

SUMMONS

Annual Council Meeting

Date: **10 May 2016**

Time: **10.30 am**

Place: **Council Chamber - County Hall, Trowbridge BA14 8JN**

**PLEASE SIGN THE ATTENDANCE
BOOK BEFORE ENTERING THE
COUNCIL CHAMBER**

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

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

This summons and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

RECORDING AND BROADCASTING NOTIFICATION

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv> At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on the Council's website along with this agenda and available on request.

If you have any queries please contact Democratic Services using the contact details above.

PART I

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

1 Election of Chairman 2016/17

Nominations will be sought orally from those present at the meeting. Voting will be by way of a show of hands unless at least 10 Members request the holding of a secret ballot.

2 Election of Vice-Chairman 2016/17

Nominations will be sought orally from those present at the meeting. Voting will be by way of a show of hands unless at least 10 Members request the holding of a secret ballot.

3 Apologies

4 Declarations of Interest

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

5 Minutes of Previous Meeting (Pages 7 - 72)

To approve as a correct record and sign the minutes of the last meeting of Council held on 23 February 2016.

6 Announcements by the Chairman

7 Public Participation

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above for any further clarification.

Questions

To receive any questions from members of the public received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Corporate Director) **no later than 5pm on Tuesday 3 May 2016**. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

8 **Petitions**

8a) **Petitions Received** (*Pages 73 - 74*)

To receive the following petition received for presentation to this meeting which meets the threshold for a Council debate.

‘Stop Bus Cuts’ – Salisbury Journal

8b) **Petitions Update** (*Pages 75 - 78*)

Report of the Democratic Governance Manager.

9 **Annual Report of the Corporate Parenting Panel 2015/16** (*Pages 79 - 104*)

To receive the Annual Report of the Corporate Parenting Panel for 2015/16

This will include a brief presentation from a foster carer

POLICY FRAMEWORK

Under its Constitution, the Council is responsible for approving the Policy Framework of the Council expressed in various plans and strategies which includes the subject referred to in item 10 below.

10 **Draft Chippenham Site Allocations Plan: Update** (*Pages 105 - 268*)

Report by Dr Carlton Brand, Corporate Director

COUNCILLORS' MOTIONS

11 **Notices of Motion** (*Pages 269 - 272*)

For Council's ease of reference the rules on how motions on notice are dealt with at Council and guidance on amendments to motions taken from Part 4 of the Council's constitution are attached.

To consider the following notices of motions:

11a) **Notice of Motion No. 31 - The Forced Academisation of Wiltshire Schools - Councillors Jon Hubbard and Glenis Ansell** (*Pages 273 - 276*)

To consider the motion together with the officer response.

11b) **Notice of Motion No. 32 - Community Youth Officers - Councillors Glenis Ansell and Gordon King** (*Pages 277 - 280*)

To consider the motion together with the officer response.

APPOINTMENTS

Reports by Robin Townsend, Associate Director - Corporate Function, Procurement and Programme Office

12 **Review of Allocation of Seats on Committees to Political Groups and Appointment of Committees**

12a) **Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups** (*Pages 281 - 292*)

12b) **Appointment of Councillors to Committees** (*Pages 293 - 310*)

12c) **Appointment of Chairmen and Vice-Chairman of Committees** (*Pages 311 - 312*)

13 **Appointments to the Dorset and Wiltshire Fire Authority** (*Pages 313 - 314*)

Report by Robin Townsend, Associate Director - Corporate Function, Procurement and Programme Office

OTHER ITEMS OF BUSINESS

14 **Proposed Changes to the Constitution** (*Pages 315 - 378*)

Report by Ian Gibbons, Associate Director – Law and Governance and Monitoring Officer

15 **Annual Report of the Overview and Scrutiny Management Committee 2015/16** (*Pages 379 - 382*)

Councillor Simon Killane, Chairman of the Overview and Scrutiny Management Committee will present the Annual Report of the Committee for 2015/16.

16 **Annual Report on Executive Decisions Taken Under Special Urgency Provision** (*Pages 383 - 388*)

Report by Robin Townsend, Associate Director - Corporate Function and Procurement

17 **Councillor Request for Extended Leave of Absence - Councillor Helen Osborn** (*Pages 389 - 392*)

Report by Robin Townsend, Associate Director - Corporate Function, Procurement and Programme Office

18 **Dates of Council meetings 2016/17**

Recommended:

To approve the dates of Council meetings for the remainder of 2016/17 as follows:

12 July 2016

18 October 2016

31 January 2017 (if required)

21 February 2017 (Budget meeting).

MINUTES OF CABINET AND COMMITTEES

19 **Minutes of Cabinet and Committees**

- a. The Chairman will move that Council receives and notes the minutes of Cabinet and the various Committees of the Council and the Fire Authority as listed in the in the Minutes Book which can be accessed at [this link](#) .
- b. The Chairman will invite the Leader, Cabinet members and Chairmen of Committees to make any important announcements.
- c. Councillors will be given the opportunity to raise questions on points of information or clarification on the minutes presented.
- d. Councillors will be given an opportunity to raise any questions on the minutes of the Wiltshire and Swindon Fire Authority – please submit any questions to Yamina Rhouati by 29 April 2016
- e. Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.

COUNCILLORS' QUESTIONS

20 **Councillors' Questions**

Please note that Councillors are required to give notice of any such questions in writing to the officer named on the first page of this agenda (acting on behalf of the Corporate Director) **not later than 5pm on Tuesday 3 May 2016**. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

PART II

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

None

Maggie Rae
Corporate Director and Head of Paid Service
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON 23 FEBRUARY 2016 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Desna Allen, Cllr Glenis Ansell, Cllr Pat Aves, Cllr Chuck Berry, Cllr Nick Blakemore, Cllr Richard Britton (Chairman), Cllr Rosemary Brown, Cllr Allison Bucknell (Vice-Chair), Cllr Trevor Carbin, Cllr Chris Caswill, Cllr Mary Champion, Cllr Terry Chivers, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Anna Cuthbert, Cllr Brian Dalton, Cllr Andrew Davis, Cllr Tony Deane, Cllr Stewart Dobson, Cllr Mary Douglas, Cllr Dennis Drewett, Cllr Peter Edge, Cllr Peter Evans, Cllr Sue Evans, Cllr Nick Fogg MBE, Cllr Richard Gamble, Cllr Jose Green, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Russell Hawker, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Simon Jacobs, Cllr George Jeans, Cllr David Jenkins, Cllr Julian Johnson, Cllr Bob Jones MBE, Cllr Simon Killane, Cllr Gordon King, Cllr John Knight, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr Alan MacRae, Cllr Howard Marshall, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Bill Moss, Cllr Christopher Newbury, Cllr John Noeken, Cllr Paul Oatway, Cllr Stephen Oldrieve, Cllr Jeff Osborn, Cllr Linda Packard, Cllr Mark Packard, Cllr Sheila Parker, Cllr Graham Payne, Cllr Nina Phillips, Cllr David Pollitt, Cllr Horace Prickett, Cllr Leo Randall, Cllr Fleur de Rhé-Philippe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Baroness Scott of Bybrook OBE, Cllr Jonathon Seed, Cllr John Smale, Cllr Toby Sturgis, Cllr Melody Thompson, Cllr John Thomson, Cllr Ian Thorn, Cllr Ian Tomes, Cllr Dick Tonge, Cllr Tony Trotman, Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Ian West, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Roy While, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Christopher Williams and Cllr Graham Wright

1 Apologies

Apologies for absence were received from Councillors Christine Crisp, Christopher Devine, James Sheppard, Keith Humphries, Helen Osborn, Mark Connolly and Bill Douglas.

2 Minutes of Previous Meeting

The minutes of the Meetings held on 29 September 2015, and 24 November 2015 were presented.

Resolved:

That the minutes of the Council meeting held on 29 September 2015 and the extraordinary Council meeting held on 24 November 2015 be approved as correct records and signed by the Chairman

3 **Declarations of Interest**

The Chairman reminded members of the letter previously circulated from the Monitoring Officer dated 2 February 2016 which made particular reference to interests in the context of considering the budget and where members had tenancies with the Council.

Councillor Brian Dalton declared a disclosable pecuniary interest in the Budget in so far as it related to the housing revenue account as he held a garage tenancy with the Council. Councillor Dalton indicated he would withdraw from the meeting when a separate vote would be taken on the housing revenue account details.

4 **Announcements by the Chairman**

The Chairman drew the meetings attention to the arrangements for the day's meeting, specifically referencing fire safety and that the meeting was being recorded for live webcast.

The Chairman stated that details of his, and the Vice-Chairman's activities since the last meeting would be available via his blog <http://wiltshirecouncilchair.blogspot.co.uk/>

These, in summary, included:

- Attendance at Staff Carol Services
- The Visit of HRH The Duchess of Cambridge to the Centre for Addiction Treatment Studies, Warminster
- Visit To the Christmas mail sorting office, Salisbury
- British Legion Wiltshire Branch AGM
- Presentation on the future of policing
- Visit to Tedworth House
- The Open Mosque Day
- The Royal Visit by HRH The Duchess Of Cornwall to Forest and Sandridge Church Of England School, Melksham

The Chairman did make the following detailed announcements at the meeting:

New Wiltshire Councillor

The Chairman welcomed Councillor Atiqul Hoque to his first meeting of Council following his election as Councillor for the Salisbury St Edmund and Milford Division following a by-election held on 26 November 2015.

Purple Flag Status

The Chairman took the opportunity to thank the Community Safety Team and partners, on the occasion of Chippenham successfully achieving Purple Flag status. He also stated that Salisbury had also been re-accredited for Purple Flag status for the fourth year running

He noted that the award demonstrated the commitment that both Salisbury and Chippenham had made to the 5pm – 5am economy, and to safer communities. It was clear, from this, that partnership working was thriving in both places

New Year Honours

The Chairman announced that a number of Wiltshire residents had received national recognition in Her Majesty's New Year Honours' List in January as follows:

CBEs awarded to:

- Dr. Timothy Brooks from Salisbury, for services to public health.
- OBEs have been awarded to:
- Dr. Nicholas Capstick from Potterne, for services to education.
- Dr. Emrys Kirkman from Shrewton for services in support of military medical treatment.
- Mrs. Pauline Monaghan from Corsham, for services to children and families.

MBEs awarded to:

- Commodore William Fairbairn from Barford St. Martin, for services to young people.
- Mr. John Laverick from Keevil, for voluntary service to waterways management and restoration.
- Mr. Benjamin Parker from Salisbury, for voluntary service to the community in Salisbury.
- Mrs. June Pearson from Marlborough, for services to the community in Devon and Wiltshire.

BEMS awarded to:

- Mr. John Bosley from Warminster, for charitable and community service in Warminster, Wiltshire particularly through the royal British Legion.
- Mr. Alan Crocker from Calne, for services to football in Wiltshire.
- Mr. Derek Elliott from Devizes, for services to the community in Devizes.
- Mrs. Shelia Glass from Ramsbury, for services to the community in Ramsbury and Axford.
- Miss Elizabeth Sexton from Chippenham, for services to the community in Chippenham.
- Mr. Neil Skelton from Wilton, for services to the preservation and conservation of Imber church.

