of the third Wiltshire LTP. The SEA Environmental Report was subject to public consultation from 4 October to 26 November 2010.

105. Table 3 below identifies the significance of the effect of the draft car parking strategy on each SEA topic.

Table 3: SEA Effects

SEA Topic	Significance of the effect
Biodiversity	No significant effect
Land, soil and water resources	Minor negative effect
Air quality and environmental pollution	Minor positive effect
Climatic factors	Minor positive effect
Historic environment	Partial positive/partial negative effect
Landscapes (and townscapes)	Partial positive/partial negative effect
Population	Minor positive effect
Healthy communities	Minor positive effect
Inclusive communities	Minor positive effect
Transport	Minor positive effect
Economy and enterprise	Minor positive effect

106. For those topics where negative effects have been identified, Table 4 provides further details of the impact and suggested mitigation measures.

Table 4: SEA Negative Effects

SEA Topic	Impact	Suggested mitigation and enhancement measures
Land, soil and water resources	<p>No significant effects [on soil quality and water resources].</p> <p>While new council car parks (including Park & Ride sites) are not being proposed as part of the strategy, the move to minimum residential parking standards will lead to a greater land take requirement for parking in new housing developments.</p>	<p>Mitigation - Further emphasis on the use of unallocated communal parking should be considered as part of the approach to residential parking. More generally, a comment on environmental mitigation measures (e.g. use of permeable surfaces) should be included in the strategy.</p>
Historic environment	<p>The introduction of charging at most council car parks will help to reduce car trips by a small degree and provide some limited further encouragement for people to use sustainable modes. Beneficial impacts will be most felt in the market towns and particularly in Salisbury where the highest charges are being proposed.</p> <p>The enforcement of parking restrictions will also be positive in enhancing streetscapes. However, there is the danger that there may be an adverse impact on streetscenes if</p>	<p>Mitigation - The adoption of the radical parking charges option would provide the most beneficial impact on the historic environment. Controlled parking schemes need to be considered where commuter/shopper parking is redistributed onto inappropriate streets.</p>

SEA Topic	Impact	Suggested mitigation and enhancement measures
	<p>people choose to park in nearby streets rather than pay the charge. Policy PS3 states that local environmental conditions will be considered in settling parking charges.</p>	
Landscapes (and townscapes)	<p>No significant impact on Wiltshire's landscape.</p> <p>The introduction of charging at most council car parks will help to reduce car trips by a small degree and provide some limited further encouragement for people to use sustainable modes. Beneficial impacts will be most felt in the market towns and particularly in Salisbury where the highest charges are being proposed. The effective enforcement of parking restrictions will be positive in enhancing streetscenes. However, there is the danger that there may be an adverse impact on streetscenes if people choose to park in nearby streets rather than pay the charge. Policy PS3 states that local environmental conditions will be considered in settling parking charges.</p>	<p>Mitigation - The adoption of the radical parking charges option would provide the most beneficial impact on townscapes. Controlled parking schemes need to be considered where commuter/shopper parking is redistributed onto inappropriate streets.</p>

107. The SEA outputs and consultation comments will be considered as part of the development of the final car parking strategy for publication with the third Wiltshire LTP in March 2011.

Equalities Impact of the Proposal

108. The draft car parking strategy has been subject to an Equalities Impact Assessment (EqIA) as part of the development of the third Wiltshire LTP. The EqIA was subject to public consultation from 4 October to 26 November 2010.

109. The summary findings of the EqIA states that:

“The strategy sets minimum standards for disabled people and ensures that equality groups have access to adequate parking provisions. The parking charges allocated to areas reflect the economic vitality, and alternative transport systems available. Revenue for increased charges may also be used to provide alternative transport to community centres.

The impact of the policy options on the equality goals has been considered and consultation has been carried out with different equality groups and stakeholders.

Adverse issues relating to parking will continue to be able to be reported through the Area Boards after the LTP3 consultation is completed”.

110. The EqlA recommendations and consultation comments will be considered as part of the development of the final car parking strategy for publication with the third Wiltshire LTP in March 2011.

Risk Assessment

111. Table 5 highlights the headline risks and proposed management of those risks associated with the proposals in this report. A risk register has also been developed to enable each risk associated with the implementation of the project to be considered in detail.

Table 5: Headline Risks

Risks of not carrying out proposals	
<ul style="list-style-type: none"> • Continued inconsistency in parking charges, standards and management between the former district areas of Wiltshire. • Inability to reflect changes in national policy, guidance and best practice. • Parking charges increasingly out of step with charges in neighbouring authority areas. • Lower levels of parking revenue to support other council services, including subsidised buses. 	
Risks of proposals	Mitigation of risks
<ul style="list-style-type: none"> • Failure to implement proposals on time. • Reduced parking demand/revenues due to increased charges. • Parking is dispersed onto neighbouring streets. 	<ul style="list-style-type: none"> • Detailed project plan produced. Early and ongoing engagement with Band 3 and 4 parish and town councils. • Forecast revenues have been adjusted by the use of a recognised demand elasticity value. • Town reviews are to be undertaken following implementation as per a prioritised programme.

Financial Implications

112. The income forecasts of the various charging options (see paragraphs 46 to 63) are shown in Table 6 below.

Charging Option	Forecast Income (£)	Demand Adjustment (£)	Adjusted Forecast (£)	Increase on 2010/11 (£)	Increase (%)
Conventional	5,573,172	-69,312	5,503,860	463,860	9.2
Balanced	5,979,150	-122,089	5,857,060	817,060	16.2
Radical	7,203,389	-281,241	6,922,139	1,882,149	37.3
Preferred	6,203,459	-151,250	6,052,209	1,012,209	20.1
Preferred plus 10%	6,762,500	-223,925	6,538,575	1,498,575	29.7

113. In reading the above table, the following should be noted:

- (i) The forecast income for 2010/11 is £5,040,000. This forecast is approximately £1m below the originally budgeted level. It is anticipated that the 'preferred' option plus ten per cent will more than recoup this shortfall.
- (ii) The figures cover all off-street parking (Monday - Saturday) except for Park and Ride.
- (iii) The forecast income is based on a combination of actual and predicted car park occupancy figures.
- (iv) Many actual occupancy figures relate to time periods of one hour or more (e.g. at car parks where only tickets for up to four hours are available) and therefore cannot be accurately broken down into separate hourly time periods for forecasting purposes.
- (v) As a result of existing overpayments, an increase to some car park charges will not necessarily increase the forecast income (e.g. a ten pence overpayment is often taken against a 90 pence charge).
- (vi) The demand adjustment is based on a recognised elasticity of -0.13 as identified by Mouchel in their technical report. However, a variety of local factors (e.g. purpose and length of trip, availability of alternative transport modes, etc.) can affect the way in which people react to increases in parking charges, all of which can affect the elasticity of demand.
- (vii) The Value Added Tax increase of 2.5 per cent to 20 per cent from January 2011 has been allowed for in the income forecasts.

Legal Implications

114. Any significant change to either car parking charges or the terms and conditions applicable to car parks will require a public consultation process over 21 days to permit objections to be made and considered. Any objections received would then need to be identified in a report and considered by the Cabinet Member for Highways and Transport.
115. For these purposes, a significant change would include:
- (i) Imposing a charge where one did not previously exist.
 - (ii) Introducing free parking areas into a charging car park.
 - (iii) Changing the class of vehicle permitted to use a car park
116. Failure to adhere to the statutory processes set out in the Procedure Regulation 1996 could result in:
- (i) The new charges being successfully challenged in the High Court resulting in loss of income and/or loss of reputation for Wiltshire Council.
 - (ii) Not being able to increase the charges on the anticipated implementation date of 4 April 2011.

Options Considered

117. As stated in paragraph 9, the option to allow Area Boards to set parking charges within specified levels was considered and rejected by the Overview and Scrutiny Environment Select Committee at its meeting on 12 January 2010.
118. As part of their review, Mouchel considered the following options (see Table 7 below).

Table 7: Options

Theme	Conventional	Balanced	Radical
Managing on-street and off-street parking	Retain existing provision and management.	Further promote short stay on-street parking through increasing charges where appropriate. Look to manage other areas where required to balance demand.	Removal of on-street parking in central areas, except for disabled, to promote non-car uses and restrict traffic in busy towns. Limit long stay parking provision to encourage use of alternative modes. Introduction of more park and ride sites to restrain vehicles

Theme	Conventional	Balanced	Radical
			from entering town centres.
Parking charges	Existing parking charges retained but broader unification of regime across the council area.	Increased parking charges with unified regime across the council, focussing charges on long stay users.	Substantially increased parking charges within a unified regime, focussing charges on long stay and larger settlements.
Parking standards	Retain existing maximum parking standards.	Retain existing maximum parking standards but introduce minimum standards for residential parking.	Retain existing maximum parking standards, introduce minimum standards for residential parking and apply discounts to maximum standards based on site accessibility.

Conclusions

119. The review of the current LTP parking strategy is required to deal with the general lack of consistency in parking charges, standards and management between the former district areas of Wiltshire. The review also enables the Council to consider changes in national parking policy and neighbouring authorities' parking charges.
120. The banding of settlements seeks to establish a balance between acknowledging differences between towns and developing a more consistent approach to parking throughout Wiltshire. The concept of spatial bands was supported by the majority of respondents.
121. The 'preferred' parking charge option has been largely based on the respective support for each of the three consultation options. The proposals to increase all parking charges by a further ten per cent and to hypothecate surplus parking charges revenue will enable the Council to support local bus services.
122. It is considered that the opportunities offered to Band 3 and Band 4 towns provide the necessary flexibility for relevant Parish and Town Councils to reflect local economic needs.
123. The move to minimum residential parking standards is a pragmatic response to the current unsatisfactory use of maximum residential parking standards in a predominately rural area like Wiltshire.
124. The policy and process on residents' parking zones clearly sets out the context for reviews in the market towns and was strongly supported by respondents.

125. The Sunday parking charges proposal has been amended in light of the overwhelming consultation response.
126. The main risks identified are a failure to implement the proposals on time, a reduction in parking demand and therefore revenues due to increased charges, and that parking is dispersed onto neighbouring streets in market towns.

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November 2010

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

None

Appendices

- Appendix 1 - Wiltshire Local Transport Plan 2011-2026 – Car Parking Strategy
- Appendix 2 - Justification for Spatial Bands
- Appendix 3 - Average Car Parking Charges (Monday - Saturday) in Key Competitor Towns
- Appendix 4 - Impact on local Bus Services of Changes in Central Government Funding to the Bus Industry
- Appendix 5 – Preferred Parking Charges plus 10% Uplift
- Appendix 6 - Framework for a Lease
- Appendix 7 - Responses from Parish and Town Councils to the Band 3 and Band 4 Opportunities

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Wiltshire Local Transport Plan 2011-2026 – Car Parking Strategy

1 Introduction

1.1 Introduction

This document presents Wiltshire Council's car parking strategy which forms part of the Wiltshire Local Transport Plan (LTP3) 2011-2026. It provides a high-level policy position on a number of factors, including the following:

- overall management of car parking in Wiltshire
- managing the Council's car parking stock
- setting of appropriate parking charges
- car parking standard
- visitor attraction parking
- parking at railway stations
- safety and mobility impaired requirements

The document also provides more detail on a number of these factors, which forms the technical element of the council's strategy.

It should be noted that related parking issues for cycling, powered two wheelers and freight are or will be dealt with in the LTP3 Cycling Strategy, LTP3 Powered Two Wheeler Strategy and LTP3 Freight Strategy respectively.

1.2 Wiltshire LTP3 Car Parking Strategy

A parking strategy that deals with the supply and management of car parking can be one of the most useful tools available to local authorities in helping them achieve their economic, social and environmental objectives. In particular, a parking strategy can:

- a. support the local economy (eg by making it easy for shoppers and tourists to visit Wiltshire's market towns) and facilitate development growth (e.g. by enabling the planned housing and employment growth in Wiltshire to 2026).
- b. meet residents' needs for car parking near their homes (eg by introducing Residents' Parking Zones).
- c. provide access to key services and facilities for special needs groups and the mobility impaired (eg by providing appropriate Blue Badge car parking spaces).
- d. improve journey time reliability for road users (eg by designing and managing on-street parking facilities to reduce traffic conflicts and delays).

- e. encourage sustainable travel modes and help reduce reliance on the private car (eg by setting parking charges at appropriate levels).
- f. improve the efficiency of the council's parking service.
- g. enhance the built and natural environment (eg by reducing the amount of land required for parking and by improving the look of streetscenes through the enforcement of parking contraventions).
- h. make Wiltshire a safer place (eg by ensuring that car parks are 'safer by design').
- i. raise revenue for the council to reinvest in transport services and measures (eg by using surplus parking revenues to subsidise non-commercial bus services).
- j. reduce wasteful competition between towns in the wider sub-region (eg by setting car parking charges and standards that are broadly consistent with neighbouring authorities).

It should be clear from the above that car parking covers a variety of areas and a parking strategy needs to address them all. In essence, a parking strategy needs to form an integral part of a sustainable local transport system which aims to support economic, social and environmental objectives.

Having stated the above, there can be significant issues in trying to adopt a parking strategy that supports a sustainable local transport system as there are often inherent tensions between economic, social and environmental objectives. For example, while increasing levels of mobility for most people (ie those with access to a car) has generally led to higher standards of living and increased economic growth, at the same time, the centralisation of services and facilities (eg concentrating NHS services in super-hospitals) has reduced the quality of access for a significant minority of people (ie those who rely on public transport) and adversely impacted on environmental and social factors such as air quality and community severance.

Wiltshire Council's car parking strategy therefore needs to find a balance between supporting economic growth and being an effective demand management tool to encourage the use of sustainable transport alternatives.

1.3 Background

The council developed its previous parking strategy, or Parking Plan as it was termed, during the preparation of the first Wiltshire Local Transport Plan (LTP1) which was published in 2001. This set out maximum parking standards, a parking standards assessment framework, policies for developer contributions, strategies for public parking (including recommended parking charges) and parking standards.

The LTP1 Parking Plan adopted the recommendations from a study undertaken by consultants Oscar Faber in 2000, who were commissioned by the former Wiltshire County Council, the four former Wiltshire district councils and Swindon Borough Council. However, as the strategy was not formally adopted by the former district councils, it was only implemented with varying degrees of success across the county.

At the same time, a specific parking strategy for Salisbury, 'Getting the Right Balance', was prepared in 2000. This set out the principles and priorities for the supply and management of parking in Salisbury city centre.

During the preparation of the second LTP for Wiltshire (LTP2) which sets out the council's transport objectives and targets for the period 2006/07 to 2010/2011, two main issues relating to parking in Wiltshire were identified:

- the need for greater control of parking whilst recognising the need to maintain and enhance the economic vitality of local town centres.
- the widespread abuse of parking restrictions through lack of adequate enforcement.

More recently (June 2008), the council completed the introduction of civil parking enforcement (CPE) throughout the whole of Wiltshire: under the Road Traffic Act 1991, as amended by the Traffic Management Act 2004 (TMA), highway authorities can apply to the Secretary of State to establish Special and Civil Enforcement Areas which, once approved, transfers the responsibility for parking enforcement from the police to the highway authority. Reviews of parking controls are now being undertaken in all of Wiltshire's market towns to support the implementation of CPE (see section 1.4 for further details).

As a consequence of the move to Wiltshire Council in April 2009, a Parking Services Team has been set up to manage the council's car parks and park-and-ride sites, and enforce all parking controls both on-street and off-street for the whole of Wiltshire.

The review of the LTP parking strategy was undertaken by consultants Mouchel and public consultation on their reports was carried out from 12 July to 3 September 2010. Feedback on the consultation findings was then presented to the Area Boards between 22 September and 23 November 2010.. Wiltshire Council's Cabinet considered the consultation responses and the revised strategy at its meeting on 14 December 2010.

1.4 Parking in Wiltshire

There are three broad categories of car parking in Wiltshire:

- On-street – this is parking within the adopted highway boundary that is regulated by the council acting as highway authority. Enforcement of on-street parking regulations has historically been carried out by the Police but following the introduction of CPE is now carried out by the council.

- Public off-street – these are parking areas provided by the council which are open for use by the general public. Typically users are charged according to length of stay.
- Private off-street – parking that is privately owned for use by residents, employers, retailers, etc.

The majority of parking within Wiltshire's market towns and villages is off-street, publicly operated car parks and/or on-street parking. Typically, the parking stock is supplemented by large car parks operated by supermarkets and other smaller privately operated car parks.

Following the successful introduction of CPE throughout Wiltshire, reviews of parking in the market towns are being undertaken in the knowledge that any new restrictions introduced will be effectively enforced. This process involves investigating requests received for parking controls from residents, town councils and other interested organisations, and the formulation of proposals to deal with safety or obstruction problems, which are progressed through the traffic regulation order process.

Progress with the reviews is as follows:

- Following reviews of parking in Cricklade, Wootton Bassett, Ludgershall and Tidworth, new restrictions were introduced in the summer of 2009.
- In December 2009, new restrictions were implemented in Calne, Corsham, Chippenham and Devizes following their reviews.
- New restrictions resulting from the parking reviews in Bradford on Avon and Malmesbury were implemented in April 2010. Those in Marlborough and Purton were implemented during the summer of 2010.
- Reviews of parking in Melksham, Warminster, Westbury and Trowbridge are ongoing with the aim of instigating the formal traffic regulation orders process in the summer of 2011 in order to assess the implication of the introduction of the car parking strategy.
- It is anticipated that the reviews of the towns in the former Salisbury district area will be commenced in 2011/12.

The resulting new parking controls introduced will be monitored. Accordingly, it is anticipated that a traffic regulation orders will be commenced in 2011/12 to deal with any residual parking problems in the towns that have been reviewed.

As a consequence of undertaking the parking reviews, the council has received some representations for residents' permit schemes; currently residents' parking schemes are just operated in Salisbury City and on a trial basis in a limited number of streets in Bradford-on-Avon. Further introduction of residents' parking arrangements has been put on hold until the review of the LTP1 Parking Plan has been completed and adopted by the council. This is to establish the rules for the introduction of residents' parking arrangements on a consistent and uniform basis throughout the county.

1.5 Structure of the Report

This document is structured as follows:

- Section 2 provides the overall national and local policy context for the parking strategy.
- Section 3 presents the council's overall policies for car parking.
- Section 4 provides more detail on the council's policy for managing on and off-street parking.
- Section 5 outlines the parking charge regime in Wiltshire.
- Section 6 presents the council's process for investigating, implementing and operating residents' parking zones.
- Section 7 presents car parking standards and the associated accessibility-based discounting system.
- Appendices contain details on the car parks schedule, residents' parking scheme process, maximum car parking standards and the accessibility questionnaire.

Background information that supports the development of this strategy is available in an associated technical report available from <http://www.wiltshire.gov.uk/parkingtransportandstreets/roadandtransportplans/transportplans.htm>.

2 Policy Context

2.1 Introduction

This chapter sets out the policy context for the car parking strategy at the national and local level.

2.2 National Context

In its document entitled 'Delivering a Sustainable Transport System' (November 2008), the government set out its five broad transport goals:

- to support national economic competitiveness and growth, by delivering reliable and efficient transport network
- to reduce transport's emissions of carbon dioxide and other greenhouse gases, with the desired outcome of tackling climate change
- to contribute to better safety, security and health and longer life-expectancy by reducing the risk of death, injury or illness arising from transport, and by promoting travel modes that are beneficial to health
- to promote greater equality of opportunity for all citizens, with the desired outcome of achieving a fairer society
- to improve quality of life for transport users and non-transport users, and to promote a healthy natural environment.

In line with the Department for Transport's (DfT's) guidance on LTPs issued in July 2009, the council adopted these as the overall goals for the Wiltshire LTP3.

Pertinent guidance on parking is provided in a number of Planning Policy Guidance Notes (PPG) or Planning Policy Statements (PPS). In particular, PPG13 'Transport' (March 2001) states that:

"The availability of car parking has a major influence on the means of transport people choose for their journeys. Some studies suggest that levels of parking can be more significant than levels of public transport provision in determining means of travel (particularly for the journey to work) even for locations very well served by public transport...Reducing the amount of parking in new development (and in the expansion and change of use in existing development) is essential, as part of a package of planning and transport measures, to promote sustainable travel choices."

In view of the above, PPG13 requires that, as part of an overall approach on parking, local authorities should:

- adopt on-street measures to complement land use policies
- use parking charges to encourage the use of alternative modes
- support controls over public parking by adequate enforcement measures
- set maximum levels of parking for broad classes of development.

PPG13 also states that in developing policies on parking, local authorities should:

- ensure that levels of parking provided in association with development will promote sustainable transport choices
- not require developers to provide more spaces than they themselves wish, other than in exceptional circumstances
- encourage the shared use of parking, particularly in town centres and as part of major proposals
- take care not to create perverse incentives for development to locate away from town centres, or threaten future levels of investment in town centres
- require designated parking spaces for disabled people in accordance with current good practice.

Other relevant guidance is provided in PPS3 'Housing' (June 2010) which says that:

“Local Planning Authorities should, with stakeholders and communities, develop residential parking policies for their areas, taking account of expected levels of car ownership, the importance of promoting good design and the need to use land efficiently”.

It should be noted that this is a significant change from a previous version of PPS3 which advocated a maximum provision of 1.5 off-street parking spaces per dwelling.

As part of the new PPS4 'Planning for Sustainable Economic Growth' (December 2009), it is stated that in setting maximum parking standards for non-residential development in their areas (other than for disabled people), local authorities should take into account:

- the need to encourage access to development for those without use of a car and promote sustainable transport choices, including cycling and walking
- the need to reduce carbon emissions
- current, and likely future, levels of public transport accessibility
- the need to reduce the amount of land needed for development;
- the need to tackle congestion
- the need to work towards the attainment of air quality objectives
- the need to enable schemes to fit into central urban sites and promote linked trips
- the need to make provision for adequate levels of good quality secure parking in town centres to encourage investment and maintain their vitality and viability
- the need to encourage the shared use of parking, particularly in town centres and as part of major developments
- the need to provide for appropriate disabled parking and access
- the needs of different business sizes and types and major employers
- the differing needs of rural and urban areas.

PPS4 also provides guidance on how non-residential parking standards should be applied.

2.3 Local Context

The document, 'A Sustainable Community Strategy for Wiltshire 2007-2016', was endorsed by the Wiltshire Strategic Board in September 2007 with a vision of 'Strong and Sustainable Communities in Wiltshire': the government sees sustainable community strategies acting as the 'strategy of strategies' for an area.

'People, Places and Promises: Wiltshire Community Plan 2011-2026' is proposed to take the place of the existing sustainable community strategy. The plan will guide the actions of the many public and voluntary agencies and partnerships that work in the county to work towards making Wiltshire an even better place to live and work over the next 15 years. The Wiltshire Assembly has already agreed the vision of building stronger more resilient communities and the priorities for achieving this: creating an economy that is fit for the future; reducing disadvantage and inequality; and tackling climate change.

The Local Agreement for Wiltshire (LAW), which includes the Local Area Agreement (LAA), effectively acts as the delivery mechanism for the Sustainable Community Strategy over three year rolling periods. The current LAW and LAA were approved by the Wiltshire Strategic Board in June 2008.

The Local Development Framework (LDF) is designed to act as the spatial representation of the sustainable community strategy. As a result of the move to Wiltshire Council, work is progressing to move to a single Wiltshire LDF to replace the existing four district council local plans (see <http://www.wiltshire.gov.uk/wiltshirecorestrategy>).

In the absence of an adopted LDF, the Secretary of State for Communities and Local Government approved the saving of the majority of the Wiltshire and Swindon Structure Plan 2016 (the Structure Plan was originally only in place until April 2009). One of the saved policies is policy 'T6 Demand Management' which states that:

Demand management measures will be promoted where appropriate to reduce reliance upon the car and to encourage the use of sustainable transport modes. These measures include:

- maximum car parking standards – the provision of parking associated with new development will be limited to maximum parking standards. These maximum standards, and existing parking stock, will be managed or reduced to reflect local circumstances and the relative accessibility by other modes, in accordance with an accessibility framework and criteria
- public car parking charges – to avoid wasteful competition between adjacent areas within Wiltshire and outside, parking charges should be set to reflect the availability of parking spaces, local travel patterns and the availability of alternative travel mode;

- traffic management measures – where there are identified sustainable transport demands, traffic congestion, road safety or air quality issues, traffic management measures will be developed to promote walking, cycling and public transport, reduce reliance on the car, reduce the risk of accidents and improve the environment
- charging measures – opportunities for charging measures, such as road user charging and the workplace levy, will be kept under review.

A number of local strategic transport objectives have been developed for the LTP3 (see Table 2.1 over). These objectives have been derived from and are related to the national transport goals, and the Wiltshire Sustainable Community Strategy features. These objectives also reflect the key transport challenges identified as part of the development of the Wiltshire LTP3.

Table 2.1 Wiltshire LTP3 Strategic Transport Objectives	
Ref.	Strategic Objective
SO1	To support and help improve the vitality, viability and resilience of Wiltshire's economy and market towns.
SO2	To provide, support and promote a choice of sustainable transport alternatives including walking, cycling, buses and rail.
SO3	To reduce the impact of traffic on people's quality of life and Wiltshire's built and natural environment.
SO4	To minimise traffic delays and disruption and improve journey time reliability on key routes
SO5	To improve sustainable access to a full range of opportunities particularly for those people without access to a car.
SO6	To make the best use of the existing infrastructure through effective design, management and maintenance.
SO7	To enhance Wiltshire's public realm and streetscene.
SO8	To improve safety for all road users and to reduce the number of casualties on Wiltshire's roads.
SO9	To reduce the impact of traffic speeds in towns and villages.
SO10	To encourage the efficient and sustainable distribution of freight around Wiltshire.
SO11	To reduce the level of air pollutant and climate change emissions from transport.
SO12	To support planned growth in Wiltshire and ensure that new developments adequately provide for their sustainable transport requirements and mitigate their traffic impacts.
SO13	To reduce the need to travel, particularly by private car.
SO14	To promote travel modes which are beneficial to health.
SO15	To reduce barriers to transport and access for people with disabilities and mobility impairment.
SO16	To improve the resilience of the transport system to impacts such as adverse weather, climate change and peak oil.
SO17	To improve access to Wiltshire's countryside and provide a more useable public rights of way network.
SO18	To enhance the journey experience of transport users.

3 Overall Policies

3.1 Introduction

As outlined in section 2, the LTP Car Parking Strategy needs to balance a range of economic, social and environmental objectives. The policies set out in this section seek to strike an appropriate balance given Wiltshire's particular circumstances.

3.2 Overall Parking Management

As set out in PPG13 (see section 2.2), the availability of car parking can have a significant influence on travel behaviour and patterns of movement. Consequently, car parking needs to be carefully managed in order to help achieve the Wiltshire LTP3 transport objectives (see section 2.4).

Policy PS1 – Overall Management

The overall parking stock will be efficiently and effectively managed through the implementation of appropriate supply, maintenance, charging and enforcement measures to help achieve relevant local objectives.

This means that the council will:

- effectively manage the council owned (on-street and off-street) public car parking stock to reflect local circumstance;
- define the provision of private non-residential (PNR) and residential parking associated with new developments/re-developments
- maintain high quality and safe public parking facilities
- enforce parking regulations effectively
- effectively manage competing demands for on-street parking through the implementation of appropriate measures (eg Residents' Parking Zones).

The policy for overall parking management is set within the context of wider demand management measures. Demand management broadly covers measures to modify behaviour through a wide range of activities to control and reduce the negative impact of travel. It is often specifically aimed at addressing the harmful effects of car-borne journeys. Demand management covers an extensive and wide-ranging assortment of measures and activities, of which parking management is an integral part.

In managing the parking stock, while it is important that the council reflects the range of economic, social and environmental differences found in Wiltshire, it needs to do this within a workable framework that provides a level of consistency. Given this, the management of car parking will be undertaken in relation to a number of specified 'spatial areas' and 'land-use zones'.

3.2.1 Spatial Areas

Wiltshire has been divided into four spatial areas (see Table 3.1 below) based on the hierarchy in the emerging LDF (which considers the role and function of settlements, and their level of facilities and services), population levels, the availability of sustainable transport alternatives and operational parking issues.

Table 3.1 Proposed Spatial Areas	
Band	Spatial Area
1	Salisbury
2	Chippenham and Trowbridge
3	Market Towns
4	Small Towns and Villages (incl. rural areas)

The 'Market Towns' (Band 3) are Amesbury, Bradford-on-Avon, Calne, Corsham, Devizes, Malmesbury, Marlborough, Melksham, Warminster, Westbury and Wootton Bassett.

The 'Small Towns and Villages' (Band 4) covers all the other settlements in Wiltshire.

3.2.2 Land-Uses

The land-use zones, as defined in the LTP1 Parking Plan, have been retained and are shown in Table 3.2 below.

Table 3.2 Proposed Land-Use Zones	
Band	Land Use Zones
A	Regional/Sub-regional shopping/commercial centres
B	Local shopping/commercial areas
C	Central employment areas
D	Employment areas
E	Central residential areas
F	Residential areas

3.3 Managing the Council's Parking Stock

The historical approach of providing increased inexpensive car parking stock to meet rising demand has three main disadvantages:

- it uses up valuable land which could be used for other purposes (eg housing, retail and employment)
- it encourages people to use their cars more which leads to increased traffic flows, congestion, climate change emissions and other traffic impacts
- it often requires councils to subsidise the cost of providing and managing parking facilities.

Ultimately, this approach can set in motion a circle of 'predict and provide'. The alternative approach is to 'manage demand' by having a parking strategy which, as much as possible, supports the vitality and vibrancy of local economies, and seeks to promote more sustainable transport choices. This might mean, for instance:

- setting parking charges which encourage short-stay parking (e.g. for shoppers) and discourage long-stay parking (eg for commuters)
- locating short-stay spaces in the centre of market towns and long-stay spaces at the edges of centres
- reducing the number of long-stay spaces and managing the number of short-stay spaces.

The reasons for limiting, relocating and increasing charges for long-stay spaces are because:

- it is usually more practicable for commuters to use other transport modes (eg cycling, public transport and car sharing (see <http://www.carsharewiltshire.com>)) since their journeys are typically to and from fixed locations, and form only a small part of the day
- commuter parking typically occupies parking spaces for the whole of the working day
- commuters mainly travel at peak periods when the road network is most congested.

The reasons for facilitating and encouraging short-stay parking are:

- parking spaces need to be readily available to support the vitality, vibrancy and resilience of market town centres
- the higher turnover of spaces allows more users to be accommodated per space
- shoppers are more likely to travel during inter-peak periods when there is usually spare capacity on the road network.

Policy PS2 - Managing the Council's Parking Stock

The council will manage its parking stock in accordance with the following principles:

Off-Street Public Parking:

- **Short-stay parking (up to three hours) will be prioritised on sites within an acceptable walking distance of shopping and commercial centres to ensure adequate accessibility.**
- **Longer-stay parking will be prioritised on sites further away from shopping and commercial centres.**
- **Long stay commuter parking will be reduced where good sustainable transport alternatives exist.**
- **The mix, number and usage of off-street parking spaces will be periodically reviewed to ensure they continue to meet Local Transport Plan objectives and reflect local circumstances.**

On-Street Parking:

- **Short-stay parking (up to 2 hours) will be given priority at available on-street parking locations in or near shopping or commercial centres.**
- **Adequate provision will be made for the delivery of goods and for public service and emergency vehicles.**
- **Provision for Blue Badge holders will be made in line with recognised national standards (as a minimum).**
- **In residential roads, priority will be given to meeting residents' parking needs.**
- **The mix, number and usage of on-street parking spaces will be periodically reviewed to ensure they continue to meet Local Transport Plan objectives and reflect local circumstances.**

In reviewing the mix, number and usage of parking spaces, the council's approach will be very much based on 'managing parking demand' rather than simply on a 'predict and provide' calculation. Where appropriate, consideration will also be given to the requirements of car clubs and alternative energy vehicles.

In terms of on-street parking, this will generally be prioritised within the following hierarchy of kerb space users:

1. Bus Stop
2. Taxis
3. Blue Badge parking
4. Car clubs
5. Deliveries
6. Short stay parking
7. Residents' parking
8. Long stay parking

In applying this hierarchy, the council will take into account the different detailed approaches to managing on-street and off-street parking in each respective land-use zone are set out in Section 4 (eg in residential roads, priority will be given to meeting residents' parking needs) .

Reflecting the issues highlighted earlier, parking charges are set to:

- discourage commuting by car while protecting the vitality and vibrancy of town centres;
- avoid wasteful competition between different locations; and
- reflect the availability of alternative, more sustainable travel modes.

Within this overall context, recommended parking charges are proposed for each 'spatial band' in accordance with the policy position shown in Policy PS3 below.

Policy PS3 - Parking Charges

Recommended parking charges (on and off-street) will be set for each 'spatial band' taking account of the following factors:

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

To reflect its greater convenience, charges for on-street parking will be set at a premium over the equivalent off-street parking charge.

Sunday parking charges will be considered where there is an identified traffic congestion or air quality issue, or where there is a strong and established parking demand from shoppers or visitors.

The actual parking charges will be set by the council following consultation with the public, stakeholders and Area Boards.

Details of all the car parks in Wiltshire are provided in the document 'Car Parks Schedule' (see Appendix A). Off-street public parking which is deemed by the council to wholly or substantially serve specific facilities (ie hospitals, sports centres, etc) or purposes (ie visitor, residential parking, etc) would not be subject to the principles set-out in policies PS2 and PS3. These car parks are identified in the schedule by the term 'Facility Parking', 'Visitor Parking' or 'Residents' Parking'.

As part of the consultation process outlined in Policy PS3, Wiltshire Council offers town and parish councils the following opportunities:

- In Band 3 towns, to 'buy back' a small proportion of short-stay spaces from Wiltshire Council to offer as free parking spaces.
- In Band 4 towns, to take over the costs of operating and managing the car parks as an alternative to parking charges being set by Wiltshire Council.

Where these opportunities have been taken up by the respective town or parish council, the relevant car parks are identified in the Car Parks Schedule.

A fundamental review of parking charges will be undertaken by the council every five years based on the factors outlined in policy PS3. Annual interim reviews will also be carried out based on an assessment of parking charges in neighbouring areas and the Consumer Price Index (based on the figure for September each year with reviewed charges rounded to the nearest ten pence). In addition, consideration will be taken of the outcomes of area transport strategies developed to support planned growth.

The council also offers the option of purchasing permits and season tickets for many of its car parks, the terms and conditions of which were subject to a review in 2010/11.

3.4 Parking Standards in New Developments

Controlling the amount of parking provided in new business development (private non-residential (PNR)) and for new housing (residential) has historically been used as a way of seeking to influence both car use and car ownership levels. However, even though the emerging Wiltshire LDF is seeking to allocate new development in the most sustainable locations (ie close to service centres and/or with good public transport links), it is considered generally unrealistic to seek to influence car ownership levels through parking measures as the majority of people will still want to own a car for the flexibility it provides (eg for visiting family and friends, for bulk shopping, for holiday trips, etc). Indeed, a study undertaken on behalf of the former South West Regional Assembly concluded that restricting residential parking has little impact on either car usage or levels of ownership.

It is considered, therefore, that the focus of the council's parking strategy should be on influencing car use through appropriate parking measures at destinations (eg retail, commercial and employment areas) and not seeking to control car ownership levels through overly restrictive residential parking measures which can cause streetscene or safety issues as a result of parking overspill.

3.4.1 Private Non-Residential Parking Standards

Given the above argument, it is considered that, together with parking charges, it should be the number of parking spaces at destinations (eg retail, commercial and employment areas) that provide the means to influence car use. However, concern is often expressed that the reduction in parking standards:

- could discourage businesses from locating or expanding in Wiltshire
- should not encourage perverse incentives for development in out-of-centre locations
- are generally unrealistic given the lack of suitable sustainable transport alternatives
- transfer unmet parking demand onto residential streets.

Consequently, parking standards need to be considered in a sensitive and flexible way that reflects local circumstances (such as those factors outlined in section 2.2). Given this, a workable accessibility framework has been developed (drawing on the approach outlined in section 3.2) to determine reductions, or discounts, in recommended maximum non-residential parking standards.

Policy PS4 - Private Non-Residential Parking Standards

The provision of parking associated with new private non-residential development will be limited to maximum parking standards (except for disabled parking spaces). These maximum standards will be reduced to reflect local circumstances and the relative accessibility by sustainable transport modes in accordance with an accessibility framework.

The actual parking provision for developments will be negotiated between the council and developers taking account of a range of issues including the mix of land uses, ancillary uses, scale of development, opportunities for sharing parking and the role of local Park & Ride sites.

Disabled people need special provision; new developments must therefore ensure that 'Blue Badge' holders have an adequate number of properly designed, conveniently located and reserved car parking spaces.

The council will use transport assessments, business and school travel plans and other 'smarter choices' measures to help reduce the need for, or usage of, PNR parking spaces.

More details on maximum parking standards and the associated accessibility framework are presented in section 7.

Managing council owned parking is made more complicated where there is significant publicly available private non-residential parking (eg at shopping centres and supermarkets). Particular concerns include that:

- people may park in a shopping centre or supermarket car park for free when visiting a town rather than using a nearby council short-stay car park – this could both cause parking overspill onto residential roads if the supply of supermarket spaces is exceeded and a loss of revenue to the council; and
- people may decide to shop at a shopping centre or supermarket because it has free car parking rather than in the local high street which relies on council car parks – this could undermine the vitality and vibrancy of small retailers.

Policy PS5 - Managing Publicly Available Private Non-Residential Parking

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

Where an existing council car park forms part of a planning application, the presumption will be that the council will manage and operate the whole of any publicly available private non-residential car park associated with the new development.

The shared use of parking, particularly in town centres and as part of existing major developments, will be encouraged to reduce the overall amount of parking provision and to reduce land take.

3.4.2 Residential Parking Standards

In May 2007, the Department for Communities and Local Government (DCLG) published a document entitled 'Residential Car Parking Research' which set-outs a methodology for determining residential car parking standards based on the following issues:

- historic and forecast car ownership levels
- factors influencing car ownership:
 - dwelling size, type and tenure
 - dwelling location
 - availability of allocated and unallocated parking spaces
 - availability of on-street and off-street parking)
 - availability of visitor parking
 - availability of garage parking

- residential car parking demand (with 2026 as the recommended prediction year).

In terms of the PPS3 recommendation regarding good design and the efficient use of land, the documents 'Manual for Streets' (DfT, 2007) and 'Car parking: What works where' (English Partnerships, 2006) provide pertinent advice. In particular, it is advocated that the more flexible parking is (ie on-street and unallocated spaces), the more efficient the use of land (eg through the sharing of spaces); therefore, there is a presumption in favour of including some unallocated parking in most residential developments.

Policy PS6 - Residential Parking Standards

The provision of car parking associated with well designed new residential development will be determined in accordance with an approach which takes account of:

- dwelling size
- the appropriate mix of parking types (eg unallocated, on-street, visitor etc).

A set of minimum parking standards for residential development (based on allocated parking) has been developed to provide a basis for this approach. In determining the appropriate mix of parking types, the presumption will be that unallocated communal parking will be included in the majority of new residential developments.

Reduced residential parking requirements will be considered in the following circumstances:

- where there are significant urban design or heritage issues
- where parking demand is likely to be low
- where any parking overspill can be controlled.

While the provision of required parking spaces should always be well integrated within the wider design approach to a residential development, it is acknowledged that the requirement to achieve minimum standards could have an adverse impact where there are significant design or heritage issues (eg in terms of the ability to safeguard and conserve the scale, character, setting, distinctiveness, functionality and/or cultural value of a development or local area).

In town centres in particular, parking demand is likely to be less (eg because of the availability of a range of local services and good local sustainable transport options) and any tendency for potential parking overspill onto nearby streets is or can be controlled.

The council will require a design statement and/or transport assessment to justify any reduced residential parking requirement. In addition, residential travel plans and other 'smarter choices' measures may be required to help reduce the need for, and/or usage of, residential parking spaces.

More details on residential parking standards are provided in section 7.

3.5 Parking Enforcement

Following the introduction of CPE (see section 1.4), Wiltshire Council is now responsible for the enforcement of both off-street and on-street parking restrictions. Previously, the former district councils were responsible for the enforcement of all off-street car parks and the Wiltshire Constabulary was responsible for all on-street parking enforcement.

The benefits of CPE are many and varied:

- A co-ordinated and locally accountable parking enforcement service across the whole of the county.
- The ability to keep roads clear of vehicles parked in contravention of a restriction, which create safety and obstruction issues. In doing so, this can reduce traffic delays, improve the reliability of bus services, enhance the environment for pedestrians and cyclists, and provide easier access for emergency vehicles.
- The increased turnover of short-stay spaces and encouragement for the appropriate use of long-stay spaces through better enforcement can result in less circulating traffic and help support the vitality and vibrancy of market town centres.
- Residents' parking schemes are able to be introduced in the knowledge that they will be effectively enforced.
- Improved enforcement helps 'Blue Badge' holders by ensuring that dedicated spaces are not used inappropriately.
- More reliable access to designated loading bays and facilities for deliveries.

No changes were made to parking controls as part of the preparatory work for CPE. However, it is recognised that, with improved enforcement, parking patterns tend to change as previously illegally parked vehicles move to unrestricted areas. The parking reviews outlined in section 1.4 aim to deal with this issue.

The council employs teams of enforcement officers to patrol the streets and car parks. The officers have the responsibility for issuing Penalty Charge Notices (PCNs) but do not have quotas or targets; instead, they work to clear guidelines. Income from the payment of PCNs is used to finance the operational costs of the council's parking service. Any surplus can then be used to help support core sustainable transport services.

As part of the development of a parking enforcement strategy, the council will investigate the use of technology to maintain effective enforcement and ensure that traffic regulation orders are reviewed on a regular basis.

Policy PS7 - Parking Enforcement

The council will enforce parking restrictions effectively and efficiently under its civil parking enforcement regime.

3.6 Residents' Parking Zones

It is recognised that in seeking to reduce car use through, for example, higher parking charges or reduced time limits, the LTP3 Car Parking Strategy may prompt drivers to park in residential streets. In addition to preventing residents from parking their own cars, the ability for drivers to make use of unrestricted spaces in residential streets does not encourage them to switch to more sustainable transport modes.

Policy PS8 - Residents' Parking Zones

In those residential areas which suffer from the significant effects of on-street commuter and/or shopper parking, the council will, subject to available resources, investigate and where appropriate introduce residents' parking zones in consultation with local residents and businesses.

The investigation and implementation of any residents' parking zones will not be made in a piecemeal manner as this could result in drivers simply relocating to areas where restrictions are not in place. The council will therefore undertake periodic whole town and village reviews as outlined in section 1.4.

Further details of the policy on the main principles under which the council will investigate, implement and operate residents' parking zones are provided in section 6.

3.7 Visitor Attraction Parking

Given the attraction of Wiltshire's built and natural environment to tourists, the provision of adequate parking for visitors and coaches at attractions is an important consideration. However, the typically seasonal nature of tourism can sometimes present problems in dealing with the associated increase in parking demand.

The council will manage the demand for visitor attraction parking through Policy PS2 'Managing the Council's Parking Stock' and Policy PS4 'Private Non-Residential Parking Standard'. As part of this approach, the council will work with tourist attractions to develop and implement transport assessments, green travel plans and other 'smarter choices' measures to reduce the demand for visitor parking.

The provision of adequate facilities for coaches to park and set-down/pick-up also needs to be included as part of the council's approach to visitor attraction parking (HGV parking is considered as part of the LTP3 Freight Strategy). In doing so, it is acknowledged that there can be a number of difficulties and tensions related to the operation of coaches as experienced by drivers (eg a lack of adequate parking facilities), other road users (e.g. traffic disruption caused by inappropriate parking) and local residents and businesses (eg noise disturbance).

Policy PS9 - Visitor Attraction Parking

The council will work with visitor attractions to manage the demand for parking.

The availability of coach parking and set-down/pick-up spaces will be periodically evaluated considering the needs of coach operators and passengers, other road users, residents and local businesses.

3.8 Park and Ride

High quality Park and Ride facilities and services have been introduced in Salisbury to encourage car users to utilise public transport for at least part of their journeys. In essence, Park and Ride services can contribute to reducing traffic congestion on radial routes and its impact in town centres (eg on air quality and historic streets). It is also recognised that the provision of Park and Ride facilities and services can reduce the need for long stay public car parking in towns whilst at the same time maintaining the competitiveness of the local economy. The interaction of long stay parking provision and charges with local bus services needs to be considered in any review of the management of a Park and Ride system.

Given the nature of Park and Ride facilities (ie a mix of parking and public transport elements with wide ranging impacts), new and/or expanded Park and Ride facilities will only be considered as part of the development of area transport strategies.

Policy PS10 - Park and Ride

Where Park and Ride facilities are implemented, the council will review long-stay parking provision and charges, and utilise parking revenues to support their operation and maintenance.

3.9 Parking at Railway Stations

The provision of adequate car parking at railway stations can help to reduce the length of car journeys by attracting people onto rail for the major part of their journey. In addition, it can help avoid or alleviate 'overspill' parking around stations.

Increased car parking provision can, however, encourage people to use their car instead of more sustainable modes to travel to the station. Moreover, it can also influence people's locational decisions: for example, a person may move from a market town location (where they used relatively good local public transport services) to a more rural location (where they now use their car to travel into the town's station).

Therefore, in looking at parking issues at railway stations, the council will need to consider a number of factors to seek to gain a better understanding of the local context:

- the quantity and usage of parking presently available at a station and in the surrounding area
- the level of charges for those parking spaces, if any are in place, and charges at other nearby stations serving the same destinations
- the number of stopping train services
- the origin (catchment area) and journey mode of station users;
- the impacts of station traffic and parking on the local highway network and community
- the length and type of rail journeys
- the availability of sustainable transport modes to and from the station.

If appropriate, the council will then work with Network Rail, station and public transport operators, passenger and cyclist groups and others to evaluate the situation further and investigate possible solutions that take account of the needs of both rail users and the local community. In line with LTP objectives, the council will ensure that any solutions also promote modal shift by encouraging the use of walking, cycling and public transport. These issues and the factors above should be considered as part of a station travel plan.

Policy PS11 - Parking at Railway Stations

Increased parking provision at railway stations will only be considered if it is included as part of a station travel plan.

A similar approach will be followed in considering increased parking provision at other public transport interchanges.

3.10 Improving Access and Use

Good signing can be an effective tool in managing parking; clear signs to car parks and on-street parking can reduce unnecessary driving thereby reducing congestion and other traffic impacts. Signing, particularly interactive signing which can respond to changing circumstances, can also encourage or discourage the use of particular car parks and roads. And, with an ageing population, more careful consideration needs to be given to the access and use of parking facilities.

Policy PS12 - Improving Access and Use

The council will promote the convenient access to parking facilities in Wiltshire by ensuring that:

- **parking for disabled motorists (Blue Badge holders) is provided in line with recognised national guidance (as a minimum)**
- **where appropriate (eg at supermarkets and retail centres), provision is made for 'parent and child' spaces**
- **parking facilities are clearly signed and that good levels of information on the location and availability of parking is provided**
- **parking facilities are 'safer by design'**
- **facilities for service vehicles or those delivering goods are, as far as possible, segregated to avoid conflict and their use as overflow car parking areas.**

In addition to Manual for Streets, relevant national guidance on disabled parking is provided in 'Inclusive Mobility: A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure' (DfT, 2005), and on safe design in 'Safer Places: The Planning System and Crime Prevention' (ODPM, 2004). Consideration should also be given to the Safer Parking Scheme initiative of the Association of Chief Police Officers.

3.11 Workplace Parking Levy

The workplace levy may become an important and necessary tool in reducing traffic growth and encouraging the use of sustainable transport

Policy PS13 - Workplace Parking Levy

Opportunities for introducing the workplace parking levy will be kept under review.

modes over the timeframe of the LTP3. However, given the predominantly rural nature of Wiltshire, it is unlikely that it would have a significant impact on traffic levels outside of the main urban areas.

3.12 Residents' Overspill Parking

The overflow of residential parking onto local highways has been raised as a significant issue by residents in a number of areas. It can also cause problems in terms of highway safety, traffic management and streetscape. Residents have suggested that the council should convert green space close to these areas into additional residential parking.

However, there is presently no obligation on local highway authorities to provide parking for residential premises and there is no automatic right for residents to park on the highway.

Policy PS14 - Residents' Overspill Parking

Requests for residents' overspill parking will be considered by the council on a case-by-case basis where there is a clear requirement and demand. All assessment and implementation costs would be charged to the scheme sponsor (eg residents' association, parish/town council, etc).

4 Managing On and Off-Street Parking

The following table presents the council's parking management strategy within each land use zone in Wiltshire's towns; the table is a revised version of that contained in the previous LTP1 Parking Plan. In areas which contain a mixture of land uses, the council will take a flexible approach to the implementation of the parking management strategy.

Table 4.1 On and Off-Street Parking Management Strategy	
Zone Type	Parking Strategy
1 – Regional / sub-regional shopping / commercial centres	<p>On and off-street charging to prioritise central areas for short stay parking and locate long stay parking on the periphery. Extension of existing pay on foot, pay and display and text parking.</p> <p>Use of parking charges to manage demand.</p> <p>Enforcement using the Traffic Management Act 2004 powers including the use of technology.</p> <p>Priority for residents in central areas and protection from displacement of drivers trying to avoid charges.</p> <p>Provision of facilities in line with the kerb space hierarchy.</p>
2 – Local shopping / commercial areas	As for 1 above - charges may be replaced by limited waiting depending on centre size.
3 – Central employment areas	As for 1 above - possible sale of permits on long stay car parks to manage employee parking (should be in line with any travel plan measures).
4 – Employment areas	Management of car parks to encourage sustainable travel and introduction of car share bays (linked specifically to travel plan measures). Sale of parking permits for employee parking.
5 – Central residential areas	Introduction of residents' parking schemes where criteria met. Introduction of residents permits on car parks if required for overnight/off-peak facilities and where on-street alternatives do not exist.
6 – Residential areas	<p>On-site provision should be accommodated on unrestrained sites.</p> <p>Introduction of controls where sites are restrained and enforcement to be considered.</p>

5 Parking Charges

As part of the review of the LTP1 Parking Plan, options were developed for revisions to parking charges across Wiltshire. The development of these options followed a review of existing charges both within Wiltshire and in the surrounding local authority areas. Other major considerations in the setting of parking charges have also been reviewed as part of this process including the strength of the local economies, traffic conditions, availability of sustainable modes, environmental conditions and potential future demand.

Overall, parking charges in Wiltshire were found to be significantly lower than in surrounding local authority areas and particularly compared to key competitor towns. At the same time, it was found that, as a result of having four former district councils, there were significant differences in parking charges across Wiltshire (which can create wasteful competition between towns) and that achieving a broad unification of charges within the county would be beneficial.

Further detailed information on parking charges in Wiltshire and in neighbouring authorities and key competitor towns is provided in section 5 of Mouchel's technical report (available from <http://www.wiltshire.gov.uk/parkingtransportandstreets/roadandtransportplans/transportplans.htm>).

5.1 Off-Street Charging Options (Mon-Sat)

In line with the option identification and appraisal process followed for the LTP3, three options were identified for the implementation of a new parking charge regime in Wiltshire. These options were based on the broad 'conventional', 'balanced' and 'radical' scenarios used in the development of the LTP3. In identifying these options, the overall policy on parking charges set out in section 3.2 was followed.

Each of the three options sought to achieve a greater degree of consistency between and within the spatial bands. In addition, parking charges would be introduced at all car parks to cover operational and maintenance costs, to ensure that council tax payers do not subsidise car parking and/or to provide revenue to support sustainable transport measures.

In responding to the consultation on the draft car parking strategy, the majority of respondents (59.4%) chose the 'conventional' option with 22.9% choosing the 'balanced' option and 17.7% the 'radical' option.

5.2 Off-Street Parking Charges (Mon-Sat)

In order to reflect the consultation responses, the actual parking charges have been largely based on the respective support for each of the above options. Therefore, each parking charge in Table 5.1 below (excluding the first two hours in Salisbury (Band 1) where a £2.00 charge applies, and the first hour elsewhere where the 'conventional' charge applies) has been determined in accordance with the following weighting:

- 59% of the 'conventional' charge
- 23% of the 'balanced' charge
- 18% of the 'radical' charge.

Band	Stay	<1hr	<2hr	<3hr	<4hr	<5hr	<8hr	All day
1	Short	-	£2.00	£3.80	-	-	-	-
1	Long	-	£2.00	£3.60	£4.20	£5.00	£6.70	£6.70
2	Short	£1.00	£1.40	£2.90	-	-	-	-
2	Long	£0.80	£1.20	£2.40	£2.80	£3.80	£4.90	£5.40
3	Short	£0.40	£1.10	£1.90	-	-	-	-
3	Long	£0.30	£1.00	£1.80	£2.20	£2.90	£4.70	£5.10
4	Short	£0.30	£1.00	£1.80	-	-	-	-
4	Long	£0.20	£0.90	£1.70	£2.10	£2.60	£4.40	£4.70

It should be noted that:

- Where there would be a reduction in a car park charge as a result of the introduction of the charges above, then the current charge would remain in place until equalisation is achieved. Thereafter, the car park charge would increase in line with the relevant band increases.
- Parking charges in Chippenham, Salisbury and Trowbridge may need to be amended in light of the outcomes of area transport strategies to support planned growth.
- Prioritised reviews will be undertaken where there is an identified displacement of parking into inappropriate areas caused as a result of the imposition of the revised parking charges.

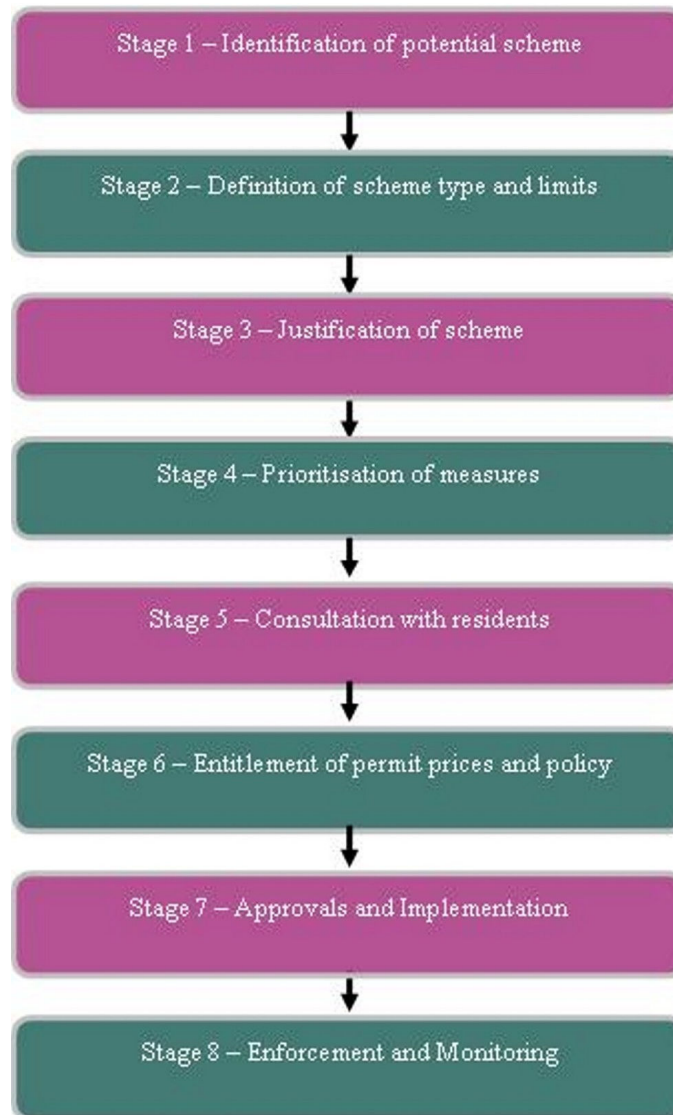
5.3 Off-Street Sunday Parking Charges

In light of the responses to the public consultation, Sunday parking charges have only been retained in Salisbury given its particular local circumstances. Further consideration of introducing Sunday parking charges elsewhere in the county will be subject to Policy PS3.

6 Residents' Parking Zones

At present, there are only a limited number of residents' parking zones in operation in Wiltshire. It is recognised, however, that in some locations there is increasing demand from the local community to control the negative effects of non-residential on-street parking. Given this, a process has been developed (see Figure 6-1 below) that sets out how the council will investigate, implement and operate residents' parking zones across the authority area.

Figure 6.1 Residents' Parking Scheme Process



Further details on each of these stages are provided in Appendix B.

7 Parking Standards

A review of parking standards was undertaken by Mouchel as part of the process to develop this strategy including reviewing existing standards within Wiltshire and those in neighbouring authority areas. A review was also been undertaken of best practice in parking standards across the country.

7.1 Maximum Private Non-Residential Parking Standards

Overall, the existing maximum parking standards for private non-residential developments in Wiltshire were found to be appropriate and the council intends to maintain the use of these standards for the LTP3 period. However, the standards were found to vary across the four former district council areas and therefore a new 'unified' set of standards has been developed and this is presented in Appendix C.

7.2 Minimum Residential Parking Standards

In the past, there has been a trend for local authorities to either have maximum parking standards for new residential developments or to have no such standards at all. Following the points made in section 3.4.2, the council believes it to be appropriate to implement a set of minimum parking standards for residential development across Wiltshire. These standards should ensure that sufficient parking is provided in new developments to cater for demand, while Policy PS6 provides the flexibility to allow for lower a level of provision where specific circumstances can be demonstrated.

The following minimum parking standards (see Table 7.1), which are uniform across the four spatial bands, are proposed, based on allocated parking (that is, parking allocated to individual dwellings).

Bedrooms	Minimum Spaces
1	1 space
2 to 3	2 spaces
4+	3 spaces
Visitor Parking	0.2 spaces per dwelling (unallocated)

Based on surveys in other local authority areas, anecdotal evidence in Wiltshire and the results of the public consultation, the council has decided not to include garages as part of the allocated parking provision except where there are overriding design considerations. In these exceptional circumstances, the council will require design statements and/or transport assessments to demonstrate the need for such provision and/or to set-out the role of alternatives (eg car ports which are unlikely to be used for storage and could therefore count towards allocated parking provision).

Policy PS6 sets out the presumption that unallocated communal parking will be included in the majority of new residential developments; to allow sufficient flexibility, this will be negotiated on a case-by-case basis with the aim of reflecting local circumstances and need.

7.3 Discounting Maximum Parking Standards

The use of accessibility levels as a basis for the discounting of maximum parking standards is now an established policy among many local authorities. The council has identified a process, following best practice, to apply such an approach to private non-residential developments in Wiltshire.

The discounting process has two stages:

1. Assess the broad development location in terms of the spatial band in which it is located and apply a primary discount.
2. Assess the actual site in terms of local accessibility to non-car modes of transport through the use of a questionnaire and apply a secondary discount based on the resulting questionnaire score.

7.3.1 Broad Development Location

For the first stage of the approach, according to the spatial band in which a development is located, the following primary discount would be applied to the maximum parking standard.

Spatial Area Location	Initial Discount
Band 1 and 2 Town Centres	10%
All other areas in Bands 1, 2, 3 and 4	0%

7.3.2 Local Accessibility

For the second stage of the process, a questionnaire will be used to assess local levels of accessibility of a development site. The questionnaire is presented in Appendix D.

The questionnaire will result in a development being scored on the basis of the current level of accessibility it has to non-car modes of transport. The score will enable the site to be assessed as having low, moderate, high or very high local accessibility. This score will be translated in the secondary discount using the percentages identified in the table below.

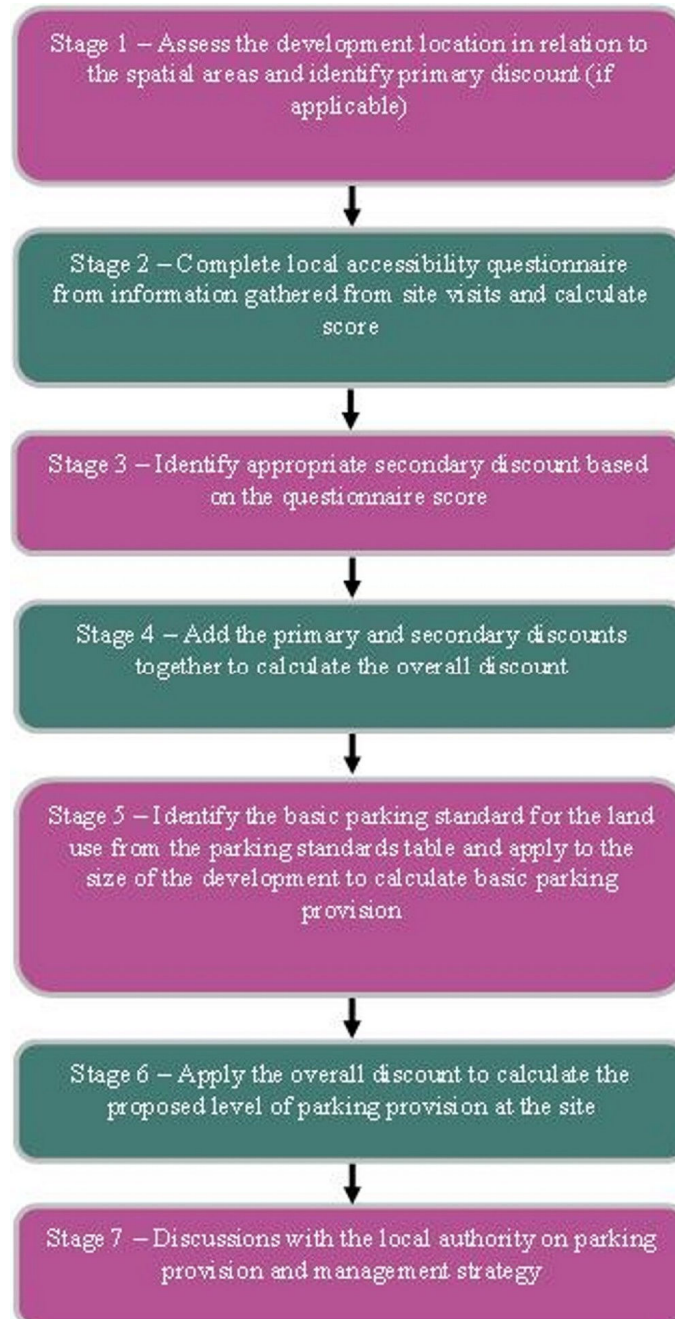
Table 7.3 Secondary Discount Based on Local Accessibility of the Development Site		
Accessibility Rating	Points from Questionnaire	% Secondary Discount
Low	0 to 14	0%
Moderate	15 to 22	5 to 10%
High	23 to 30	10 to 25%
Very High	30 to 36	At least 25%

It should be noted that the discounts identified above would not be applied to disabled parking spaces.

7.3.3 Discounting Process

Figure 7.1 (see below) illustrates the key steps in the overall accessibility-based discounting process.

Figure 7.1 Discounting Process Diagram



Appendix A Car Parks Schedule

To be included in final version

Appendix B Residents' Parking Scheme Process

1. Identification of Potential Scheme

Stage 1 of the process will be based on evidence from a significant proportion of residents or the council itself. The council will provide a standard form through which residents can request consideration of a residents' parking scheme in a particular area. Following on from this request, it is at the council's discretion where and when to conduct surveys to analyse the presence or severity of the problem. The council has set the following as the standard criteria for the level at which residents and business consultation may take place.

Table 8.1 Criteria which Provides Evidence of a Residential Parking Problem		
Daytime Problem (8:00am – 6:00pm)	Night time Problem (6:00pm – 8:00am)	24 Hour Problem
60% of available kerb space is occupied by non-residents vehicles for more than 6 hrs during which 85 % of the available kerb space is occupied by all parked vehicles.	40% of available kerb space is occupied by non-residents' vehicles for more than 4 hrs during which 85% of the available kerb space is occupied by all parked vehicles.	A combination of the daytime and night time problems.

The cost of developing residents' parking scheme is high and in some cases schemes do not justify the cost of further development if there is not a readily identified problem. There is also significant risk to the council of promoting schemes which may not be self supporting. Given these factors, options may be made available for local Area Boards to underwrite the cost of developing a scheme, with those costs potentially reimbursed from permit sales, if there is sufficient uptake.

Stage 1 - actions required:

- Residents request consideration of a parking scheme or the council identifies a problem itself.
- Conduct a survey of existing parking types and level within the area and assess against criteria above.

2. Definition of Scheme Type and Limits

Stage 2 of the process follows on from the site observation and an approval that the criteria for a Residents Parking Scheme have been met. It is at this stage that the type and limit of the scheme needs to be agreed. The scheme could be a long stay or short stay problem.

Residents owning too many cars – No Scheme

If it is found that problems exist due to residents owning too many cars, a residents parking scheme should not go ahead.

Long stay problem – Shared Use

A 'Type A' scheme is one in which existing or proposed parking restrictions are believed to place a disadvantage on the residents. In this case, residents' parking permits could be allocated, and restrict parking to two hours for example, in order to allow access to local facilities but prevent all day parking in the area.

Short Stay Problem – Exclusive Use

A 'Type B' scheme would arise where the demand for parking by residents and visitors is currently greater than the existing number of parking spaces. In this case, restrictions are required to provide an equal advantage to residents and visitors to park.

Stage 2 - actions required:

- Decide whether the residents' parking scheme is to address a long-stay or short-stay problem.
- Identify the appropriate restrictions and time limits based on the user profile.

3. Justification of Scheme

This stage involves gathering the evidence from Stages 1 and 2 to assess the feasibility of promoting a scheme. From the evidence of a problem at Stage 1 and identification of the possible type of scheme at Stage 2, an assessment can be carried out as to the scope and impact of implementing a scheme. From this, the possible capital and revenue implications can be calculated. These must be set out in a report showing the conclusions of the findings to date. This will support the consultation and marketing process. The report should provide justification for the scheme or the need for support from the Area Board to progress.

Stage 3 - actions required:

- Set out a written justification for sending the scheme to consultation through criteria and observation data.

4. **Prioritisation of Measures**

If there are a number of requests for schemes then the council must prioritise these. The promotion of schemes is costly and with only a finite amount of funding to implement, it is likely that requests will be prioritised. Rankings should be completed against common criteria such as scale of parking problem assessed in Stage 1, the likely cost of implementing a scheme and public support for the scheme. This will provide a ranked list of requests that can be progressed as funding becomes available.

Stage 4 - actions required:

- Provide a list prioritising potential schemes and also the associated measures which would be adopted.

5. **Consultation with Residents and Businesses**

Stage 5 is a key and significant stage within the whole process. Developing a strategy for whom and how residents are consulted needs careful preparation. The council needs to identify the area which will be consulted, a methodology and also a budget. The streets adjacent to those under investigation can also be considered in the consultation process. The views of surrounding local businesses are also important in the potential implementation of a scheme.

One further key point is the level at which responses will be considered. It has been identified that local authorities generally take a majority result from the people that respond although in some places only a 30% response rate is required which has been proven too low in certain cases. It appears that the majority response is the most suitable criterion to use. However, it must be emphasised to residents that in the event that they do not vote, the majority response will prevail.

It is proposed that the council adopt a minimum consultation response rate of over 50% and use a majority of 51% or above to carry the vote.

Stage 5 - actions required:

- Identify areas and stakeholders to be consulted.
- Determine standard method of consultation.
- Clearly define the level at which the vote will be carried and make consultees well aware.

6. Permit Allocation and Pricing

Stage 6 of this process is another significant stage involving setting permit entitlements and charging. In terms of residential entitlement, this may be based upon a maximum number of permits per household, e.g. one, two or in some cases three. In other cases, permits have been allocated based on the availability of parking spaces e.g. 75-100% – allow two permits/household and visitors' permits. Visitor permits may be awarded by the number of people aged over 18 in a household, at set amounts per year or as above based on space availability. The number of business permits also needs to be considered. In terms of charging, some areas allow the first permit to be free, others impose specific zone costs or some are attempting to create a county wide fee.

Stage 6 - actions required:

- Consider effectiveness of county wide or site specific entitlement and charges.
- Identify a method to apply entitlements for residents, visitors and businesses.
- Set a charging schedule which will reflect the site specific needs.

7. Approvals and Implementation

Stage 7 of this process is the approvals and implementation stage. At this point there needs to be a reflection made on the consultation process. New or amended Traffic Regulation Orders need to be drafted as part of the implementation process. This stage provides an opportunity to invite formal objections to the scheme. These must be resolved or overridden before the scheme can be implemented.

Stage 7 - actions required:

- Draft Traffic Regulation Orders, formally advertise and invite objections from residents/members of the public.
- Collate consultation responses and amend where necessary.

8. Enforcement and Monitoring

Stage 8, the final stage of the process is applied when the scheme is in effect. The council should decide the level at which to monitor or enforce the scheme. In most cases a residential parking scheme is defined as a low priority within the council's overall traffic management issues. If the council receives a significant number of complaints from residents and compliance is low, it may then be necessary to enforce the scheme further.

Stage 8 - actions required:

- Maintain a record of residents' complaints or levels of low compliance.
- Where necessary, enforce the scheme and monitor suitability of measures.

Appendix C Maximum Parking Standards

Table 9.1 Maximum Parking Standards		
Use Class	Land Use	Standard
A1: Retail	Food Retail	1 per 14m ² (>1000m ²), 1 per 35 m ² (<1000m ²)
	Non-Food Retail	1 per 20m ² (>1000m ²), 1 per 35 m ² (<1000m ²)
A2: Financial and Professional Services		1 per 30m ²
A3: Food and Drink	Restaurant	1 per 25m ²
	Fast Food & Drive Through	1 per 25m ²
B1: Business	Stand Alone Offices	1 per 30m ²
	Business Parks	1 per 35m ² (above 2500m ²)
B2: General Industry	General Industry	1 per 30m ² (less than 235m ²), 1 per 50m ² (min. 8 above 235m ²)
B8: Storage and Distribution	Storage and Distribution	1 per 30m ² less than 235m ² , 1 per 200 m ² (min. 8 more than 235m ²)
C1: Hotels and Hostels	Hotels and Hostels	1 per bedroom (+ req. for public facilities)
C2: Residential Institutions	Hospitals	1 per 4 members of staff + 1 per 3 visitors
	Nursing Homes	1 per 4 beds + 1 per 2 members of staff
	Residential Schools and Colleges	1 per bed (including staff bed spaces) + 1 per 2 non-residential and ancillary staff
C3: Dwelling Houses	Sheltered Accommodation	1 per 2 units + 1 space per 5 units
	Other 'Retirement' Homes	1 per unit +1 space per 5 units
D1 Non Residential Institutions	Places of Worship, Church Halls, Public Halls	1 per 5m ²
	Clinics, Health Centres, Surgeries	5 per consulting room
	Libraries	1 per 50m ²

Table 9.1 Maximum Parking Standards

Use Class	Land Use	Standard
	Art Galleries and Museums	1 per 40m ²
Education Centres	Staff	2 per 3 staff
	Visitors	1 per 7 staff
	Pupils	1 per 10 2nd yr 6th formers
	College Students	1 per 4 students
	Parent – Infants	1 per 12 pupils
	Parents – Primary	1 per 20 pupils
	Parents Secondary	1 per 30 pupils.
	Higher and Further Education	Staff: 1 per 2 staff + 1 per 15 students ¹
D2 Assembly and Leisure	Cinemas, Music, Concert Halls and conference facilities	1 per 5 seats
	Dance Halls, Bingo Halls, Casinos	1 per 5 seats (<1000m ²) 1 space per 22m ² (>1000m ²)
	Music and Entertainment	1 space per 5 seats (<1000m ²) 1 space per 22 m ² (>1000m ²)
	Sports Facilities	1 space per 22m ² (>1000m ²) 1 per 2 players + 1 per 5m ² (<1000m ²)
	Field Sports	Max. no. participants
	Stadia (over 1,500 seats)	1 per 15 seats
Other land uses	Vehicle Service Stations	1 per 1.5 employees
	Tyre and Exhaust Centres	1 per 1.5 employees
	Petrol Filling Stations	1 per 2 employees
1. Relates to total number of students attending an educational establishment rather than the full-time equivalent.		