- Mrs. Hazel Woodbridge from Purton, for services to carriage driving in Wiltshire.

The meeting joined the Chairman in congratulating them all for gaining such a prestigious honour.

French Honour for Salisbury Veteran

The Chairman announced that Alan Richardson, a World War Two veteran from Salisbury, had been presented with France's highest honour for bravery.

It was noted that Mr Richardson was the first lieutenant on a D-Day landing craft which, under heavy fire, carried ammunition to Sword beach in 1944; and that the Legion D'honneur was given to him by the French Consulate at the Gracewell of Salisbury care home where Mr Richardson lives.

Emergency Planning Exhibition

The Chairman informed the meeting that the Emergency Planning Team was holding an informative exhibition in the Atrium on the range of work that they delivered to Wiltshire communities. Officers were available all day to discuss the equipment they used and how community resilience could be improved in Councillors' local divisions.

Salisbury City Football Club

The Chairman made reference to the recent successes of Salisbury City Club, following a period where the club were in some difficulty. It was noted that the club were now top of their league and were competing in the semi-final of the FA Vase. He accredited partnership working between the Council's Area Board and local businesses for supporting the club to make a remarkable comeback.

Death of Former Councillor

The Chairman informed the meeting that Mrs. Pat Rugg, former Wiltshire County Councillor and Kennet District Councillor (and Mayor of Devizes) had died peacefully at home on 19 February 2016. A notification would be sent out to councillors on funeral arrangements when they were received.

The Chairman noted that Mrs. Rugg had served on Wiltshire County Council as councillor for the Devizes South and Bromham Divisions for 34 years from 1975-2009, during which she served as Chairman of the Education Committee and Chairman of the Council 1993-94.

The Leader of the Council, Baroness Scott of Bybrook OBE added that it was a very sad day, reflecting on the friendship shown to her by Mrs Rugg when she had first joined the council, and a formidable example as one of only a few female councillors at the time. She said Mrs Rugg had cared hugely for children and young people in Wiltshire; that she had shared her experience with many councillors, and would be sadly missed.

Councillor Ricky Rogers noted that Mrs Rugg was passionate about education and the arts and was someone who would put politics aside to get the best for the people of Wiltshire.

Councillor Gordon King echoed the comments already expressed, noting that Mrs Rugg had always been very approachable, knowledgeable and honourable.

Councillor Jeff Osborn stated that Mrs Rugg had been a font of knowledge and supportive of other councillors.

5 Presentation of Petition

The Chairman reported receipt of a petition for presentation to the meeting, details of which were presented. He reminded the meeting that, as the petition had not passed the threshold number of signatories for a council debate to be scheduled, there would be no debate on the petition.

Using his discretion, the Chairman invited all four speakers who had registered to speak on this item to address the meeting;

Mrs Iona Hassan, in presenting her petition, emphasised her view of the importance of Councillors understanding in depth the issue of fracking, so that they would be able to take into account the environmental impacts when considering related planning applications.. She recognised that Council may not be able to support this, and asked if the moratorium was not supported, that Council support Councillor Jeff Osborn's motion to be considered later in the meeting (minute no. 16 refers).

Mrs Bridget Penny asked the Council to consider how it would report unbiased information, and how it would address concerns over right to access land specifically whether land owners could refuse access to land by developers.

Mr John Medicott asked why, if it was true that the British Geological Survey had concluded that there were no methane and coal seams in Wiltshire, licenses had been granted, and wondered if there were any other possible reasons for drilling.

Mr Richard Craft stated that the Wiltshire Mineral Plan, agreed in 2001, had been developed before unconventional gas and oil drilling had been developed. He argued that, now these new techniques had arrived, it was time for the Council to review the Mineral Plan to ensure they were prepared before applications were submitted. He drew attention to the fact that Somerset Council had recently adopted a revised Minerals Plan which took into account unconventional gas and oil exploration methods.

The Chairman thanked Mrs Hassan for presenting her petition and other speakers for their contribution. The Chairman referred to the motion on fracking from Councillors Jeff and Helen Osborn for possible debate later in the meeting. He explained that unfortunately he would not be bringing that item forward on

the agenda, as consideration of the budget and council tax issues must take precedent.

6 **Petitions Update**

A report by the Democratic Governance Manager was presented which gave Council details of the five petitions received for the period since the last Council meeting.

Resolved

That Council notes the petitions received and the action being taken, as set out in the Appendix to the report.

7 **Public Participation**

The Chairman drew the meeting's attention to the questions, received from Mrs Anne Henshaw, Ms Krystyne Freeman and Mrs Philippa Clarke, and answers circulated in the agenda supplement. The Chairman gave them each an opportunity to ask a supplementary question.

Mrs Anne Henshaw thanked Mr Gibbons, the Monitoring Officer, for his response and asked; with reference to the case judgement quoted in the letter whether the decisions in question made could be considered to have been made in a fair and evidenced manner. She went on to argue that the public's perception of the decisions made was that they were opaque.

The Leader stated that she did not have anything further to add to her written reply.

Mrs Krystyne Freeman asked whether the issue of seismic testing, including the structural testing of buildings near affected sites, would be included in the review of the Minerals Plan.

Mrs Philippa Clarke thanked Councillor Toby Sturgis for the response and asked, making reference to the reply, whether it was possible to clarify what the minimum, in relation to the level of site-based monitoring and reporting, would be.

Councillor Toby Sturgis stated that he understood that this minimum level was set nationally, and would respond in writing to clarify this matter.

The questions and responses are attached as Appendix A to these minutes.

8 **Wiltshire Council's Financial Plan Update 2016/17**

Council was asked to consider a net revenue budget of £313.585 million, to increase council tax, approve rents, fees and charges, the capital programme and reserves as detailed fully in the updated published budget papers.

The Chairman explained at the outset, how he intended to chair this item and referred to the previously circulated budget process. He reminded Councillors of the various papers that had been circulated in connection with Council's consideration of this item as follows:

- A) The Leader's budget speech - this was emailed to Councillors once it was given and is attached as Appendix B to these minutes.
- B) The proposed amendments of the Liberal Democrat group, including comments from statutory officers.
- C) The reports of the meetings of the Overview And Scrutiny Management Committee held on 3 and 12 February 2016.
- D) The recommendations from the Cabinet meeting held on 9 February 2016.
- E) The Financial Plan Update 2016/17 report of the Section 151 Officer, together with the Budget Book, proposed fees and charges and the relevant extract of the Schools Forum minutes, minutes of the meeting held between group leaders and trade unions, the Wiltshire Housing Board and a summary of the public meetings held across the County.
- F) The proposed council tax resolution which would be taken separately.

The Leader of the Council addressed Council delivering her budget speech (Appendix B). In making her address, the Leader highlighted the three priorities that had informed the development of the budget: protecting the vulnerable, promoting the local economy and supporting volunteering and community resilience. Reference was made to the pressures on the budget from changing demographics and reduced funding, and the opportunities that also arose from challenges that the Council faced. The Leader concluded by thanking officers and her Cabinet for working hard to produce the budget.

Councillor Dick Tonge, Cabinet member for Finance, presented the Council's proposed Financial Plan update for 2016/17. In presenting the budget, he referred to the savings that had been identified, and the areas that would receive financial investment. Councillor Tonge also outlined how additional funding would be allocated.

Councillor Tonge thanked Michael Hudson, Associate Director for Finance, his team and other officers for their hard work in putting together a difficult budget, and that they had displayed great patience in responding to the changes in government funding this year.

Councillor Dick Tonge moved the budget as presented and this was duly seconded by the Leader.

Councillor Simon Killane, Chairman of the Overview and Scrutiny Management Committee, presented the reports of his Committee dated 3 February which had considered and scrutinised the budget proposals, and from the meeting on the

12 February where the proposals made by the Liberal Democrat Group had been presented. He made reference to the useful briefing given to all members by the Cabinet Member and officers, and emphasised the importance of ensuring all backbench councillors were fully informed. He concluded by offering thanks to the Cabinet members for positively engaging in the process and to the officers for supporting councillors the process.

Councillor Glenis Ansell, in her capacity as Chairman of the Financial Planning Task Group, reported on the work of her Task Group and how it had reviewed and monitored the budget, including tracking overspends and the actions being taken to address these. This year, the Task Group had also reviewed the process by which the budget was scrutinised. Over the next year, the Task Group would be seeking further clarity on certain areas following changes to the budget.

The Chairman then invited Group Leaders to comment on the budget as proposed.

Councillor Glenis Ansell, in her capacity as Leader of the Liberal Democrat Group, stated that she recognised that this was a challenging set of circumstances in which to set a budget. However, she considered that the administration should bear some responsibility for the decisions that had cut some services, disposed of assets, and made staff redundant. She argued that, in part, the fault lied with the administration's decision to freeze council tax in previous years, thereby reducing the available budget for council to spend. She too concluded by thanking the officers for their hard work in preparing the budget and supporting her group in developing its own proposals.

Councillor Ernie Clark, Leader of the Independent Group, endorsed much of what Councillor Ansell had said, and, in particular, that it was a shame that the Council tax had not been increased in previous years.

Councillor Ricky Rogers, Leader of the Labour Group, was pleased to see an emphasis on devolving more decision making to local communicates, but that it should not be forgotten that some of these decisions would be tough. He emphasised the impact of the changes to terms and conditions of staff and argued that paying staff less would have a negative impact on the economy. He also expressed concern that there would be further cuts to the arts.

The Chairman then gave Group Leaders the opportunity to propose amendments to the budget, noting that all Group Leaders had already been given the opportunity to submit amendments in time to be scrutinised.

Councillor Glenis Ansell formally proposed her Group's amendments, as detailed in the council summons, subsequently seconded by Councillor Gordon King, which had been considered by the Overview and Scrutiny Management Committee on 12 February 2016.

Councillor Tonge thanked Councillor Ansell for the amendments, and the following amendments were accepted into the substantive motion:

- i.) *To increase the proposed budget for Children's Safeguarding by £125,000 to a figure of £31.389m funded though:*
- *The Rural Grant set aside by the Administration prior to the additional and final funding settlement announcement.*
 - *This could produce a significant annual saving and reduce the demands on children's care*
- ii.) *To increase the proposed budget for Capital Financing by £100,000 to a figure of £21.999m, and the Capital Programme by £469,000 to fund Sensory stimulation and developmental play equipment for adults with learning difficulties, funded though:*
- *Reduction in the Council's overall budget for catering, saving up to £50,000*
 - *Reduce the Council's Fleet budget by £25,000 by removing underutilised vehicles £25,000 of the Rural Grant set aside by the Administration prior to the additional and final funding settlement announcement.*

On being asked, Councillor Ansell confirmed that her proposal did not now include reference to the 'Good Neighbour Scheme.'