Appendix D Accessibility Questionnaire

Mode	Criteria	Variation	Possible Score	Actual Score
Walking	Quality of Pedestrian Facilities	Good: <ul style="list-style-type: none"> • Footways of at least 1.5m width • Choice of pedestrian access points to the site in at least three directions (60° apart) • Pedestrian routes are well maintained, well lit and designed for disabled access 	3	<input type="text"/>
		Moderate: <ul style="list-style-type: none"> • Footways present at a min. width of 1m • Choice of pedestrian access points to the site in at least two directions (90° apart) • Pedestrian routes are maintained to a reasonable standard, with some street lighting and some disabled facilities 	2	<input type="text"/>
		Poor: <ul style="list-style-type: none"> • No footways adjacent to the site • Pedestrians use an access where vehicles have priority • Access from only one point • No street lighting or disabled facilities 	0	<input type="text"/>
Cycling	Quality of Cycling Facilities	Good: <ul style="list-style-type: none"> • Choice of cycle parking types • Good choice of safe access routes for cyclists • Cycle facilities in surrounding area • Design and maintenance of surrounding area sympathetic to cyclists 	3	<input type="text"/>
		Moderate: <ul style="list-style-type: none"> • Cycle parking above standard • On-road facilities and surfaces adequate quality for cyclists • Some choice of safe access routes for cyclists 	2	<input type="text"/>
		Poor: <ul style="list-style-type: none"> • Cycle parking to standard • Poor on-road cycle facilities and surfaces • Limited choice of safe access routes for cyclists 	0	<input type="text"/>

Mode	Criteria	Variation	Possible Score	Actual Score
Bus	Walking distance to nearest bus stop	Less than 100m	3	<input type="text"/>
		Less than 400m	2	<input type="text"/>
		More than 400m	0	<input type="text"/>
	Frequency of principal bus service at nearest bus stop (if within 800m)	15mins or less	4	<input type="text"/>
		30mins or less	2	<input type="text"/>
		60mins or less	1	<input type="text"/>
		Over 60mins	0	<input type="text"/>
	Distances to nearest bus station/major interchange (5 or more routes)	Less than 200m	5	<input type="text"/>
		Less the 400m	3	<input type="text"/>
		Less than 800m	2	<input type="text"/>
		More than 800m	0	<input type="text"/>
	Number of bus services with at least (60min weekday frequency) stopping within 400m of site	6 or more	5	<input type="text"/>
		2 to 5	3	<input type="text"/>
		1	1	<input type="text"/>
		0	0	<input type="text"/>
	Quality of nearest bus stop (if within 800m walking distance)	Good: <ul style="list-style-type: none"> Shelter, seating and flag Timetables and Real-time information Raised curbs and adequate footway width Well lit, CCTV and overlooked by buildings 	2	<input type="text"/>
		Moderate: <ul style="list-style-type: none"> Shelter and flag Timetable information Adequate footway width/no raised curb Adequate lighting 	1	<input type="text"/>
		Poor: <ul style="list-style-type: none"> Marked only by pole and flag Little or no timetable information Little or no street lighting Narrow footway 	0	<input type="text"/>

Mode	Criteria	Variation	Possible Score	Actual Score
Train	Walking distance to nearest railway station	Less than 400m	5	<input type="text"/>
		Less the 800m	3	<input type="text"/>
		Less than 1,200m	2	<input type="text"/>
		More than 1,200m	0	<input type="text"/>
	Trains per hour per direction from nearest station (if within 1,200m walking distance)	5 or more	4	<input type="text"/>
		3 to 4	2	<input type="text"/>
		1 to 2	1	<input type="text"/>
		Less than 1	0	<input type="text"/>
	Quality of the nearest railway station (if within 1,200m of the site)	Good: <ul style="list-style-type: none"> • Heated and enclosed waiting facilities • Toilets • Timetables and real-time information • More than one line served by station • Ticket office and machines • Staffed for majority of the day • CCTV and other security measures • A good range of retail facilities • Fully accessible with lifts and/or ramps • Bus and taxi interchange within close proximity 	2	<input type="text"/>
		Moderate: <ul style="list-style-type: none"> • Waiting facilities – part enclosed • Toilets • Timetables and real-time information • Ability to purchase tickets • Part-time staffing • CCTV and other security measures • Some retail facilities • Some disabled accessibility • Taxi rank only 	1	<input type="text"/>
		Poor: <ul style="list-style-type: none"> • Poor waiting facilities – not enclosed • No toilets • Timetables only • Not staffed • No security measures • No retail facilities • No disabled accessibility • No taxi rank 	0	<input type="text"/>

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Justification for Spatial Bands

Band 1 - Salisbury:

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

Band 2 - Chippenham and Trowbridge:

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

Band 3 - Amesbury, Bradford-on-Avon, Calne, Corsham, Devizes, Malmesbury, Marlborough, Melksham, Warminster, Westbury and Wootton Bassett:

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

Band 4 - Small Towns and Villages (incl. rural areas)

- Identified in Wiltshire Core Strategy and South Wiltshire Core Strategy consultation documents as second (Downton, Ludgershall, Mere, Tisbury, Wilton) and third tier towns or below.
- Population below 5,000.
- Variable level of sustainable transport provision.
- Small amounts of public car parking available.
- Less demand on car park facilities due to lack of restrictions on-street.

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Average Car Parking Charges (Mon-Sat) in Key Competitor Towns**Short Stay**

Town	<1hr	<2hr	<3hr	<4hr	<5hr	<8hr
Andover	£0.80	£1.40	£2.20	£2.60	£5.50	
Bath	£1.60	£3.10	£4.30	£5.40		
Cirencester	£1.30	£2.20	£2.80			
Frome	£0.60	£1.80				
Gillingham	£0.60	£1.10				
Hungerford	£0.50	£0.90	£5.40			
Romsey	£0.80	£1.40				
Southampton	£1.35	£2.65	£3.30			
Swindon	£1.00	£2.00	£3.00	£3.90	£6.70	£22.00
Winchester	£1.20	£2.50	£3.00	£4.00		

Long Stay

Town	<1hr	<2hr	<3hr	<4hr	<5hr	<8hr
Andover	£2.20	£2.20	£2.20	£2.20	£2.20	£3.50
Bath	£3.10	£3.10	£4.30	£5.40	£6.40	£9.90
Cirencester	£1.90	£2.50	£2.80	£4.30	£4.30	£4.30
Frome	£1.00	£1.20	£1.60	£2.20	£3.60	£3.60
Gillingham	£0.70	£0.90	£1.30	£1.30	£2.00	£2.00
Hungerford	£0.50	£0.90	£1.10	£1.20	£2.20	£2.40
Romsey	£2.20	£2.20	£2.20	£2.20	£2.20	£3.50
Southampton	£1.20	£2.40	£3.30	£4.20	£5.00	£8.00
Swindon	£1.00	£2.00	£3.00	£3.90	£5.90	£7.50
Winchester	£1.00	£1.60	£2.50	£3.20	£7.00	£7.50

Notes:

1. Charges are based on an average over one or more town car parks.
2. All charges have been rounded to the nearest 10p.

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Impact on Local Bus Services of Changes in Central Government Funding to the Bus Industry

Bus services are important part of the Council's transport strategy, and make a strong contribution to most of the national transport goals and many of the strategic transport objectives contained in the Local Transport Plan. They provide access to employment, education, shopping, services and other facilities and opportunities for those who do not have a car available (including the 16% of Wiltshire households who do not own a car, and many of the 44% who live in households with only one car) and allow independent travel to young people and older people who may not be able to drive. They are also important to the economic life of local towns, bringing people in to shop and use local services, and employees in to work.

Almost a half (46%) of Wiltshire's bus service mileage requires financial support from the Council, which costs £6million a year.

Comprehensive Spending Review

The Government has announced reductions in Council spending of 28% over four years, and that these will be front loaded so that a higher proportion falls into year one. As a result, the Council is expecting all services to identify cost reductions of 12% in 2011/12 and 20% over the next four years. In the case of the passenger transport service the impact of this is compounded because large parts of the service are statutory (in particular home to school transport and concessionary fares, which between them account for £12 million out of the total budget of £21 million). Although some cost reductions can be achieved by efficiencies and procurement savings, the bulk of the savings will have to fall on the discretionary areas of service provision.

Two further major threats to bus services have also emerged as a result of recently announced changes to central government funding to the bus industry;

Concessionary fares reimbursement

There has been a mandatory requirement for local authorities to offer concessionary fares for older and disabled people since 2001, when District Councils were first obliged to offer half fare travel to local residents within the boundary of their area. In 2006 there was a major change when the requirement was extended to provide free travel in the local area. In 2008 there was a further extension so that free travel is now available for any local bus journey anywhere in England. Although it is now in effect a national scheme, it is still administered by the local authorities, who issue passes for their residents and are responsible for reimbursing the bus operators for loss of revenue. Funding is provided by central government, partly through the general funding allocation and partly through a special grant (which will be absorbed into the general funding allocation from April 2011).

As a large proportion of their passengers no longer pay fares on the bus, concessionary fares reimbursement is of vital importance to the bus operators and to the viability of their services. Authorities are obliged by law to reimburse operators so that they are "no better and no worse off" for carrying free passengers, but as it is impossible to accurately calculate what this means in practice there have been many disputes.

Wiltshire has generally reimbursed at relatively low rates and there have been numerous appeals by operators against the Wiltshire scheme.

Government has recently announced a change to the guidance it provides on how to calculate reimbursement, and in the Spending Review stated its intention that this would at a national level reduce the amount of reimbursement paid to operators by £130 million. The new guidance is disputed by the operators, and there is widespread concern at national level that it is not fit for purpose and will leave them significantly under-compensated for participating in the free fare scheme, particularly in rural areas. It is estimated that the impact in Wiltshire will be a reduction of £1 million per annum (23%) in the income received by operators for carrying free passengers. Operators have warned that this will have to be passed on, and will result in increased prices for services run under contract to the Council and have a severe impact on the level of service they are able to run on a commercial basis.

Bus Service Operators Grant

This grant, formerly known as Fuel Duty Rebate, is paid directly to the bus operators by central government on the basis of a rebate of 9p / litre of fuel used for local bus service operation. Again, it is an important source of income to bus operators and allows them to provide a higher level of service than would otherwise be the case.

It was announced in the Spending Review that the grant will be reduced by 20% with effect from April 2012. It is estimated that this will result in a loss of revenue to Wiltshire bus operators of around £600,000 per annum. Again, this will be passed on in the form of fares increases to passengers, increased prices for services operated under contract to the Council (including some school transport contracts that are registered as local services), and further reductions in the amount of service that can be operated commercially.

Combined impact on Wiltshire services

The combined effect of the reductions in Council funding and the changes in concessionary fares reimbursement and Bus Service Operators Grant will be to severely reduce the ability of operators and the Council to provide reasonable levels of public bus service in Wiltshire. Operators will lose a significant proportion of their income, leading to higher prices for services they operate for the Council and a reduction in the services they are able to run commercially. At the same time the Council will have less funding available for existing supported services, or to replace the services being withdrawn by the commercial operators.

The proposals to use car parking income to help support local bus services are needed to deal with the combined impact of these serious funding problems.

APPENDIX 5

PREFERRED PARKING CHARGES PLUS 10% UPLIFT

Preferred Parking Charges Plus 10% Uplift (Mon-Sat)

Band	Stay	<1hr	<2hr	<3hr	<4hr	<5hr	<8hr	All day
1	Short	-	£2.20	£4.20	-	-	-	-
1	Long	-	£2.20	£4.00	£4.60	£5.50	£7.40	£7.40
2	Short	£1.10	£1.50	£3.20	-	-	-	-
2	Long	£0.90	£1.30	£2.60	£3.10	£4.20	£5.40	£5.90
3	Short	£0.40	£1.20	£2.10	-	-	-	-
3	Long	£0.30	£1.10	£2.00	£2.40	£3.20	£5.20	£5.60
4	Short	£0.30	£1.10	£2.00	-	-	-	-
4	Long	£0.20	£1.00	£1.90	£2.30	£2.90	£4.80	£5.20

Note: Charges have been rounded up to the nearest 10 pence increment.

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Framework for a Lease**Band 4 Car Parks
Framework for a Lease**

This document has been prepared to set a framework for a lease should the Cabinet agree to offer delegation of Band 4 car parks to the relevant Town and Parish Councils as an alternative to car parking charges. The recipient may be the Town or Parish Council or a Charity where the Council is the sole Trustee. It is expected that the term of the lease will be initially for a two year period renewable annually.

The recipient will:

1. Pay Wiltshire Council for electricity and insurance for (car park description) as shown on the attachment, escalated by the increase in the level of Council Tax annually.
2. Pay any other costs directly, including non domestic rates and third party insurance cover.
3. Not apply car parking charges, but can lease parking places to local business as they wish and at a cost determined locally.
4. Allow Wiltshire Council employees reasonable access.
5. Carry out litter picking, leave removal and other tasks that are required to keep the car park in a tidy condition.
6. Keep the surface of the car park and the boundary walls in a safe condition.

Should the recipient wish to return the car park to Wiltshire Council at some time in the future it will be passed back in the same condition as when handed over at the start of the lease.

Wiltshire Council will:

1. Provide a condition survey at the time of handover to be agreed with the recipient before the lease is signed.
2. Remove any signs denoting that the car park is operated by Wiltshire Council and any other fixtures and fittings.
3. Provide technical advice on request and at no cost to the recipient.
4. Not enforce the car park or be responsible for it in any way.
5. Not salt during bad weather but will supply 1 tonne bags of salt on request.

In the case of Box:

Wiltshire Council will maintain the conduit under the car park.

In the case of Mere and Tisbury:

Wiltshire Council will continue to be responsible for the public toilets and pay all associated costs.

Existing Costs for Band 4 Car Parks (per annum)

Town	Car Park	Band	Spaces	NNDR	Lease costs	Electricity	Insurance @ £3.00 per space	Annual Total	Per Space
Box	Market Place	4	24	£715.38		£155.67	£72.00	£943.05	£39.29
Cricklade	Town Hall	4	34	£424.38	£375.00	£220.53	£102.00	£1,121.91	£33.00
Mere	Castle Street	4	35	£1,114.45		£227.02	£105.00	£1,446.47	£41.33
Mere	Salisbury Street	4	67	£3,519.00		£434.58	£201.00	£4,154.58	£62.01
Pewsey	Hallgate House	4	21	£606.00		£136.21	£63.00	£805.21	£38.34
Pewsey	North Street	4	83	£1,818.00		£538.36	£249.00	£2,605.36	£31.39
Tisbury	The Avenue	4	46	£1,407.00		£298.37	£138.00	£1,843.37	£40.07
Wilton	Market Place	4	49	£3,187.80		£317.83	£147.00	£3,652.63	£74.54
Wilton	South Street	4	64	£1,863.00	£4,650.00	£415.12	£192.00	£7,120.12	£111.25

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Responses from Parish and Town Councils to Band 3 and Band 4 Opportunities

Band 3 Responses

Amesbury Town Council

21st October 2010

Joanne,

A question raised by councillors re. the main car park in Amesbury was whether the Town Council would be able to purchase the car park?

I look forward to hearing from you.

Best wishes,

Wendy Bown
Town Clerk

25th October 2010

Dear Joanne

Thank you for your reply.

In response to your original email, Amesbury Town Council is unable to consider purchasing car parking spaces at such a high cost of £500 per space per annum.

Regards

Wendy Bown
Town Clerk

Corsham Town Council

27th September 2010

Hi Joanne,

Here's the minute of our Council meeting held on 9 August -

102/10 Wiltshire Council Local Transport Plan 2011-2026 Parking Strategy – Consultation Draft (*Minute AMEN 19/10*)

Further to the Amenities Committee meeting on 28 July 2010 it was recommended that the Town Council responds to some of the specific questions in the survey and that individuals be encouraged to complete the questionnaire in full.

Resolved

That the following responses be made

- i) *Question 9 – Buy Back* - Corsham Town Council does not agree that town and parish councils should be given the opportunity to buy back a small proportion of short-stay spaces from Wiltshire Council to offer as free parking spaces;
- ii) *Question 26 – Parking Charges (Mon-Sat)* – Corsham Town Council does not support any of the proposals for off-street charges (Mon-Sat) in Band Three Towns as the first hour should be free;
- iii) *Question 28 - Parking Charges (Sundays)* - Corsham Town Council does not support any proposals for off-street Sunday charges in Band Three Towns.

I hope it helps.

David J Martin
Town Clerk

Melksham Town Council

30th November 2010

Joanne.

The information you provided was submitted to Councillors last evening. As a result I am e- mailing you to say that the Town Council will not be taking up the option to purchase free parking spaces. The main reason for this being the budget constraints we are facing and the costs involved.

Thanks for your help to date.

John

John Crook
Town Clerk

28th October 2010

Joanne

Melksham town Council considered the buy-out option for Band 3 at a recent meeting.

This is what they agreed:

RESOLVED: To inform Wiltshire Council that the Town Council would wish to express a firm interest in the Wiltshire Council Scheme to buy out free parking spaces, whilst recognising this expression of interest is non-binding. It was also agreed to seek the following information from Wiltshire Council

- Would these spaces be free all day or for 1 hour a day or at the Town Council's discretion?.
- What conditions would apply with regard to enforcement?
- Would the Town Council have to buy out an entire car park for this scheme to work?
- Would this mean the expansion of the 1 hour free to all car parks in Melksham and the provision of free parking on Sundays and Public/Bank holidays.

Hope this is ok and that you can let me have answers in due course. The important thing is there is interest at this end.

John Crook
Town Clerk

Warminster Town Council

20th September 2010

Warminster Town Councillors feel unable to participate in Wiltshire Council's on-line Car Parking consultation for the reasons given below:

1. The format of the consultation is seriously flawed.
2. The Council cannot subscribe to the underlying tenet of the policy.

The format of the consultation

The format consists mostly of describing fairly complex (in some cases page-long) policies to be adopted county-wide, followed by a simple "Do you agree, yes/no?" question. This offers no flexibility for developing, describing and submitting a train of thought/opinion unless it is entirely coherent with the Unitary Council's chosen policies, As such it is considered to be a Leading Questionnaire in every sense of the phrase.

The underlying tenet of the policy - namely the declared need to “Harmonise” Parking charges and policies across the county of Wiltshire.

Town Councillors challenged the Unitary Council portfolio holder, Councillor Tonge on this requirement on 11th June and also at a subsequent Area Board Meeting, but he was unable to provide a definitive explanation as to why it is necessary — simply that we should all accept that it is. It is noted that this fundamental tenet is “not for discussion” in the Parking Consultation. Warminster Town Council fundamentally rejects this underlying policy, especially the manner in which it is being inflicted upon the county, and believes it not to be in the interests of the people.

Prior to April 2010, rural towns such as Warminster developed their parking arrangements (capacity, charging regime etc) according to their NEED, whilst also reflecting the specific geographic and other factors which are unique to the town.

Parking arrangements need to be considered and managed in a context which specifically reflects the needs of the townspeople, traders and visitors — a cross-section which is different for every town and conurbation. The imposition of “harmonising policies” completely ignores this basic facet (e.g. Salisbury has “Park and Ride” because it meets the need of that conurbation and this seems to be supported by the Unitary Council even though it is non-harmonising): Warminster does not need “Park and Ride” but it does need readily accessible parking facilities that reflect the fact that the town serves a hinterland of around 25 outlying villages, almost all of which have been denuded of retail and postal facilities over the last two decades.

The financial focus of the proposals serve to indicate that Wiltshire Council seeks, first and foremost, to use the parking assets of Warminster to raise money for the Unitary Council, irrespective of the damage this may do to the viability of the town. Such a short-term view can be highly damaging. A town that has its commercial viability destroyed by ill-conceived parking policies (in the name of “harmonisation”) will not provide income to Unitary Council from parking fees, since no-one will want to visit it.

Warminster Town Council believes that the Unitary Council’s Harmonisation policies will serve to significantly damage the commercial viability of the town. As such, and bearing in mind the responsibility of elected Councillors to consider the needs and, especially, viability of the town, the council believes that Warminster should be excluded from this damaging and ill-conceived harmonisation programme.

This council therefore requests that Warminster Town car parking assets under Wiltshire Council control be transferred to Warminster Town Council, as a community asset, so that the Town Council can run them for the benefit of the town, in preference to being a money-making scheme for the Unitary Council.

Heather Abernethie MILCM
Town Clerk

Westbury Town Council

2nd November 2010

Dear Madam

Wiltshire Local Transport Plan 2011-2026: Parking Strategy - Consultation

Following on from our recent telephone conversation whereby it was agreed that our response could be delayed until the matter was discussed at the Town Council meeting on the 1st November, the resolution unanimously passed by this Council was to reject Wiltshire Council's proposal that we buy free parking at £500.00 per space.

The Council would still like to emphasise that in line with our response to the consultation document on parking strategy we believe that we should have been placed in Band 4, and although we agree that Westbury is a market town, it does not enjoy such a strong economy as towns such as Marlborough, Devizes and Bradford-on-Avon.

Additionally, and not withstanding our earlier reply to the consultation, this Council would like to advise you that we agree wholeheartedly with the letter and sentiments contained therein sent to you by Warminster Town Council dated 20th September 2010.

Kind regards

Keith Harvey
Town Clerk

Band 4 Responses

Box Parish Council

5th October 2010

Dear Sir,

Car Parking Strategy - Consultation

I refer to our previous correspondence and can confirm that the Car Parking Strategy — Consultation document was discussed at the Parish Council at its meeting on 30th September.

The Box Parish Council has strong concerns about the manner in which the consultation process has been undertaken and the brevity of the consultation period, bearing in mind that Parish Councils only meet one a month or less. The consultation period did not give the Parish Council sufficient time to obtain all the necessary information to be able to make an informed decision. It was felt that for

a consultation of this importance, all Parish and Town Councils should have received a printed copy of the document and not just a link to a website via an email.

The Wiltshire Council owned car park in Box is a small 24 spaced car park in the centre of the village and the Parish Council feels that this is a different position compared to other areas. Villages in the more rural areas are more reliant on the use of cars and it is felt that this is not being supported by the current proposals.

Car parking for residents, businesses, shops, school, playgroups, pubs etc in Box is at a premium and the introduction of car parking charges will have an adverse impact on the viability of the village as a whole and all of the current users in particular.

The present parking arrangement in the car park in Box has worked well for a considerable number of years.

After taking into consideration the views expressed by members of the parish, the Parish Council would like to enter into negotiations with the Wiltshire Council to find a way to prevent the imposition of car parking charges. Before making a firm decision as to whether to take over the maintenance or not the Parish Council feels that it would need to see the terms of the proposed Lease and be in possession of all the *facts* and figures and the impact it would have on the Parish Precept.

Yours faithfully,

Margaret Carey
Clerk

3rd November 2010

Dear Ms Heal

Car Parking Strategy

The Box Parish Council discussed the draft Framework for a Lease at its meeting on 28th October and its comments are as follows:

- Term of Lease - it is felt that the period suggested of two years is too short if the Parish Council was expected to maintain the surface and walls. The Parish Council feels that this should preferably be for a ten year period with a five year break clause.
- There is confusion over the different reference to insurance in points 1 and 2. Would the car park be covered under the Wiltshire Council public liability policy. There needs to be clarification on what the figure quoted by you for insurance (£72 - £3 per space) actually covers. Why will the cost of electricity and insurance escalate by the increase in the level of Council Tax? Surely any increase would be set by the electricity provider or the insurance company.

The Parish Council would also need to assess how much extra it would have to pay to cover the walls etc and for this we would need some form of valuation. Also who would be responsible for any excess payments?

- The Parish Council would wish to have a letter verifying which walls it would be responsible for.
- Any condition survey carried out must include the walls and the surface and any defects made good prior to handover.

I look forward to hearing from you.

Yours sincerely,

Margaret Carey
Clerk

Cricklade Town Council

21st September 2010

Dear Cllr Tonge

Car Parking Strategy

I have been asked to write to you formally to thank you for taking the time to visit us on 31st August regarding the future plans for car parking in Cricklade and in particular the Wiltshire Council owned Town Hall Car Park in our High Street.

There has now been an opportunity for members to discuss this formally. The offer made to hand this area to the Town on a two year lease was unanimously rejected. Members did not feel that Wiltshire Council sufficiently understood the requirements of the Town.

I have been asked to request whether any impact assessment had been undertaken on the effect this would have on the Town particularly the consequences of moving off-street parking to on- Street parking which is currently available in the vicinity? Also whether any business case has been made for the introduction of charges on a small car park that was unlikely to be recouped? The outlay in terms of machines, signage, on-going maintenance and emptying, and increased enforcement necessary, at a time when enforcement elsewhere in the town is seen to be lacking, would suggest that charging would not be cost effective.

I look forward to hearing from you. You also promised to provide the overall insurance costs for the car park for information.

Yours sincerely

John Coole
Assistant Town Clerk

27th October 2010

Joanne

Thanks for your e-mail.

Cricklade Town Council has already confirmed that the initial offer made was unsatisfactory to them and their position has not changed. However I understand that some other proposals may be forthcoming and I have also been instructed to make contact with the Town Hall Committee who run the community hall that is attached to the car park to obtain their views and position in this matter.

Cricklade Town Council continue to feel that the initial consultation and the lack of an impact assessment on charging means that Wiltshire Council do not have sufficient information on the local issues to make a balanced decision.

John Coole
Assistant Town Clerk

Mere Parish Council

28th September 2010

Dear Mr Murphy

With reference to your email of 31st August, I can confirm that an extra meeting of the Parish Council was held on Wednesday, 22nd September. At that meeting, the Parish Council resolved to ask Wiltshire Council to agree to enter into negotiations to enable the Parish Council to form a business plan to administer and manage the two car parks in Mere. This is subject to the potential resolution of Wiltshire Council's cabinet meeting, to be held in December, that Wiltshire Council will pursue car parking charges in Band 4 car parks and, more specifically, in Mere.

Lindsey Wood,
Parish Clerk

Pewsey Parish Council

28th September 2010

Dear Sir

In response to the section of Wiltshire Council's Parking Strategy consultation document relating to Town and Parish Councils, Pewsey Parish Council, as a Band 4 village, wishes to express an interest in the possible leasehold of the two car parks in Pewsey, namely the North Street car park and Hallgate House car park. Please proceed with moving forward with the draft lease terms and details

of the operational and management costs etc.

Regards

Alison Keers
Clerk

27th October 2010

Dear Joanne

Pewsey Parish Council has several questions relating to the attached draft framework which it is hoped you can help with.

1. Please could you clarify the exact nature of the insurance costs. As we understand it the Parish Council will have to pay an insurance premium to Wiltshire Council. What does this insurance cover? Does the Parish Council have to include the car park in its own insurance and what other liabilities, if any, have to be paid? The draft suggests that third party insurance will be payable in addition to the premium to WC.

2. As the Parish Council will become responsible for enforcement can the parish make its own regulations, issue notices and potentially bank any fines that could be applied?

Kind regards

Alison Keers
Clerk

Tisbury Town Council

26th October 2010

Dear Cllr Tonge

Nadder Close Car Park Management and Operation

Tisbury Parish Councillors have now met to discuss the Wiltshire Council offer to allow the Nadder Close Car Park operation to be managed by this parish council as an alternative to parking charges being introduced.

I can confirm that Tisbury Parish Councillors are currently minded to accept the Wiltshire Council offer relating to the car park and have resolved to progress the transfer of management and operation of the car park from the 1st April 2011, subject to satisfactory conditions and terms of the lease.

However, the decision was resolved on the basis that the lease would be for a period of 10 years, and not 2 years, as this was our understanding following our

meeting in August; the other expectations are broadly in line with the draft framework for the car park lease. Although not likely to be an insurmountable problem, the current resolution offers no leeway on the term of the lease and this will need to be discussed further at the Tisbury PC meeting on 2nd November 2010. Perhaps you would be good enough to let me know if there is likely to be any flexibility at all in the period of the lease offered. Please let me know if this causes you any difficulty.

Yours sincerely

Mrs Sandra Harry
Clerk

Wilton Town Council

6th October 2010

Dear Cllr Tonge

Re: Option for Wilton Town Council to take on the car parks in Wilton.

I write with reference to Wiltshire Council's consultation exercise regarding its Parking Strategy and your recent visit to the Town Council where you highlighted the option for the Town Council to take on the ownership and maintenance of the two car parks in Wilton, located at South Street and the Market Square.

The Town Council held a public meeting in September, as it realised that the transfer of these assets into the Town Council's ownership would have implications for the local precept.

At the meeting, it was very clear that the public would prefer the status quo to be upheld, ie that the car parks should remain under Wiltshire Council's control, and free of charge. However, if this were not possible, then the public wanted the Town Council to take on the ownership of the Market Square car park and the lease of the South Street car park, and run them for the benefit of both the local business and non-business community. It was accepted that the local precept would have to increase.

At the Town Council meeting last night, the members took note of the public's opinion. They were strongly against the idea of introducing car parking charges anywhere in Wilton, both in the car parks and surrounding residential roads, and would prefer the status quo to remain.

However, the Town Council resolved that if this is untenable, then it would be prepared to take on the ownership of the Market Square car park, together with the area between the Health Centre and Market Cross/churchyard. The Council would enter into its own arrangements with Wilton Estate regarding the South Street car park. Any attempts to introduce car parking charges elsewhere in Wilton would be strongly resisted and an assurance from Wiltshire Council is requested to this effect.

The Town Council would also like to be consulted in any future car parking strategy that Wiltshire Council may undertake.

Yours sincerely

Mrs A C Purves
Town Clerk

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Wiltshire Council

Cabinet
14 December 2010

Subject: Review of Indoor Leisure Facilities – overview of public consultation and the refined proposal

Cabinet Members: Councillor Stuart Wheeler – Leisure, Sport and Culture
Councillor John Noeken – Resources (WTP Cabinet Member)

Key Decision: Yes

Executive summary

This report gives an overview of the views collected through the Leisure Review consultation process and identifies a refined proposal that take those views into account.

In addition the report explains how the refined proposal will be delivered as part of the Workplace Transformation Programme. This includes the specification of leisure facilities within campuses, the planned improvements to facilities considered part of the Council's overall operational estate and the determination of the future management arrangements of all operational estate.

Proposals

That Cabinet:

- (i) Approves the refined proposal set out in **Appendix A** of this report.
- (ii) Approves that the delivery and implementation of the building and future management elements of the refined proposal be included in and taken forward by the Workplace Transformation Programme.

Reason for Proposals:

As reported to Cabinet in July 2010 the current indoor leisure facility stock that the Council inherited as a result of local government re-organisation is outdated, inefficient and unsustainable.

Throughout August, September and October 2010 the Council undertook a comprehensive public consultation exercise regarding an indicative replacement, refurbishment and devolvement programme which aimed at gathering the views of local people and local and national stakeholders.

This paper sets out the results of the consultation and recommends a refined proposal that reflects the views gathered and the rapidly changing environment the Council is facing.

The proposal enables the Council to:

- (i) Deliver a refined proposal that has been directly shaped by local people.
- (ii) Ensure that indoor leisure facilities are a key component of the emerging community campus programme.
- (iii) Retain a strategic view and deliver certain parts of the leisure service in the context of the wider Workplace Transformation Programme.
- (iv) Undertake improvements to the leisure service within the wider strategic context, which in turn will have wider ranging benefits than if the Council were to approve the original proposals.
- (v) Send a clear message to local people that the Council supports and values the provision of opportunities for people to take part in healthy activities.

MARK BODEN

Corporate Director

Department of Neighbourhood and Planning

Subject: Review of Indoor Leisure Facilities – overview of public consultation and the refined proposal

**Cabinet Members: Councillor Stuart Wheeler – Leisure, Sport and Culture
Councillor John Noeken – Resources (WTP Cabinet Member)**

Key Decision: Yes

Purpose of report

1. To give an overview of the responses to the Leisure Review consultation exercise and seek the Cabinet's approval to allocate the financial resources, subject to Full Council approval and within the context of the Workplace Transformation programme, required to carry out a refined programme of improvements.
2. The improvements refer to the service and buildings and are based upon the views collected through the consultation and the emerging service delivery review project being carried out by the Workplace Transformation Programme.

Background

3. Wiltshire Council currently financially contributes towards 23 leisure facilities offering varying levels of service due to various factors, such as age, condition, design and range of facilities.
4. In November 2009 the Council resolved to carry out a review of these facilities and in July 2010 Cabinet agreed to carry out a comprehensive consultation exercise focused on an indicative replacement, refurbishment and devolvement programme.
5. The indicative replacement, refurbishment and devolvement programme as consulted on focused on a 25 year plan for future development, including the proposals for new facilities within campuses, improvements to some existing facilities and the potential transfer of some facilities to local community management.
6. A broad range of views was collected through a comprehensive programme of information gathering. The views collected have been invaluable in developing and directly influencing the refined proposal detailed in this paper.

7. Since the Cabinet paper in July there has been a change of circumstances within local government and we are even more aware of financial pressures and what actions need to be taken. This has created the need to develop innovative ways of working allowing the Council to continue to improve services when faced with a different landscape of public service delivery and with significantly fewer resources.
8. This paper details a refined proposal that takes into account the views expressed from the community and a variety of partners and other relevant organisations. The refined proposal is broadly based upon those put forward in the replacement, refurbishment and devolvement programme.

Main Considerations for the Council

9. The main considerations for the Council are to:
 - (i) Approve the refined proposal set out in **Appendix A** of this report.
 - (ii) Approve that the delivery and implementation of the building and future management elements of the refined proposal be included in and taken forward by the Workplace Transformation Programme.

Consultation Methodology

10. The methodology employed ensured extensive coverage across the county. The aim was to provide a variety of opportunities for all those interested to have their say along with a method to enable us to collect specific data around generic operational issues.
11. A questionnaire was produced containing questions collecting thoughts on facility programming, usage, pricing, parking, travel and the generic value of indoor facilities. In addition, open ended questions were included inviting comment on what measures would encourage more people to take part in leisure activities and also encouraging general views about the proposals.
12. The autumn 2010 edition of Your Wiltshire Magazine, which is sent to each household in Wiltshire, featured a full page spread detailing the original indicative proposals, area board dates and signposting readers to where they can get further information to enable them to have their say.
13. The postal address for the Corporate Director for Neighbourhood and Planning was supplied along with a dedicated email address through which people could make their views known.
14. The questionnaire was accompanied by a leaflet detailing the background of the review and the specification of the proposals. The questionnaire and leaflet were made available at every indoor leisure centre, all libraries, hub receptions and online. In addition, copies were sent to all town and parish councils, all schools, local interest groups and local and national partners, doctors surgeries and hospitals, national sporting governing bodies and clubs using the facilities.

15. The Cabinet Member for Leisure, Sport and Culture presented the proposals at each area board (except one) and in some areas these meetings were preceded by a public roadshow where officers were available to answer specific questions.
16. The approach to the consultation process resulted in a number of requests for both public and specific group meetings, all of which were accommodated.