Councillor Simon Killane stated that he was pleased to see amendments being dealt with as 'friendly' amendments, and drew the meeting's attention to the report of the Overview & Scrutiny Committee on 12 February which had specifically considered the amendments.

The Chairman invited members to make any other amendments to the budget, but explained that the meeting may have to adjourn to consider the advice of statutory officers on any proposals moved without notice.

Councillor Jon Hubbard, subsequently seconded by Councillor Jeff Osborn, proposed the following amendment:

*Wiltshire Hopper Service - £50,000 to fund the service to 31 October 2016
Funded by:*

- 1. Reducing the mileage allowance paid to elected members for travel from 45p per mile to 25p per mile. This would raise £30,000.*
- 2. Using £20,000 of the additional £3.017m transitional funding announced last week by Central Government.*

In moving his amendment, Councillor Hubbard apologised for the late circulation of his amendment, circulated by him to members on Sunday, but that

the proposal had been made in response to events subsequent to the Overview and Scrutiny Management Committee on 12 February.

The Leader asked Councillor Philip Whitehead, Cabinet Member for Highways and Transport, to respond. He stated that he could not support the amendment, as the service was too costly in comparison to other bus services, that alternative sources of funding from Town and Parish Councils had not to date been found and he remained unconvinced that it would be found.

The Chairman then invited the Group Leaders to address the motion.

Councillor Ernie Clark spoke in commendation of the service and stated that he considered that the towns and parishes should be given greater time to develop a funding solution.

Councillor Ricky Rogers spoke in support of the amendment but expressed concern that the funding would be drawn from the travel expenses of councillors and would impact on the cost of running a vehicle for Councillors to be able to perform their public duty.

Councillor Glenis Ansell stated that it was difficult in this environment when the voluntary sector was under pressure.

The Chairman then opened the amendment to general debate during which a number of points emerged: That the service should be extended to provide an opportunity to source alternative funding; some offered to make a contribution from their members' allowances; highlighted public support for the service and widespread concern over its withdrawal; that the service would reduce unnecessary hospital admission and, thus, save the Council money; that towns and parishes had been approached to provide funding for the service; that the local NHS organisations should be held accountable for the reduction in funding, which the Council had since covered alone but could no longer afford to do so; that the amendment would only extend the service for a short time, and did not address the fundamental problem that general hospital provision was located outside of the county; whether Area Boards could be harnessed to help find a solution to the problem; that the Council had provided five years of funding to enable the service to become self-sustaining, but that this had not worked out; and the alternative voluntary community provision which existed in some areas.

Councillor Jon Hubbard, in summing up his motion, made reference to the deficiencies in alternative service, and highlighted the impact of the removal of the service on the elderly and the vulnerable. He argued that the amendment would give partners more time to find a solution.

Having been put the vote, the amendment was LOST and was recorded as follows:

For the amendment (28):

Councillor Bob Jones MBE, Councillor Brian Dalton, Councillor Chris Hurst, Councillor David Jenkins, Councillor David Pollitt, Councillor Dennis Drewett, Councillor Ernie Clark, Councillor Glenis Ansell, Councillor Gordon King, Councillor Graham Wright, Councillor Ian McLennan, Councillor Ian Thorn, Councillor Ian Tomes, Councillor Ian West, Councillor Jeff Osborn, Councillor Jon Hubbard, Councillor Magnus Macdonald, Councillor Nick Blakemore, Councillor Nick Fogg MBE, Councillor Pat Aves, Councillor Peter Edge, Councillor Ricky Rogers, Councillor Rosemary Brown, Councillor Russell Hawker, Councillor Simon Killane, Councillor Stephen Oldrieve, Councillor Terry Chivers and Councillor Trevor Carbin.

Against the amendment (59):

Baroness Scott of Bybrook OBE, Councillor Alan Hill, Councillor Alan MacRae, Councillor Allison Bucknell, Councillor Andrew Davis, Councillor Anna Cuthbert, Councillor Atiqul Hoque, Councillor Bill Moss, Councillor Bridget Wayman, Councillor Christopher Newbury, Councillor Charles Howard, Councillor Christopher Williams, Councillor Chuck Berry, Councillor Desna Allen, Councillor Fleur de Rhe-Philipe, Councillor Fred Westmoreland, Councillor Horace Prickett, Councillor Howard Greenman, Councillor Howard Marshall, Councillor Jacqui Lay, Councillor Jemima Milton, Councillor Jerry Kunkler, Councillor Jerry Wickham, Councillor John Knight, Councillor John Noeken, Councillor John Smale, Councillor John Thomson, Councillor Jonathon Seed, Councillor Jose Green, Councillor Julian Johnson, Councillor Laura Mayes, Councillor Leo Randall, Councillor Linda Packard, Councillor Mark Packard, Councillor Mary Champion, Councillor Mary Douglas, Councillor Melody Thompson, Councillor Mike Hewitt, Councillor Mollie Groom, Councillor Nina Phillips, Councillor Paul Oatway QPM, Councillor Peter Evans, Councillor Peter Hutton, Councillor Philip Whalley, Councillor Philip Whitehead, Councillor Pip Ridout, Councillor Richard Britton, Councillor Richard Clewer, Councillor Richard Gamble, Councillor Richard Tonge, Councillor Roy While, Councillor Sheila Parker, Councillor Simon Jacobs, Councillor Stewart Dobson, Councillor Stuart Wheeler, Councillor Sue Evans, Councillor Toby Sturgis, Councillor Tony Deane and Councillor Tony Trotman.

Abstentions (4):

Councillor Chris Caswill, Councillor George Jeans, Councillor Graham Payne and Councillor John Walsh.

The meeting then returned to considering the substantive motion as previously amended.

Councillor Ian Tomes made reference to the impact of cuts to the arts budget and their impact on the cultural heritage of Salisbury.

Councillor Ian Thorn referenced the challenges to be faced, and stated that he was pleased to see the Liberal Democrat Group Leader's amendments accepted. He expressed some concern that the ambition for communities in the decentralisation process may generate increased expectations that may not be able to be sufficiently resourced

Councillor Stuart Wheeler, Cabinet Member for the Arts, in response to issues raised, stated that whilst there had been reductions across the board, that Salisbury still received the largest proportion of arts funding. He went on to state that he was hoping to work with the various arts organisations in Salisbury to investigate the possibility of combining some of their support functions – marketing, ticketing and other administrative functions – with a view to improving efficiency and efficacy. He had met with the Chief Executive of the Arts Council to secure funding for this work. He argued that he wanted to protect arts funding as much as he could, appreciating the important role they played.

Councillor John Thomson, Deputy Leader, response to a question from Councillor Brian Dalton, explained that Wiltshire Council was working with officers and advisors to look at running Salisbury City Hall on more of a commercial basis to reduce running costs and maximise income. He stated that this would be the subject of a future paper to the Cabinet.

Councillor Richard Clewer spoke in support of the budget and the priorities identified therein.

Councillor Philip Whitehead stated that he was pleased that the council tax had not increased in previous budgets as it had meant that households in Wiltshire had retained more of their own money.

Councillor Julian Johnson stated that it was clear from public consultation that the public supported lower council tax increases.

Councillor Graham Payne made reference to the future challenges and asked that a cross-party working group be convened over the summer to consider how these may best be faced.

Councillor Terry Chivers expressed concern that the increase in Housing Recycling Centre charges could potentially increase incidents of fly-tipping.

Councillor Chris Caswill reminded Conservative councillors that cuts to the Council's budget was a consequence of their giving support to the Conservative government's policy of austerity.

Councillor Ian McLennan stated that the failure, in previous years, to increase council tax appropriately had led to a reduction in services. He also argued that whilst the arts were consistently a low priority for the public, it was the

responsibility of councillors to see the wider context and make decisions accordingly. He stated that it made economic sense to invest in the arts as it promoted the wider local economy.

Councillor Stephen Oldrieve expressed concern that the budget was regressive and would not allow for the Council to improve the lives of the wider community. He also queried whether sufficient resource had been allocated to support the development of the Wiltshire Core Strategy.

Councillor Mary Douglas referred to the importance in investing in preventative work in health and social care, which could result in saved resources, and referred to the need to focus on helping people to help themselves, promoting resilient communities.

Councillor Jonathon Seed made reference to changes to national housing policies.

Councillor Gordon King made reference to the areas which had, in his opinion, suffered the most from budget cuts including the Youth Service, the Arts, Transport Services, and Children's Centres.

Councillor Jon Hubbard argued that a reduction in council funding was a disinvestment in the community.

Councillor Christopher Newbury made reference to the national financial outlook and argued against the wisdom of borrowing more money.

Councillor Jerry Wickham stated that he considered that the Council had the expertise and experience to meet the challenges.

Councillor Alan Hill commended Councillor Glenis Ansell for making sensibly costed proposals which had been accepted. He noted that other political groups had not taken this opportunity.

Councillor Laura Mayes made reference to the additional work to support families, and argued that recent changes to youth services and the music service had led to improvements.

Councillor Jerry Kunkler argued that all Councillors should work together to develop solutions to the financial challenges ahead.

Councillor Glenis Ansell stated that she also wanted to pool ideas, and argued that cuts to one service had impacts on the deliverability of projects and the efficacy of other services.

The Leader, in response to some of the issues raised during debate, argued that it was right not to increase council tax for households in previous years, as the economy was in recession. She commended the performance of the Council and commended the budget.

Having been put to a recorded vote, the meeting;

Resolved

- a) To endorse the update of the Financial Plan for 2016/17.
- b) To approve the investment and savings proposals summarised at paragraph 6.9, transition scheme, paragraph 6.11, rural fund, and at Sections 7 and 9 respectively of this report and at Appendix 1C, to provide a net revenue budget for 2016/17 of £313.585 million.
- c) To agree to:
 - i. Increase Wiltshire Council's element of the Band D Council tax for 2016/17 by 1.99% to £1,246.76, as calculated in accordance with statute, as set out in Section 10 of this report.
 - ii. Introduce a Social Care Levy of 2% to contribute to funding Adult Care pressures, raising £4.322 million.
 - iii. Set the Council's total net expenditure budget for 2016/17 at £313.585 million.
 - iv. Set a 1% reduction for social dwelling rents.
 - v. Approve the Capital programme proposed at Appendix 1E of this report.
 - vi. Set the changes in fees and charges set out in detail at Section 8 of and at Appendix 1G of this report.
 - vii. Set the Housing Revenue Account (HRA) Budget for 2016/17 as set out at Appendix 1F of this report.
 - viii. That all other service charges related to the HRA be increased by CPI plus 1%, including garage rents.
- d) To increase the proposed budget for Children's Safeguarding by £125,000 to a figure of £31.389m funded through:
 - The Rural Grant set aside by the Administration prior to the additional and final funding settlement announcement.
- e) To increase the proposed budget for Capital Financing by £100,000 to a figure of £21.999m, and the Capital Programme by £469,000 to fund Sensory stimulation and developmental play equipment for adults with learning difficulties, funded through:
 - Reduction in the Council's overall budget for catering, saving up to £50,000
 - Reduce the Council's Fleet budget by £25,000 by removing underutilised vehicles
 - £25,000 of the Rural Grant set aside by the Administration prior to the additional and final funding settlement announcement.