Overview of Response to Consultation

The Wiltshire-wide View

17. A total of 3,189 responses were received, of which 3,134 were found to be valid (98%). Of the total responses received 35% were male and 62% were female and 5% considered themselves to have a disability. A total of 3% of respondents were under the age of 18, 13% were aged 18 to 34, 39% were aged 35 to 54 and 41% were aged 55 and over.
18. The response to the consultation encourages us to believe that the provision of multi-functional high quality facilities will encourage more people to take part in healthy activities, with 85% agreeing with this principle and 51% of respondents strongly agreeing.
19. Over 88% of respondents felt that price can be a barrier to taking part. Approximately 66% of respondents felt that pricing should be reflective of the type of facility and that a generic pricing policy is not right for Wiltshire. These views will be considered when a future pricing policy is developed.
20. Broadly speaking the response shows that the provision of indoor leisure facilities within a 20 minute travel time is supported by local people. To clarify both the original indicative proposals and the new refined proposal share this principle which ensures over 95% of the county's residents can access an indoor leisure facility within 20 minutes. It should be noted this is an impressive statistic in a large rural county such as Wiltshire.
21. There was strong opposition to the concept of charging for parking for those people taking part in activities at indoor leisure facilities as it is perceived this would be a barrier to participation.
22. In terms of specific activities the most popular are swimming, using the gym and fitness classes. This corresponds with locally collected usage figures but in addition the provision of catering facilities and badminton also scored highly which will need to be reflected in future facility design and programming.
23. As anticipated the two open ended questions prompted a myriad of comments. The primary response to what would make users use the facilities more than they currently do were that local people would like more affordable pricing, improved facilities, improved equipment and a greater variety of activities and classes. The questions asking for additional comments and whether people would like to get involved in the running of their local leisure facility were primarily directed at specific facilities therefore the overview of the responses per community area is given below and in **Appendix B**.

24. The Council is aware of two public petitions, one from the Westbury area with 2,512 signatures which was submitted for consideration to the Council and another in the Bradford-on-Avon area. The Bradford petition was not submitted. Both petitions relate specifically to the facilities in the respective towns remaining open.
25. Sport England submitted a response which outlined their support of the proposal and confirms their view that the baseline work that underpins the leisure facilities review is robust and sound.
26. **Appendix B** gives a more detailed overview of the responses received.

The Community Area View

27. The following section gives headline figures from the consultation, with particular reference to the open ended questions and the wider correspondence received, however a more detailed overview is provided in **Appendix B** of this paper.
28. Broadly speaking the things that matter most to people across the county are they would like affordable and improved facilities and greater variety of activities.
29. Value for money and more competitive pricing was the most highly stated comment received in response to the open ended questions. This was noted primarily in Salisbury, Marlborough, and Chippenham and from a total of 12% of respondents who declined to note their address or local facility.
30. Improved facilities and better quality equipment was noted as important to local people. It should be noted that this was the second most important item to those people who did not give their location, therefore on balance this is what matters to people in Wiltshire most. This is particularly important in Amesbury, Durrington, Melksham, Tidworth and Trowbridge. Residents in the Warminster area commented on the recently improved changing facilities.
31. As anticipated in terms of individual facilities those sites identified for transfer to local communities were the subject of a respectively large amount of correspondence and comment and in the majority of areas public meetings were held.
32. The desire to see the local leisure facility remain open and for the Council to retain some financial responsibility for it was commonly reported in Bradford-on-Avon, Corsham, Tisbury and Wootton Bassett. Local people in Downton (southern Wiltshire), Malmesbury, Pewsey and Westbury also expressed their desire to see their local facilities remain open. Cabinet should note that a desire for the Council to consider the transfer of all facilities rather than some was mooted at a number of area boards and specific public meetings relating to those facilities indicatively identified for devolvement.
33. A range of correspondence was received from users of the indoor bowling facility at Christie Miller Sports Centre which centered on concerns about potential loss of membership and the strong desire to see indoor bowling remain in Melksham.

34. Throughout the consultation process a number of interest groups emerged in relation to those facilities identified for transfer to local communities. These have either evolved into groups putting themselves forward as potential future operators or they are acting as groups that simply have an interest in the facility.
35. Residents in the community areas of Calne and Cricklade commented mostly on their satisfaction with their local facilities and the staff operating the facilities. This is particularly interesting as these two facilities are independently managed so in the case of local management there appears to be strong support for operators.
36. Cabinet should note that across the county there is a shared consensus from local people and organisations that leisure operational staff perform well and are a credit to the Council.

Workplace Transformation Programme

37. This paper sets out the outcome of the leisure review which was based upon specialist comprehensive audit work undertaken by the Council's leisure service.
38. The Workplace Transformation Programme is responsible for all operational estate and from this point on the implementation of the building and future management aspects of the service will be taken forward by the Workplace Transformation Programme.
39. In order to deliver the proposals set out in this paper any finances attributable to the leisure review will need to be considered as part of the wider Workplace Transformation Programme and will form part of a paper to Cabinet in the new year.
40. The strategic management of leisure, sports development and open space in terms of the service principles will be taken forward by Leisure Services. The indoor leisure facilities strategy, along with other key strategic documents will be developed over the forthcoming months.

The Refined Proposal

41. This paper suggests an alternative proposal to that originally consulted on which reflects the responses received and it is intended to ensure the flexibility to deliver improvements which will be taken forward as part of the wider development of community campus facilities. This alternative proposal is set out in **Appendix A**. Essentially, the Council will undertake improvements to the leisure service within the wider strategic context which in turn will have wider ranging benefits than if the Council were to approve the original proposals.
42. The Council has been clear about its proposal to invest in the building aspects of the service, to transfer management of some facilities to community management and to identify new management arrangements for the facilities it would theoretically retain. These principles remain but the delivery and timescales will now be taken forward under the wider Workplace Transformation Programme and will be reflective of the public consultation.

43. This paper recommends that the following principle be approved in respect of the Workplace Transformation Programme. It may be necessary for the Council to initiate alternative interim management arrangements for any one of the facilities it currently owns but does not manage in the event that major building works are required or those that form part of pilot projects. The latter will be dependent on the timeframe of the wider Workplace Transformation Programme which is yet to be established.
44. A number of the facilities in Wiltshire were originally identified for transfer to local management. In light of the response of the consultation and the impact of the WTP campus and operational estate management work stream it is suggested the most suitable approach would be as set out in **Appendix A**.

Management Arrangements

45. Presently eight facilities are managed in-house and twelve are managed under two separate contracts with DC Leisure, which are in the process of being extended to 2013.
46. Cabinet has previously agreed an appraisal of future management arrangements would be undertaken and new arrangements implemented following the expiry of the DC Leisure contract.
47. This paper recommends that the future management be determined through the WTP campus and operational estate management workstream. This approach will be taken with all operational estate to ensure consistency and economies of scale in terms of service delivery, finance, efficiencies and local community engagement. This will be considered as part of the wider Workplace Transformation Programme and will form part of a future paper to Cabinet and Full Council in 2011 when consideration is given to the Council's capital programme.

Environmental Impact of the Proposal

48. The refined proposal will provide the means for the Council to significantly reduce the carbon emissions attributed to the indoor leisure facilities.
49. This reduction will occur due to the high construction and quality standards that will be applied to the new build and refurbished facilities and measures will be taken to mitigate against wider environmental risks through an extensive climate change adaptation project. This will include the installation of relevant plant and equipment through the planned maintenance programme and standardising the approach across the sites to issues which have a potential impact on the environment.
50. The Workplace Transformation Programme aims to achieve at least a 40% reduction in carbon emissions across the operational building stock.

Equalities Impact of the Proposal

51. An equality impact assessment (EIA) has been completed which demonstrates that the refined proposal promotes equality of opportunity as improvements will mean improved, fully accessible leisure facilities for all sections of the community.

Risk assessment

52. **Table 1** highlights the headline risks and proposed management of those risks associated with the proposals in this report.

Risks of not carrying out proposals	
<ul style="list-style-type: none"> • various components of the current stock are low quality, inefficient and not fit for purpose • facilities will be at capacity in the medium term future • unsustainable buildings in environmental terms and continued high carbon emissions figures • inability to maintain business continuity without service improvements • negative impact on participation rates • planned maintenance non-visible to users at significant cost and disruption to service • drop in levels of customer satisfaction 	
Risks of proposals	Mitigation of risks
Financial investment with long term commitments	All financial and delivery aspects form part of the wider workplace transformation programme which reduces the risk as any expenditure will be considered against priorities within a single programme Prudent budgetary management will be applied and savings captured centrally
Increase in capital costs due to un-costed items such as land acquisition, unforeseen abnormalities, demolition, removal costs	Verification of capital costs including contingency considerations will be addressed by the WTP paper in 2011
Potential loss of capital receipts	Council to consider council owned land for new developments which can mitigate against loss of potential capital receipts
Costs relating to potential campus sites relate to the leisure aspect only	All financial and delivery aspects form part of the wider workplace transformation programme where wider campus costs are accounted for

Financial implications

53. The financial implications associated with the refined proposal set out in this paper broadly remain as previously reported. This will be considered as part of the wider Workplace Transformation Programme and will form part of a future paper to Cabinet and Full Council in 2011 when consideration is given to the Council's capital programme.

54. The original proposals suggested the Council grant fund the Melksham Gymnastics Centre £400,000 to enable an extension to the facility. The continuation of this proposal forms part of the recommendations in this report as set out in detail in **Appendix A**.
55. Detailed financial modelling, which forms part of the wider Workplace Transformation Programme modelling will be completed in the event that Cabinet support the refined proposal.
56. All future proposals brought forward via the Workplace Transformation Programme that have capital investment proposals and/or revenue implications will be assessed on an individual basis and will be subject to the councils budget setting process and approval.

Legal implications

57. The refined proposals will be subject to various legislative provision and the legal risks to the Council will be minimised as the project develops under the wider Workplace Transformation Programme.

Human Resources implications

58. Cabinet should note that in generic terms the approval of the principle of initiating alternative interim management arrangements, if necessary, for any of the 23 facilities could potentially incur additional costs emanating from equal pay requirements and the possible harmonisation of employment terms and conditions if they were less favourable. A detailed assessment, formal consultation process and due diligence exercise will be carried out at an appropriate time if any TUPE transfers of staff were deemed necessary.

Options considered

59. Three distinct options have been assessed in the development of this report:
 - (i) The Council retains responsibility for all existing leisure facilities, undertakes planned maintenance only and omits leisure facilities from the Workplace Transformation Programme.
 - (ii) The Council delivered the proposals that were consulted on.
 - (iii) The Council delivers the refined proposal as set out in this report.
60. Option (i) was immediately discounted as all operational estate falls within the remit of the Workplace Transformation Programme and as such will be subject to consideration as part of the wider proposals to develop community campuses. In addition from a service perspective this offers no opportunity to enhance the facilities and therefore improve services.

61. Option (ii) has been discounted as the response to the public consultation must be considered and as such the views of local people and organisations have influenced thinking which has resulted in refined proposal. In addition it became apparent that the previously stated timeframe was not conducive to the campus project timeline nor did the previous proposals allow for a strategic approach to management arrangements for operational estate.
62. Option (iii) has been identified as the most appropriate way forward as the refined proposal complement both broad public opinion and provide the flexibility for the leisure facility service to be enhanced through the Workplace Transformation Programme, which fits with the wider strategic context.

Conclusions

63. The refined proposal ensures that the indoor leisure facility service in Wiltshire will be enhanced which creates more opportunities for local people to take part in physical activities ensuring the benefits that a healthy lifestyle offers. In addition the Council can demonstrate to local people that their views have been considered and subsequently directly shaped the way in which the Council will deliver improvements to the service.
64. The refined proposal will be considered as operational estate under the Workplace Transformation Programme. This will enable the Council to take a co-ordinated approach to the delivery of integrated services across the county, which include the provision of high quality indoor leisure facilities.
65. The proposals give a clear message about the Council's commitment to providing high quality and efficient local services.
66. The strategic management of leisure, sports development and open space in terms of the service principles will be taken forward by Leisure Services. The indoor leisure facilities strategy, along with other key strategic documents will be developed over the forthcoming months.

MARK BODEN

Corporate Director
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Friday 19 November 2010

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

None

Appendices:

Appendix A: The Refined Proposal

Appendix B: Overview of the Consultation Response

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THE REFINED PROPOSAL

- 1 The following new builds and potential campuses were identified as facilities that should remain the responsibility of the Council. The outcome in terms of proposed specification for the leisure element of the campus buildings will remain the responsibility of Leisure Services but the timings and any additional services to include will be influenced and delivered by the Workplace Transformation Programme:
- (i) Olympiad campus (refurbishment, due for completion 2010).
 - (ii) Melksham campus (new build as per agreed specification but with an addition to include provision for indoor bowling).
 - (iii) Trowbridge campus (new build).
 - (iv) Warminster campus (new build).
 - (v) Amesbury/Durrington campus (new build).
 - (vi) Improvements to Devizes Leisure Centre plus potential campus opportunity.
 - (vii) Improvements to Five Rivers, Salisbury plus potential campus opportunity.
 - (viii) Planned maintenance to The Activity Zone, Malmesbury plus potential campus opportunity.
 - (ix) Planned maintenance to Marlborough Leisure Centre plus potential campus opportunity.
 - (x) Planned maintenance to Tidworth Leisure Centre plus continuation of campus working.
- 2 The progression of the proposal above is strengthened by the broad support from local people and the desire to see improvements delivered more quickly, both of which were captured in the consultation.
- 3 The Wiltshire School of Gymnastics in Melksham is the county's only national standard indoor sporting facility and regularly caters for large events. In addition there is a large waiting list of local children who wish to take part in activities. The facility is constricted due to size therefore to raise the national profile and to reduce waiting lists it is proposed a grant of £400,000 be made available as a contribution to enable an extension to the building to be completed. This is strongly supported by the Trust who operate the facility and the national governing body, British Gymnastics.
- 4 This paper recommends that the following principle be approved in respect of the Workplace Transformation Programme. It may be necessary for the Council to initiate alternative interim management arrangements for any one of the facilities it currently owns but does not manage in the event that major building works are required or those that form part of pilot projects. The latter will be dependent on the timeframe of the wider Workplace Transformation Programme which is yet to be established.

- 5 The Council has been clear about its proposal to invest in the building aspects of the service, to transfer management of some facilities to community management and to identify new management arrangements for the facilities it would theoretically retain. These principles remain but the delivery and timescales will now be taken forward under the wider Workplace Transformation Programme and will be reflective of the public consultation.
- 6 The following facilities in Wiltshire were originally identified for transfer to local management. The future management will now be determined through the WTP campus and operational estate management workstream. In light of the response of the consultation and the impact of the WTP campus and operational estate management work stream it is suggested the most suitable approach would be as set out below.

Site	Refined proposal
Bradford Pool	<ul style="list-style-type: none"> To remain the responsibility of the Council until the future management arrangements are determined through the WTP campus and operational estate management workstream.
Calne Leisure Centre	<ul style="list-style-type: none"> Remain independent. Existing leases to be extended but to include flexibility for future campus developments.
Cricklade Leisure Centre	<ul style="list-style-type: none"> Remain independent. Existing leases to be extended but to include flexibility for future campus developments.
Downton Sports Centre	<ul style="list-style-type: none"> Remain independent.
Leighton Recreation Centre, Westbury	<ul style="list-style-type: none"> To remain the responsibility of the Council until the future management arrangements are determined through the WTP campus and operational estate management workstream. Indoor bowls facility to remain in the Melksham area.
Lime Kiln, Wotton Bassett	<ul style="list-style-type: none"> To remain the responsibility of the Council until the future management arrangements are determined through the WTP campus and operational estate management workstream.
Pewsey Sports Centre	<ul style="list-style-type: none"> Considered as a pilot site for the WTP campus and operational estate management project. To remain the responsibility of the Council until the future management arrangements are determined through the WTP campus and operational estate management workstream.
Springfield, Corsham	<ul style="list-style-type: none"> Considered as a pilot site for the WTP campus and operational estate management project. To remain the responsibility of the Council until the future management arrangements are determined through the WTP campus and operational estate management workstream.
Tisbury facilities	<ul style="list-style-type: none"> Considered as a pilot site for the WTP campus and operational estate management project. To remain the responsibility of the Council until the future management arrangements are determined through the WTP campus and operational estate management workstream.
Westbury Pool	<ul style="list-style-type: none"> To remain the responsibility of the Council until the future management arrangements are determined through the WTP campus and operational estate management workstream.

OVERVIEW OF THE CONSULTATION RESPONSE

The following table shows the three most widely commented on views collected from the open ended questions on the questionnaire and the broad range of other correspondence that was received. Results are shown in respect of the community areas.

Community Area	1		2		3	
	Comment	%	Comment	%	Comment	%
ALL	More affordable prices, lower cost, value for money	8.8%	Improved or additional facilities and equipment	7.9%	Greater variety of classes, courses, exercise options, timetabling	6.7%
Amesbury/ Durrington	Improved or additional facilities and equipment	17.0%	More affordable prices, lower cost, value for money	8.9%	Keep the centre open	7.1%
Bradford	Keep the centre open	11.6%	Facilities should stay in control of council/ have support of the council	11.1%	Improved changing facilities	7.7%
Calne	Happy with facilities/staff	9.1%	Greater variety of classes, courses, exercise options, timetabling	7.8%	More affordable prices, lower cost, value for money	6.5%
Chippenham	More affordable prices, lower cost, value for money	12.4%	Improved or additional facilities and equipment	10.2%	Cleanliness of facility	9.0%
Corsham	Keep the centre open	14.6%	All leisure facilities should stay in control of the council/have support from the council	11.1%	Happy with facilities/staff	7.5%
Cricklade	Happy with facilities/staff	19.5%	Improved or additional facilities and equipment	14.6%	Open plan, modern facilities, all on one site	7.3%

Devizes	Improved changing facilities	11.7%	Improved or additional facilities and equipment	10.4%	Cafe on site (better quality)	9.8%
Downton	Keep the centre open	12.6%	Happy with facilities/staff	9.0%	Improved or additional facilities and equipment	9.0%
Malmesbury	Keep the centre open	13.6%	Improved or additional facilities and equipment	13.6%	Happy with facilities/staff	9.1%
Marlborough	More affordable prices, lower cost, value for money	12.7%	Improved or additional facilities and equipment	10.2%	Improved changing facilities	10.2%
Melksham	Improved or additional facilities and equipment	12.4%	Keep the centre open	11.2%	Greater variety of classes, courses, exercise options, timetabling	8.1%
Pewsey	Keep the centre open	15.2%	Greater variety of classes, courses, exercise options, timetabling	9.1%	Improved changing facilities	7.6%
Salisbury	More affordable prices, lower cost, value for money	14.7%	Greater variety of classes, courses, exercise options, timetabling	8.9%	Happy with facilities/staff	8.9%
Tidworth	Improved or additional facilities and equipment	13.6%	Greater variety of classes, courses, exercise options, timetabling	12.1%	More affordable prices, lower cost, value for money	12.1%
Tisbury	Keep the centre open	18.8%	Happy with facilities/staff	10.1%	Improved or additional facilities and equipment	7.4%
Trowbridge	Improved or additional facilities and equipment	11.4%	Greater variety of classes, courses, exercise options, timetabling	7.7%	More affordable prices, lower cost, value for money	6.8%
Warminster	Improved changing facilities	20.6%	Happy with facilities/staff	10.3%	Improved or additional facilities and equipment	7.5%

Westbury	Keep the centre open	13.9%	Happy with facilities/staff	8.9%	Improved or additional facilities and equipment	5.9%
Wootton Bassett	Keep the centre open	16.8%	Centres required for health benefits/ Obesity is a problem/ All should be encouraged to exercise	8.2%	Improved or additional facilities and equipment	7.2%
Unknown/ Generic	More affordable prices, lower cost, value for money	12.2%	Improved or additional facilities and equipment	7.2%	Greater variety of classes, courses, exercise options, timetabling	6.9%

The following table shows an overview of the response to the generic strategic questions that formed the questionnaire. Results are shown in respect of the community areas.

Q1 High quality, modern facilities with a variety of activities will encourage more people to become more active		Amesbury/ Durrington	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Downton	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	Tidworth	Tisbury	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade	Not Given	Total
Strongly agree	%	54	56	59	52	49	46	48	58	58	52	49	45	63	47	46	54	43	55	52	51
Agree	%	38	33	34	38	41	44	39	39	35	33	43	37	29	43	32	25	32	31	32	34
Neither agree nor disagree	%	5	9	3	9	7	9	12	3	3	8	5	14	8	10	13	15	10	11	9	9
Disagree	%	3	1	3	1	3	2	2	0	4	6	3	1	0	0	7	6	11	2	5	4
Strongly disagree	%	0	1	0	0	0	0	0	0	0	1	0	2	0	0	2	0	4	1	2	1

Q2 Local communities should be able to directly influence and / or manage their local services		Amesbury/ Durrington	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Downton	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	Tidworth	Tisbury	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade	Not Given	Total
Strongly agree	%	36	24	58	36	30	32	39	30	58	39	27	38	42	22	22	19	26	26	27	30
Agree	%	50	51	34	47	46	45	44	33	35	42	51	39	42	41	52	54	36	39	36	41
Neither agree nor disagree	%	13	20	5	16	18	20	14	27	4	14	19	20	13	19	21	17	20	21	18	17
Disagree	%	1	5	3	2	7	4	0	6	4	4	1	2	3	12	5	9	11	10	6	5
Strongly disagree	%	0	1	0	0	1	0	4	3	0	1	3	1	0	6	1	1	7	4	14	6

Q3 The price of using leisure facilities can be a barrier to stop people taking part		Amesbury/ Durrington	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Downton	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	Tidworth	Tisbury	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade	Not Given	Total
Strongly agree	%	50	33	45	45	38	39	48	24	49	45	40	45	53	28	50	48	47	36	41	42
Agree	%	44	62	42	46	48	47	40	58	44	44	10	44	40	50	41	43	39	40	47	46
Neither agree nor disagree	%	2	4	12	6	8	11	12	15	5	8	13	5	8	12	7	6	9	17	7	8
Disagree	%	2	1	2	3	5	3	0	3	2	3	6	3	0	10	1	4	4	6	3	3
Strongly disagree	%	2	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	1	1	1	1

Q4 Admission prices should be reflective of the size and quality of the facility		Amesbury/ Durrington	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Downton	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	Tidworth	Tisbury	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade	Not Given	Total
Strongly agree	%	32	19	18	22	19	13	31	12	25	45	22	27	8	23	15	19	23	16	20	22

Agree	%	46	34	50	41	39	41	54	64	45	44	42	45	45	62	41	43	38	58	45	45
Neither agree nor disagree	%	8	20	15	19	18	22	6	15	7	7	18	13	24	6	16	14	16	14	14	14
Disagree	%	11	25	17	15	19	19	8	6	20	3	14	14	18	7	20	23	20	11	16	16
Strongly disagree	%	3	1	0	3	5	4	2	3	4	0	4	2	5	3	9	3	4	2	5	4

Q5 There should be a standard pricing policy across all facilities, irrespective of the size and quality		Amesbury/Durrington	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Downton	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	Tidworth	Tisbury	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade	Not Given	Total
Strongly agree	%	8	10	5	15	11	14	6	16	9	17	10	7	11	8	20	15	9	13	11	12
Agree	%	20	29	20	26	27	23	14	29	18	25	21	12	26	11	23	23	23	22	20	21
Neither agree nor disagree	%	17	22	15	26	26	25	15	10	15	25	14	20	21	16	23	18	20	17	17	19
Disagree	%	49	27	51	33	31	33	52	42	46	29	45	46	21	46	30	36	35	41	33	35
Strongly disagree	%	6	12	9	1	6	5	14	3	13	5	9	14	21	19	5	9	14	8	19	13

Q6 The council should try to provide multi-purpose indoor leisure facilities within 20 minutes travel time from home		Amesbury/Durrington	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Downton	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	Tidworth	Tisbury	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade	Not Given	Total
Strongly agree	%	39	38	37	39	35	31	48	28	40	45	42	27	24	36	35	41	33	46	43	40
Agree	%	49	39	48	45	39	48	42	50	40	41	40	37	47	44	48	10	33	36	33	39
Neither agree nor disagree	%	8	14	7	9	21	16	6	13	12	6	12	24	21	11	12	10	19	10	15	14
Disagree	%	3	7	8	5	5	4	2	6	4	8	5	8	3	8	5	8	8	5	5	6
Strongly disagree	%	1	1	0	2	1	1	2	3	4	1	2	4	5	1	0	1	6	3	4	3

Q7 Introducing car parking charges at leisure facilities could be a barrier to stop people taking part		Amesbury/Durrington	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Downton	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	Tidworth	Tisbury	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade	Not Given	Total
Strongly agree	%	79	44	58	55	20	58	60	46	68	56	59	65	61	58	57	70	56	52	64	60
Agree	%	12	41	30	30	34	27	33	42	26	32	29	18	26	32	28	18	29	28	25	27
Neither agree nor disagree	%	5.1	7	5	8	8	8	4	6	2	6	5	9	5	3	10	8	7	10	6	7
Disagree	%	2	7	5	6	8	5	4	3	2	5	5	4	8	3	4	1	5	6	3	4
Strongly disagree	%	2	2	2	1	1	1	0	3	2	1	1	3	0	4	1	4	3	4	1	2

Q8 How often do you use a leisure facility?		Amesbury/Durrington	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Downton	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	Tidworth	Tisbury	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade	Not Given	Total
Daily	%	32	15	33	26	26	23	29	10	19	30	15	21	30	8	24	21	23	22	25	24
Weekly	%	57	75	49	61	60	68	59	71	78	57	65	65	51	68	66	67	64	71	60	63
Monthly	%	1	5	11	6	8	1	4	7	2	5	11	5	5	11	5	4	8	3	5	5
Less often	%	7	4	2	5	4	8	8	3	2	7	8	3	8	13	5	5	4	3	7	6
Never	%	2	2	5	2	2	0	0	10	0	2	1	5	5	0	0	3	1	2	3	2

Q10 Which of the following activities are most important to you?		Amesbury/ Durrington	Bradford on Avon	Calne	Chippenham	Corsham	Devizes	Downton	Malmesbury	Marlborough	Melksham	Pewsey	Salisbury	Tidworth	Tisbury	Trowbridge	Warminster	Westbury	Wootton Bassett & Cricklade	Not Given	Total
Casual fun swimming	%	15	17	16	16	16	17	11	20	11	14	15	14	15	11	13	17	15	17	18	16
Lane swimming	%	16	17	10	15	17	15	10	18	15	14	15	11	12	7	13	11	11	12	13	13
Diving	%	2	2	0	2	1	1	1	2	2	2	1	2	3	1	4	2	2	0	2	2
Badminton	%	6	5	3	6	6	7	7	3	5	5	7	6	1	10	8	6	6	8	6	6
Using the gym	%	12	13	15	14	16	16	18	15	16	16	12	13	17	21	14	16	17	12	13	14
Aerobic/fitness classes	%	13	13	13	11	13	14	17	11	15	12	14	10	14	17	10	14	10	13	12	12
Netball	%	1	1	1	1	2	2	2	2	2	1	1	2	1	3	2	1	2	2	2	2
Courses	%	3	4	5	5	4	5	3	5	6	4	5	4	6	4	5	5	6	5	4	4
Squash	%	4	3	3	3	4	2	5	2	3	4	3	5	6	3	4	5	3	3	3	4
Creche facilities	%	3	3	4	4	2	3	3	1	2	4	3	3	3	3	3	2	1	3	2	3
Indoor climbing facilities	%	3	3	2	3	2	2	3	3	3	3	3	5	4	2	4	4	1	4	3	3
Indoor 5-a-side football	%	3	3	3	2	2	1	3	2	2	3	1	4	3	4	4	2	4	4	3	3
Café facilities	%	9	8	13	11	7	9	10	10	9	9	11	10	10	4	8	8	8	6	9	9
Community meeting space	%	6	4	8	7	6	5	6	6	4	4	8	5	4	5	5	4	5	7	4	5
Volleyball	%	1	1	1	0	1	1	1	1	1	2	1	2	1	2	2	1	1	1	2	1
Cricket	%	1	1	0	1	1	1	1	0	2	2	1	1	1	3	2	3	7	1	2	2
Basketball	%	1	1	0	1	1	1	1	0	2	2	1	1	1	2	1	2	2	1	2	1

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Wiltshire Council

Cabinet

14 December 2010

Subject: Review of Special Educational Need (SEN) Provision – Confirmation of Decisions

Cabinet member: Councillor Lionel Grundy – Children’s Services

Key Decision: Yes

Executive Summary

The Council has a statutory responsibility to keep Special Educational Needs (SEN) provision under review. The Joint Area Review (2008) concluded that value for money in relation to SEN provision needed to improve. It is also a priority to close the gap between the achievement of pupils with SEN, and their peers without SEN, particularly for primary aged pupils. The Review has initiated a process of whole system change to address these issues with implementation from September 2011. The Post Consultation Report was considered by Cabinet on 27 July 2010.

Following publication of statutory notices regarding proposals to change SEN provision it is now necessary for Cabinet to confirm whether it still wishes to continue with those proposals in light of the responses to the statutory notices.

Proposal

The Cabinet agree that:-

1. The proposals set out in paragraph 6 concerning the changes to special schools be confirmed.
2. The proposals set out in paragraph 9 concerning the proposed closure of Specialist Learning Centres be confirmed.
3. Officers are requested to implement these decisions.

Reason for Proposals

These proposals, along with the other proposals agreed by Cabinet on 27 July, will initiate the system change needed to improve educational provision and raise the achievement of pupils with SEN. In view of the limited response to the statutory notices there is no reason to refrain from confirming the proposals set out in those notices.

Carolyn Godfrey
Corporate Director, Department for Children and Education

Wiltshire Council

Cabinet

14 December 2010

Subject: Review of Special Educational Need (SEN) Provision – Confirmation of Decisions

Cabinet member: Councillor Lionel Grundy – Children’s Services

Key Decision: Yes

Purpose of Report

1. To report the outcome of the consultation on the statutory notices that were published subsequent to the decisions of Cabinet on 27 July 2010.
2. To make recommendations for decisions on future provision based on the response to the statutory notices.

Background

3. A public consultation on the Review of Special Educational Needs (SEN) Provision was held from 22 February to 24 May 2010. The outcome of that review was reported to Cabinet on 27 July 2010 where the decision was taken to proceed with all of the recommendations. Subsequently to the meeting statutory notices were prepared and published on 9 September 2010. The final date for responses was 22 October 2010 which allowed the statutory six weeks for this process.
4. The proposals covered by the statutory notices related to changes to the age range and designation of special schools along with the closure of a number of specialist learning centres in primary schools.
5. Cabinet agreed that a statutory notice be issued for closure of the Early Years Provision at St Mary’s Infant School in Marlborough so that it could become part of the Early Years SEN Network, subject to a contractor being engaged to take over the running of the provision. As the process to find a new provider has not yet been concluded it has not yet been possible to publish this statutory notice. It is envisaged that the notice will be published as soon as a provider is engaged to take over this work.

Main consideration for the Council

6. The changes to the Wiltshire Special Schools are set out in the table below. They would take effect from 1 September 2011 if confirmed.

WILTSHIRE SPECIAL SCHOOL AGE RANGES, DESIGNATIONS AND CAPACITY

Name of School Current Designation (DCSF Website)	Current Age range & Sex	Current DCSF Capacit y	Residential/ Day	Proposed Designation	Proposed Age Range & Sex	Proposed capacity	Residential/ Day
Downland EBD + SpLD	11-16 Boys	63	Boarding & Day	BESD	11-16 Boys	70	Day and 22 residential places
Exeter House VI + MLD, SLD, Autism, EBD, delicate medical, PD, SpLD, Sp&Lang	2-19 Mixed	96	Day	ASD/SLD	3-19 Mixed	100	Day
Rowdeford MLD	11-16 Mixed	124	Boarding & Day	ASD/ Complex needs	11-16 Mixed	130	Day and 23 residential places
Larkrise MLD + SLD	4-19 Mixed	78	Day	ASD/SLD	3-19 Mixed	78	Day
Springfields EBD	10-16 Mixed	65	Boarding	ASD/BESD	9-16 Mixed	70	Residential places
St Nicholas SLD	2-19 Mixed	68	Day	ASD/SLD	3-19 Mixed	68	Day
Total		494				516	

7. There have only been two responses about the proposals received during the Statutory Notice period. A letter was concerned with the proposed dual designation for pupils with Autistic Spectrum Disorders (ASD) and pupils with Behaviour, Emotional and Social Difficulties (BESD) at Springfield school. The main points of concern raised in the letter were about different teaching methods for the two groups, the potential for pupils with ASD to become the victims of bullying and that some independent special schools only educated one of these groups of pupils. Springfield School has already invested in staff training and the introduction of approaches appropriate to ASD pupils has also been of benefit to some pupils with BESD. Personalised programmes are in use for many pupils at the school so it is easier to deliver the curriculum in an appropriate way. The last Ofsted inspection graded the school as outstanding and also described the behaviour of pupils as outstanding. There were no references to bullying in the last Ofsted inspection report. Only those pupils that can benefit from the school and are suitable to its internal organisation are admitted. It is clear that the all round quality of the education on offer at Springfield school enables the Council to be confident that appropriate children with ASD or BESD can be educated there. Recently some parents of pupils with ASD have become concerned that their children's successful placements at the

school might not be able to be continued. This is a good example of how parents have become supportive of the education offered at the school to pupils with ASD.

8. An e-mail response was received from Dorset County Council supporting all the proposed changes as they aimed to improve SEN provision in Wiltshire so there was a better match between identified need and available provision.
9. The six statutory notices published regarding the closure of Specialist Learning Centres in primary schools have not generated any responses. The proposals are set out in the table below and would be implemented by 31 August 2011 if confirmed.

SPECIALIST LEARNING CENTRES STATUTORY NOTICES

Name of School	Location	Type of SEN Need	Proposal
Durrington Junior	Durrington	Complex	Close
Harnham Junior	Salisbury	Complex	Close
Mere School	Mere	Complex	Close
Zouch School	Tidworth	Complex	Close
Holy Trinity Primary	Calne	Autism	Close
Manor Primary	Melksham	Complex	Close

10. The closures of the Specialist Learning Centres (SLC's) will enable a more efficient use of resources, as there will be reduction in vacant places and improved clarity in relation to responsibilities for meeting pupils' special educational needs. The resources released would be available for redeployment elsewhere in the SEN budget. The number of places at the SLC for Complex Needs at Manor Fields in Salisbury is being increased so there is enough capacity for the whole primary age range in the Salisbury area.
11. The SLC for Autism at Holy Trinity Primary School in Calne can be relocated to the Manor Primary School in Melksham to make use of the accommodation, staffing and resources released by the proposal to close the SLC for Complex Needs at the school. These two proposals depend on each other so the statutory notices were published as linked notices. If the closure of the Specialist Learning Centre for Complex Needs at the Manor is not confirmed then it will not be possible to transfer the SLC for Autism from Holy Trinity to the Manor.

12. Environmental and climate change considerations

It is possible that some buildings currently used will be closed, and others will extend their capacity within the confines of the current site. It is anticipated that these changes will result in the static carbon footprint decreasing for the SEN service. At this stage it is unclear as to whether the buildings that become unoccupied would be used for other Council purposes and how any alternative uses could impact the overall carbon footprint of the authority. With more children being educated at their local schools journey distances should decrease, lowering the carbon emissions. An assumption is that with more children in local mainstream schools there may be increased need for specialist staff to commute around the county. This may increase the number of business miles claimed. This will be mitigated by ensuring staff follow the authority's green travel guidance. There are no perceived environmental management issues associated with the report. As SEN provision is under constant review, further

consideration does not need to be given to the unavoidable impacts of climate change at this stage.

13. Equalities Impact of the Proposal.

The review proposes a number of changes that together should mean that there will be greater inclusion. This will mean that pupils with SEN will be more likely to be able to attend their local school with appropriate levels of support so reducing the achievement gap and promoting cohesive communities.

Risk Assessment

Risks

14. If it is not decided to proceed with the proposals

- There will be reduced resources to enable the reallocation of funding to correct the imbalance of SEN provision.
- The SEN budgets of mainstream schools and the budgets of SEN centres will not be enhanced and it will not be possible to provide appropriately for children with high level needs, possibly creating a requirement for expensive out of authority placements.
- Parents of prospective special school pupils will be confused regarding the type of special needs the school is approved for and the age range and capacity of the school may not reflect the current operational position.
- More pupils will need to travel.
- There would not be an opportunity to develop provision and services to enhance pupil progress.

15. If it is decided to proceed with the proposals:

- Some pupils will have changes to their SEN support.
- Mainstream schools may not be able to further develop their SEN expertise prior to changes in pupil provision.
- A high enough level of resources might still not be available for some children in the current centres.
- Where a number of pupils on the roll of the host school for a Centre that closes all have new Statements of SEN and Named Pupil Allowances, this could put a strain on the school budget to provide the school's financial contribution.
- A few pupils may have to travel further.

Mitigations

16. If it is not decided to proceed with the proposals:

- Schools Forum will have to consider reallocating funding from mainstream school budgets to correct the budget shortfalls in the SEN Centres that remain open, with the effect of disadvantaging a number of pupils in mainstream schools.
- Some Centres will have to reduce in planned places to reduce the amount of spare capacity and allocated funding. This could reduce the quality and sustainability of provision.

17. If it is decided to proceed with the proposals:

- Each child in an SEN centre that closes will have individual transition arrangements made in conjunction with the parents and the school.
- Schools that relied on advice and support from Specialist Learning Centres will have an additional allocation of time from the Inclusion Support Service to help them further develop their SEN capacity.
- A transitional allowance will be provided for Centres that are closing to allow them time to adjust their budgets. This will enable the school to fund for two years the school's contribution to the funding to support the Statement where a Named Pupil Allowance is in place for a child that was in a Specialist Learning Centre. The aim will be to provide support to enable the child to remain at the school.
- A statutory assessment will be conducted for any pupil on the roll of a Specialist Learning Centre for Complex Needs identified for closure, if there is any doubt about the level of a child's needs and whether a statement of SEN is needed.
- Schools with Specialist Learning Centres that are closing will be provided with additional budget planning advice by Council staff.

Financial Implications

18. Special Schools – there are no financial implications of changing the special school designations and age ranges as the planned places are already funded from within the special school's delegated budgets.
19. Complex Needs Centres – there will be savings arising from the proposed closures of Specialist Learning Centres for complex needs. These are estimated at £392,000, based on 2009/10 costs, in a full year. The transitional arrangements will result in additional costs estimated at £35,200 in the first year to ensure that provision for any additional Named Pupil Allowance does not put pressure on the school budget.
20. Autism Centre – it is anticipated that the additional cost of the Autism Centre at the Manor will be offset by savings from the closure of the Autism Centre at Holy Trinity. A funding model for the Autism, Speech and Language and Complex Needs Centres has been developed and will be considered by School's Forum in time to set the budget for 2011/12. It is recommended that a transitional contingency of £9,000 be retained to fund provision for any pupils who do not transfer to The Manor.
21. Transport costs – There will be no pupils attending SLCs for half days and it is envisaged that this will more than offset any additional costs arising from any children who have to travel to placements in other centres. More effective transport provision as a result of these changes will result in savings to the SEN Transport Budget over time. No significant impact is expected on the cost of adjusting transport capacity to Special Schools. With the exception of transport costs all of the other costs of the financial implications are within the Dedicated Schools Grant (DSG).

Legal Implications

22. If it is decided to change the character of a school, or to open or discontinue a school it is necessary to issue a statutory notice. This must be published in the press, displayed at the school and displayed in a conspicuous place in the area served by the school. A period of six weeks must be allowed for the notices to be in the public domain to ensure that there is time for any interested party to

make a statutory objection. These statutory requirements have been complied with.

- This is an area of reorganisation plan extending in its effect beyond a single county electoral division insofar as it will impact on the delivery of the service to the public and is therefore a key decision (Part 1, paragraph 9 bullet point 4 of the constitution).
- This is therefore a decision of the cabinet. In determining the proposals the cabinet may approve the proposals without modifications, reject the proposals or approve the proposals with such modifications as the authority think desirable (paragraph 31(1) of Part 2 of Schedule 5 to the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007.
- Before modifying any proposals the Cabinet must consult the Governing Body (unless the modifications are proposed by the Governing Body (paragraph 31(2) of Part 2 of Schedule 5 to the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007.
- The most common modification is to the implementation date. However proposals cannot be modified to the extent new proposals are substituted for those that have been consulted upon and published. The proposals should not be modified in a way that would in effect substitute new proposals. This would run the risk of a successful challenge in the Courts.
- All decisions must give reasons for the decision, irrespective of whether the proposals were rejected or approved, indicating the main factors/criteria for the decision.

Options Considered

23. The outcome of the review of SEN Provision was considered by Cabinet on 27 July and it was decided to progress to statutory notice in respect of all the recommendations for changes to the character of school provision. Consequently Cabinet has to now consider whether it wishes to confirm or not confirm the proposal in the statutory notices that were published in September 2009.

Conclusions

24. The proposals set out in the Statutory Notices should be ratified and then implemented.

Carolyn Godfrey
Corporate Director, Department for Children and Education

Report Author: Trevor Daniels, Head of Special Educational Needs – 01225 713762

Background Papers:

Report to Cabinet 27 July 2010 – Review of Special Educational Need Provision – Post Consultation Report.

Appendices: none.

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Wiltshire Council

Cabinet

14th December 2010

**Subject: The Care Quality Commission's Annual
Commissioner Assessment of Adult Social Care,
2009-2010**

**Cabinet Member: Councillor John Thomson - Adult Care, Communities
and Libraries**

Key Decision: No

Executive summary

This report summarises the Care Quality Commission's (CQC) assessment of the performance of adult social care in Wiltshire during 2009-2010

Proposal

Members are requested to note the report.

Reason for proposal

The Director of Adult Social Services is expected to take the CQC Commissioner Assessment to an open meeting of a relevant executive committee of the Council by 31st January 2011 and to inform CQC of the date.

Sue Redmond,
Corporate Director, Community Services

Wiltshire Council

Cabinet

14th December 2010

Subject: **The Care Quality Commission's Annual
Commissioner Assessment of Adult Social Care,
2009-2010**

Cabinet Member: **Councillor John Thomson - Adult Care, Communities
and Libraries**

Key Decision: **No**

Purpose of Report

1. This report summarises the Care Quality Commission's (CQC) assessment of the performance of adult social care in Wiltshire during 2009-2010.

Background

2. CQC is responsible for assessing the performance of Councils with Adult Social Services Responsibilities each year. CQC judges performance in an annual process called the Commissioner Assessment. (Until 2009 this process was called the Annual Performance Assessment.)
3. The Commissioner Assessment for 2009-2010 considered how people who need social care in Wiltshire benefit from the help the Council gives them. CQC gives each council an overall assessment grade for the "outcomes" that it delivers. The grades range from **performing poorly; performing adequately; performing well; to performing excellently**. This overall judgement is derived from seven separate domain grades that are set out in the table in paragraph 6 below.
4. The Commissioner Assessment also includes a written judgement for *Leadership* and for *Commissioning and Use of resources*. This part of CQC's judgement is not graded.
5. In November 2010, the Department of Health announced that 2009-2010 will be the final year of the Commissioner Assessment of Adult Social Care. At the time of writing, CQC has not announced what will succeed the Commissioner Assessment. We will report to Cabinet again when the new arrangements are published.

Main Considerations for the Council

6. Summary of Performance

In 2009-10, CQC concluded that Wiltshire Council performed **Well** delivering outcomes for people who need social care. A copy of the results letter and the full Assessment of Performance report are attached as appendices to this report. The overall judgement reflects a continued improvement in performance since 2006-2007, as outlined below:

Domain	2006-07	2007-08	2008-09	2009-10	Change between 08-09 and 09-10
Outcomes for people	Adequate	Adequate	Well	Well	↔
<i>Improved health and wellbeing</i>	Poor	Adequate	Well	Well	↔
<i>Improved quality of life</i>	Adequate	Adequate	Well	Well	↔
<i>Making a positive contribution</i>	Poor	Good [Well]	Excellent	Excellent	↔
<i>Increased choice and control</i>	Adequate	Adequate	Adequate	Well	↑
<i>Freedom from discrimination and harassment</i>	Adequate	Adequate	Adequate	Well	↑
<i>Economic wellbeing</i>	Adequate	Adequate	Well	Well	↔
<i>Maintaining personal dignity and respect</i>	Good [Well]	Adequate	Adequate	Adequate	↔

7. There have been improvements in the assessed grades for two of the seven outcome-domains: *Increased choice and control* and *Freedom from discrimination and harassment*. Wiltshire remains **Good** in *Health and Wellbeing*; *Quality of Life* and *Economic Wellbeing* and **Excellent** for *Making a Positive Contribution*. Choice and Control is among the new government's highest priorities for adult social care. Our improved grade reflects the progress we have made with the personalisation of social services. It recognises the success of the "FOCUS" reform of our front-line social care teams and our nationally recognised work on person-centred planning.
8. Wiltshire remains **Adequate** for *Dignity and Respect*, which is related to the CQC Inspection in December 2009. In the detailed performance assessment report, CQC acknowledges significant improvement since

this inspection and notes that these improvements are continuing to be embedded in practice.

9. The Commissioner Assessment report indicates a total of 24 key strengths and 12 areas for improvement. The majority of the plans to address these areas for improvement are already included in the action plan in response to the Inspection of Adult Social Care last year and are being addressed. Others are being addressed through the forthcoming service reviews.
10. *Leadership and Commissioning and Use of Resources* are not graded, but the narrative is very positive, indicating clear improvement from 2008-09.
11. Wiltshire Council's performance compares favourably both regionally and within our Institute of Public Finance "family" of similar councils. We have analysed the ratings for each council by giving numerical scores to each grade (i.e. 4 for **Excellent**; 3 for **Well**; 2 for **Adequate**; 1 for **Poor**). Our analysis shows that Wiltshire's performance scores a total of 24 points. This is above both the average score for the south-west (23.1) and the average score for similar councils (23.6). We also know from the most recent comparative data on the adult social care spend per head of population (for 2008-09) that Wiltshire spends below average per head of population on adult social care. This analysis therefore confirms Wiltshire's position as a low cost, high performing council.

Environmental Impact of the Proposal

12. This report is for information. There are no direct implications for the environment.

Equalities Impact of the Proposal

13. The rating for domain 5, *Freedom from Discrimination and Harassment*, has improved from **performing adequately** to **performing well**. CQC specifically note the investment in the development of Community Area Boards to devolve decision making and empower local people to participate in meetings and events.
14. The report notes two areas for improvement in respect of **Freedom from Discrimination and Harassment**: the recording of ethnicity and the need to monitor inequalities in service provision across the county. These areas for improvement are being addressed and managers now having access to real-time performance reports and use these to monitor the quality of recording in team meetings and 1-1 supervision.

Risk Assessment

15. CQC's Commissioner Assessment is a public document and can impact upon the Council's reputation and public confidence. The Council is performing well and has improved again since last year. The Department of Community Services has remedial plans for areas requiring improvement, set out as within the Inspection Action Plan or within Service Reviews.

Financial Implications

16. This report has no direct financial implications.

Legal Implications

17. The Director of Adult Social Services is expected to take the CQC Commissioner Assessment to an open meeting of a relevant executive committee of the Council by 31st January 2011 and to inform CQC of the date.

Options considered.

17. Not applicable.

Conclusions

18. Adult Social Care in Wiltshire performed well in 2009-10. The CQC judgement recognises the Council's close and successful relationship with Wiltshire's residents and with its partner organisations. CQC judges that 'the leadership of adult social care in Wiltshire is strong and focused. "Lives, not Services" is the clear message to managers and adult care staff, putting people at the centre of everything.'

Proposal

None

Reason for Proposal

None

Sue Redmond, Director of Community Services

Report Author: Sue Geary, Head of Social Care Policy.
Sue.geary@wiltshire.gov.uk, 01225 713922

Date of Report: 24th November 2010.

Background papers

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

1. CQC Assessment of Performance Report 2009/10. Record of Analysis.
2. Analysis of council performance (South West councils and Institute of Public Finance Comparator councils), based on information available on the Care Quality Commission website.

Appendices

Appendix 1 - A copy of the results letter

Appendix 2 - The full Assessment of Performance report

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Ms Sue Redmond
Director of Community Services
Wiltshire Council
Bythesea Road
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Wiltshire
BA14 8LE

4th October 2010

EMBARGOED UNTIL 25 NOVEMBER 2010

Assessment of Commissioning for Wiltshire Council 2009/10: Results

Dear Sue,

The enclosed Assessment of Performance (AP) report outlines the findings of the 2009/10 commissioner assessment process for your council. Thank you for the information you provided to support this process, and for the time made available by yourself and your colleagues to discuss relevant issues.

The grades outlined in the AP report are an overall grade for delivering outcomes and a separate grade for each of seven outcomes. There is a commentary on the two domains of *Leadership*, and *Use of resources and commissioning*.

Also attached are

- The Quality Assurance & Moderation summary for your council, which provides a record of the process of consideration by CQC.
- The form recording your council's factual accuracy comments and CQC's response.

We expect you, as The Director of Adult Social Services, to present the AP report to an open meeting of the relevant executive committee of the council by 31 January 2011 and to inform us of the date this will take place. Your council should make the AP report available to members of the public at the same time, and must copy this grading letter and report to the council's appointed auditor.

The grades we use are:

ADULT SOCIAL SERVICES ASSESSMENT OF PERFORMANCE 2009/10 :Wiltshire Council	Descriptor
Grade 4: (Performing excellently) People who use services find that services deliver well above minimum requirements	A service that overall delivers well above minimum requirements for people, is highly cost-effective and fully contributes to the achievement of wider outcomes for the community.
Grade 3: (Performing well) People who use services find that services consistently deliver above minimum requirements	A service that consistently delivers above minimum requirements for people is cost-effective and makes contributions to wider outcomes for the community.
Grade 2: (Performing adequately) People who use services find that services deliver only minimum requirements	A service that delivers only minimum requirements for people, but is not consistently cost-effective nor contributes significantly to wider outcomes for the community.
Grade 1: (Performing poorly) People who use services find that services do not deliver minimum (performing adequately) requirements	A service that does not deliver minimum requirements for people, is not cost-effective and makes little or no contribution to wider outcomes for the community.

ADULT SOCIAL CARE PERFORMANCE JUDGMENTS FOR 2009/10

Overall Grade Awarded for Delivery of Outcomes	Well
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Delivering Outcomes	Grade Awarded
Improved health and emotional well-being	Well
Improved quality of life	Well
Making a positive contribution	Excellent
Increased choice and control	Well
Freedom from discrimination or harassment	Well
Economic well-being	Well
Maintaining personal dignity and respect	Adequate

The AP report sets out progress on areas of good performance, areas of improvement over the last year and areas which are priorities for improvement. Where appropriate it also identified any follow up action CQC will take.

CQC will publish your council grading and AP report at <http://www.cqc.org.uk/findcareservices.cfm> on Thursday 25 November 2010.

Yours sincerely

Ian Biggs
Regional Director
Care Quality Commission
C.c. Chief Executive, Mr Andrew Kerr

Assessment of Performance Report 2009/10

Record of analysis

ADULT SOCIAL SERVICES ASSESSMENT OF PERFORMANCE 2009/10 :Wiltshire

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Contact Name	Job Title
Debbie Hughes	Registration Manager

The report will produce a summary of the performance of how the council promotes adult social care outcomes for people in the council area.

The overall grade for performance is combined from the grades given for the individual outcomes. There is a brief description below – see Grading for Adult Social Care Outcomes 2009/10 in the Performance Assessment Guide web address below, for more detail.

Performing Poorly - not delivering the minimum requirements for people.

Performing Adequately - only delivering the minimum requirements for people.

Performing Well - consistently delivering above the minimum requirements for people.

Performing Excellently - overall delivering well above the minimum requirements for people.

We also make a written assessment about

Leadership and

Commissioning and use of resources

Information on these additional areas can be found in the outcomes framework

To see the outcomes framework please go to our web site: [Outcomes framework](#)

You will also find an explanation of terms used in the report in the glossary on the web site.

2009/10 Council APA Performance

Delivering outcomes assessment Overall council is:	Well
Outcome 1: Improved health and well-being	Well
Outcome 2: Improved quality of life	Well
Outcome 3: Making a positive contribution	Excellent
Outcome 4: Increased choice and control	Well
Outcome 5: Freedom from discrimination and harassment	Well
Outcome 6: Economic well-being	Well
Outcome 7: Maintaining personal dignity and respect	Adequate

Council overall summary of 2009/10 performance

The leadership and management team of Wiltshire's Adult Social Care Services has performed well this year, making steady progress against the areas for improvement from last year's annual assessment. They have responded positively to the findings of the service inspection in November/December 2009 that focused on safeguarding adults and increased choice and control for older people with mental health needs.

There is evidence of extensive partnership working, engagement and involvement. The development of Community Area Boards is devolving the assessment of need and service provision to local communities.

The council's assessment of its performance has focused on outcomes for people. Of significant note is the work around personal assessments and single page profiles that has improved the understanding of what people want rather than the services available. These assessments have supported both service users and those who are not eligible for council funded services.

The council is reporting that it is on target with the Putting People First Milestones although there is some concern that the Resource Allocation System might require an alternative method of calculating the required budget. The number of people in receipt of direct payments is increasing; however this needs to increase to keep up with the performance of similar councils.

Carers needs have been prioritised and there has been a significant increase in assessments and direct payments. Feedback from carers indicates that there are some areas that the council still need to improve upon such as carers' breaks.

Leadership

"People from all communities are engaged in planning with councilors and senior managers. Councilors and senior managers have a clear vision for social care. They lead people in transforming services to achieve better outcomes for people. They agree priorities with their partners, secure resources, and develop the capabilities of people in the workforce".

Conclusion of 2009/10 performance

Wiltshire Council has effectively used the Joint Strategic Needs Assessment to identify the challenges it faces to meet the increasing need for services. The development of the Community Area Boards has made sure that the focus is on responding to the needs of the local community and delivering results. Public consultation and inclusion has been a recurring theme of this year's assessment with a good range of forums for people to engage with councillors and senior managers to effect change.

The leadership of adult social care in Wiltshire is strong and focused. "Lives, not Services" is the clear message to managers and adult care staff, putting people at the centre of everything. The council's approach to person centred planning has radically changed the lives of many people with a learning disability in Wiltshire. It has also informed the council of the outcomes that are important to individuals and subsequently is informing the provision of services moving forward. There is a clear understanding amongst the senior team of the council's responsibilities and the impact for those people who require services.

The implementation of Putting People First has continued to progress during 2009/10 with improvements in the number of people able to access direct payments and an increase in the number of person centred plans. The council evaluation of their progress on the national milestones shows a positive picture. The council has developed services designed to prevent long-term reliance on care and there is good evidence that community support services are being extended to more people and areas of the county. The council has surpassed its target for supporting people to live independently and the FOCUS survey results and several case studies demonstrate that the people of Wiltshire feel that they are supported to live in their homes and remain independent.

The council faces challenges with staff turnover being slightly higher than similar councils. The Health and Wellbeing Board has looked at workplace health and wellbeing and has motivated social care and NHS staff to take more physical activity. There has been an improvement in the reporting of staff ethnicity following last year's performance assessment.

Performance management is good and has developed during 2009/10 with improvements to the Mable reporting system that assists managers to monitor work flows in and out of their teams. There has been an increased emphasis this year on reporting outcomes. The FOCUS programme included a project to develop a new system of performance measures. The council has conducted surveys and reviews across services to evaluate its performance and can demonstrate responsiveness to identified performance issues. The work of the care quality team has been effective in ensuring that any concerns with the standards of care in regulated services are addressed by support and training.

Key strengths

- The improvements in the measurements of performance now include more evidence of the outcomes for the people of Wiltshire.
- The development of the Community Area Boards is addressing local issues and improving local engagement.
- The work of the Health and Wellbeing Board has focused on the needs of the staff.
- The work of the care quality team has developed and is improving the standards of care in care homes.

Areas for improvement

- Staff turnover is lower than their planned figure however; it is higher than in similar councils and the reasons for this should be further explored.

Commissioning and use of resources

"People who use services and their carers are able to commission the support they need. Commissioners engage with people who use services, carers, partners and service providers, and shape the market to improve outcomes and good value".

Conclusion of 2009/10 performance

The council's commissioning programme is based on ensuring that people know how they want to improve their lives and what the cost of that is. This is so that the building blocks are in place to support self directed support going forward. The governance arrangements around commissioning programmes across the county include ensuring that service users are fully involved in the process; for example the Learning Disability Partnership Board is jointly chaired by the Director of Adult Social Services and a member of Wiltshire People First.

The council is developing a range of services with its partners for both service users and their carers. Third sector organisations have delivered community based services which help people to have choices and maintain their independence. For example, Age Concern provides Active Ageing activities, support to community day services, luncheon clubs, and support to people in their own homes. The council fund the Alzheimers Society and Alzheimers Support to provide a range of services to older people with dementia, including day opportunities, sitting services, support to people in their homes and a limited befriending and buddying service.

The service inspection in November/December 2009 identified some inequity of service provision across the county for older people with dementia in the north of the county. This inequity had been recognised and is being addressed. Wiltshire's three Alzheimers organisations in partnership with the council had looked at rebalancing their resources to achieve more equitable service delivery. An action plan is in place and due to be implemented in April 2010.

Last year the council embarked on a radical new commissioning programme to increase their range of accommodation, provide a more efficient system of domiciliary care to offer choice and reduce care home admissions. This is a shift in investment towards services that prevent or delay high intensity services. However, the number of people in residential care has increased this year due to the economic pressures faced and more previously self funding people now requiring support. This situation is being

monitored weekly.

The council can demonstrate how person-centred planning and commissioning has been highly effective both in improving the lives of adults with a learning disability and at the same time reducing the cost of those services. The last person has moved out of campus accommodation and the “Moving Out” programme has ensured that people achieve their goals with support that has also seen a reduction in costs.

In 2009/10 the council has made efficiencies almost in line with its target whilst at the same time having to provide more services. This is largely attributed to the council’s approach to commissioning and the redesign of front line teams.

Key strengths

- The “Moving Out” programme has enabled people to achieve their goals whilst seeing a reduction in costs.
- There is a comprehensive programme of efficiency measures centred on reducing costs.
- The council’s commissioning programme to increase their stock of accommodation has improved individual choice.
- Development of third sector partnerships has ensured a wide range of local services for the people of Wiltshire.

Areas for improvement

- The inequalities in service provision such as services for elderly people with mental health needs should be addressed to ensure county wide equity of services.

Outcome 1: Improving health and emotional well-being

“People in the council area have good physical and mental health. Healthier and safer lifestyles help them lower their risk of illness, accidents, and long-term conditions. Fewer people need care or treatment in hospitals and care homes. People who have long-term needs and their carers are supported to live as independently as they choose, and have well timed, well-coordinated treatment and support”.

Conclusion of 2009/10 performance

The Local Agreement for Wiltshire (LAW) and the Local Area Agreement (LAA) inform the priority actions for the Health and Wellbeing Board (HWB). The Joint Strategic Needs Assessment (JSNA) has been disaggregated to community areas. This has improved the information and data available at a local level. The Community Area Boards (CABs) with the support of the HWP and the Public Health Directorate have used these local profiles to inform them about local needs and improve planning. These CABs now have spending powers which have been used on a variety of projects such as tackling traffic accidents; on stroke prevention and after care; and Chlamydia. To date, events have been held in Warminster, Westbury, South-West Wiltshire, Devizes, Melksham and Malmesbury. Feedback from the events has been very positive. Some boards chose to have a Health Fayre or a JSNA workshop. These events have been well attended and well received.

Alongside campaigns by the CABs the council has funded specialist teams across the county, especially in areas of deprivation to meet the needs of harder to reach people such as prisoner, traveller and minority groups. Activity has included healthchecks for prisoners and targeting alcohol related harm in young people from the Polish community. Another of the HWBs actions has been around workplace health and wellbeing, with well attended health MOT sessions for social care and NHS staff and participation in the Global Corporate Challenge (GCC) which has achieved measurable success in motivating staff to take more physical activity.

The council and partners have worked to reduce delays in discharge for four successive years however the number of delays attributable to adult social services is still higher than in similar councils. The number of emergency bed days is constantly under review to identify areas for intervention. The people of Wiltshire have received more episodes of Intermediate Care with good outcomes and the new, universal “Home from Hospital” service has been well received. All respondents of a survey at Salisbury Hospital reported that they had enough support from the Home from Hospital service.

The Wiltshire Alcohol Strategy has been launched and a Draft Wiltshire Drug Strategy is being developed. In November 2009 the National Treatment Agency commended the improvement in service over the previous six months. The number of drug users in Wiltshire in effective treatment has increased. Currently the need for residential placement is funded on demand and there are a

range of ongoing support services. The people of Wiltshire have benefited from good performing smoking reduction programmes. Public awareness of HIV to the community and the identified high risk groups is ongoing with a needs assessment in 2009 informing the new HIV and Social Care and Strategy Delivery Plan.

The council and PCT have been working together to improve nutrition for people who are particularly vulnerable or are in receipt of care services. There is a scheme to reduce childhood and family obesity levels with the funding of free healthy snacks for visiting children and families at Erlestoke Prison Visitors Centre. People who use lunch clubs have benefited from an increased range of services with the commissioning of alternative venues for lunch clubs to encourage attendance. The 2009/10 Local Area Market Analyser (LAMA) shows the council to be performing above the England average in all care settings. In care homes the Care Quality Team has developed an audit tool and is heavily engaged with providers who have been identified as requiring support around meeting nutritional needs.

A vision for end of life care in Wiltshire has been developed with stakeholders through the Wiltshire End of Life Care Strategy Group. End of life care is supported by the neighbourhood teams and the council has many examples of how personalisation has enabled choice and dignity at end of life involving a multidisciplinary team approach. The council and its partner NHS Wiltshire have published a document around person centred thinking and end of life care that case studies people with a learning disability. The council's Care Quality Team is currently involving care providers in the development of end of life training, especially around dementia care.

Key strengths

- The increased choice in lunch clubs is encouraging those who would not normally join such group to attend, improving nutritional intake and preventing social isolation.
- The funding of healthy snacks at the prisoners visitor's centre is prompting health eating in the children visiting family members.
- Personalisation work around end of life care is ensuring that people have their needs assessed and their wishes are known regarding end of life decisions.

Areas for improvement

- Acute delayed transfers of care attributed to adult social services should be monitored and appropriate action taken to reduce delays.

Outcome 2: Improved quality of life

“People who use services and their carers enjoy the best possible quality of life. Support is given at an early stage, and helps people to stay independent. Families are supported so that children do not have to take on inappropriate caring roles. Carers are able to balance caring with a life of their own. People feel safe when they are supported at home, in care homes, and in the neighborhood. They are able to have a social life and to use leisure, learning and other local services.”

Conclusion of 2009/10 performance

The council has produced a broad range of public information about adult social care services. Information is available in both printed copy and on its website. A small amount of information had been produced on DVD. The service inspection found the accessibility and dissemination of information was variable for older people with mental health needs, with only a limited range in some public information settings and the council is meeting its action plan to address this.

The council has been developing services designed to prevent long term reliance on care. There was good evidence that community support services are being extended to cover more people and more areas of the county. The council has surpassed its target for supporting people to live independently and the FOCUS survey results and several case studies demonstrate that the people of Wiltshire feel that they are supported to live in their homes and remain independent. The launch of memory cafes has been successful, providing support and information for people with dementia and their carers. Community Area Boards (CABs) are using the joint strategic needs assessment (JSNA) to target services and inequalities in service provision, for example the lack of day services for older people with dementia in the north of the county.

There has been an increase in the rapid equipment and minor adaptations service (REMAS) with over 95% of people surveyed feeling the service made a difference to their lives. In response to an area for improvement in the 2008/09 annual review, the Commissioning Manager for occupational therapy equipment services now monitors waiting times for adaptations. The

performance figure for both major and minor adaptations has improved. The council has conducted a pilot for telecare during 2009/10; however, only 236 people were provided telecare equipment, which was a lower figure than last year. Although the council is beginning to provide assistive technology, including people with complex needs, this is an area for improvement for the council.

Wiltshire's Accommodation Strategy for Older People including those with mental health needs has gained regional and national recognition. In 2009/10 an additional 40 extra care housing places, exceeding the council's target, were made available and the council has ambitious plans to extend provision in the future. In 2009/10 the number of people living in residential care increased due to the economic climate and more people who were self funding now requiring support. This is being monitored on a weekly basis by the council. However, the council, with its CTPLD and Locality Teams and in house Reablement Team, has helped people in care homes who want to return home.

Work with partners to improve people's pathway through health and social care is progressing. This has seen a reduction in admission for people with long term conditions such as Chronic Obstructive Pulmonary Disease. Falls are the largest single cause of acute hospital admission for older people in Wiltshire and the council's falls strategy and pathway focuses on the simple things that significantly reduce the likelihood of a fall: diet and hydration; vision; foot condition and footwear; and physical fitness.

Wiltshire Council funds four carer support agencies to coordinate Carers Focus Groups that have raised both the general public's and professionals' awareness of carers, carers' needs and the services that are available to support them including break opportunities. There are also more specialist services that have developed from demand. More carers were supported through assessments and direct payments for services that give them a break or allow them to work. Feedback from carers indicates that the council still need to improve upon the number of breaks for carers. A black and ethnic minority carers group aimed at raising awareness of available support was held and attended by 55 attendees. The event was organised in partnership with the West Wiltshire BME Community Club and Carers Support West Wiltshire.

There is strong evidence that the council is meeting the needs of service users with complex needs as part of their personalisation programme, working across teams and providers. In 2009/10, 20 people from residential accommodation with complex needs have been moved to supported living. The council has spoken with providers in order to secure more services to enable people to be more independent. There is also a focus and evidence of the council enabling people to fulfil dreams and aspirations.

Key strengths

- Carers in Wiltshire have access to a wide range of services and support schemes.
- Wiltshire's Accommodation Strategy for Older People ensures that there is choice for people.

Areas for improvement

- The number of people in Wiltshire supported by assisted technology should be increased.
- The numbers of carers receiving breaks should be increased.

Outcome 3: Making a positive contribution

"People who use services and carers are supported to take part in community life. They contribute their views on services and this helps to shape improvements. Voluntary organisations are thriving and accessible. Organisations for people who use services and carers are well supported".

Conclusion of 2009/10 performance

The Care Quality Commission has agreed to carry forward the judgement awarded for outcome one from the 2008/09 year into the 2009/10 assessment. The council has confirmed, through self declaration that it is continuing to perform well in 2009/10 for this outcome. CQC will continue to monitor this performance.

Key strengths

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Areas for improvement

Outcome 4: Increased choice and control
<p>“People who use services and their carers are supported in exercising control of personal support. People can choose from a wide range of local support”.</p>

Conclusion of 2009/10 performance
<p>Wiltshire has successfully used surveys to gain a clear picture of the quality of advice and information provided to people who want to know about social care services. Feedback has been extremely positive and has improved since last year with 81.7% of people feeling they were offered choice and 81.9% felt they were provided clear information. Examples of information for the residents of Wiltshire include flu jabs, nutrition, falls prevention and keeping homes warm. The service inspection found the information available for older people with mental health needs, was variable and therefore an area for improvement.</p> <p>Generally people living in Wiltshire are able to choose and plan their own support through an increase in the use of direct payments in 2009/10. The service inspection found that progress was limited in supporting older people with mental health needs to access and take-up direct payments and some people using direct payment were experiencing difficulties in finding services to meet their needs. An action plan is in place to address these findings. The council does however offer choice for older adults with mental health problems through a “credit card” scheme, which went live in November 2009. The cards are accepted by a number of providers who offer services appropriate for people with dementia. The aim of the card is to reduce the administrative burden</p>

which can be found with direct payments.

Adults received assessments in a timely way and over 94% receive their social care packages within 28 days. Following a pilot the council are planning the implementation of personal budgets in 2010 which will be supported by a Resource Allocation System. An area for improvement in 2008/09 was for a single assessment process for social care and healthcare. Some progress has been made in combining information from data bases and the council and PCT are reviewing the care pathway for older people. The review was completed in May 2010. Personalisation across all service user groups is well developed. The council can demonstrate how one page profiles have enhanced the lives of service users and those who are not eligible for social care funding.

The council is able to demonstrate good progress on assessing and reviewing carers needs. The number of carers who have received a direct payment this year has significantly improved and more carers are accessing a wider range of support services. The carer's emergency card system has been promoted and uptake has increased. It has proved effective when used.

The council provides information itself and also funds twenty six organisations to give information and advice and to provide advocacy for people with social care needs, whether or not they use services funded by the council. The service inspection findings raised advocacy as strength to help older people with mental health problems make choices about their care. The performance team now produces a quarterly monitoring report analysing the use of advocacy hours by client groups. Self advocacy is supported through user led organisations like Wiltshire People First.

The council had revised its complaints service leaflet in line with new national guidance on complaints. Work is in progress to produce an easy read version of the new complaints leaflet. The number of complaints received on behalf of older people in 2009/10 was in line with similar councils. The number of complaints received on behalf of other service user groups was higher than previous year's figures and similar councils.

Key strengths

- The use of one page profiles has improved the understanding of the personal needs and aspirations of service users.
- The council's work on their personalisation and transitions is commended nationally.
- The number of carers receiving a direct payment has significantly increased this year.

Areas for improvement

- The number of people with personal budgets should be increased by monitoring the pilot of the Resource Allocation System.

Outcome 5: Freedom from discrimination and harassment

“People who use services and their carers have fair access to services. Their entitlements to health and care services are upheld. They are free from discrimination or harassment in their living environments and neighborhoods”.

Conclusion of 2009/10 performance

The council has invested significantly in the development of Community Area Boards (CABs) to devolve decision making and give empowerment to local people. Local people have attended and been active participants in the meetings and consultation events. The area boards support 253 community projects and are also stimulating external funding. The diversity of projects includes art, allotments, bird keeping and bell ringing. Equity of access to the meetings is supported in practical ways such as room lay out, audiovisual support and voting handsets. Consultation with service user groups such as young people, people with learning disabilities, people with physical disabilities and the elderly has identified and informed the type of skills and approaches required to make these meeting inclusive.

Wiltshire Council has assessed in its own 2009 local Place Survey that the people of Wiltshire feel included and that there is increased social cohesion. Their performance around fair treatment targets has improved significantly and more customers of Locality Teams said that Adult Social Care treats them fairly.

In response to recommendations made by CQC in 2008/09 the council has been evaluating the effectiveness of its initiatives to engage in hard to reach and black and minority ethnic communities. The council commissioned an extensive Equality Needs Analysis which looked at what does or does not work for those people whose disability, race, age, lesbian, gay, transgender, bisexual and faith might cause them to suffer disadvantage or harassment. This work will inform an Equalities Framework for Wiltshire. Groups that support black and ethnic minority communities are developing. For example, Salisbury Coalition Against

Racism (SCAR) that hosts events including an exhibition of photography celebrating diversity in Salisbury.

The JSNA in 2009 informed the profiles for each of the new CABs identifying health inequalities caused by geography such as sparse rural communities or in localised areas of relative deprivation. It also highlighted institutions, for example, prisons and residential areas with large numbers of military dependents. This has resulted in Public Health targeted health checks for prisoners at Erlestoke; Gypsy, Romany and Traveller communities and the families of military personnel. New GP locally enhanced services are addressing issues such as alcohol related harm in marginal communities like the younger population of Polish people who are known to suffer from this.

Prisoners at Erlestoke prison are employed as qualified Health Trainers. The project began by training 9 prisoners in the City and Guilds Health Trainer Certificate. The prison cohort included 1 fully deaf and 2 Foreign Nationals. To date the trainers have had 59 clients. 45 have achieved their goals and 6 have partly achieved their goals. The scheme won the Healthier Wiltshire AstraZeneca award for action to reduce health inequalities. The council now plans to extend the scheme to the families of military personnel and to Area Boards.