Having previously declared a disclosable pecuniary interest in the Budget in so far as it related to the housing revenue account, Councillor Brian Dalton

withdrew from the meeting when a separate vote was taken on the housing revenue account (resolutions c vii and c viii above).

Recorded votes for the two votes were as follows:

Resolutions a) – e) (excluding c vii and c viii)

For the motion (61):

Baroness Scott of Bybrook OBE, Councillor Alan Hill, Councillor Alan MacRae, Councillor Allison Bucknell, Councillor Andrew Davis, Councillor Anna Cuthbert, Councillor Atiquil Hoque, Councillor Bill Moss, Councillor Bridget Wayman, Councillor Charles Howard, Councillor Christopher Newbury, Councillor Christopher Williams, Councillor Chuck Berry, Councillor Dennis Drewett, Councillor Fleur de Rhe-Philippe, Councillor Fred Westmoreland, Councillor George Jeans, Councillor Graham Payne, Councillor Graham Wright, Councillor Horace Prickett, Councillor Howard Greenman, Councillor Howard Marshall, Councillor Jacqui Lay, Councillor Jemima Milton, Councillor Jerry Kunkler, Councillor Jerry Wickham, Councillor John Knight, Councillor John Noeken, Councillor John Smale, Councillor John Thomson, Councillor Jonathon Seed, Councillor Jose Green, Councillor Julian Johnson, Councillor Laura Mayes, Councillor Leo Randall, Councillor Mary Champion, Councillor Mary Douglas, Councillor Melody Thompson, Councillor Mike Hewitt, Councillor Mollie Groom, Councillor Nina Phillips, Councillor Paul Oatway QPM Councillor Peter Evans, Councillor Peter Hutton, Councillor Philip Whalley, Councillor Philip Whitehead, Councillor Pip Ridout, Councillor Richard Britton, Councillor Richard Clewer, Councillor Richard Gamble, Councillor Richard Tonge , Councillor Roy While, Councillor Russell Hawker, Councillor Sheila Parker, Councillor Simon Jacobs, Councillor Stewart Dobson, Councillor Stuart Wheeler, Councillor Sue Evans, Councillor Toby Sturgis, Councillor Tony Deane and Councillor Tony Trotman

Against the motion (24):

Councillor Bob Jones MBE, Councillor Brian Dalton, Councillor Chris Caswill, Councillor Chris Hurst, Councillor David Jenkins, Councillor David Pollitt, Councillor Desna Allen, Councillor Ernie Clark, Councillor Gordon King, Councillor Ian Mclennan, Councillor Ian Thorn, Councillor Ian Tomes, Councillor Ian West, Councillor Jeff Osborn, Councillor John Walsh, Councillor Jon Hubbard, Councillor Linda Packard, Councillor Magnus Macdonald, Councillor Mark Packard, Councillor Nick Blakemore, Councillor Pat Aves, Councillor Peter Edge, Councillor Ricky Rogers and Councillor Terry Chivers.

Abstentions (5):

Councillor Glenis Ansell, Councillor Nick Fogg MBE, Councillor Simon Killane, Councillor Stephen Oldrieve and Councillor Trevor Carbin

Resolutions c) vii and c) viii

For the motion (72):

Councillor Alan Hill, Councillor Alan MacRae, Councillor Allison Bucknell, Councillor Andrew Davis, Councillor Anna Cuthbert, Councillor Atiqul Hoque, Councillor Bill Moss, Councillor Bob Jones MBE, Councillor Bridget Wayman, Councillor Charles Howard, Councillor Christopher Newbury, Councillor Christopher Williams, Councillor Chuck Berry, Councillor Dennis Drewett, Councillor Desna Allen, Councillor Fleur de Rhe-Philipe, Councillor Fred Westmoreland, Councillor George Jeans, Councillor Glenis Ansell, Councillor Gordon King, Councillor Graham Payne, Councillor Graham Wright, Councillor Horace Prickett, Councillor Howard Greenman, Councillor Howard Marshall, Councillor Ian McLennan, Councillor Ian Tomes, Councillor Jacqui Lay, Councillor Jemima Milton, Councillor Jerry Kunkler, Councillor Jerry Wickham, Councillor John Knight, Councillor John Noeken, Councillor John Smale, Councillor John Thomson, Councillor John Walsh, Councillor Jon Hubbard, Councillor Jonathon Seed, Councillor Jose Green, Councillor Julian Johnson, Councillor Laura Mayes, Councillor Leo Randall, Councillor Mark Packard, Councillor Mary Champion, Councillor Mary Douglas, Councillor Melody Thompson, Councillor Mike Hewitt, Councillor Mollie Groom, Councillor Paul Oatway QPM, Councillor Peter Edge, Councillor Peter Evans, Councillor Peter Hutton, Councillor Philip Whitehead, Councillor Pip Ridout, Councillor Richard Britton, Councillor Richard Clewer, Councillor Richard Gamble, Councillor Richard Tonge, Councillor Ricky Rogers, Councillor Roy While, Councillor Russell Hawker, Councillor Sheila Parker, Councillor Simon Jacobs, Councillor Stephen Oldrieve, Councillor Stewart Dobson, Councillor Stuart Wheeler, Councillor Sue Evans, Councillor Toby Sturgis, Councillor Tony Deane, Councillor Trevor Carbin and Councillor Tony Trotman.

Against the motion (12):

Councillor Chris Hurst, Councillor David Jenkins, Councillor David Pollitt, Councillor Ernie Clark, Councillor Ian Thorn, Councillor Ian West, Councillor Jeff Osborn, Councillor Linda Packard, Councillor Magnus Macdonald, Councillor Nick Blakemore, Councillor Pat Aves and Councillor Terry Chivers.

Abstentions (4)

Councillor Chris Caswill, Councillor Nick Fogg MBE, Councillor Nina Phillips and Councillor Simon Killane.

Adjournment

The Chairman adjourned the meeting for a lunch break at this point.

9 Council Tax Setting 2016/2017

The Chairman reconvened the meeting, and asked Councillor Dick Tonge, Cabinet member for Finance, to present the report which detailed the various calculations in the prescribed format to enable Council to approve the council tax requirement for 2016/17. It was noted that this was based on the council tax base approved by Cabinet at its meeting held on 15 December 2015. The report presented also included details from the precept authorities. Councillor Tonge moved the council tax resolution and this was seconded by the Leader.

There being no further debate, the meeting;

Resolved

1. **To note that on 15 December 2015 the Council calculated:**
 - (a) **the Council Tax Base 2016/2017 for the whole Wiltshire Council area as 176,780.23 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,**
 - (b) **for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix.**
2. **To calculate that the Council Tax requirement for the Council's own purposes for 2016/2017 (excluding Parish precepts) is £224,723,905.**
3. **That the following amounts be calculated for the year 2016/2017 in accordance with Sections 31 to 36 of the Act:**
 - (a) **£938,802,024 (Gross Revenue Expenditure including transfers to reserves, parish precepts and any collection fund deficit) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils).**
 - (b) **£698,662,337 (Gross Revenue Income including transfers from reserves, General Government Grants and any collection fund surplus) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.**
 - (c) **£240,139,687 (Net Revenue Expenditure including parish precepts) being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).**

- (d) **£1,358.40** (Wiltshire Council band D tax plus average Town & Parish Councils Band D Council Tax) being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts),
as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
905.60	1,056.53	1,207.47	1,358.40	1,660.27	1,962.14	2,264.00	2,716.80

- (e) **£15,415,782** (Aggregate of Town & Parish Council Precepts) being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C).

- (f) **£1,271.20** (band D Council Tax for Wiltshire Council purposes only) being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates, as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
847.47	988.71	1,129.96	1,271.20	1,553.69	1,836.18	2,118.67	2,542.40

A recorded vote having been taken on the above decisions, the voting was recorded as follows:

For the Motion (69):

Baroness Scott of Bybrook OBE, Cllr Alan Hill, Cllr Alan MacRae, Cllr Allison Bucknell, Cllr Andrew Davis, Cllr Anna Cuthbert, Cllr Atiquel Hoque, Cllr Bill Moss, Cllr Bob Jones MBE, Cllr Bridget Wayman, Cllr Christopher Williams, Cllr Chuck Berry, Cllr David Jenkins, Cllr Dennis Drewett, Cllr Charles Howard, Cllr Desna Allen, Cllr Ernie Clark, Cllr Fleur de Rhe-Philipe, Cllr Fred Westmoreland, Cllr George Jeans, Cllr Glenis Ansell, Cllr Gordon King, Cllr Graham Payne, Cllr Horace Prickett, Cllr Howard Greenman, Cllr Howard Marshall, Cllr Jacqui Lay, Cllr Jemima Milton, Cllr Jerry Kunkler, Cllr Jerry

Wickham, Cllr John Noeken, Cllr John Smale, Cllr John Thomson, Cllr Jonathon Seed, Cllr Jose Green, Cllr Julian Johnson, Cllr Laura Mayes, Cllr Magnus Macdonald, Cllr Mark Packard, Cllr Mary Champion, Cllr Mary Douglas, Cllr Melody Thompson, Cllr Mike Hewitt, Cllr Mollie Groom, Cllr Nina Phillips, Cllr Pat Aves, Cllr Paul Oatway QPM, Cllr Peter Edge, Cllr Peter Evans, Cllr Peter Hutton, Cllr Philip Whalley, Cllr Philip Whitehead, Cllr Pip Ridout, Cllr Richard Britton, Cllr Richard Clewer, Cllr Richard Gamble, Cllr Richard Tonge, Cllr Ricky Rogers, Cllr Roy While, Cllr Sheila Parker, Cllr Russel Hawker, Cllr Simon Jacobs, Cllr Simon Killane, Cllr Stewart Dobson, Cllr Stuart Wheeler, Cllr Sue Evans, Cllr Toby Sturgis, Cllr Tony Deane and Cllr Tony Trotman.

Against the Motion (2):

Cllr David Pollitt and Cllr Jeff Osborn

Abstentions (3):

Cllr Chris Caswill, Cllr Ian West and Cllr Linda Packard

10 **Treasury Management Strategy 2016/17**

With the Chairman's permission, Councillor Dick Tonge, Cabinet member for Finance, presented the proposed Treasury Management Strategy for 2016/17 as recommended by Cabinet at its meeting on 9 February 2016 for Council's approval. In his presentation, Councillor Tonge highlighted the small number of changes to be made to the existing Strategy.

There being no further debate, the meeting;

Resolved:

- a) **To adopt the Prudential and Treasury Indicators (Appendix A) and approve the proposed changes to the additional maturity indicator and Upper Limits on the Maturity Structure of Borrowing, Trl 5 (paragraphs 28 to 31 of Appendix A);**
- b) **To adopt the Annual Investment Strategy (Appendix B), including the ratification of the removal of the minimum requirement for high credit quality relating to support ratings (previously in paragraph 28), following the changes to Fitch ratings implemented by them in respect of "bail-in", as approved, via delegated authority to the Associate Director, Finance, Revenues & Benefits and Pensions;**
- c) **To delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to vary the amount of**

borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;

- d) To authorise the Associate Director, Finance, Revenues & Benefits and Pensions to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;**
- e) To agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and**
- f) To agree that any surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to select such funds.**

11 Integrated Emergency Management Plan

Councillor Keith Humphries, Cabinet Member for Emergency Planning, was not present due to illness. The Chairman therefore invited Councillor Peter Hutton, Portfolio Holder for Public Protection, to present the report which detailed the draft Integrated Emergency Management Plan which had been recommended to Council for adoption by the Cabinet at its meeting on the 13 October 2015.

In presenting the item, Councillor Hutton highlighted how the issues that the Plan sought to address had been better integrated into the work of a wider number of teams across the Council; how partners worked together in the event of emergencies; how officers had been trained to take on new responsibilities; how the national risk register was taken into account; the work of local resilience partnerships; how the Council had recently responded to emergencies such as flooding, anthrax and modern slavery; how area boards had been engaged with; and that the number of emergency evacuation centres had been doubled.

Details of minor changes in response to recent incidents since consideration and recommendation by Cabinet were presented.

He recorded his thanks to the team of officers who supported the work of the Plan, and wished Councillor Humphries a speedy recovery.

Councillor Glenis Ansell stated that she was pleased to see many parishes producing their own plans to dovetail with this.

Councillor David Jenkins also thanked the officers for their hard work.

There being no further debate, the meeting;

Resolved

(a) To adopt the Integrated Emergency Management Plan as presented.

(b) To authorise the Corporate Director, Maggie Rae following consultation with the Cabinet Member for Health (including Public Health) and Adult Social Care to make any necessary minor changes to the Integrated Emergency Management Plan in the interests of clarity and accuracy.

12 Pay Policy Statement

The Chairman invited Councillor Stuart Wheeler, Cabinet member for Support Services, to present the report which sought Council's approval of the updated Pay Policy Statement and the continued publication of senior staff salaries with the relevant threshold figure.

Details had been previously considered and recommended by the Staffing Policy Committee at its meeting on 6 January 2015. Councillor Alison Bucknell, Chairman of the Staffing Policy Committee, confirmed that she had no additional points to raise.

There being no further debate, the meeting;

Resolved

To approve the updated Pay Policy Statement set out in Appendix 1 of the report presented

13 Notices of Motion

The meeting considered the following notices of motion:

14 Notice of Motion No.28 - Planning Legal Agreements - Councillors Terry Chivers and Jeff Osborn

The Chairman reported receipt of the above mentioned motion from Councillors Terry Chivers and Jeff Osborn. Accordingly, Councillor Terry Chivers moved the following motion which was duly seconded by Councillor Jeff Osborn:

'In the event of any legal agreement, being changed after planning permission on major planning applications has been granted; this should only be done in full consultation with the local Town or Parish Councils'

In moving his motion, Councillor Terry Chivers made reference to a specific issue in his division where the local parish council had not been made aware of, in his view, a significant change in a s106 legal agreement. He was seeking to ensure that local councils would be informed of any major changes rather than each time a minor change was made.

The Chairman invited Councillor Toby Sturgis, Cabinet Member for Planning, to respond to the motion. Councillor Sturgis stated that he would be happy to accept the motion with some amendments to make it clear that the process would be to inform local councils, rather than to open the matter up for full consultation. Councillor Chivers and Councillor Osborn stated that they accepted this amendment.

The Chairman then proposed, subsequently seconded by Councillor Bucknell, that the motion be debated at the meeting and on being put to the vote, it was

Resolved:

That the motion be debated.

The Chairman invited the Group Leaders to comment before opening the matter up for wider debate.

The Baroness Scott of Bybrook, OBE, thanked Councillor Chivers for bringing this issue to the meeting for debate and asked that officers liaise with Councillor Sturgis on investigating the specific case raised.

Councillor Glenis Ansell highlighted a concern that some developers may make promises for community facilities in the full knowledge that this may not be deliverable.

Councillor Ernie Clark stated that it was important to provide information to local councils once amendments to agreements were proposed rather than after they had been agreed.

Councillor Ricky Rogers stated that he supported the amendment.

Councillor Russell Hawker made reference to a specific case in his division and emphasised the importance of wider communication with the public.

Councillor Jon Hubbard asked how it was intended to differentiate between major and minor changes to agreements and suggested that the matter should be subject to further discussion outside of the meeting.

Councillor Fred Westmoreland asked whether significant changes to legal agreements should not be referred back to the relevant planning committee.

Councillor Toby Sturgis stated that he would prefer the opportunity to discuss with officers how best to adjust the current process to take account of the issues raised during the debate.

Councillor Tony Trotman argued that often such agreements were best left to the officers to negotiate details and questioned how major changes would be defined.

The Baroness Scott of Bybrook, OBE, considered the debate a useful one and that officers present would take on board the views expressed.

Following a request from the Chairman, Councillor Terry Chivers and Councillor Jeff Osborn agreed to withdraw the motion to enable discussions with the Cabinet Member for Planning to agree an appropriate resolution to the issues identified with in the motion and subsequent debate. It was noted that if no agreement could be reached, that the motion could be resubmitted.

Resolved:

To note the withdrawal of motion no. 28 and that issues raised within the motion and the ensuing debate be discussed with Councillors Terry Chivers, Jeff Osborn, Toby Sturgis and relevant officers with a view to reaching a mutually agreeable resolution.

15 Notice of Motion No. 29 - Pavement Parking - Councillors Terry Chivers and Jeff Osborn

The Chairman reported receipt of the above mentioned motion from Councillors Terry Chivers and Jeff Osborn. Accordingly, Councillor Terry Chivers moved the following motion which was duly seconded by Councillor Jeff Osborn:

'Road Safety Minister Andrew Jones recently stated it was up to local Councils to introduce bye laws, to ban pavement parking. Within the County of Wiltshire pavement parking is becoming a menace, often forcing vulnerable pedestrians, the blind, disabled and parents with children and pushchairs to walk on busy roads.

It is also worth noting the damage parking often caused to local footways. This Council investigates making pavement parking a ticketable offence as soon as possible'.

In moving his motion, Councillor Terry Chivers explained that this was a cause of considerable public concern.

The Chairman invited Councillor Philip Whitehead, Cabinet Member for Highways and Transport, to respond to the motion. Councillor Whitehead explained that he too received a considerable amount of correspondence on this issue,, but that he could not support the motion as it would require a significant amount of resource to implement a new bylaw.

He noted that the parking on pavements was already an offence enforceable by the Police. An alternative approach would be to seek a change to the law to allow Councils' own parking enforcement officers to be able to issue fixed penalty notices rather than the Council seeking to establish and enforce its own bylaw. The latter would not allow the imposition of fixed penalty notices and would be prohibitively expensive to progress through the magistrates courts.

The Chairman then proposed, subsequently seconded by Councillor Bucknell that the motion be debated and on being put to the vote, it was;

Resolved:

That the motion be debated.

The Chairman invited the Group Leaders to comment before opening the matter up for wider debate.

The Baroness Scott of Bybrook, OBE, stated that she could not support the motion and agreed with Councillor Whitehead that the way forward would be to lobby the government to seek a change in the law.

Councillor Glenis Ansell highlighted the importance of educating the public to enable them to assist the police in enforcing this issue.

Councillor Ricky Rogers stated that he supported the motion.

Councillor Ernie Clark, speaking as an individual Councillor rather than group leader, stated that he believed there were alternative solutions to addressing this issue other than those proposed in the motion.

Councillor Alan Hill stated that he agreed with Councillor Whitehead and gave examples of how pavement parking had been successfully addressed under the current legal framework.

Councillor Peter Edge stated that he could not support the motion.

Councillor Jon Hubbard stated that he also received a large number of complaints on this matter, but did not agree that further legislation was practical. He thanked officers for the information provided in the written response to the motion which he considered would be useful when discussing appropriate enforcement action with the local constabulary. He also agreed with Councillor Ansell that some additional effort to inform the public was appropriate.

Councillor Magnus MacDonald asked if any consideration could be given to utilising volunteers to aid enforcement as takes place in Speedwatch and Lorrywatch schemes.

Councillor Paul Oatway stated that he considered the matter is best left with the police for enforcement.

Councillor Brian Dalton asked if better technology could be utilised to aid in enforcement.

Councillor Richard Clewer made reference to the myriad reasons for parking complaints, stating that sometimes it was a matter of neighbour dispute. As such, he considered a bylaw was could not address this.

Councillor Bill Moss highlighted the effect on disabled drivers.

Councillor Fred Westmoreland stated that a bylaw would not be an efficient use of financial or temporal resources.

Councillor Jerry Wickham stated that he believed that a bylaw would be an unwanted and unnecessary bureaucratic burden.

Having been put to the vote, the motion was LOST and it was therefore

Resolved:

That motion no. 29 be not adopted.

16 **Notice of motion No. 30 - Fracking - Councillors Jeff Osborn and Helen Osborn**

The Chairman reported receipt of the above mentioned motion from Councillors Jeff Osborn and Helen Osborn. Accordingly, Councillor Jeff Osborn moved the following amended motion as previously circulated in the agenda supplement which was, in the absence of Helen Osborn, duly seconded by Councillor Terry Chivers:

'This Council is concerned that the Oil and Gas Authority (OGA) has recently decided to offer licences for four blocks of land in Wiltshire.

Council notes that the OGA states that the licences for these blocks will contain conditions prohibiting activities in order to protect ecological sites.

Nonetheless, in its response to the Habitats Regulations Assessment (HRA), Council made a cogent case against the "water hungry" nature of this mode of exploration and extraction because of the serious impact it will have on Wiltshire aquifers. This in consequence will constrain future housing development in the county.

For these and related reasons, Council has major reservations regarding fracking in the county. This is compounded by central government's recent extension of permitted development rights to cover exploratory drilling and investigation.

Consequently Council requests that Environment Select Committee establish a task group to better understand the general implications of possible hydrocarbon exploration and extraction in the county. This will enable members on relevant planning committees to be better briefed on such matters.

Furthermore it should be noted that such activities are contrary to the recent international moves in Paris to limit such forms of energy in order to counter climate change.'

In moving his motion, Councillor Jeff Osborn stated that he had amended his motion in response to the officer's response. The amended motion and the officer's response were published in Agenda Supplement 2. Councillor Jeff Osborn also stated that he would consider accepting an amendment from the Cabinet Member as friendly amendments.