Key strengths

- The investment in and work of the Area Community Boards in devolving decision making and give empowerment to local people.
- The use of Health Trainers in the prison service is helping to reducing health inequalities.

Areas for improvement

- The council is not always recording ethnicity in clients that are assessed or receiving a service and although it has improved its processes their performance is below similar councils.
- Inequalities in service provision across the County should be monitored.

Outcome 6: Economic well-being

“People who use services and their carers have income to meet living and support costs. They are supported in finding or maintaining employment”.

Conclusion of 2009/10 performance

The council's Funding And Benefits team (FAB Team) operates from three sites across the county. Residents of Wiltshire are informed of the service through events, information points and GP Care Clinics. The team has responded in a timely way to over 9,000 referrals during 2009/10, an increase on the previous year. This action increased the income of older people in Wiltshire, including older carers. This is through assisting people to access state benefit, a large proportion of which were awards of attendance allowance. The council's increased funding of Citizens Advice and Age Concern has provided financial advice to help people cope with the recession and helped older people in financial distress.

During 2009/10 the council's Court of Protection team has worked with the police, vulnerable adults unit and the local mental health trust to offer advice and protect the finances of vulnerable adults. Case studies demonstrate the success and positive outcomes for vulnerable people in Wiltshire.

The council has assessed that financial hardship is more of an issue for carers in the county than finding employment. As previously mentioned the FAB team has assisted in increasing attendance allowance for carers from last year. An example of the team's achievements is that work with GPs in Carers Clinics has helped four carers increase their income by £19,380.

Carers in Wiltshire receive specialist advice on work related benefits from the FAB team's carer advisor. Carers report that the increase in direct payments has enabled them to use the sitting service more flexibly, especially those who work. The council's funding of carers' groups supports delivery of training for carers in a variety of subjects including IT and assertiveness and confidence building. Support to get carers back to work has been provided by a close working relationship with Jobcentre Plus.

Carer support agencies link with local agencies and refer carers to the Jobcentre and the specialist support on offer. Wiltshire have produced a Carers and Employment Leaflet that has been distributed to 250 carers. A drop in day for council employees who balance work and carers duties was held with information on flexible working and time off in an emergency.

More younger adults in Wiltshire with mental health problems and learning disabilities had jobs during a period of increased unemployment in Wiltshire's general population. The council is committed to providing support to enable people with learning disabilities to find and sustain paid employment with local employers through the Wiltshire Employment Support Scheme.

Key strengths

- The council has a very responsive financial assessment and benefits advice team. This team has year on year obtained increasing levels of state entitlements for people living in Wiltshire. The team has been particularly active in publicising its work and making its services available through outreach activities.
- People with learning disabilities are supported into long term sustainable permanent employment.

Areas for improvement

- Whilst the council has demonstrated improvements in direct payments to support more flexible sitting services, more should be done to support carers to maintain or return to employment.

Outcome 7: Maintaining personal dignity and respect

“People who use services and their carers are safeguarded from all forms of abuse. Personal care maintains their human rights, preserving dignity and respect, helps them to be comfortable in their environment, and supports family and social life”.

Conclusion of 2009/10 performance

The membership of the Local Safeguarding Adults Board (LSAB) is made up of nominated lead officers from key organisations within Wiltshire. It includes those organisations that have responsibilities in promoting the welfare of adults and protecting those adults whose independence is placed at risk by abuse and neglect. The LSAB was chaired by Wiltshire Council’s service director (strategy and commissioning) until the recent appointment of an independent chair.

In 2009/10 the Care Quality Commission undertook a service inspection that focused on the needs of older people with mental health needs. Wiltshire has worked hard to address the recommendations of that report. The report acknowledged the council’s strong commitment to strengthening adult safeguarding arrangements. The council invested additional resources to achieve this and its contribution to community safety services supporting people to keep safe in their own homes and in their local communities. In response to the findings of the service inspection, the council has provided training courses for investigative staff supplemented by workshops to aid learning and disseminate best practice. Adult care staff are expected to complete the council’s two e-learning programmes, one relating to safeguarding the other about the Mental Capacity Act, at least annually.

A Safeguarding Vulnerable Adults Team was established in September 2009 and has a coordinating role, monitoring progress on all cases. Other quality assurance systems including regular case file audit as part of supervision are in place. The Quality Assurance sub-group of the Local Safeguarding Adults Board is developing a work plan to include checks that every agency has

their own auditing process in place. The council has reviewed the number of Deprivation of Liberty referrals and reviewed the processes to raise awareness and ensure appropriately trained and skilled support and assessments take place.

A recommendation for the council from last year's annual performance assessment was to ensure that the particular safeguarding risks arising from the personalisation of care services are understood and anticipated. The council has implemented a new policy on positive risk, and have included a module on person-centred risk in their training programme for person-centred planning. In addition to the direct payments support service, the council provides a fact sheet and copies of the Keeping People Safe booklet to all direct payment recipients and to personal assistants.

The council's new Care Quality Team provided free dignity in care training to 150 staff working in all residential care homes and care agencies that provides care to 583 people in Wiltshire. The programme has been developed with input and feedback from service users. Working with adequate and poor services the team has seen an improvement in seven service providers' ratings in 2009/10. A leadership programme supported by the Care Quality Team and NHS Wiltshire funded the development of 12 care home managers to promote change management. This course has been enthusiastically received and the managers involved are committed to further development of the programme.

Key strengths

- The appointment of an independent chair for the Local Safeguarding Adults Board.
- There has been a significant contribution to community safety services which support people to keep safe in their own homes and in their local communities.
- An ongoing commitment to strengthening adult safeguarding arrangements and investment of additional resources to achieve this.
- Outcomes for people are improved through effective quality assurance and performance management of safeguarding practice and recording.

Areas for improvement

- Whilst the council has already taken action to address the areas for improvement in the recent service inspection these need to be embedded in practice.
- People whose circumstances make them vulnerable would benefit from independent advocacy support.
- The council should consider ways to review the outcomes for people who have been through the safeguarding process.

Wiltshire Council

Cabinet

14 December 2010

Subject: Revenue Budget Monitoring 2010-11 (as at the end of Period 7)

**Cabinet Member: Councillor Fleur de Rhe-Philippe
Finance, Performance and Risk**

Key Decision: No

Executive Summary

To advise Cabinet of the revenue budget monitoring position as at 31 October 2010 for financial year 2010-11. At this point in time a small underspend of £0.045 million is projected. This is a £1.083 million reduction in the forecast position since the last monitoring report of £1.038 million, reflecting action taken by officers to reduce previously identified overspends. Future revenue monitoring reports will highlight ongoing progress to achieve a balanced budget.

Proposal

That Members note the report showing a balanced position, pending future monitoring reports that will highlight ongoing actions being taken to continue a balanced budget.

Reasons for Proposals

That Members can approve a continued corporate approach to managing the financial pressures and government reductions.

**Michael Hudson
Interim Chief Finance Officer**

Wiltshire Council

Cabinet

14 December 2010

**Subject: Revenue Budget Monitoring 2010-11
(as at the end of Period 7)**

**Cabinet Member: Councillor Fleur de Rhe-Philippe
Finance, Performance and Risk**

Key Decision: No

Purpose of Report

1. To advise Cabinet of the revenue budget monitoring position as at the end of Period 7 (31 October 2010) for financial year 2010-11.

Background

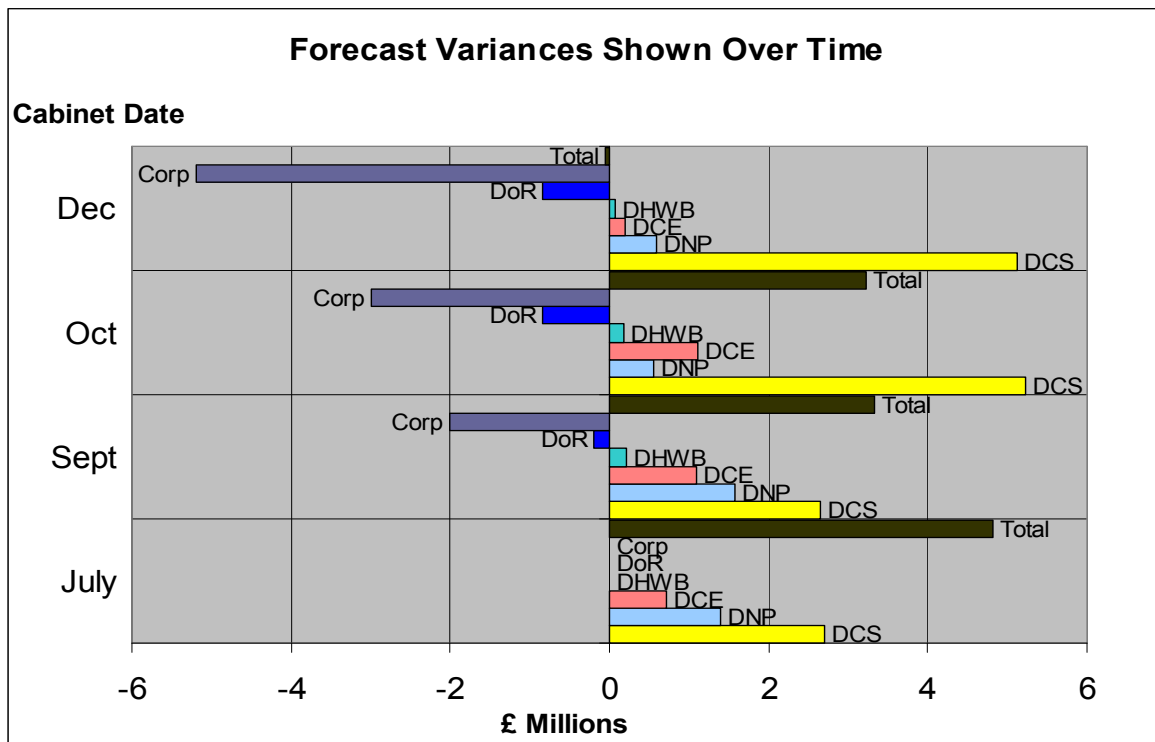
2. Following an initial review of budget monitoring, this report is set out slightly differently from previous updates to Members. The key changes are: -
 - Presentational - inclusion of graphs and tables, with focus on Departmental monitoring including the impact of the Government's reduction to Area Based Grants in June 2010.
 - Completeness - forecasts for the Housing Revenue Account have been included. In addition, assessments of general fund and earmarked reserves are raised.
 - Risk - Accountancy focus in periods 6 and 7 has been on those services that forecast to over or underspend by 31 March 2011 by + / - £0.5 million. For all other budgets a high level review has only been carried out to up date the forecasts. Detailed reviews of all budgets will be undertaken in December and January linked to the setting of the 2011-15 business and financial plan.

Summary

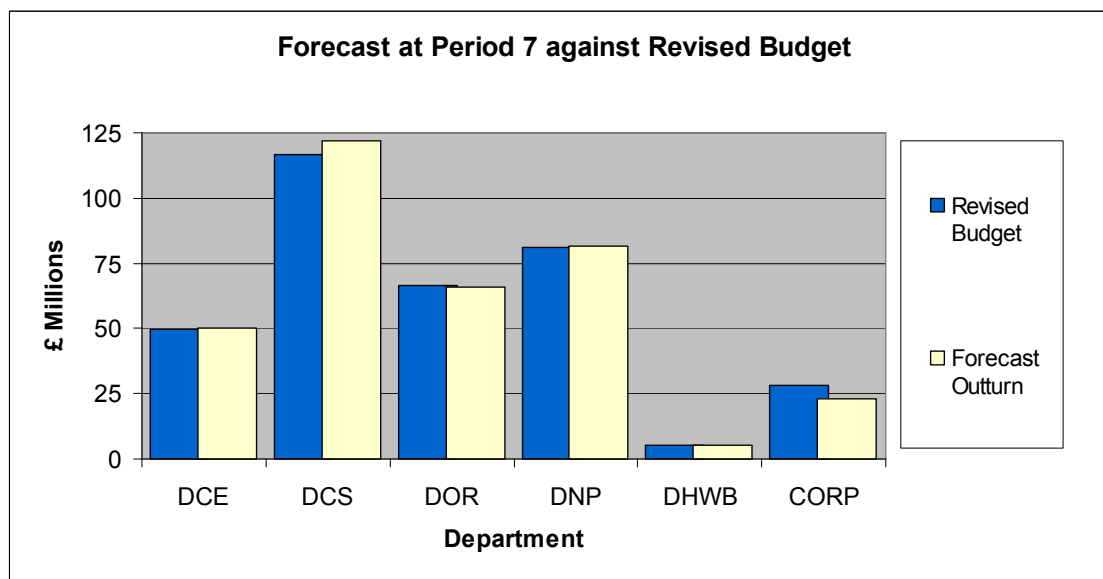
3. The projected year end position for the relevant account is as follows:

	Revised Budget £ m	Actual Period 7 £ m	Forecast Y/E £ m	Under/ Overspend £ m	Movement from period 5 £ m
General Fund	347.277	303.166	347.232	(0.045)	(1.083)
HRA	(1.292)	(2.981)	(1.292)	-	-

4. The forecast for the General Fund shows a continued improvement as shown in the graph below which details the forecast variance for each department, the council overall over each report to Cabinet. This is a first stab at a graphical presentation and members' views are sought as to its helpfulness or alternative suggestions.



5. The graph below shows the forecast outturn position against the revised annual budget for each department as at period 7. A full analysis is provided in Appendix 1.



6. The key areas of movement since last period has been:
- DCS – £0.105 million reduction due to tight monitoring and stricter controls on the process for packages of care.
 - DCE – £0.914 million reduction due to an increase in the contribution from Dedicated Schools Grant, subject to schools forum confirmation, towards looked after children placements in residential schools.
 - DNP – £0.48 million increase due to a £0.5 million increase in the shortfall on car parking income offset by savings within passenger transport.
 - DHWB - £0.112 million reduction due to the cessation of agency staff and tight control of direct expenditure.
7. The detail around these departmental projections is set out at Section 5 of this report and Appendix 1.
8. As the budget is now forecast to be around balanced no specific actions to recover is recommended here. However, more work will continue around DCS and corporate shortfalls as part of the 2011-12 budget setting process. Budget monitoring will continue to review this and the total position.

Recommendation

9. The updated 2010/11 budget projections be noted.

Detailed Monitoring

General Fund

10. The overall net position by departments is as follows:

Department	Revised Budget £ m	Actual Period 7 £ m	Forecast Y/E £ m	(Under)/ overspend £ m	(Under)/ overspend Reported at period 5 £ m	Movement since period 5 £m
DCE (paras 12-15)	49.889	150.054	50.090	0.201	1.115	(0.914)
DCS (paras 16-19)	116.820	81.641	121.944	5.124	5.229	(0.105)
DNP (paras 20-22)	80.845	45.537	81.440	0.595	0.547	0.048
DHWB (paras 23-25)	5.142	2.662	5.213	0.071	0.183	(0.112)
DOR (paras 26-27)	66.538	18.849	65.688	(0.850)	(0.850)	-
Corporate (paras 28-29)	28.043	4.423	22.857	(5.186)	(5.186)	-
TOTAL	347.277	303.166	347.232	(0.045)	1.038	(1.083)

11. A summary of the forecast is set out by Departments in the following sections:

Department for Children and Education (DCE)

12. Overall the Department of Children & Education is now forecast to overspend by £0.201 million in 2010/11. This can be broken down as a £0.509 million underspend on service related activity and a £0.710 shortfall remaining from the £2.1 million of Area Based Grant reductions. Placement budgets for looked after children (LAC) remain under considerable pressure as numbers of LAC have increased through the year.
13. The following notes summarise the key pressures and the assumptions that have been made in calculating the projected position:
14. Whilst progress has been made in implementing recovery actions to offset projected overspends in some areas, pressures remain against demand led budgets including External Residential Placements, In-house Foster Care, Legal Services and Aftercare.
15. A review of placements for Children and young people placed in residential schools has taken place and it has been possible to increase the contribution, subject to confirmation by the schools forum, from the overall schools budget (Dedicated Schools Grant) towards these placements on a one off basis in the current year.

Community Services

16. At the end of October 2010, the Department of Community Services is reporting a revised over spend forecast of £5.124 million, £0.300 million of this is the in year central government ABG reduction. This reflects an improved position for the department of £0.105 million since the last report. This revised forecast continues to reflect the demand related trends that the Department has faced over the last 2 financial years, as reported in detail in the last report to cabinet.
17. The Department continues to ensure that expenditure is tightly controlled. All packages of care are agreed through a panel process, against strict criteria to ensure that the most cost effective placement is always made as well as meeting a person's needs. Further tightening of spending controls has been implemented to control spending with formal authorisation of care packages now at Service Director level. The Department has also reviewed its existing programme of targeted reviews for domiciliary services to Older People and Mental Health Older Adults. Domiciliary care packages will be reviewed to ensure that the Council provides an appropriate level of care whilst minimising dependency and cost. Delivering the FOCUS ways of working ensures that people are offered more information and advice at the front door to avoid people becoming dependent on services.
18. However, we are now into the winter months and the Primary Care Trust (PCT) are very worried about the additional pressures that this will bring in terms of demand for service provision. The Department will liaise with the PCT throughout this period to monitor the impact on the PCT and therefore the potential impact on demand for social care services.
19. In the longer term, the corporate business plan seeks to address these demand pressures through additional investment and the radical redesign of services in a measured and considered approach to transform them for the future and to make them sustainable. For example the development of the accommodation strategy designed to help people avoid residential care whilst also delivering significant longer term savings. Corporate Support in line with the business plan is required to help manage the position through this financial year. As a result, paragraph 10 of this report starts to begin to redress the demand pressures in 2010/11 ahead of the previous planned date to reflect the importance of this area of services, the people of Wiltshire and the ability to shape the service for the future needs on a sound financial footing.

Neighbourhood & Planning

20. The Neighbourhood & Planning Department is projecting an overspend of £1.345 million at the end of October. The Departmental overspend, after allowing for central funding of redundancy costs of £0.750 million, is therefore £0.595 million.
21. In the past month there has been a further deterioration in the income forecast for Car Parking of approximately £0.500 million; now £1 million in total. The upcoming car park strategy will need to ensure the recovery of this shortfall in future. The impact of this has been reduced partly by further savings identified

in the Passenger Transport budget from lower contract costs and lower than expected concessionary fares costs.

22. The impact of measures to freeze recruitment and reduce staffing costs is expected to result in savings of £1.2 million for the year and this together with other savings identified in the budget is contributing to dealing with departmental costs pressures totalling £3.7million since the start of the financial year.

Health & Wellbeing

23. The projected budget overspend has reduced from £0.183 million to £0.071 million. This reduction has resulted from the prudent management of the budgets, in particular ceasing the use of agency staff and tightly controlling direct expenditure. The service has also introduced a new chargeable water sampling service which is generating additional income.
24. The £0.071 million within Health & Wellbeing is made up of an £0.086 million projected overspend in Public Protection offset by a £0.015 million projected saving in the Research budget. The Public Protection overspend is almost entirely made up of unbudgeted redundancy costs, £0.070 million, that have resulted from making two members of staff redundant during the year.
25. The loss of the Area Based Grant in Community Safety, £0.038 million, has been covered by savings found elsewhere within the Community Safety budget.

Resources

26. The Department is reporting an unchanged forecast underspend of £0.850 million as at the end of October 2010. Monitoring has been undertaken on the key areas within the department, most notably the ICT service line. The service is currently forecasting a £0.500 million underspend although a number of high risk key outcomes, most notably surrounding issues will be happening between now and financial year end which could have an impact on the forecast outturn position.
27. Work continues on disaggregating the Strategic Property Services line down into its component parts, namely separating out the budget and costs associated with properties within the Workplace Transformation Programme and the remainder i.e. farms, commercial, other operational properties not in the programme.

Corporate Headings

28. There has been no change in the current forecast underspend of £5.186 million against corporate headings.
29. The underspend is a combination of the one off provision release, as outlined in the last monitoring report, the underspend as a direct result of delays in capital expenditure and the revenue financing cost associated with those. The

underspend also takes into account an estimate of £6.380 million redundancy costs by the end of the financial year.

Housing Revenue Account

30. No variances against budget are currently forecast in the Housing Revenue Account as at the end of period 7. There are pressures around backlog housing repairs and maintenance but these are being managed and offset by compensating underspends.

Reserves

31. The tables below provide the latest forecast as at period 7 on the general fund balance and estimated earmarked reserves held by the council:

General Fund Reserve	£ million	£ million
Balance as at 1 April 2010		13.770
Planned contribution in 2010/11	1.875	
Loss of LABGI grant	(0.574)	
Defer planned contribution	(1.875)	
Current Forecast Underspend	0.045	
Total Forecast movement		(0.529)
Forecast Balance 31 March 2011		13.241

Earmarked Reserves	Opening Balance £ million	Planned Drawdown £ million	Forecast Closing £ million
Capital Revenue Reserve	1.500	(1.000)	0.500
PFI Reserve	4.251	(2.125)	2.126
Insurance Reserve	6.019	(2.019)	4.000
Schools Balances	17.493	-	17.493
WTP Reserve	0.228	-	0.228
Libraries operating reserve	0.059	-	0.059
Housing	0.042	-	0.042
Forecast Balance 31 March 2011	29.592	(5.144)	24.448

32. A review of the assessment of need is currently being undertaken by the S.151 to link all the General Fund balance to risk. This will be reported to Members in consideration of setting the 2011/12 business and financial plan. In light of the 2010/11 latest forecast at period 9.

Main Consideration for the Council

33. To note the current budget monitoring report.

Environmental Impact of the Proposal

34. None have been identified as arising directly from this report.

Equality and Diversity Impact of this Proposal

35. No equality and diversity issues have been identified or arising from this report.

Legal Implications

36. None have been identified as arising directly from this report.

Risk Assessment

37. Significant service financial pressures, including Central Government grant reductions, have been identified across departments during the financial year. Actions to manage these pressures have been agreed previously in addition to a one off use of reserves.
38. Budget Monitoring will continue to review this and the total position.
39. The Council has identified in its corporate risk register various elements which are covered within have been covered in previous monitoring reports, most notably the impact the current economic climate has on the Council's finances and the recent potential liability surrounding the claim against a Wiltshire school.

Financial Implications

40. These have been examined and are implicit throughout the report.

Proposals

41. That Members note the report showing a balanced position, pending future monitoring reports that will highlight ongoing actions being taken to continue a balanced budget.

Reasons for Proposals

42. That Members can approve a continued corporate approach to managing the financial pressures and government reductions and ensure a balanced budget.

Michael Hudson
Interim Chief Finance Officer

Report Authors: Andy Brown, Matthew Tiller and Michael Hudson

Unpublished documents relied upon in the preparation of this report: NONE
Environmental impact of the recommendations contained in this report: NONE

Appendix 1 – Wiltshire Council Revenue Budget Monitoring Report

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Wiltshire Council Revenue Budget Monitoring Statement as at Period 7 (31 October 2010)

		<i>Revised Budget 2010-11</i>	<i>Profiled Budget to Date</i>	<i>Actual and committed to date</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year</i>	<i>Variation as % of Approved Budget</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
SUMMARY							
Children and Education	Gross	391.009	196.086	222.045	391.210	0.201	0.1%
	Income	(341.120)	(4.739)	(71.991)	(341.120)	-	-
	Net	49.889	191.347	150.054	50.090	0.201	0.4%
Community Services	Gross	146.168	87.468	93.077	151.275	5.107	3.5%
	Income	(29.348)	(17.308)	(11.436)	(29.331)	0.017	(0.1%)
	Net	116.820	70.160	81.641	121.944	5.124	4.4%
Neighbourhood and Planning	Gross	117.781	67.946	67.623	115.829	(1.952)	(1.7%)
	Income	(36.936)	(21.549)	(22.086)	(34.389)	2.547	(6.9%)
	Net	80.845	46.397	45.537	81.440	0.595	0.7%
Health and Wellbeing	Gross	6.618	3.860	3.902	6.708	0.090	1.4%
	Income	(1.476)	(0.861)	(1.240)	(1.495)	(0.019)	1.3%
	Net	5.142	2.999	2.662	5.213	0.071	1.4%
Department of Resources	Gross	199.694	110.237	107.243	203.374	3.680	1.8%
	Income	(133.156)	(90.173)	(88.394)	(137.686)	(4.530)	3.4%
	Net	66.538	20.064	18.849	65.688	(0.850)	(1.3%)
Corporate Headings							
Exceptional Costs - Redundancy		-	-	1.000	6.380	6.380	
One off Provision Release		-	-	-	(3.566)	(3.566)	
Movement To / From General Fund Reserves		1.875	-	-	-	(1.875)	(100.0%)
Movement To / From Earmarked Reserves		-	-	-	(3.125)	(3.125)	
Invest to Save Fund		0.168	-	-	0.168	-	-
Central Financing		26.000	4.667	3.423	23.000	(3.000)	(11.5%)
	Net	28.043	4.667	4.423	22.857	(5.186)	(18.5%)
	Gross	889.313	470.264	498.313	891.253	1.940	0.2%
	Income	(542.036)	(134.630)	(195.147)	(544.021)	(1.985)	0.4%
WILTSHIRE COUNCIL GENERAL FUND TOTAL	Net	347.277	335.634	303.166	347.232	(0.045)	(0.0%)
Housing Revenue Account	Gross	21.180	12.337	9.498	21.180	-	-
	Income	(22.472)	(13.038)	(12.479)	(22.472)	-	-
	Net	(1.292)	(0.701)	(2.981)	(1.292)	-	-

Note: Revised Budget is original budget plus authorised changes.

Note overspendings are positive

Wiltshire Council Revenue Budget Monitoring Statement as at Period 7 (31 October 2010)

		Revised Budget 2010-11	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year	Variation as % of Approved Budget
		£m	£m	£m	£m	£m	
DETAIL							
Children and Education							
Schools & Learning							
Early Years	Gross Costs	28.588	16.106	14.393	28.588	-	-
	Income	(28.594)	(0.907)	(6.709)	(28.594)	-	-
	Net	(0.006)	15.199	7.684	(0.006)	-	-
School Buildings & Places	Gross Costs	0.743	0.431	0.330	0.743	-	-
	Income	(0.342)	0.006	(0.061)	(0.342)	-	-
	Net	0.401	0.437	0.269	0.401	-	-
School Improvement	Gross Costs	18.412	10.699	16.868	18.651	0.239	1.3%
	Income	(13.455)	(2.242)	(10.489)	(13.455)	-	-
	Net	4.957	8.457	6.379	5.196	0.239	4.8%
Traded Services	Gross Costs	18.380	11.342	14.672	18.380	-	-
	Income	(18.626)	(0.725)	(1.701)	(18.626)	-	-
	Net	(0.246)	10.617	12.971	(0.246)	-	-
Special Educational Needs	Gross Costs	18.931	8.748	7.339	18.817	(0.114)	(0.6%)
	Income	(12.606)	(0.265)	0.314	(12.606)	-	-
	Net	6.325	8.483	7.653	6.211	(0.114)	(1.8%)
Targeted Services							
Youth Development Service	Gross Costs	3.100	1.770	1.147	3.111	0.011	0.4%
	Income	(0.455)	(0.225)	(0.595)	(0.455)	-	-
	Net	2.645	1.545	0.552	2.656	0.011	0.4%
Connexions Service	Gross Costs	2.676	1.552	1.519	2.981	0.305	11.4%
	Income	(0.074)	(0.017)	(0.134)	(0.074)	-	-
	Net	2.602	1.535	1.385	2.907	0.305	11.7%
Youth Offending Service	Gross Costs	2.033	1.185	0.570	2.039	0.006	0.3%
	Income	(1.426)	(0.832)	(0.476)	(1.426)	-	-
	Net	0.607	0.353	0.094	0.613	0.006	1.0%
Young People's Support Service	Gross Costs	3.053	1.764	1.248	3.053	-	-
	Income	(2.841)	(0.189)	(0.044)	(2.841)	-	-
	Net	0.212	1.575	1.204	0.212	-	-
Other Targeted Services	Gross Costs	4.412	2.517	2.680	4.412	-	-
	Income	(2.082)	(0.078)	(0.181)	(2.082)	-	-
	Net	2.330	2.439	2.499	2.330	-	-
Commissioning & Performance							
Commissioning & Performance	Gross Costs	9.052	5.394	4.506	9.351	0.299	3.3%
	Income	(8.124)	(1.799)	(0.433)	(8.124)	-	-
	Net	0.928	3.595	4.073	1.227	0.299	32.2%
Funding Schools	Gross Costs	251.693	118.574	134.257	251.693	-	-
	Income	(251.693)	2.841	(51.108)	(251.693)	-	-
	Net	-	121.415	83.149	-	-	-
Children's Social Care							
Safeguarding	Gross Costs	0.843	0.519	0.447	0.876	0.033	3.9%
	Income	(0.088)	(0.054)	(0.050)	(0.088)	-	-
	Net	0.755	0.465	0.397	0.788	0.033	4.4%
Children's Social Care	Gross Costs	29.093	15.485	22.069	28.515	(0.578)	(2.0%)
	Income	(0.714)	(0.253)	(0.324)	(0.714)	-	-
	Net	28.379	15.232	21.745	27.801	(0.578)	(2.0%)
Sub Total							
	Gross Costs	391.009	196.086	222.045	391.210	0.201	0.1%
	Income	(341.120)	(4.739)	(71.991)	(341.120)	-	-
	Net	49.889	191.347	150.054	50.090	0.201	0.4%

Note: Revised Budget is original budget plus authorised changes.

Note overspendings are positive

Wiltshire Council Revenue Budget Monitoring Statement as at Period 7 (31 October 2010)

		<i>Revised Budget 2010-11</i>	<i>Profiled Budget to Date</i>	<i>Actual and committed to date</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year</i>	<i>Variation as % of Approved Budget</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
Community Services							
Older People	Gross Costs	47.443	27.174	31.167	53.502	6.059	12.8%
	Income	(9.576)	(5.568)	(4.935)	(10.798)	(1.222)	12.8%
	Net	37.867	21.606	26.232	42.704	4.837	12.8%
Physical Impairment	Gross Costs	7.684	4.514	5.234	8.474	0.790	10.3%
	Income	(1.070)	(0.641)	(0.442)	(0.686)	0.384	(35.9%)
	Net	6.614	3.873	4.792	7.788	1.174	17.8%
Learning Disabilities	Gross Costs	43.918	28.006	26.326	39.275	(4.643)	(10.6%)
	Income	(12.929)	(7.761)	(2.027)	(11.842)	1.087	(8.4%)
	Net	30.989	20.245	24.299	27.433	(3.556)	(11.5%)
Mental Health	Gross Costs	23.835	14.251	15.126	25.813	1.978	8.3%
	Income	(3.971)	(2.375)	(2.712)	(4.393)	(0.422)	10.6%
	Net	19.864	11.876	12.414	21.420	1.556	7.8%
Resources Strategy & Commissioning	Gross Costs	4.137	2.343	3.092	4.432	0.295	7.1%
	Income	(0.535)	(0.242)	(0.287)	(0.342)	0.193	(36.1%)
	Net	3.602	2.101	2.805	4.090	0.488	13.5%
Supporting People	Gross Costs	7.467	4.356	4.921	8.367	0.900	12.1%
	Income	-	-	(0.019)	-	-	
	Net	7.467	4.356	4.902	8.367	0.900	12.1%
Libraries Heritage & Arts	Gross Costs	7.034	4.111	4.322	6.803	(0.231)	(3.3%)
	Income	(1.014)	(0.573)	(0.592)	(1.020)	(0.006)	0.6%
	Net	6.020	3.538	3.730	5.783	(0.237)	(3.9%)
Community Leadership & Governance	Gross Costs	4.650	2.713	2.889	4.609	(0.041)	(0.9%)
	Income	(0.253)	(0.148)	(0.422)	(0.250)	0.003	(1.2%)
	Net	4.397	2.565	2.467	4.359	(0.038)	(0.9%)
Sub Total	Gross Costs	146.168	87.468	93.077	151.275	5.107	3.5%
	Income	(29.348)	(17.308)	(11.436)	(29.331)	0.017	(0.1%)
	Net	116.820	70.160	81.641	121.944	5.124	4.4%

Note: Revised Budget is original budget plus authorised changes.

Note overspendings are positive

Wiltshire Council Revenue Budget Monitoring Statement as at Period 7 (31 October 2010)

		<i>Revised Budget 2010-11</i>	<i>Profiled Budget to Date</i>	<i>Actual and committed to date</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year</i>	<i>Variation as % of Approved Budget</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>Appendix</i>
Neighbourhood and Planning							
Highways & Streetscene	Gross Costs	18.182	10.302	12.622	18.096	(0.086)	(0.5%)
	Income	(2.327)	(1.357)	(1.568)	(2.327)	-	-
	Net	15.855	8.945	11.054	15.769	(0.086)	(0.5%)
Highways - Strategic Services	Gross Costs	11.181	6.250	6.243	10.782	(0.399)	(3.6%)
	Income	(1.231)	(0.639)	(1.087)	(1.321)	(0.090)	7.3%
	Net	9.950	5.611	5.156	9.461	(0.489)	(4.9%)
Passenger Transport	Gross Costs	26.733	14.990	14.173	26.071	(0.662)	(2.5%)
	Income	(5.355)	(3.330)	(3.660)	(5.514)	(0.159)	3.0%
	Net	21.378	11.660	10.513	20.557	(0.821)	(3.8%)
Car Parking	Gross Costs	2.342	1.366	1.359	2.224	(0.118)	(5.0%)
	Income	(8.983)	(5.338)	(4.390)	(7.983)	1.000	(11.1%)
	Net	(6.641)	(3.972)	(3.031)	(5.759)	0.882	(13.3%)
Waste Services	Gross Costs	30.698	17.906	16.461	30.698	-	-
	Income	(3.539)	(1.576)	(2.299)	(3.539)	-	-
	Net	27.159	16.330	14.162	27.159	-	-
Leisure	Gross Costs	8.832	5.573	6.188	8.832	-	-
	Income	(4.929)	(2.841)	(2.914)	(4.929)	-	-
	Net	3.903	2.732	3.274	3.903	-	-
Economic Development	Gross Costs	5.670	3.308	3.446	6.056	0.386	6.8%
	Income	(0.922)	(0.538)	(0.575)	(0.922)	-	-
	Net	4.748	2.770	2.871	5.134	0.386	8.1%
Development Services	Gross Costs	7.979	4.655	4.102	7.121	(0.858)	(10.8%)
	Income	(6.841)	(4.291)	(4.081)	(5.309)	1.532	(22.4%)
	Net	1.138	0.364	0.021	1.812	0.674	59.2%
Housing Management	Gross Costs	4.825	2.815	2.406	4.702	(0.123)	(2.5%)
	Income	(2.809)	(1.639)	(1.508)	(2.545)	0.264	(9.4%)
	Net	2.016	1.176	0.898	2.157	0.141	7.0%

Management & Business	Gross Costs	1.339	0.781	0.623	1.247	(0.092)	(6.9%)
	Income	-	-	(0.004)	-	-	
	Net	1.339	0.781	0.619	1.247	(0.092)	(6.9%)
Sub Total	Gross Costs	117.781	67.946	67.623	115.829	(1.952)	(1.7%)
	Income	(36.936)	(21.549)	(22.086)	(34.389)	2.547	(6.9%)
	Net	80.845	46.397	45.537	81.440	0.595	0.7%

Note: Revised Budget is original budget plus authorised changes.