The Chairman invited Councillor Stuart Wheeler, Cabinet Member for Support Services, to respond to the motion. Councillor Wheeler moved the following amended motion:

*'This Council ~~is concerned~~ **notes** that the Oil and Gas Authority (OGA) has recently decided to offer licences for four blocks of land in Wiltshire, ~~Council notes that the OGA states~~ **and** that the licences for these blocks will contain conditions prohibiting activities in order to protect ecological sites.*

*Nonetheless, in its response to the Habitats Regulations Assessment (HRA), Council made a ~~eigent~~ case against the "water hungry" nature of this mode of exploration and extraction because of the ~~serious~~ **potential** impact it ~~will~~ **may** have on Wiltshire aquifers. ~~This in consequence will constrain future housing development in the county.~~*

*~~For these and related reasons, Council has major reservations regarding fracking in the county. This is compounded by~~ **also notes** central government's ~~recent~~ **planned** extension of permitted development rights to cover exploratory drilling and investigation.*

*Consequently Council requests that ~~Environment Select Committee~~ **Scrutiny** establish a task group to **help Councillors** better understand the general implications of possible hydrocarbon exploration and extraction in the county. This will enable members on relevant planning committees to be better briefed on such matters.'*

~~Furthermore it should be noted that such activities are contrary to the recent international moves in Paris to limit such forms of energy in order to counter climate change.'~~

In moving his motion, Councillor Wheeler stated that he was proposing the amendments so that the resolution could reflect facts and had removed any statements of opinion, thereby lessening the risk that the authority be accused of prejudgement. Councillor Wheeler confirmed that this should be referred to the Overview and Scrutiny Committee for action, and asked that any subsequent Task Group consider evidence from both sides of the debate.

Councillor Jeff Osborn and Councillor Terry Chivers agreed to accept Councillor Wheeler's amendments to their motion.

There being no further debate, the meeting;

Resolved:

That motion No. 30, as amended detailed above, be referred to the Overview and Scrutiny Management Committee.

17 Review of Proportionality and Allocation of Seats on Committees to Political Groups

The meeting considered the number of committee places and the membership of those committees (minute no. 18 and 19 refer).

18 Review of Committee Places

The Chairman confirmed that following changes in the number of seats held by individual political groups on the Council following the by-election held on 26 November 2015, and the request from the Conservative Group Leader, a review of the allocation of seats to political groups had been undertaken.

Accordingly, a report reviewing the allocation of seats on committees to political groups was presented for Council's consideration.

It was noted that the political composition of the Council now stood at:

Name of Group	No. of Councillors in Group
Conservative	62
Liberal Democrat	20
Independent	11
Labour	4
Ungrouped Member	1

It was noted that the net effect of the change in political group sizes was that the Conservative Group would gain two seats and the Liberal Democrat Group lose one seat.

There being no further debate, the meeting;

Resolved

- (a) To note this report and the legal requirements.**
- (b) To confirm the aggregate number and the draft scheme of committee places available to members of the Council as set out in Appendix 2 as presented.**
- (c) To make those changes to the appointment of councillors and substitutes to serve on those committees in accordance with the revised scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989.**

19 **Membership of Committees and Other Bodies**

The Chairman invited Group Leaders to present any requests for changes to committee membership in accordance with the allocation of seats to political groups previously approved by Council.

Following requests made by Councillor Glenis Ansell, Leader of the Liberal Democrat Group, and The Baroness Scott of Bybrook, OBE, Leader of the Conservative Group, it was,

Resolved

1) Police and Crime Panel

- **Remove Councillor Glenis Ansell as a Full Member.**
- **Add Councillor John Smale as a Full Member.**
- **Add Councillor Glenis Ansell as a Substitute Member.**

2) Audit Committee

- **Remove Councillor Steve Oldrieve as a Full Member.**
- **Add Councillor Mike Hewitt as a Full Member.**
- **Add Councillor Atiqul Hoque as a Substitute Member.**

3) Western Area Planning Committee

- **Remove Councillor Horace Prickett as a Full Member.**
- **Add Councillor Graham Payne as a Full Member.**

4) Northern Area Planning Committee

- **Remove Councillor Chris Hurst as a Full Member.**
- **Remove Councillor Bill Douglas as a Substitute Member..**
- **Add Councillor Chris Hurst as a Substitute Member.**

20 **Appointment of Employer Representative to the Local Pension Board**

The Chairman invited Councillor Dick Tonge, Cabinet member for Finance, to present the report which sought the approval of an appointment to the Local Pension Board. It was noted that the vacancy had arisen following the resignation of the previous incumbent.

There being no further debate, the meeting;

Resolved

To approve the following appointment as Employer Representative for the Local Pension Board:

- **Sarah Holbrook – Wiltshire Police**

21 **Cabinet Scheme of Delegation**

The Chairman invited the Leader, the Baroness Scott of Bybrook, OBE, to present a report which informed Council of changes made by the Leader to the responsibilities of two of her Cabinet Members. In her presentation, the Leader detailed that the Cabinet Member for Economic Development, Skills and Strategic Transport, Councillor Fleur de Rhe-Philippe would take on responsibility for strategic property; and that responsibility for the operational use of property would remain with the Cabinet Member for Strategic Planning and Waste, Councillor Toby Sturgis. She explained that this change was intended to provide greater focus and clarity in the exercise of the council's functions as landowner. This change had previously been reported to Cabinet at its meeting on 9 February 2016.

There being no further debate, the meeting;

Resolved

To note the change to the Cabinet Scheme of Delegation for Individual members of the Cabinet as detailed in the report and Appendix presented.

22 **Minutes of Cabinet and Committees**

The Chairman moved that Council receive and note the following minutes as listed in the separate Minutes Book.

There being no questions or statements, the meeting;

Resolved:

That the minutes of the circulated Minutes Book be received and noted.

Cabinet	13 October 2015, 10 November 2015, 15 December 2015, 19 January 2016, 9 February 2016
Cabinet Capital Assets Committee	10 November 2015, 19 January 2016
Overview and Scrutiny Management Committee	8 September 2015, 3 November 2015, 5 January 2016, 12 January 2016
Children's Select Committee	13 October 2015, 8 December 2015, 26 January 2016

Environment Select Committee	1 September 2015, 27 October 2015
Health Select Committee	22 September 2015, 17 November 2015.
Licensing Committee	21 September 2015
Northern Area Planning Committee	7 October 2015, 28 October 2015, 9 December 2015, 27 January 2016
Eastern Area Planning Committee	17 September 2015, 8 October 2015, 10 December 2015, 28 January 2016
Southern Area Planning Committee	24 September 2015, 15 October 2015, 26 November 2015, 17 December 2015, 14 January 2016
Western Area Planning Committee	14 October 2015, 25 November 2015, 16 December 2015, 3 February 2016
Strategic Planning Committee	23 September 2015, 21 October 2015, 9 December 2015
Staffing Policy Committee	9 September 2015, 4 November 2015, 6 January 2016.
Wiltshire Health and Wellbeing Board	25 September 2015, 26 November 2015, 28 January 2016
Local Pension Board	22 October 2015, 14 January 2016
Wiltshire Pension Fund Committee	1 October 2015, 10 December 2015

Wiltshire Police and Crime Panel	3 September 2015, 2 December 2015, 13 January 2016
Audit Committee	27 October 2015
Joint Strategic Economic Committee	30 September 2015, 1 December 2015
Wiltshire and Swindon Fire Authority	24 September 2015, 12 October 2015, 9 December 2015

23 Councillors' Questions

The Chairman reported receipt of questions from Councillors Jeff Osborn, Terry Chivers, Jon Hubbard and Chris Caswill details of which were circulated in Agenda Supplement No. 1 together with responses from the relevant Cabinet member or Committee Chairman, details of which are attached as Appendix C

Questioners were permitted to each ask one relevant supplementary question per question submitted and where they did so, the relevant Cabinet member responded as detailed below:

1. Councillor Chris Caswill to Councillor Keith Humphries (16/06)

In response to a supplementary question, Councillor Sturgis stated that the developers had a duty to submit their data and calculations which the authority would cross reference against their own data and that of other relevant bodies. Councillor Sturgis stated that he would provide a written answer as to the when measurements would be taken at Malmesbury Road, whether NO_x (Nitrous Oxide) or particulates levels would be measured, and for what time period this would be undertaken.

2. Councillor Chris Caswill to Councillor Keith Humphries and Councillor Toby Sturgis (16/07)

In response to a supplementary question, Councillor Sturgis stated that he would provide a written answer as to who the consultants where and when the report would be expected to be published.

3. Councillor Chris Caswill to Councillor Toby Sturgis (16/09)

In response to a supplementary question, Councillor Sturgis stated that he did not regret not attending the Inspector's hearing on the 9 February, noting that it was an officer led process.

4. Councillor Chris Caswill to Councillor Baroness Scott (16/10)

In response to a supplementary question, The Baroness Scott of Bybrook, OBE, stated that questions with regard to the financial position of the three general hospitals that served Wiltshire should more properly be directed to the Chief Executives or Chairs of those organisations.

5. Councillor Chris Caswill to Councillor Baroness Scott (16/12)

In response to a supplementary question, The Baroness Scott of Bybrook, OBE, confirmed that, to date, £5,000 had been spent on consultants in preparation of the Skatepark project and that if further cost were incurred these would be reported; and that some members of the Northern Area Planning Committee would also have received updates as they were members of the Chippenham Area Board.

6. Councillor Chris Caswill to Councillor Tony Trotman (16/15)

In response to a supplementary question, Councillor Tony Trotman stated that he had considered comments received following the change to the timing of the Northern Area Planning Committee and, given that attendance continued to be good, could see no justifiable reason to change the timing.

(Duration of meeting: 10.30 am - 3.50 pm)

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members' Services, direct line 01225 718024, e-mail Yamina.Rhouati@wiltshire.gov.uk

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

Wiltshire Council

Council

23 February 2015

Public Questions

From Ms Krystyne Freeman

To Councillor Toby Sturgis, Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste

Question (P16/04)

With regard to the recent granting of PEDL(Petroleum Exploration and Development Licence) licences in Wiltshire

As residents of Wiltshire, we are all aware that unusually our county contains over 300 square miles of MOD training grounds which are active for an average of 340 days per annum.

MOD training activity involves many heavy impacts from mortars, rockets, mines and heavy artillery. Consequently, the chalklands and surrounding areas are already subject to primary and secondary seismic waves and geological disturbances that are traceable both above and below ground. These surface and underground waves generally possess robust spatial coherence and travel vast distances. Chalkland is particularly easy for seismic waves to travel through. Maintenance & repairs to water supply pipes & couplings feeding farms & homes across the Plains are already a constant & expensive activity.

The consequences of existing military activity and new drilling/explosive fracking activity acting together are unknown. The MOD act within strict safety parameters but even they are subject to miscalculations. (Patney, Devizes. 2014).

Given that potential PEDL sites (and their chemical and drilling tools) fall within this area and will therefore be affected by these regular seismic disturbances, **what monitoring guarantees can WC give to its residents regarding seismic security given that there is no precedent in such a scenario globally, let alone nationally?**

Response

The award is for a Petroleum Exploration and Development License (PEDLs) that covers any hydrocarbon. The licenses for these blocks will contain conditions that prohibits all or specific activities in parts of the block to protect ecological sites. The award of a PEDL does not of itself give permission for operations to begin. The necessary planning and regulatory consents will be required before development can take place. All proposals will be scrutinised by the Environment Agency, and by the Health and Safety Executive (HSE).

The licenses do not grant planning permission which is the role of Wiltshire Council, as Mineral Planning Authority, or Government should an application be called in. Wiltshire Council has not received a planning application to date.

Wiltshire Council cannot comment on the potential impact of hypothesised seismic effects on a site, since no planning application has yet been received.

In the event that a planning application is received, Wiltshire Council will ensure all statutory authorities are consulted including the MoD if appropriate and if there is a requirement that the developer undertakes any form of monitoring, any planning permission granted would contain a condition to cover this.

Further information and guidance on PEDL licensing can be found here- [https://www.gov.uk/government/publications/about-shale-gas-and-hydraulic-fracturing-
fracking/developing-shale-oil-and-gas-in-the-uk](https://www.gov.uk/government/publications/about-shale-gas-and-hydraulic-fracturing-fracking/developing-shale-oil-and-gas-in-the-uk).

Wiltshire Council

Council

23 February 2015

Public Questions

From Mrs Philippa Clarke

To Councillor Toby Sturgis, Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste

Question (P16/05)

I would like to ask the following question please, in respect of the licences granted for exploration of coal bed methane in this area:

The evidence, coming from existing explorations in America and Australia, indicates serious dangers to health. Known carcinogens are used in the process, which can enter the drinking water causing sensory, respiratory and neurological damage. Under the Council's Duty of Care, how can the Council protect the health of the population of Wiltshire if the proposed exploration and subsequent mining for coal bed methane is allowed to proceed?

Response

In regard to the award for a Petroleum Exploration and Development License (PEDLs), licenses for these blocks will contain conditions that prohibits all or specific activities in parts of the block to protect ecological sites. The award of a PEDL does not of itself give permission for operations to begin. The necessary planning and regulatory consents will be required before development can take place. All proposals will be scrutinised by the Environment Agency, and by the Health and Safety Executive (HSE).

The licenses do not grant planning permission which is the role of Wiltshire Council, as Mineral Planning Authority, or Government should an application be called in. Wiltshire Council has not received a planning application to date.

During drilling, well operators have a legal duty to manage and control the risks to people. The HSE monitors well operations to check these legal duties are carried out. Its specialists will check construction matches the design by reviewing the weekly operations reports it receives from the well operator. HSE intends to jointly inspect drilling and fracking operations with the Environment Agency during the exploratory phase. HSE inspectors can visit any site at any time if there is a matter of concern.

The Environment Agency will monitor the environmental impacts and inspect the operator's reports. The greater the potential risk, the greater the scrutiny. Conditions attached to permits will set out the minimum level of site-based monitoring and reporting.

Ref P16/05

The Council, as the Local Planning Authority would be responsible for enforcing any conditions attached to a planning permission. For example, this may include monitoring of noise or dust levels.

Further information and guidance on PEDL licensing can be found here- [https://www.gov.uk/government/publications/about-shale-gas-and-hydraulic-fracturing-
fracking/developing-shale-oil-and-gas-in-the-uk](https://www.gov.uk/government/publications/about-shale-gas-and-hydraulic-fracturing-fracking/developing-shale-oil-and-gas-in-the-uk).

This page is intentionally left blank

This page is intentionally left blank

Wiltshire Council

Council

23 February 2016

Leader's speech – Budget – 2016

Since we became Wiltshire Council in 2009, I have delivered a budget speech each year that has focused on the vision and purpose of this council and what we are all here to do for the people of Wiltshire that we represent.

Our vision and values have been the constant in the past six years and these have helped us to remain focused on what really matters; particularly when we have needed to make tough decisions.

A budget doesn't drive our values nor does it drive success.

A budget enables us to deliver and to take action and do what is needed to deliver our vision – to help our communities across Wiltshire become stronger and even more resilient.

Six years ago, we developed a clear vision and a set of priorities that are still our focus today. This vision and the three priorities remain the drivers for how we allocate resources and how we propose to spend the budget for this coming year.

We will continue to protect those who are most vulnerable in our communities; especially older people, disabled people, and those children who need our care and protection. Our previous investment in the development of our MASH – the multi-agency safeguarding hub – has led to a highly effective approach to information-sharing between partners to quickly identify and act on safeguarding concerns.

We will do all we can to make sure that we boost the local economy by creating new jobs and safeguarding existing jobs; with particular emphasis on higher value jobs, and we will make sure that working with schools and further and higher education,

we have a skilled workforce to meet the needs of employers and that we have the infrastructure to support local businesses.

In the current financial climate we know that we need our local communities to do even more for themselves.

We will provide the support and resources to enable them to become stronger and more resilient so that they can manage the pressures and problems that they face. Our communities are unique: vibrant, engaged, and proactive and they can determine what they need and how best this can be provided. This partnership between the council and communities needs to continue to flourish and grow so that together we can provide the services that are needed and improve the health and wellbeing of our residents as an outcome.

Let's not forget that we are a complex business that spends £900 million each year on more than 350 services. The changing demographics, such as people living longer, are driving up the demand for our services. This, combined with inflation and the reducing grant from central government means that we have to find savings in the coming year's budget of over £25 million.

And, whilst we are becoming more adept at saving money – each year it gets tougher.

In the early days of becoming a unitary council making the savings that were needed was easier - we had the opportunity to merge support functions, reduce our management costs and streamline some services and functions. In fact, we saved more than £120 million in the first five years by doing just this.

Today, the reality of having to make further savings is not easy – it is tough and it is challenging. Difficult choices need to be made – and, we know that local government will continue to be targeted for some years to come and by 2020 it is looking likely that we will have no grant funding from central government. We will be expected to raise funds from our tax payers and local businesses to support the services that need to be provided.

It is important that we use the transition funds recently made available for this purpose, to ensure that our organisation is well prepared for the new challenges we face.

We have openly shared this situation with our local residents and communities and there is broad awareness of the need to make choices and to prioritise spend. We discussed the need, for the first time in six years, to increase the Council Tax (by 1.99%) and to implement the levy for the provision of social care (2%). People are becoming aware that this will mean an increase of 3.99% on their council tax bill, which will generate £15.9 million in total. This income is vital if we are to meet the demands for key services. At the public meetings held last October, and more recently, local people have been extremely helpful in conveying their views and ideas and almost all have appreciated that this is not an easy task that we face.

I'm not sure if it makes the situation any better, but it's not only Wiltshire Council that is affected and having to review what it does and how it can continue to focus on and deliver its priorities. Across the country, councils are making savings and cutting and reducing vital front line services. In other counties – it has been well publicised – that there will be no children's centres, no funding for young people's activities, no support for the arts, no grants for voluntary and community groups and vastly reduced services in libraries, leisure and other community services.

This won't be the case in Wiltshire.

The savings we need to find will come from reducing the number of managers across the organisation, better procurement of supplies and services, generating more income, reducing some service areas where the impact is less on local people and communities, reducing grants to voluntary groups and by looking at different ways to provide services working with our partners and communities.

And, unlike many other local councils we will continue to invest to improve facilities and services that matter to our local residents.

I'm proud that we have a track record of being innovative and of being a pioneer in the way we do things. We continue to lead the way in how we work with communities and the role of our area boards in engaging local people and seeking their views on what they need and what's best for them in their local area is still unique to Wiltshire.

The government is talking about devolution - our devolution started more than six years ago. We always recognised the need to change and to amalgamate if we were to deliver savings and improvements. We also knew that public sector organisations could either seize the opportunity to work together for mutual gain and the benefit of local residents; or they could retrench and struggle to make savings and deliver services at the detriment of local need.

In Wiltshire we seized the opportunities and we now consider it the norm to share buildings, resources, and front desks with other organisations in both the public sector, such as the Police and the Fire Authority, and the voluntary sector, for example Citizens Advice Wiltshire; and to work together to solve issues and deliver actions that make a difference.

And, we will continue to push further on devolution and look for greater sharing of assets and resources. Our communities will be encouraged to do more locally and to have the assets and resources they need to do this. Services that can be provided locally, wherever it's possible, will be.

But for me the real devolution card is the joining up of health and social care. Whilst in Wiltshire we have very few delayed social care transfers from our acute hospitals – due to the excellent work of our social care teams. We need now to work harder together to prevent unnecessary hospital admissions, recognising that more can be done to assist people to live independently and to be able to access the support and services that they need in their local communities.

As you are all aware in Wiltshire we have 15 per cent more older residents than the UK average and whilst this presents a huge opportunity – as many older people are healthy and fit and willing to volunteer to support the delivery of our services – but it also places a huge demand on both social care and health services.

Our health and wellbeing board has made great strides and working together we are integrating health and social care to deliver better and more local services. We are focused on prevention and support.

Wherever possible we want our older residents to be more active, to not be lonely or isolated and to be part of their local community. I am delighted that Wiltshire is fast on its way to becoming the first Dementia friendly county where people living with Dementia and their carers can lead an active life in a safe environment.

Work to establish a single approach to sharing information between organisations is also well underway and is part of delivering more efficient digital channels to deliver efficiencies and to meet customer expectations.

Our programme to invest is aligned to our priorities and we need to continue to meet the needs of those who are most vulnerable. Children and older people will see budgets being allocated to meet the increasing demand.

Working with the Swindon and Wiltshire Local Enterprise Partnership we have seen the benefit of investment; in particular the improvements to the A350 at Chippenham, the growth in the south of county – the new science park at Porton, the improvements at Malmesbury to support the expansion of Dyson, and funding to support the training and reskilling of people to meet the requirements of Wiltshire's employers; this will assist the military as the Army basing programme will see 4,000 more armed forces relocate to the Plain. Many of these personnel and their families will be seeking employment and will have a bank of valuable skills to offer.

By 2026 it is anticipated that 40,000+ new jobs will be created and 31,000 new homes delivered in the county.

In Wiltshire last year there were 2118 new homes, of which 635 were affordable. We realise the need to provide more affordable housing as well as extra care and sheltered housing to meet demand, and we will continue to invest to deliver these.

Investment will continue to improve Wiltshire's roads. We are spending £21 million per annum on improving roads across the county until 2020. We recognise how important this is to local people and as I mentioned previously the right infrastructure is critical to supporting the local economy.

Last year the first community campus opened in Corsham and it has been a huge success. In the first six months of opening the new fitness suite almost 2,000

inductions were undertaken and there was a 25% growth in membership. More than double the number of people use the library and there has been an increase in the booking of space for community use. I am delighted that Corsham health clinic will also be moving into the centre this spring and I am in no doubt that there will be huge benefits all round for users and the centre.

This year will see delivery of other health and wellbeing centres and community hubs across the county. Five Rivers in Salisbury will open in March and it will be the home for the newly merged Dorset and Wiltshire Fire service. The Nadder Centre will open this year in Tisbury and will offer a range of services and facilities for the community including leisure, start up business units, a library and community space.