Note overspendings are positive

Wiltshire Council Revenue Budget Monitoring Statement as at Period 7 (31 October 2010)

		<i>Revised Budget 2010-11</i>	<i>Profiled Budget to Date</i>	<i>Actual and committed to date</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year</i>	<i>Variation as % of Approved Budget</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
Health and Wellbeing							
Health and Wellbeing	Gross Costs	0.419	0.244	0.229	0.404	(0.015)	(3.6%)
	Income	(0.074)	(0.043)	(0.267)	(0.074)	-	-
	Net	0.345	0.201	(0.038)	0.330	(0.015)	(4.3%)
Public Protection	Gross Costs	4.901	2.859	2.941	4.987	0.086	1.8%
	Income	(1.114)	(0.650)	(0.795)	(1.114)	-	-
	Net	3.787	2.209	2.146	3.873	0.086	2.3%
Community Safety	Gross Costs	1.031	0.601	0.605	1.031	-	-
	Income	(0.288)	(0.168)	(0.159)	(0.288)	-	-
	Net	0.743	0.433	0.446	0.743	-	-
Emergency Planning	Gross Costs	0.267	0.156	0.127	0.286	0.019	7.1%
	Income	-	-	(0.019)	(0.019)	(0.019)	
	Net	0.267	0.156	0.108	0.267	-	-
Sub Total	Gross Costs	6.618	3.860	3.902	6.708	0.090	1.4%
	Income	(1.476)	(0.861)	(1.240)	(1.495)	(0.019)	1.3%
	Net	5.142	2.999	2.662	5.213	0.071	1.4%

Note: Revised Budget is original budget plus authorised changes.

Note overspendings are positive

Wiltshire Council Revenue Budget Monitoring Statement as at Period 7 (31 October 2010)

		Revised Budget 2010-11	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year	Variation as % of Approved Budget
		£m	£m	£m	£m	£m	
Resources							
Chief Executive	Gross Costs	0.504	0.294	0.461	0.504	-	-
	Income	(0.027)	(0.016)	(0.008)	(0.027)	-	-
	Net	0.477	0.278	0.453	0.477	-	-
Policy & Communications	Gross Costs	2.207	1.288	1.635	2.207	-	-
	Income	(0.370)	(0.216)	(0.015)	(0.370)	-	-
	Net	1.837	1.072	1.620	1.837	-	-
Corp Director / Central Resources	Gross Costs	0.195	0.114	0.123	0.195	-	-
	Income	-	-	-	-	-	-
	Net	0.195	0.114	0.123	0.195	-	-
Finance (including Revs & Bens)	Gross Costs	26.714	15.583	12.553	26.214	(0.500)	(1.9%)
	Income	(13.056)	(7.616)	(6.333)	(13.056)	-	-
	Net	13.658	7.967	6.220	13.158	(0.500)	(3.7%)
Benefits - Subsidy & Payments	Gross Costs	110.697	57.573	57.176	115.227	4.530	4.1%
	Income	(110.490)	(76.952)	(76.680)	(115.020)	(4.530)	4.1%
	Net	0.207	(19.379)	(19.504)	0.207	-	-
HR	Gross Costs	2.819	1.644	1.764	2.819	-	-
	Income	(0.324)	(0.189)	(0.254)	(0.324)	-	-
	Net	2.495	1.455	1.510	2.495	-	-
ICT & Business Transformation	Gross Costs	20.431	11.918	12.028	19.931	(0.500)	(2.4%)
	Income	(0.290)	(0.169)	(0.194)	(0.290)	-	-
	Net	20.141	11.749	11.834	19.641	(0.500)	(2.5%)
Corporate Procurement	Gross Costs	3.218	1.877	1.856	3.318	0.100	3.1%
	Income	(0.799)	(0.466)	(0.410)	(0.799)	-	-
	Net	2.419	1.411	1.446	2.519	0.100	4.1%
Legal & Democratic	Gross Costs	5.598	4.015	3.710	5.598	-	-
	Income	(0.779)	(0.454)	(0.171)	(0.779)	-	-
	Net	4.819	3.561	3.539	4.819	-	-
Performance & Risk	Gross Costs	0.392	0.228	0.304	0.392	-	-
	Income	(0.004)	(0.002)	(0.013)	(0.004)	-	-
	Net	0.388	0.226	0.291	0.388	-	-
Shared Services & Customer Care	Gross Costs	9.175	5.352	6.017	9.225	0.050	0.5%
	Income	(1.981)	(1.155)	(1.261)	(1.981)	-	-
	Net	7.194	4.197	4.756	7.244	0.050	0.7%
Strategic Property Services	Gross Costs	17.744	10.351	9.616	17.744	-	-
	Income	(5.036)	(2.938)	(3.055)	(5.036)	-	-
	Net	12.708	7.413	6.561	12.708	-	-
Sub Total	Gross Costs	199.694	110.237	107.243	203.374	3.680	1.8%
	Income	(133.156)	(90.173)	(88.394)	(137.686)	(4.530)	3.4%
	Net	66.538	20.064	18.849	65.688	(0.850)	(1.3%)

Note: Revised Budget is original budget plus authorised changes.

Note overspendings are positive

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WILTSHIRE COUNCIL

CABINET

14 December 2010

Subject: Capital Budget Monitoring 2010-11

**Cabinet Member: Councillor Fleur de Rhe-Philippe, Finance,
Performance and Risk**

Key Decision: No

Executive Summary

The report reflects the position of the 2010-11 capital programme as at 31 October 2010.

The report also details budget changes which are to be noted by Cabinet.

Proposal

- a) To note the current position of the 2010-11 capital programme.
- b) Note the budget changes in section 1 of Appendix B
- c) To decide on how the cut in education funding from central government in dealt with in the 2010-11 capital programme through the 3 options identified.

Reasons for Proposals

To inform cabinet of the current position of the 2010-11 capital programme and identify issues which need to be resolved as a result of cuts in funding from Central Government.

Michael Hudson
Interim Chief Finance Officer

WILTSHIRE COUNCIL
CABINET

14 December 2010

Subject: Capital Budget Monitoring 2010-11

Cabinet Member: Councillor Fleur de Rhe-Philippe
Finance, Performance and Risk

Key Decision: No

Purpose of Report

1. To update Cabinet on the position of the Capital Programme as at 31 October 2010.

Background

2. Since the last Cabinet meeting the budget has been adjusted as follows;

	£m	Notes
2010-11 Capital budget (as per Cabinet 19 October 2010)	167.472	
Budget adjustments awaiting Cabinet approval since Octobers meeting (CFO Delegations)	0.004	Net budget adjustments as detailed in Appendix B of this report.
Revised Capital budget 2010-11	167.476	

3. A review of the capital programme is currently being undertaken by officers under the instruction from, and reporting to, the newly formed Cabinet Capital Assets Committee (CCAC).
4. This review will look at all approved schemes in the three year capital programme and proposals are expected from the Committees formal meeting in January. Any outcomes from the review will be reported through the regular capital monitoring and, if needed, the budget setting report to Cabinet later in the financial year.

Summary of Current Position

5. The financial position of the 2010-11 capital budget is summarised below.

Department	2010-11 Budget £m	Actual Spend as at 31 October 2010 £m	Forecast Outturn £m	Full Year Projected Variance* £m
Children & Education	70.476	23.570	52.799	(17.597)
Resources	39.909	8.316	20.088	(19.821)
Neighbourhood & Planning	53.529	22.065	48.400	(5.130)
Community Services	3.563	0.392	2.515	(1.048)
Total	167.476	54.343	123.802	(43.675)

* Underspends are shown in brackets

6. A breakdown of the position of schemes within the capital programme can be seen in appendix A.
7. The variance on the full year projection is £43.675 underspend, of which all relates to re-profiling of expenditure.

Central Government Grant Cuts

8. Since the last Cabinet meeting the government have confirmed further reductions in capital grant funding for local government in the current 2010-11 financial year; the impact of these cuts are summarised below.

Grant Description	Funding cut £m	Project affected in the capital programme
Aiming High for Disabled Children	0.161	Aiming High for Disabled Children
Playbuilder Capital Grant	0.223	Sure Start Early Years
Total	0.384	

9. A decision on how the cut in grant funding is dealt with in the capital programme needs to be made. There are 3 potential options available:
- I.) Reduce the affected projects in the capital programme by the corresponding cut in funding from central government. This will reduce the overall spending on education schemes in 2010-11.
- II.) Retain the affected projects at the current level in the 2010-11 capital programme. This would mean a need to increase unsupported borrowing levels in 2010-11 to cover the loss in grant and would also attract ongoing annual revenue costs

associated with borrowing. This option would keep spending on education schemes at planned levels in 2010-11.

III.) Reprioritise schemes within the capital programme by reducing the budgets of other schemes to account for the cut in grant funding. This would also keep spending on education schemes at planned levels in 2010-11 but reduce the levels of other, as yet identified, budgets within the programme.

8. Budget managers affected by the cut in central government grants have been working on the assumption that funding levels will be reduced in 2010-11 and therefore have planned to manage schemes within the reduced budget levels (option I).

Main Considerations for the Council

- a) To note the current financial position of the 2010-11 Capital Budget.
- b) To note the budget changes in section 1 of Appendix B.
- c) To decide on how the cut in education funding from central government is dealt with in the 2010-11 capital programme through the 3 options identified.

Environmental Impact of the Proposal

8. Wiltshire Council is preparing for its mandatory inclusion to the Carbon Reduction Commitment (CRC). The CRC is the UK's mandatory climate change and energy saving scheme, due to commence in April 2010. The objectives of the scheme are to improve energy efficiency and reduce carbon dioxide emissions. It's calculated that 79% of the Council's carbon footprint comes from energy use in buildings. Capital schemes therefore have the potential to greatly increase or decrease carbon emissions, for example schemes making council buildings more energy efficient will reduce the Council's carbon footprint.

Equality and Diversity Impact of the Proposal

9. No equality and diversity issues have been identified arising from this report

Risk Assessment

10. The capital budget for 2010-11 has a number of potential risks arising from cost overruns or lower than expected levels of capital receipts. Such issues will be highlighted as soon as they establish themselves through the monthly reporting process. Members may wish to bear in mind that the capital programme has been set for three years and therefore risks will be appraised over the whole period (2010-11 through to 2012-13).

Financial Implications

11. These have been examined and are contained within the report.

Legal Implications

12. There are no legal implications arising from this report.

Michael Hudson

Interim Chief Finance Officer

Report Author: Lloyd Brown

Unpublished documents relied upon in the preparation of this report: NONE
Environmental impact of the recommendations contained in this report: NONE

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APPENDIX A

CAPITAL BUDGET MONITORING STATEMENT AS AT PERIOD 7 (31 OCTOBER 2010)

SCHEME NAME	DEPT	2010/11 BUDGET £m	EXPENDITURE TO PERIOD 7 £m	FORECAST OUTTURN SPEND £m	PROJECTED VARIANCE £m	PROJECTED VARIANCE ANALYSED	
						SLIPPAGE £m	(UNDERSPEND)/ OVERSPEND £m
Wellington Academy	DCE	14.077	7.599	14.077	0.000		
Salisbury Academy	DCE	1.040	0.521	0.828	(0.212)	(0.212)	
Extended Schools	DCE	1.342	0.633	1.342	0.000		
Additional Accommodation	DCE	7.898	0.227	2.474	(5.424)	(5.424)	
Access and Inclusion	DCE	1.366	0.236	0.843	(0.523)	(0.523)	
NDS Maintenance	DCE	2.761	1.971	2.650	(0.111)	(0.111)	
NDS Modernisation	DCE	1.622	0.168	1.622	0.000		
Devolved formula Capital	DCE	4.382	2.422	4.095	(0.287)	(0.287)	
DCSF Primary Capital programme	DCE	10.022	1.261	6.823	(3.199)	(3.199)	
Melksham Oak School	DCE	4.352	3.290	4.352	0.000		
DCSF Targeted Capital 14-19 SEN	DCE	7.340	0.248	2.525	(4.815)	(4.815)	
Targeted Capital Food Technology General	DCE	0.916	0.373	0.916	0.000		
Targeted Capital School Kitchens General	DCE	0.929	0.929	0.929	0.000		
Other Projects New Schools	DCE	3.571	0.280	1.605	(1.966)	(1.966)	
Other Schools Projects - Expansions	DCE	2.347	0.070	1.338	(1.009)	(1.009)	
Other Schools Projects - Replacements	DCE	0.566	0.001	0.436	(0.130)	(0.130)	
DCSF 14-19 Diplomas reforms	DCE	0.696	0.620	0.696	0.000		
DCSF Information System Parents & Providers	DCE	0.000	(0.010)	0.000	0.000		
Sure Start early years	DCE	4.375	2.584	4.375	0.000		
LPSA PRG (DCE)	DCE	0.104	0.000	0.104	0.000		
Aiming High for Disabled Children	DCE	0.639	0.077	0.639	0.000		
Youth Projects	DCE	0.130	0.073	0.130	0.000		
	DCE TOTAL	70.476	23.570	52.799	(17.677)	(17.677)	0.000
BMP/SAP	DOR	0.455	0.000	0.455	0.000		
LPSA PRG (Resources)	DOR	0.043	0.000	0.043	0.000		
Area Boards	DOR	0.345	0.146	0.345	0.000		
Revenue & Benefits Systems.	DOR	0.750	0.000	0.750	0.000		
WTP	DOR	35.101	7.290	15.280	(19.821)	(19.821)	
Buildings repair & Maintenance	DOR	2.552	0.770	2.552	0.000		
The Shambles	DOR	0.380	0.000	0.380	0.000		
County Farms	DOR	0.050	0.005	0.050	0.000		
DDA Works	DOR	0.198	0.081	0.198	0.000		
Other DOR Initiatives	DOR	0.034	0.025	0.034	0.000		
	DOR TOTAL	39.909	8.316	20.088	(19.821)	(19.821)	0.000

APPENDIX A

CAPITAL BUDGET MONITORING STATEMENT AS AT PERIOD 7 (31 OCTOBER 2010)

SCHEME NAME	DEPT	2010/11 BUDGET £m	EXPENDITURE TO PERIOD 7 £m	FORECAST OUTTURN SPEND £m	PROJECTED VARIANCE £m	PROJECTED VARIANCE ANALYSED	
						SLIPPAGE £m	(UNDERSPEND)/ OVERSPEND £m
LTP – Integrated Transport	DNP	4.490	1.438	3.490	(1.000)	(1.000)	
LTP – Maintenance of Principal/Non Principal roads Inc Bridges	DNP	13.328	7.529	13.328	(0.000)		
Additional Highway Maintenance	DNP	2.639	0.335	2.639	0.000		
Footways	DNP	0.249	0.000	0.249	0.000		
Land Drainage	DNP	0.473	0.199	0.473	0.000		
Highways Depot and office strategy	DNP	3.060	0.903	3.060	0.000		
Major Integrated Tr. Improvements	DNP	0.034	0.032	0.034	0.000		
Major Highway Improvements	DNP	0.541	0.239	0.300	(0.241)	(0.241)	
Waste Vehicles (Purchase)	DNP	2.068	1.486	2.068	0.000		
Leisure & Amenities	DNP	0.563	0.078	0.563	0.000		
Waste Management	DNP	2.348	1.394	2.150	(0.198)	(0.198)	
LPSA PRG (TEL)	DNP	0.225	0.229	0.225	0.000		
Road Maintenance Vehicles	DNP	0.092	0.000	0.092	0.000		
Pest Control vehicles	DNP	0.015	0.015	0.015	0.000		
Corporate Carbon Reduction	DNP	0.500	0.278	0.500	0.000		
Consolidated IT System	DNP	0.350	0.000	0.350	0.000		
Tidworth Castledown	DNP	0.181	0.015	0.181	0.000		
Economic Development	DNP	2.221	0.013	2.221	0.000		
Disabled facilities grants Housing	DNP	3.035	1.255	2.800	(0.235)	(0.235)	
Corporate other housing grants	DNP	3.066	0.852	1.433	(1.633)	(1.633)	
Strategic Housing	DNP	2.961	1.825	2.961	0.000		
New Housing	DNP	7.301	1.946	5.478	(1.823)	(1.823)	
HRA	DNP	3.790	2.004	3.790	0.000		
	DNP TOTAL	53.529	22.065	48.400	(5.129)	(5.129)	0.000
Libraries, Heritage & Arts	DCS	1.188	0.309	0.744	(0.444)	(0.444)	
Adult Social Care Strategy & Commissioning - Older People	DCS	1.340	0.004	0.942	(0.398)	(0.398)	
Adult Social Care Strategy & Commissioning - Learning Disability	DCS	0.055	0.000	0.055	0.000		
Adult Social Care Strategy & Commissioning - Mental Health	DCS	0.796	0.044	0.590	(0.206)	(0.206)	
Resources Other	DCS	0.127	0.021	0.127	0.000		
Safer, Stronger Communities Fund	DCS	0.057	0.014	0.057	0.000		
	DCS TOTAL	3.563	0.392	2.515	(1.048)	(1.048)	0.000
TOTAL CAPITAL PROGRAMME 2010-2011		167.476	54.343	123.802	(43.675)	(43.675)	0.000

**CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES
WITHIN THE CAPITAL PROGRAMME**

Cabinet Meeting:

14 December 2010

Financial Year:

2010/11

SECTION 1 - DELEGATED CFO POWERS

"Adjustment/addition of scheme in the capital programme which has no effect on the net funding position of the programme i.e. Additional resources available in the form of Grant, Section 106 contributions etc,etc which fund the addition, "

Project Name: Youth Projects
Budget Change:

2010/11	2011/12	2012/13
---------	---------	---------

4,021

Funding Source: Revenue Contribution

Description: The purchase of a minibus for the Youth services was made using revenue budget. The purchase of vehicle has been moved to the capital programme to ensure inclusion on asset register . The revenue budget has been transferred to capital programme to cover cost of purchase.

4,021 Total Delegated Changes Approved by Section 151 Officer

SECTION 2 - DELEGATED CFO POWERS

"Schemes within the capital programme which require the reprogramming of expenditure between years due to scheme not progressing as originally anticipated or other circumstances"

Project Name:
Budget Change:

2010/11	2011/12	2012/13
---------	---------	---------

Funding Source:

Description:

SECTION 3 - REQUESTS TO CABINET FOR ADDITIONAL RESOURCES

"Adjustment/addition of scheme to the capital programme which places an additional funding requirement on the programme"

Project Name:
Budget Change:

2009/10	2010/11	2011/12
---------	---------	---------

Funding Source:

Description:

In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.

INTERIM CHIEF FINANCE OFFICER: Michael Hudson

SIGNED:

DATE: December 2010

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Wiltshire Council

Cabinet

14 December 2010

Subject: Council Tax Base 2011-2012

Cabinet Member: Councillor Fleur de Rhé-Philippe - Finance, Performance and Risk

Key Decision: No

Executive Summary

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 has to be notified to major precepting authorities by 31 January 2011. Each Parish and Town council is also notified of the figure for its area.

Proposal

For Cabinet to consider and approve the Council Tax Base 2011-2012

Reason for Proposal

Before the Council Tax can be set by the Council in February 2011 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.

MICHEAL HUDSON
Interim Chief Financial Officer

Wiltshire Council

Cabinet

14 December 2010

Subject: Council Tax Base 2011-2012

Cabinet Member: Councillor Fleur de Rhé-Philippe - Finance, Performance and Risk

Key Decision: No

Purpose of Report

1. To ensure that the Council Tax Base for 2011-2012 is approved by Cabinet.

Background

2. The Council has to approve its Council Tax Base annually and notify any precepting authorities e.g. police authority before 31 January 2011. Parish and Town councils will also be notified of the tax base for their area.
3. The starting point for the calculation is the list of properties and their tax band as at 13 September 2010 which has been supplied to the council by the external Valuation Officer.
4. The list is broken down into Town and Parish order and then adjusted to allow for the following information, for each band, which it holds on 4 October 2010:
 - Properties which will be entirely exempt so no tax is payable e.g. those occupied entirely by students.
 - Properties which will attract a 25% reduction e.g. those with a single adult occupier.
 - Properties which will attract a 50% reduction e.g. those where all of the adult residents qualify for a reduction.
 - Properties which will be treated as being in a lower band because they have been adapted for a severely disabled person. The regulations have been amended to take account of the reduction available to those in band A properties.
 - Properties which will be on the valuation list but which attract discounts or disablement relief or are exempt, for only part of the year.

5. This results in an estimate of the number of full year equivalents within each band.
6. Each band is then converted into "band D equivalents" by applying the factor laid down by the government. For example, a band A property is multiplied by 6 and divided by 9 to arrive at the "band D equivalent" figure, whilst a band H property is multiplied by 2. All these are then added together to give a total of "band D equivalents".
7. The total is then adjusted in respect of class O exempt dwellings (MOD properties). This figure provides a tax base that is submitted to central government and is used for formula grant purposes.
8. Further additions are made for estimates of new property completions in 2011-12 and the remaining part of 2010-11.
9. The council is then required to decide what its collection rate is likely to be and multiply its relevant tax base by this percentage to give its council tax base. In 2010-2011 the council harmonised its collection rate at 99.50%, for 2011-2012 the Head of Revenues and Benefits has reduced this to 99.25% to take into account the current economic conditions.
10. To calculate the Council Tax for the Council the tax base is divided into the Council's budget requirement. This will be finalised during January and February, culminating in the council tax being set by Council on 22 February 2011. This date is subject to the council being notified of the major precepting requirements.
11. An estimate of the surplus or deficit on the Council Tax Collection Fund has to be made, by law, on or before 15 January 2011. Council Tax surplus or deficits will be credited or charged to Wiltshire Council, Wiltshire Police Authority and Wiltshire Fire Authority in proportion to their precepts, and will be taken into account in setting the 2011-12 Revenue Budget and Council Tax levels.
12. The Council Tax Base for the whole of Wiltshire broken down for each Town and Parish is set out in Appendix 1.
13. The tax base for Wiltshire for 2011-2012 is 179,297.66 band D equivalent properties.

Main Considerations for the Council

14. The calculation of the Council Tax Base for the year 2011-2012 has to be approved.
15. The Interim Chief Finance Officer is given delegated authority to determine the estimated Collection Fund balance as at 31 March 2011 by 15 January 2011.

Environmental Impact of the Proposal

16. None

Equalities Impact of the Proposal

17. None

Risk Assessment

18. There is a low risk that the Council has overestimated the number of Band D properties as controls are in place to ensure large variations are investigated and assumptions around new builds are prudent.
19. There is a low risk that the actual collection rate of Council Tax due is lower than the anticipated level because of the current economic conditions. This risk has been assessed and as per paragraph 9 has been reflected in the assumptions.
20. In either situation, this could lead to a deficit on the Collection Fund which would result in additional funds having to be added in the following financial year.

Financial Implications

21. The financial implications are outlined in the report.
22. The Council Tax Base is used to calculate the level of Council Tax for the financial year 2011-2012.

Legal Implications

23. The legal implications are outlined in the executive summary of the report.

Options Considered

24. Assumptions assessed were as follows:
 - Determination of number of Band D properties (equivalent).
 - Estimation of new property completions.
 - Variation in discounts payable and property exemptions.
 - Assumption on the level of MOD contribution based on occupancy.
 - Consideration on effect of varying levels of collection rate.

Conclusions

25. Having taken all of the above into account, the Council Tax Base for 2011/2012 be approved and set as 179,297.66 Band D equivalent properties.

Michael Hudson
Interim Chief Finance Officer

Report Author: Andy Brown

Date of report: 26 November 2010

Background Papers

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

None

Appendices

Appendix 1 – Council Tax Base for Wiltshire Council 2011-2012

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Wiltshire Council Tax Base 2011-2012

Parish / Town	2011-12 Band D Tax Base
Aldbourn Parish Council	812.16
Alderbury Parish Council	948.93
All Cannings Parish Council	269.66
Allington Parish Council	191.25
Alton Parish Council	116.22
Alvediston Parish Council	50.52
Amesbury Town Council	3,651.11
Ansty Parish Council	71.46
Ashton Keynes Parish Council	672.72
Atworth Parish Council	507.56
Avebury Town Council	239.69
Barford St Martin Parish Council	219.04
Baydon Parish Council	282.76
Beechingstoke Parish Council	69.18
Berwick Bassett & W/Bourne Monkton Parish Council	97.27
Berwick St James Parish Council	77.61
Berwick St John Parish Council	128.23
Berwick St Leonard Parish Council	16.08
Biddestone Parish Council	245.54
Bishops Cannings Parish Council	705.17
Bishopstone Parish Council	278.30
Bishopstrow Parish Council	61.44
Bowerchalke Parish Council	177.86
Box Parish Council	1,518.92
Boyton Parish Council	85.55
Bradford On Avon Town Council	3,985.98
Bratton Parish Council	514.71
Braydon Parish Council	25.21
Bremhill Parish Council	464.49
Brinkworth Parish Council	587.66
Britford Parish Council	189.77
Broad Hinton & W/Bourne Bassett Parish Council	394.32
Broad Town Parish Council	262.62
Broadchalke Parish Council	322.76
Brokenborough Parish Council	96.27
Bromham Parish Council	804.52
Broughton Gifford Parish Council	352.04
Bulford Parish Council	1,095.82
Bulkington Parish Council	124.16
Burbage Parish Council	787.85
Burcombe Parish Council	63.42
Buttermere Parish Council	28.09
Calne Town Council	5,833.32
Calne Without Parish Council	1,130.76
Castle Combe Parish Council	170.51
Chapmanslade Parish Council	312.54
Charlton Parish Council	228.57
Charlton St Peter & Wilsford Parish Council	87.04
Cherhill Parish Council	353.53
Cheverill Magna (Great Cheverell) Parish Council	253.29
Chicklade Parish Council	38.51
Chilmark Parish Council	241.67
Chilton Foliat Parish Council	190.86
Chippenham Town Council	12,617.16

Parish / Town	2011-2012 Band D Tax Base
Chippenham Without Parish Council	92.80
Chirton Parish Council	176.07
Chitterne Parish Council	137.86
Cholderton Parish Council	91.31
Christian Malford Parish Council	334.87
Chute Forest Parish Council	85.85
Chute Parish Council	165.35
Clarendon Park Parish Council	111.95
Clyffe Pypard Parish Council	141.13
Codford Parish Council	366.03
Colerne Parish Council	953.69
Collingbourne Ducis Parish Council	387.57
Collingbourne Kingston Parish Council	224.80
Compton Bassett Parish Council	108.58
Compton Chamberlayne Parish Council	55.18
Coombe Bissett Parish Council	358.49
Corsham Town Council	4,787.92
Corsley Parish Council	347.18
Coulston Parish Council	79.40
Cricklade Town Council	1,595.05
Crudwell Parish Council	497.74
Dauntsey Parish Council	256.76
Devizes Town Council	4,350.13
Dilton Marsh Parish Council	733.26
Dinton Parish Council	300.13
Donhead St Andrew Parish Council	231.55
Donhead St Mary Parish Council	477.59
Downton Parish Council	1,322.11
Durnford Parish Council	175.57
Durrington Town Council	2,108.37
East Kennett Parish Council	53.00
East Knoyle Parish Council	337.85
Easterton Parish Council	243.86
Easton Grey Parish Council	42.78
Easton Royal Parish Council	139.35
Ebbesbourne Wake Parish Council	98.56
Edington Parish Council	344.50
Enford Parish Council	260.93
Erlestoke Parish Council	92.90
Etchilhampton Parish Council	76.52
Everleigh Parish Council	89.33
Figheledean Parish Council	233.93
Firsdown Parish Council	279.89
Fittleton Parish Council	106.30
Fonthill Bishop Parish Council	43.17
Fonthill Gifford Parish Council	58.66
Fovant Parish Council	333.48
Froxfield Parish Council	159.40
Fyfield & West Overton Parish Council	395.21
Grafton Parish Council	330.50
Great Bedwyn Parish Council	593.52
Great Hinton Parish Council	99.45
Great Somerford Parish Council	377.25
Great Wishford Parish Council	144.01

Wiltshire Council Tax Base 2011-2012

Parish / Town	2011-12 Band D Tax Base
Grimstead Parish Council	270.36
Grittleton Parish Council	266.68
Ham Parish Council	95.88
Hankerton Parish Council	149.77
Heddington Parish Council	197.61
Heytesbury & Knook Parish Council	360.38
Heywood Parish Council	300.93
Hilmarton Parish Council	311.84
Hilperton Parish Council	1,852.80
Hindon Parish Council	233.04
Holt Parish Council	691.77
Horningsham Parish Council	159.79
Hullavington Parish Council	493.37
Idmiston Parish Council	906.25
Keevil Parish Council	227.88
Kilmington Parish Council	137.56
Kington Langley Parish Council	363.95
Kington St Michael Parish Council	301.22
Lacock Parish Council	498.53
Landford Parish Council	577.14
Langley Burrell Parish Council	129.42
Latton Parish Council	241.48
Laverstock & Ford Parish Council	2,212.08
Lea & Cleverton Parish Council	391.05
Leigh Parish Council	143.91
Limpley Stoke Parish Council	301.42
Little Bedwyn Parish Council	132.20
Little Cheverell Parish Council	79.90
Little Somerford Parish Council	185.40
Longbridge Deverill Parish Council	398.39
Luckington Parish Council	293.48
Ludgershall Town Council	1,504.03
Lydiard Millicent Parish Council	746.96
Lydiard Tregoze Parish Council	217.95
Lyneham & Bradenstoke Parish Council	1,516.04
Maiden Bradley Parish Council	136.87
Malmesbury St Paul Without	910.82
Malmesbury Town Council	2,027.58
Manningford Parish Council	184.80
Marden Parish Council	57.17
Market Lavington Parish Council	793.01
Marlborough Town Council	3,257.68
Marston Meysey Parish Council	107.59
Marston Parish Council	82.18
Melksham Town Council	4,909.40
Melksham Without Parish Council	2,772.45
Mere Parish Council	1,192.69
Mildenhall Parish Council	221.03
Milston Parish Council	55.68
Milton Lilbourne Parish Council	259.84
Minety Parish Council	670.63
Monkton Farleigh Parish Council	193.44
Netheravon Parish Council	419.53
Netherhampton Parish Council	193.24

Parish / Town	2011-2012 Band D Tax Base
Nettleton Parish Council	331.69
Newton Toney Parish Council	173.69
North Bradley Parish Council	702.69
North Newnton Parish Council	197.01
North Wraxall Parish Council	199.19
Norton & Foxley Parish Meeting	60.54
Norton Bavant Parish Council	55.78
Oaksey Parish Council	235.42
Odstock Parish Council	259.44
Ogbourne St Andrew Parish Council	184.41
Ogbourne St George Parish Council	212.49
Orcheston Parish Council	106.79
Patney Parish Council	67.79
Pewsey Parish Council	1,521.30
Pitton & Farley Parish Council	373.87
Potterne Parish Council	622.89
Poulshot Parish Council	152.65
Preshute Parish Council	81.98
Purton Parish Council	1,650.43
Quidhampton Parish Council	158.40
Ramsbury Parish Council	939.30
Redlynch Parish Council	1,559.52
Roundway Parish Council	1,908.88
Rowde Parish Council	512.73
Rushall Parish Council	76.32
Salisbury City Council	15,146.64
Savernake Parish Council	136.07
Seagry Parish Council	160.49
Sedgehill & Semley Parish Council	273.53
Seend Parish Council	529.00
Semington Parish Council	379.23
Shalbourne Parish Council	294.87
Sherrington Parish Council	33.05
Sherston Parish Council	710.53
Shrewton Parish Council	767.70
Sopworth Parish Council	60.05
South Newton Parish Council	248.92
South Wraxhall Parish Council	209.22
Southwick Parish Council	731.27
Stanton St Bernard Parish Council	84.76
Stanton St Quintin Parish Council	266.59
Stapleford Parish Council	133.79
Staverton Parish Council	684.03
Steeple Ashton Parish Council	445.83
Steeple Langford Parish Council	249.22
Stert Parish Council	87.94
Stockton Parish Council	89.33
Stourton Parish Council	94.98
Stratford Toney Parish Council	27.69
Sutton Benger Parish Council	423.10
Sutton Mandeville Parish Council	129.92
Sutton Veny Parish Council	319.49
Swallowcliffe Parish Council	103.52
Teffont Parish Council	139.55

Wiltshire Council Tax Base 2011-2012

Parish / Town	2011-12 Band D Tax Base
Tidcombe & Fosbury Parish Council	47.34
Tidworth Parish Council	2,122.76
Tilshead Parish Council	137.16
Tisbury Parish Council	910.62
Tockenham Parish Council	118.11
Tollard Royal Parish Council	65.51
Trowbridge Town Council	10,978.84
Upavon Parish Council	490.79
Upper Deverills Parish Council	167.43
Upton Lovell Parish Council	90.12
Upton Scudamore Parish Council	144.21
Urchfont Parish Council	508.76
Warminster Town Council	6,207.19
West Ashton Parish Council	317.60
West Dean Parish Council	103.02
West Knoyle Parish Council	67.09
West Lavington Parish Council	468.06
West Tisbury Parish Council	265.10
Westbury Town Council	5,008.65

Parish / Town	2011-2012 Band D Tax Base
Westwood Parish Council	499.62
Whiteparish Parish Council	702.49
Wilcot & Huish Parish Council	267.98
Wilsford-cum-Lake Parish Council	58.86
Wilton Town Council	1,374.41
Wingfield Parish Council	185.10
Winsley Parish Council	912.60
Winterbourne Parish Council	571.08
Winterbourne Stoke Parish Council	85.26
Winterslow Parish Council	882.73
Woodborough Parish Council	141.53
Woodford Parish Council	227.78
Wootton Bassett Town Council	4,214.06
Wootton Rivers Parish Council	126.94
Worton Parish Council	278.89
Wylve Parish Council	205.75
Yatton Keynell Parish Council	370.50
Zeals Parish Council	291.80
Total Wiltshire Council Tax Base	179,297.66

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Wiltshire Council

Cabinet

14 December 2010

Subject: Street Naming and Numbering

Cabinet member: Councillor John Noeken – Resources

Key Decision: No

Executive summary

To seek Cabinet's endorsement and adoption of Wiltshire Council's new Street Naming and Numbering Policy; to approve the revised process for Street Naming and Numbering service following the consultation with all Town and Parish Councils

Proposal(s)

Cabinet is asked to consider the following:

To approve the Street Naming and Numbering Policy and process contained as Appendix A which has been developed following consultation with Town and Parish Councils.

Reason for proposal

By approving the above proposals, Wiltshire Council will have a sound legal and policy framework on which to deliver the Street Naming and Numbering service in an efficient and customer-focused fashion. The revised process allows Town and Parish Councils to have control over new street names in their area, without significantly changing the volume of administration, while still allowing Wiltshire Council to comply with its statutory obligations in respect of street naming and numbering.

Mark Stone

Programme Director – ICT, IM and Workplace Transformation

Wiltshire Council

Cabinet

14 December 2010

Subject: Street Naming and Numbering

Cabinet member: Councillor John Noeken – Resources

Key Decision: No

Purpose of report

1. To seek Cabinet's endorsement and adoption of Wiltshire Council's new Street Naming and Numbering Policy attached as Appendix A and approve the new process for street naming;

Background

2. Wiltshire Council is empowered to name streets under Section 17 of the Public Health Act 1925. This legislation dictates that as soon as we receive an application, we have one month to raise any objections to that application.
3. Because of this timescale within the legislation, it was clear that it was not feasible to respond to some applications (particularly those that have many new streets required) within the time frame whilst still fully involving Town and Parish Councils.
4. Therefore, we have undertaken a consultation with Town and Parish Councils to help develop a new policy and process that enables them to have an enhanced role in deciding on names within their area, while at the same time maintaining Wiltshire Council's ability to process applications within the legal time constraints

Town and Parish Councils have been given the following two options to choose from within the consultation:

Option A - Accept the existing interim policy and the processes which are within this policy (available at www.wiltshire.gov.uk/streetnaming).

Option B - Change the application process so as to require developers to initially agree suitable names with the relevant Town or Parish Council, before submitting a formal application to Wiltshire Council. This would remove the necessity to have to decide the street names within the month timescale as that would only apply to the processing time once the application is received by Wiltshire Council.

5. The consultation has now taken place and all the responses have been collated

The Town and Parish responses have been in favour of Option B (65.9% of respondents) introducing a pre application process which includes:

- 1.) Town and Parish Councils to agree street names with applicants/developers prior to submitting a formal application to Wiltshire Council
 - 2.) Applicants/developers have the flexibility of being able to name streets after a living person subject to the Town or Parish Council ensuring that written consent is obtained from the named person to have a street named after them.
 - 3.) Applicants/developers have the flexibility to name streets after a deceased person subject to the Town or Parish Council ensuring that written consent is obtained from the family or estate of the deceased person to have a street named after them.
6. Details of the full pre application process can be seen in the new attached policy, Appendix A.

Main considerations for the Council

7. Cabinet is asked to consider the following:
Approving the new Street Naming and Numbering Policy that has been developed following consultation with Town and Parish Councils.

Environmental impact of the proposal

8. The adoption of this policy has the potential to have a positive impact on the County's carbon footprint as more consistent street naming and numbering should make it easier for properties to be located at the first time of asking and reduce the potential for aborted journeys.

Equalities impact of the proposal

9. The Street Naming and Numbering Policy aims 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 and will adhere to the equality and diversity policy of Wiltshire Council.

Risk assessment

10. Failure to adopt the new Street Naming and Numbering Policy and process leaves the Council open to the following risks:

- Excessive resource being focused on issues where there are conflicts from developers, the public and Town and Parish Councils, for example, following the suggestion of controversial street names by developers.
- Town and Parish Councils will not have the flexibility of naming streets after the living.
- Town and Parish Councils will not have the flexibility of naming streets after the deceased.
- Town and Parish Councils will not be involved in a pre application stage where applicants/developers and the relevant Town or Parish Council agree on suitable street names.

Financial implications

11. There are no financial implications on the adoption of the new policy

Legal implications

12. The Council has a legal responsibility to ensure that streets are named and properties numbered.

Options considered

13. The option of not including a pre application stage within the process and therefore Town and Parish Councils not having a say on naming streets after the living and deceased was not favoured by the Town and Parish Councils.
14. The option of not preparing and adopting a Street Naming and Numbering Policy was not favoured, for reasons including the risks identified above.

Conclusions

15. Cabinet is asked to approve the attached policy and revised process which includes a new pre application process which will be carried out by Town and Parish Councils.

Mark Stone

Programme Director – ICT, IM and Workplace Transformation

Report author: Julie Seddon, Spatial Information Manager
01225 713000 ext 3188

Date of Report: 10 November 2010

Background papers: None

Appendices: Street Naming and Numbering Policy

Wiltshire Council

Street Naming and Numbering Policy

1 Introduction

Wiltshire Council has a statutory power to name and number streets and to approve and register official property addresses in the county of Wiltshire. Prior to April 1 2009, this Street Naming and Numbering function was the remit of the former district councils of Wiltshire.

Street Naming and Numbering is an important function of Wiltshire Council as it allows the Council to maintain a comprehensive, unambiguous and accurate list of addresses covering all properties in Wiltshire. In turn, this enables:

- Emergency services to find a property quickly (delays can cost lives and money)
- Mail to be delivered efficiently
- Visitors to find where they want to go
- Reliable delivery of services and products
- Records of service providers to be kept in an effective manner

This policy sets out:

- The legal powers used by Wiltshire Council to exercise its duty in respect of Street Naming and Numbering
- The process to be followed by applicants, and the consultation Wiltshire Council will undertake with affected parties, including Town and Parish Councils
- Guidelines for naming and numbering streets and houses that are designed to enable us to meet the overall policy objective of maintaining a comprehensive, unambiguous and accurate database of all properties within Wiltshire.

2 Purpose of the policy

The purpose of the Street Naming and Numbering Policy is to establish the correct process, rules and fees for the following activities:

- Naming of new streets and numbering properties on those streets
- Renaming an existing street or renumbering all existing properties on an existing street
- Registering a new property / properties on an existing street
- Allocation of numbers to properties with names only
- Allocation of house names or changing house names to properties with a number

3 Scope

Wiltshire Council, Wiltshire residents, businesses and visitors and external organisations are all affected by the contents of this policy.

4 Powers used by Wiltshire Council

Wiltshire Council is responsible for ensuring that streets are named and properties numbered and for ensuring that authorised names and numbers are displayed in an appropriate manner.

The Council's powers to require street numbers and road names to be displayed are contained in sections 64 and 65 of the Towns Improvement Clauses Act 1847.

The Council's authority to name or alter a street name is contained in sections 17 and 18 of the Public Health Act 1925.

5 Resolution of the Council

Wiltshire Council has resolved to apply Section 17 and 18 of the Public Health Act 1925 and Sections 64 and 65 of the Towns Improvement Clauses Act 1847. This resolution was obtained at the Wiltshire Council Cabinet Meeting of 22 June 2010.

6 Consultation and Notification

The Address Information Team will consult, as appropriate, before proceeding with the allocation of road names. The mechanism for agreeing new street names with Town and Parish Councils, before a formal application is made, is set out in section 7 of this policy.

The Address Information Team will notify, as appropriate, the Royal Mail, Electoral Registration, Council Tax, and the custodians of the Local Land and Property Gazetteer and other council or external address databases confirming property numbering or amendments to addresses.

Royal Mail

We will only request an official address from Royal Mail where we have an operational requirement to do so or we believe the property is being used for permanent residency. Such addresses will have to meet Royal Mail's requirements for secure delivery points and we will inform Wiltshire Council's Planning Enforcement team about any suspected change of use.

When an approved address is agreed by all parties, Royal Mail will confirm a postcode. The maintenance and any future changes to this postcode are the responsibility of the Royal Mail.

The Council will notify the Royal Mail of new addresses but it will be the responsibility of the Royal Mail to update their records.

Locality names within the official postal address are the responsibility of the Royal Mail. Where applicants object to a locality name in their postal address, Royal Mail, has a procedure laid down in their code of practice by the Postal Services Commission for adding or amending locality details.

We will however, remind applicants that postal addresses are not geographically accurate descriptions, but routing instructions for Royal Mail staff and they can and do contain names for villages, towns and cities that may be several miles away.

Royal Mail will only hold a name for a property where there is no numbering scheme in place. If a property is named and numbered, the name of the property

will only be held as an "Alias". Therefore, even if you obtain an officially-approved name for a property from Wiltshire Council, the Royal Mail may not pass this name on to other organisations when they make their address database available to those other organisations. For clarification, please contact the Address Information Team.

7 Street Naming and Numbering Processes

(a) Naming of new streets and numbering properties on that street

This process would apply if a new street(s) is required for a development.

Pre Application Process

Before making a formal application to name new streets, the developer and the Town or Parish Council need to agree suitable street names within a development.

- Each Town or Parish Council needs to have a process in place of how such agreement could be obtained – this could be by discussion with the Parish Clerk, or could require agreement at an appropriate Town or Parish Council Meeting.
- The Town or Parish Council needs to ensure that they do not agree to names that do not follow the guidelines for naming laid down within this policy. An officer from the Address Information Team will be able to give pre-application guidance, in particular by vetting proposed names to ensure they comply with the overall policy; and advising on how many different street names are required. (In complex developments this is not always immediately obvious).
- Once agreement is reached, it is the responsibility of the Town or Parish Council to provide the developer/applicant with written agreement on the street name(s) chosen. This agreement should be included by the developer in their formal application to Wiltshire Council.
- Where two or more developers are working on a contiguous piece of land, it is the responsibility of the Town or Parish Council to meet with all developers concerned and agree the suggested name(s) and number of street names required which may run across several developments. Again, an officer from the Address Information Team would be able to offer appropriate advice.

If it is proposed to name a street after a living person

If it is proposed to name a street after a living person, this is permissible subject to agreement being reached between the Town and Parish Council concerning the suitability of the proposed name. Wiltshire Council will not object to such names where agreement has been reached and where the name otherwise meets the street naming guidelines outlined below, subject to the following:

- It is the responsibility of the Town or Parish Council to ensure written consent is obtained from the named person to have a street named after them. A copy of the written consent should be submitted by the developer to Wiltshire Council along with their formal application.

Town and Parish Councils should give due consideration to possible sensitivities that may arise from naming streets after controversial or notorious figures, and should also consider the likelihood that the public perception of a living person may change considerably – for better or worse – over the course of the rest of their life.

- On request, an officer from the Address Information Team will check the proposed name against the database of existing street names and also obtain confirmation of acceptability of this name from Royal Mail before proceeding with the application.

If it is proposed to name a street after a deceased person

If it is proposed to name a street after a deceased person, this is permissible subject to agreement being reached between the Town and Parish Council concerning the suitability of the proposed name. Wiltshire Council will not object to such names where agreement has been reached and where the name otherwise meets the street naming guidelines outlined below, subject to the following:

- It is the responsibility of the Town or Parish Council to ensure written consent is obtained where necessary from the family or estate of the deceased person to have a street named after them. A copy of the written consent should be submitted by the developer to Wiltshire Council along with their formal application.

If the named person has been deceased for more than 50 years then written consent is not needed.

Town and Parish Councils should give due consideration to possible sensitivities that may arise from naming streets after controversial or notorious figures, and should also consider the likelihood that the public perception of a deceased person may change considerably – for better or worse – in the future.

- On request, an officer from the Address Information Team will check the proposed name against the database of existing street names and also obtain confirmation of acceptability of this name from Royal Mail before proceeding with the application.

Application process

Complete the “New Property/Properties on New Street(s)” application form and submit to Wiltshire Council with the following:

- Site location plan
- Site layout plan (including house types)
- Written agreement from the Town or Parish Council that they agree to the proposed new street name(s)
- Written consent, from the family or estate of the deceased person to have a street named after them, if appropriate
- Written consent from the named person to have a street named after them, if appropriate
- The appropriate fee

Applications from developers that do not contain evidence that agreement on names has been reached with the Town or Parish Council will be refused.

The Address Information Team will, on receipt of the application:

- Check that the appropriate planning permissions are in place.
- Consult with Royal Mail on suitability of suggested street name(s).
- Allocate addresses to plot numbers and create draft numbered plan and schedule.
- Send draft numbered plan and schedule to developer for approval.
- On receipt of approval, request postcodes from Royal Mail.
- On receipt of postcodes, update Wiltshire's address database
- Notify all parties specified in Section 6 above
- Issue Certificate of Postal Address to developer

(b) Renaming an existing street or renumbering all existing properties on an existing street

This may cause disruption to occupiers and should be avoided if possible. For a new development in an existing street the use of suffixes of "A" "B" etc or renumbering just a few properties is preferable to renumbering an entire street. This is not always possible however, and the renaming of streets and renumbering will be at the discretion of the Council within the statutory framework.

Renumbering existing properties and buildings is normally only considered when there are potential problems for the emergency services or there is additional development (e.g. within the grounds of an existing property).

Sections 64 and 65 of the Towns Improvement Clauses Act 1847 allows a local authority to require buildings to be marked with numbers "as they think fit". There is no right of appeal or requirement for formal consultation but the Council will notify occupiers and give them as much notice period as practicable to display the new number.

Re-naming a street(s) is again normally only considered to avoid potential problems for the emergency services (or where an error in naming has occurred). An Order of the Council must be made for renaming and notices displayed under Section 18 of the Public Health Act 1925.

Any requests to rename or name an unnamed street must be submitted via the Town or Parish Council.

Again, as much warning of the re-naming as is practicable will be given to residents.

If the Town or Parish Council wishes to rename a street after a living or deceased person, consent from the person or estate of the deceased person should be obtained as set out in the process for **(7a) Naming of new streets and numbering properties on that street** (see above).

Complete the “Street Renaming or Renumbering of Properties on Existing Street” application form and submit to the Council with the following documents:

- Site location plan
- Written consent, from the family or estate of the deceased person to have a street named after them, if appropriate
- Written consent from the named person to have a street named after them, if appropriate

The Address Information Team will, on receipt of the application:

- Ensure the request has been submitted by the Town/Parish Council and that the relevant permissions have been included in the application if appropriate
- Notify residents and ward member of the proposed change and post notices on site
- If no objections are received within the 21 day period, the order will be confirmed
- Request new postcodes from Royal Mail, if appropriate
- Notify residents, ward member and Town/Parish Council that the order has been confirmed

(c) Registering a new property / properties on an existing street

This process would apply if you have:

- Built new dwelling/dwellings on existing streets
- Converted existing building(s) into a dwelling/dwellings

Application process

Complete the New Property / Properties on Existing Street application form and submit to the Council with the following:

- Site location plan
- Site layout plan (including house types)
- The appropriate fee

The Address Information Team will, on receipt of the application:

- Check that the appropriate permissions are in place.
- Check the numbering sequence on the existing street
- Allocate new postal address(es) as appropriate.
- If house name(s) are suggested, check to ensure that the proposed name(s) are not already in use in the local area.

Once agreement has been reached on the new postal address(es) the Address Information Team will:

- Request postcodes from Royal Mail.
- Update Wiltshire’s address database
- Notify all relevant parties

- Send a Certificate of Postal Address to the applicant.

(d) Allocation of numbers to properties with names only

This numbering is carried out on receipt of an application for public safety reasons with the support of the Emergency Services. Consultation is carried out with the Town/Parish Councils and Ward Member and notification letters sent to occupiers with as much notice as practicable to comply, subject to the discretion of the Address Information Team. A house name may continue to be used in conjunction with the designated house number.

(e) Allocation of house name or change house name to properties with a number

This process would apply if you are:

- Adding a house name to an existing numbered property
- Changing a house name on an existing numbered property

The allocation of a property name is permitted where a numbering scheme is in place. This is under the condition that the name would be in addition to the existing property number and not a replacement. The property number should always be displayed on the property and quoted as part of the address in all correspondence. The applicant is advised to submit three alternative property names, listed in order of preference, although the Address Information Team can also be contacted to determine whether the proposed name(s) are already in use in the local area.

Where there is a number, this must be used in conjunction with the house name and displayed. The name cannot be regarded as an alternative. This is enforceable under Section 65 of the Towns Improvement Clauses Act 1847. The Wiltshire Council accepts no responsibility for any problems of whatever nature arising from the Council not being kept up to date with the house name.

Application process

Complete the “Change of Address” application form and submit to Wiltshire Council with the following:

- Site location plan
- The appropriate fee

The Council will, on receipt of the application, check to ensure that the proposed name is not already in use in the local area. Any application to change the name of a property such that it would duplicate an existing property name will not be acceptable. The Address Information Team will notify the Royal Mail, emergency services, public utilities and council bodies of the new house name. It is the responsibility of the owner to contact and notify all other bodies of the new name.

(f) Change a house name to properties without a number

This process would apply if you are:

- Changing a house name on an unnumbered property

Application process

Complete the “Change of Address” application form and submit to the Council with the following:

- Site location plan
- The appropriate fee

The applicant is advised to submit three alternative property names, listed in order of preference, in case any of the proposed names duplicate existing addresses.

The Council will, on receipt of the application, check to ensure that the proposed name is not already in use in the local area. Any application to change the name of a property such that it would duplicate an existing property name will not be acceptable.

Once agreement has been reached on a property name the Address Information Team will notify all parties specified in Section 6 of this policy. The full list can be found on the Wiltshire Council website at www.wiltshire.gov.uk/streetnaming.

(g) Responses

Wiltshire Council will:

- Under most circumstances, complete all applications for property name changes within 10 working days
- Complete all applications for naming and numbering of new properties on existing streets within 10 working days from receiving postcodes from Royal Mail
- Approve suggested street names within 28 days of receiving the application, and will complete the application for naming the properties within 10 working days from receiving postcodes from Royal Mail
- Treat everyone in a fair and equal manner

8 Guidelines for deciding new street names and numbers

The following guidelines are intended to enable Wiltshire Council to create unambiguous addresses within Wiltshire. Ambiguity can lead to delays and mistakes in areas such as postal delivery or access by the emergency services; for example when trying to find two similar addresses or trying to understand an address given over the telephone.

However, these are only guidelines within the overall policy objective of maintaining a comprehensive, unambiguous and accurate list of addresses. Therefore, deviations from these guidelines will be allowed where it can be demonstrated that such deviations enhance the overall objective of easing the delivery of local services to the correct property.

Guidelines for numbering buildings

- A new street should be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred.
- Additional properties in streets which are currently numbered, will always be allocated a property number.
- Private garages and other buildings used for housing cars and similar will not be numbered.
- A proper sequence shall be maintained, with the number 13 omitted.
- Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a "prestige" address or to avoid an address, which is thought to have undesired associations will not be sanctioned.
- If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required.
- In multi-residential residential buildings (for example, blocks of flats) it is usual to give a street number to each dwelling.
- We will use numbers followed by letters where there is no alternative. For example these are needed when one large house in a road is demolished and replaced by a number of smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road. To avoid this each new house should be given the number of the old house with either A, B, C or D added. Letters will also be used if the new development were to lie prior to the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2. The new dwellings would become 2A, 2B, 2C, 2D. This is to aid emergency service response and mail delivery.
- Where a property has a number, it must be used and displayed. Where a name has been given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative.
- All of the above guidelines apply to both commercial and residential properties.

Guidelines for naming a new street and numbering properties on that street

- New street names should not be difficult to pronounce or awkward to spell.
- Names which could give offence should not be used nor should names which encourage defacing nameplates.
- We will not adopt any unofficial "marketing" titles used by developers in the sale of new properties.
- All new streets should ideally end with one of the following suffixes:
 - Street (for any thoroughfare)
 - Road (for any thoroughfare)
 - Way (for major roads)
 - Avenue (for residential roads)
 - Drive (for residential roads)
 - Grove (for residential roads)
 - Lane (for residential roads)
 - Gardens (for residential roads) *subject to there being no confusion with any local open space*
 - Place (for residential roads)
 - Crescent (for a crescent shaped road)
 - Court/Close (for a cul-de-sac only)
 - Square (for a square only)

- Hill (for a hillside road only)
- Circus (for a large roundabout)
- Vale (for residential roads)
- Rise (for residential roads)
- Row (for residential roads)
- Wharf (for residential roads)
- Mews (for residential roads)
- All new pedestrian ways should end with one of the following suffixes:
 - Walk
 - Path
 - Way
- New street names should not duplicate any similar name already in use in a town or village or in the same postcode area. A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. A common request is to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church) This is not allowed as it can cause the emergency services to initially go to the wrong property, wasting crucial time.
- Buildings on corner plots are numbered with the street towards which the main entrance faces. If pedestrian access is not possible from that street, the building may be numbered with the street giving access. Occupier's preference will not be a relevant consideration.
- Generally, if a building is demolished then the existing numbering sequence is retained and reused in any new development as far as possible.
- If additional plots are added to a proposed development at a later date, eg. due to a revised layout, these plots will be allocated existing numbering with suffixes of "A", "B", "C" etc. and the Address Information Team will request a resubmission of the full scheme which will incur a new full application cost.

Guidelines for Holiday Lets

- All holiday lets will eventually be added to our property gazetteer which forms part of the National Land and Property Gazetteer. They will be flagged as non-official and non postal in systems that generate mail. This is to assist emergency response and create a unique record for each property for future use.

Guidelines for Listed Buildings

- When receiving a request to rename or renumber a property or add a house name, a check will be made against the listed building records on the planning computer system. If the building is listed, the Conservation Officer is notified so that the Statutory List held in Development Control can be updated.

9 Fees

We will charge fees for the Street Naming and Numbering Process as specified on our website at www.wiltshire.gov.uk/streetnaming, which also contains details of how to pay. We require fees to be paid in advance of processing an application.

If amendments are received to an application once the Street Naming and Numbering process has commenced, the Address Information Team will request a resubmission of the full scheme and this will incur a new full application fee for the number of properties affected. (For example, on an application of 10 properties, if a change is made to one of the early properties in the numbering sequence, this may

affect the numbering sequence of all properties and therefore a new fee would be charged to renumber all 10 properties, not just the affected property).

Fees will be reviewed annually in line with the normal council process for reviewing and updating fees, or at other times as a result of changes in legislation.

10 Claims for Compensation

Wiltshire Council is not liable for any claims for compensation arising directly or indirectly from the naming of roads, renaming of roads, numbering or renumbering of properties.

11 Decision and Discretion

The Council's decision is final for the naming of roads, renaming of roads, numbering or renumbering of properties and is at the discretion of the Director for Workplace Transformation, ICT and Information Management.

12 Retention

All records will be held for 7 years, in accordance with Wiltshire Council's Retention Policy. Where appropriate, at the end of 7 years, records may be offered to the Wiltshire and Swindon Records Centre rather than being automatically destroyed.

13 Limit of responsibility

The Council is not responsible for the following

- Correspondence and deliveries not being delivered to the correct address. Any complaints should be directed to the Royal Mail, Customer Services. Phone number 08457 740740.
- The address being unavailable on databases used by third parties, such as retail outlets (including Internet based ones).
- Ordnance Survey maps or plans not featuring any new properties or roads.
- Notifying anyone other than the services listed.

The Address Information Team is not responsible for the erection or replacement of road nameplates – please contact:

Northern Division

Neighbourhood Services
Local Highways and Streetscene
Divisional Office
Bath Road Industrial Estate
Chippenham
SN14 0AB
Tel: 01249 445554
Email: northernhighways@wiltshire.gov.uk

Central Division

Neighbourhood Services
Local Highways and Streetscene

Divisional Office
36 Lancaster Road
Bowerhill
Melksham
Tel: 01225 702649
Email: westernhighways@wiltshire.gov.uk

Southern Division
Neighbourhood Services
Local Highways and Streetscene
Divisional Office
The Avenue
Wilton
SP2 0AB
Tel: 01722 744440
Email: southernhighways@wiltshire.gov.uk

14 How do I apply?

Application forms are available on our website at
www.wiltshire.gov.uk/streetnaming.

Wiltshire Council

Cabinet

14 December 2010

Subject: Salisbury - The Maltings and Central Car Park

**Cabinet member: Councillor John Brady
Economic Development, Planning and Housing**

Key Decision: Yes

Executive Summary

The Council owns the majority of the freehold interest in approximately 5 hectares (12 acres) of land comprising the Maltings and Central car park area (MCCP) in Salisbury.

The MCCP has been identified for a retail-led mixed use development to enhance and invigorate the economy of the city.

The Council's external consultants advise that despite the current economic climate the project will prove to be of considerable interest to developers and recommend that marketing should commence in the spring of 2011.

This report seeks Cabinet approval to the marketing of the MCCP and to some further site specific matters.

Proposals

- (i) That the Council offers the MCCP to the market via an OJEU procurement process.
- (ii) That the MCCP be taken to the market in spring 2011 with a target date of March 2011.
- (iii) To delegate authority to the Director, Economy and Enterprise, in consultation with the Cabinet Member for Economic Development, Planning and Housing and Director of Resources to approve the OJEU procurement process, the minimum project requirements (on the basis referred to in paragraph 16 of this report) and the evaluation criteria prior to marketing the MCCP.
- (iv) That Members note that the existing library may be demolished and replaced as part of the MCCP redevelopment or may be demolished and

replaced elsewhere in the city in an alternative suitable location.

- (v) To delegate authority to the Director, Economy and Enterprise, in consultation with the Cabinet Member for Economic Development, Planning and Housing and Director of Resources, for the acquisition of opportunity land interests in and around the MCCP that would enhance the likelihood of delivering a retail-led mixed use development on the site.
- (vi) That Members note that there may be a reduction in car parking income during or as a result of the carrying out of the redevelopment on the MCCP although this may be offset by a combination of capital receipt and rental income arising out of the redevelopment. The provision of Park and Ride space around Salisbury will ensure minimal impact to parking for the city.
- (vii) That Members approve the principle of proceeding with a compulsory purchase order at the successful developer's expense in the event that this is in the public interest and where the chosen scheme cannot proceed without acquiring third party interests.
- (viii) That all interests in the ownership of the Council within the area of land shown edged red on **Plan A** attached to this report (not being public open space or already held for planning purposes) be appropriated for planning purposes at the date the Council allows the successful developer to enter onto such land for the purposes of carrying out development in accordance with a planning permission granted for the development of the MCCP.

Reason for Proposals

The delivery of this project will enhance the local economy of Salisbury and address significant retail 'leakage' to competing centres, notably Southampton, Bournemouth and Basingstoke. It will help to safeguard jobs and the economic vitality and viability of the city. It is desirable that this project proceeds now, to avert significant developer pressure for retailing in edge and out of centre locations, which if developed could damage the MCCP project and the future vitality of Salisbury as a retail destination.

MARK BODEN

Corporate Director
Department of Neighbourhood and Planning

Subject: Salisbury - The Maltings and Central Car Park

**Cabinet member: Councillor John Brady
Economic Development, Planning and Housing**

Key Decision: Yes

Purpose of Report

1. This report updates Members on progress to develop the Maltings and Central Car Park (MCCP) area of Salisbury, and seeks approval on specific items which will mitigate risk to the Council whilst ensuring the opportunity is attractive to developers.

Background

2. Cabinet received an update on the Salisbury Vision projects on 23 February 2010. Amongst other matters, Cabinet approved the appointment of commercial and legal advisers to support the Vision in developing a programme for the development of this key site.
3. Commercial consultants DTZ and lawyers Wragge & Co were each appointed via a competitive tendering process during the summer of 2010.
4. The Salisbury Vision Board has been kept informed of progress and is fully supportive of the approach taken.
5. A joint report has now been received from DTZ and Wragge & Co that considers the key issues relevant to the delivery of the Council and Visions' goals, the key findings of which are being placed before Cabinet.

Main Considerations for the Council

Development opportunity

6. The delivery of this project will enhance the retail offer of Salisbury and address the key reason why the city centre is at a competitive disadvantage to its sub regional counterparts. Salisbury suffers significant retail 'leakage' to these other centres, notably Southampton, Bournemouth and Basingstoke owing to its lack of supply of larger-floorplate comparison retailing. The MCCP site can provide this in a sustainable, city centre context.

7. These proposals will help to safeguard Salisbury's economic vitality and viability.
8. It is highly desirable that this project proceeds now, since there is well documented developer pressure to provide further comparison and convenience retailing in edge and out of centre locations including Southampton Road. The parties promoting these sites erroneously claim the MCCP site is a long-term aspiration rather than a shorter term delivery prospect and as such should not prevent them from securing retail consents on less sequentially attractive sites. Were such applications to succeed, this would be very damaging to the city as it would negatively impact upon the delivery of the MCCP site and the Vision's strategy to improve its retailing in a sustainable manner.
9. The joint DTZ and Wragge & Co report was received on 5 November 2010 and the Executive Summary of that report is attached in **Appendix A (Confidential – not for publication)**.
10. DTZ advise that despite the current economic climate the MCCP opportunity will be well received in the market by developers and investors alike and recommend offering the opportunity to the market in spring 2011. They anticipate strong interest and imaginative proposals from developers.

Procurement

11. Following legal advice from Wragge & Co, an OJEU procurement process must be followed unless the Council wishes to dispose of its interest in the MCCP as a pure land transaction.
12. Officers consider that disposing of the MCCP via a pure land transaction would not provide sufficient safeguards to the Council or Salisbury Vision on the quality and timing of the redevelopment.
13. In light of this, Wragge & Co is recommending that an OJEU procurement route is followed.
14. The market is aware of the need to comply with the EU procurement rules and the Council's advisers do not consider that following such a process will have a negative impact on the quality of bids received.
15. The specific technical route to be followed is the subject of on-going legal advice from Leading Counsel. The key issues being to ensure that the correct procurement procedure is followed (to mitigate the risk of a challenge that the MCCP has not been marketed in accordance with the relevant legislation) and to identify a procedure that, where appropriate, provides the Council and the Vision with flexibility within the regulatory parameters.

Vision's objectives

16. Prior to marketing the MCCP, officers will set the minimum project requirements against which bids from potential developers will be assessed.

In setting the minimum project requirements, officers will have regard to the following suggested minimum project requirements which comprise the key objectives of the Vision for the MCCP site and are set out below.

The redevelopment of the MCCP must:

- Be deliverable, and ultimately enhance Salisbury's position as a sub-regional shopping and cultural centre.
 - Comprise a mixed-use retail-led development of a comprehensive nature that is of a critical mass that provides new retail floorspace together with housing, leisure, community and employment uses that result in activity throughout the day and evening.
 - Make sufficient, high quality car parking provision and servicing solutions to support the successful operation of the scheme and take account of the Council's emerging car parking and transport strategies.
 - Enhance the City's role as a visitor/tourist destination
 - Complement (not compete) with the existing retail and city centre activities and strengthen linkages to the existing core retail area.
 - Provide attractive and high quality public spaces that utilise the River Avon and watercourses within the site.
 - Clearly demonstrate exceptional architectural quality and innovative design throughout the scheme that works with the context and grain of the City, and respects views to the Cathedral.
 - Clearly demonstrate a commitment to the use of high quality building materials whilst not precluding contemporary design.
 - Be sustainable in terms of transport choices, building construction and drainage solutions and demonstrate the delivery of renewable energy and lower carbon emissions and effective waste and water management.
 - Be supported by a robust and far-reaching Programme of Community Engagement that connects with all communities and stakeholders.
 - Deliver a revenue stream to the Council that provides the Council with the required level of income and/or capital receipt.
 - Be based upon an 'open book' relationship with the Council.
17. These suggested minimum project requirements will need a degree of fine tuning as the process evolves, but Members are requested to note the broad principles that they lay down which will form the basis of the final minimum project requirements and evaluation criteria.

Site specific

(i) Appropriation

18. The legal title to the MCCP is complex and there are a number of private rights and covenants that could potentially undermine the ability of the

successful developer to develop the site. In many cases, it is unclear who has the benefit of such rights. Accordingly it is recommended that the property is appropriated for planning purposes for the reasons set out below.

19. "Appropriation" is a term given in local government legislation to an internal process of the Council designed to allow a Council flexibility in its use of land. It allows a Council to use land that has been acquired for one purpose for a different purpose. Under local government legislation, a Council must acquire land under statutory powers
20. Under section 122 of the Local Government Act 1972, a Council can appropriate land for any statutory purpose for which they are authorised to acquire land by agreement. Section 227 of the Town and Country Planning Act 1990, authorises a Council to acquire land for planning purposes by agreement if the Council thinks that either (a) the acquisition of the land will facilitate the development, re-development or improvement of the land or (b) it is required for some other reason that is necessary to the proper planning of the area.
21. Once the Council has appropriated the land for planning purposes, it will have the power to override the private rights and covenants affecting the land under section 237 of the 1990 Act. This section applies to land which is either acquired or appropriated for planning purposes and where a development is carried out on the land in accordance with a planning permission.
22. Section 237 provides that the development is authorised even if it interferes with a person's rights over the land and that these rights can be overridden. Compensation is payable by the person carrying out the development on the basis of the reduction in value of the land which benefits from the rights.
23. Given the nature of the identified rights, it is difficult to assess whether any compensation amounts are likely to be significant. Accordingly the successful developer will be asked to indemnify the Council against any possible compensation costs.

(ii) Extent of site

24. The land shown edged red on **plan B**, is part registered and part unregistered. It is not known who owns the unregistered land. The registered land is comprised in twelve titles which are owned by the Council (eight titles), Tesco Stores (two titles), Salisbury City Council (one title) and Mineflow Investments (one title).
25. The land is subject to numerous leasehold interests including the 125 year lease (granted by the Council) of the Maltings Shopping Centre which is currently vested in Harvest Nominee and the 35 year underlease (granted by Harvest) of the Sainsbury's Store which is vested in Sainsbury's Supermarkets Limited.
26. As Members will note, the red line area includes the library. It is anticipated that to secure the enhanced links to the City centre (see item 5 of the

suggested minimum project requirements) that improvements may need to be made to the mall adjoining the library. This may mean that the library will need to be replaced either within the scheme or elsewhere in a suitable location within the city. The Salisbury Vision Director will be working closely with colleagues in the Department for Community Services to work up a specification for the replacement library.

27. It is possible that one or more properties adjoining the MCCP may be offered for sale on the open market. Where it can be demonstrated that these would enhance the ability to achieve a retail-led redevelopment of the MCCP and can be acquired at a cost that would be recovered through the eventual capital receipt, officers consider that it would be prudent for the Council to take advantage of such an opportunity. Accordingly it is recommended that authority for such acquisitions should be delegated to the Director, Economy and Enterprise, in consultation with the Cabinet Member for Neighbourhood and Planning and Director of Resources.
28. Given the third party interests which affect the MCCP (for example, the Harvest lease) officers recommend that Members approve the principle of proceeding with a compulsory purchase order at the successful developer's expense in the event that this is in the public interest to do so and where the chosen scheme cannot proceed without acquiring third party interests. At this stage, Members are not being asked to make a formal decision to make a compulsory purchase order as it is too early in the process to know whether this will be necessary. However, potential bidders will want to know whether the Council would have the 'appetite' for acquiring property through this mechanism.

Environmental and climate change considerations

29. Whilst there are no environmental or climate change implications arising from this report, there will be an impact arising from the eventual development. Members will recall that item 9 of the suggested minimum project requirements obliges bidders to provide details on mitigation of these and other sustainability aspects.

Equalities Impact of the Proposal

30. None.

Risk Assessment

31. The principal risks to this project are outlined as follows:
32. *Challenge on procurement* – this risk relates to the potential for a legal challenge relating to the procurement process and arising from an aggrieved third party. The team has mitigated its exposure through appointing specialist legal and commercial advice and through obtaining Counsel's opinion on the procurement process where required. The team will be very careful to comply with procurement rules throughout the marketing process.

33. *Market conditions deteriorate* – the commercial property market is currently subdued. However our advice is that this project is a unique opportunity and should be attractive to the market. The lead-times for this project should allow for its delivery in improving market conditions. The risk mitigation should include monitoring market conditions and bringing the opportunity to the market as soon as possible.
34. *Capacity* – there is capacity to deliver this project – the Council’s team is supported by experienced professional advisers.
35. *No acceptable bids* – DTZ has advised that they consider there will be interest from developers experienced in city centre mixed-use development.
36. *Preferred bidder insolvency* – the evaluation criteria will ensure that the successful bidder is financially robust.

Financial Implications

37. There may be revenue implications in respect of the existing car park income. The commercial arrangements between the developer partner and Council in respect of the car park and other revenue (rent) to the Council from the scheme will be critical to the viability of the scheme. In order to ensure a commercially viable project is delivered, there may need to be a balance between the financial and regeneration benefits of bidders’ proposals and as such will need to be capable of negotiation between the parties.
38. It is anticipated that the Council will receive a capital receipt from the disposal of this asset, but for the reasons outlined above it is not possible to assess or predict what this may be at this stage.
39. A budget will be required for pre marketing and marketing fees.

Legal Implications

40. There are no human rights or ethical considerations arising from the report.
41. There are issues arising out of EU procurement law but our approach is informed by legal advice from Wragge & Co, supplemented where necessary by advice from leading Counsel.
42. Appropriation under S237 will resolve the title uncertainties relating to private rights and covenants.

Options Considered

43. *Do nothing* – Loss of opportunity to stimulate the City financially, welfare, regeneration etc. Leave open competition from landowners outside city centre

to develop retail in locations that are sequentially un-preferable, which would have a negative impact on the city's long-term economic vitality and viability.

44. *Sell without obligation to meet Vision's objectives* – this would substantially compromise the ability of the Council to deliver the objectives of the Salisbury Vision, would be most likely to lead to the development of a retail warehouse led 'edge of centre' scheme in this location, which would be likely to have a significant negative impact upon the city's long-term economic vitality and viability. It would also be a very substantial wasted opportunity to deliver high-impact place-making regeneration in a key city-centre site.

Conclusions

45. A programme of action is in place to proceed to secure a development partner to deliver a high-quality retail-led mixed use development on the Maltings and Central Car Park site. To deliver the Council's objectives, and those of Salisbury Vision, it is necessary to proceed by way of an OJEU procurement route. The internal and external structures are in place to move to the next stage of delivery and the resources required in the short term have been identified.

MARK BODEN

Corporate Director

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Date of report: November 2010

Background Papers

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

None

Appendices

Appendix A- Report marketing procurement advice (**CONFIDENTIAL – not for publication**)

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