In total – over the next two years - £80 million will be invested to deliver centres and hubs across the county providing a range of public services and facilities that our communities need and the space for them to gather and participate in events and activities. These new buildings are more efficient and have replaced costly inefficient and deteriorating buildings.

Wiltshire Council has been ambitious since the day it was formed.

We have made huge strides towards delivering our vision; to create stronger and more resilient communities, and this won't stop...

This year will be a year of delivery.

We will see the outcome of major investment in many communities across the county, we will devolve more, we will encourage more volunteers, we will enable our communities to do more and by improving our digital channels we will improve how people can communicate, interact and do business with us.

As Henry Ford once said; “coming together is a beginning; keeping together is progress; working together is success”.

I think this reflects Wiltshire Council and how by working together and with our partners and communities we will continue to be a success.

This year's budget once again reflects the ideas, views and positive challenge of local residents, all of you - as elected members, our staff and our managers.

I would like to say a special thank you to the finance team, in particular our Head of Finance Michael Hudson for the production of this year's budget and all the supporting papers. I would also like to take this opportunity to say a huge thank you to the three corporate directors and my cabinet and particularly to Dick Tonge as the lead member for finance.

This is a robust, yet tough budget. It builds on our ambitions and our pioneering approach to delivering services and how we work with our local communities. It will help to ensure that we can continue to make Wiltshire an even better place to live and work in and visit and most importantly a place that knows its vision and priorities and keeps focused on these.

I would like to pass over to my colleague Dick Tonge, who will take you through the details of the budget.

This page is intentionally left blank

Councillor Questions Update

Questions Received

1. A total of 16 questions from Councillors have been received since the last meeting of Full Council on 24 November 2015.
2. In accordance with Paragraph 58 of Part 4 of the Constitution, one of these questions was determined to relate to operational matters and was referred to the appropriate Associate Director for a response.
3. One question submitted was subsequently withdrawn. Details of questions submitted excluding the withdrawn question, and the order they will be received at the meeting are shown at Appendix 1. Responses are included at Appendix 2.
4. A total of 14 remaining non-operational questions were therefore received by the first deadline of 9 February 2016, with written responses prepared as attached to this report.
5. No further questions then were received by the final deadline of 16 February 2016. Had any been received they would have received at least verbal responses with written responses to follow within five working days of the meeting.
6. In accordance with Paragraph 64 of Part 4 of the Constitution, no more than 20 supplementary questions may be asked at any one meeting, with no more than 1 supplementary per question submitted. As the number of questions received for this meeting are fewer than 20, there will be no need to restrict the number of supplementary questions to 20.
7. The Chairman will go through the questions and responses and as is customary, take them as read and giving the questioner an opportunity to ask one relevant supplementary question for each question submitted.

Yamina Rhouati, Democratic Governance Manager, 01225 718024,
yamina.rhouati@wiltshire.gov.uk

Appendix 1 - Councillor Questions Summary

Appendix 2 - Questions and Responses

Appendix 1 - Councillor Submitted Questions Summary

Questions will be received in the order listed below.

Questions for Council (attached at Appendix 2)

Ref	Questioner	Date Received	Written or Verbal Response	Subject	Cabinet Member/Committee Chairman
16/01	Cllr Jeff Osborn	26/10/2015	Written	Electoral Registration	Cllr Stuart Wheeler
16/02	Cllr Terry Chivers	07/01/2016	Written	Public Consultations(Budget)	Cllr Dick Tonge
16/05	Cllr Jon Hubbard	09/02/2016	Written	Small Schools Grant	Cllr Laura Mayes
16/06	Cllr Chris Caswill	09/02/2016	Written	Air Quality Chippenham/Calne	Cllr Keith Humphries
16/03	Cllr Terry Chivers	16/01/2016	Written	A350-A3105 Roundabout	Cllr Philip Whitehead
16/07	Cllr Chris Caswill	09/02/2016	Written	Vehicle Movements	Cllr Toby Sturgis/Cllr Keith Humphries
16/08	Cllr Chris Caswill	09/02/2016	Written	Rawlings Green/Riverside	Cllr Toby Sturgis
16/09	Cllr Chris Caswill	09/02/2016	Written	Cllr Sturgis' whereabouts	Cllr Toby Sturgis
16/10	Cllr Chris Caswill	09/02/2016	Written	HWB - financial viability of hospitals	Cllr Baroness Scott of Bybrook OBE
16/11	Cllr Chris Caswill	09/02/2016	Written	Virgin Care Contract	Cllr Baroness Scott of Bybrook OBE
16/12	Cllr Chris Caswill	09/02/2016	Written	Chippenham Skate Park	Cllr Baroness Scott of Bybrook OBE
16/13	Cllr Chris Caswill	09/02/2016	Written	On street parking consultation	Cllr Philip Whitehead
16/14	Cllr Chris Caswill	09/02/2016	Written	White lines	Cllr Philip Whitehead
16/15	Cllr Chris Caswill	09/02/2016	Written	NAPC timing	Cllr Tony Trotman

Operational Questions (not attached)

Ref	Questioner	Date Received	Response Provided	Subject
15/13	Cllr Chris Hurst	9/11/15	10/12/15 and 20/01/16)	Parking Meters (Royal Wootton Bassett)

Wiltshire Council

Council

23 February 2015

Councillors' Questions

From Councillor Jeff Osborn, Trowbridge Grove Division

To Councillor Stuart Wheeler, Cabinet Member for Hubs, Governance, Support Services, Heritage, Arts and Customer Care

Question (16/01)

The transition to individual electoral registration was intended to run until December 2016. Instead the Government has now brought this date forward by a year. It will now run until only December 2015.

According to projections from the Electoral Commission, this rushed process could result in nearly two million persons being removed from the electoral register.

Please could Council be informed of the progress of individual registration in Wiltshire?

Do we have any estimate of the numbers being removed from our register?

Response

Wiltshire Council were one of the first councils to start the transition to Individual Elector Registration (IER) in July 2014.

We have 350,732 local government electors on the new register published on 1 December 2015, an increase of 4,003 from the 1 December 2014 register total of 346,729 local government electors.

Figures for the last three published registers are as follows:

Electors	1 February 2014	1 December 2014	1 December 2015
Local Government	358,017	346,729	350,732
Parliamentary	352,934	342,180	346,725

Wiltshire Council

Council

23 February 2016

Councillors' Questions

From Councillor Terry Chivers, Melksham Without North Division

To Councillor Richard Tonge, Cabinet Member for Finance

Question (16/02)

I'm sure most local residents of Wiltshire appreciate Wiltshire Council hosting the Rising to the challenge meeting 2016 and beyond.

However like so many of the Councils consultation meetings the 1730 start date means that most local residents that work for a living would find it almost impossible to attend. Would you agree that a later start date would have been more appropriate?

Response

We have tried to be as open as possible with the public about our budget, the scale of the savings we are making, and the need to work differently while continuing to deliver on our main priorities.

The public meetings are an important part of the budget setting process. To ensure as many people as possible were able to attend, we felt it was best to avoid daytime and late evening meetings.

We chose 5.30pm as the best time for these meetings as it meant those in employment may be able to come straight after their working day, particularly those working in the town centres where the meetings were held. The meetings were widely publicised as far in advance as possible to enable people to make arrangements to attend.

There will never be a time that suits everybody for the budget meetings, so we have made our public presentation available on our website and we do, of course, also welcome comments at any time.

Wiltshire Council

Council

23 February 2016

Councillors' Questions

**Question from Councillor Jon Hubbard, Melksham South Division,
To Councillor Laura Mayes, Cabinet Member for Children's Services**

Question (16/05)

The Government has confirmed it is ceasing the grants paid to 3,000 small schools to help cover the increased costs of providing free school meals.

Could the cabinet member please tell me how many Wiltshire schools are affected by this cut and what the total value of this cut is to schools across the county.

Response

The Universal Infant Free School Meal legislation (UIFSM) came into force from September 2014, placing a requirement on all primary schools to provide infant pupils with a free hot lunch.

Many schools were required to make conversions and adaptations in order to create a catering and dining facility large enough to accommodate the provision of additional school meals.

In order to assist with the transition costs, all small schools (150 pupils or below) were awarded a transitional grant of a flat rate of £3,000 per school plus additional funding on a sliding scale for the 'newly eligible' FSM pupils. The Small Schools Transitional Funding was initially awarded on a one-off basis for the 2014-15 financial year.

In 2014-15, a total of 87 Wiltshire Primary Schools received the small schools transitional funding, totalling £478,320. The individual payments ranged from £3,000 to £14,850.

In 2015-16, the small schools transitional funding was unexpectedly awarded again to small schools, at the reduced flat rate of £2,300 per school. The provisional amount to be awarded to Wiltshire schools for 2015-16 was £200,100. (The final amount is still to be confirmed, based upon the census data).

We are not expecting that there will be any significant impact on Wiltshire's small schools as a result of the central government decision to end the transitional

funding. The LA has emphasised to schools over the past couple of years that the funding would not be recurrent.

Wiltshire Council

Council

23 February 2016

Councillors' Questions

From Councillor Chris Caswill, Chippenham Monkton Division

To Councillor Keith Humphries, Cabinet Member for Health (including Public Health) and Adult Social Care

Question (16/06)

What steps are being taken to provide an accurate calculations of the cumulative impact on air quality and NOX levels in Chippenham and Calne of the 6 current large scale development applications (Barrow Farm, Rawlings Green, East Chippenham, Patterdown / South West Chippenham, and Forest Farm) and the two already granted outline permission (Hunters Moon and Hill Corner / North Chippenham? And to provide that information in time for it to be taken into account in any decisions on the 6 outstanding proposals, and in the Examination in Public?

One applicant has apparently taken recent readings on the A350 / Malmesbury Road roundabout, producing a reading 50% in excess of EU limits. Given that traffic on an Eastern Link Road would exit north and west via that roundabout, why has the Council not yet established a baseline reading for it, so as to enable air quality calculations to be made for developments in Rawlings Green and east Chippenham?

Response

The Core Strategy requires that housing growth at Chippenham should be for at least 4,510 homes over the period 2006 to 2026. However, the proposals currently before the Council cumulatively are substantially in excess of this and would be considered contrary to the Plan. Therefore it is not necessary to look at the cumulative impact of this level of growth.

The traffic modelling informing the submitted Chippenham Site Allocations Plan showed reduced queuing and congestion across the local network and therefore no concerns were raised relating to air quality.

In terms of decision making prior to the conclusion of the examination, as with any planning applications the Council, as Local Planning Authority, has a statutory duty to process applications within a specified time frame. Any failure could result in an appeal against the Council for non-determination. As such, each application will be considered on its merits through Strategic Planning Committee at the appropriate

time. Applicants for significant planning applications at Chippenham are expected to provide information on air quality. This information will form part of the consideration of any application.

In respect to the provision of accurate calculations of cumulative impact it is the responsibility of developers to provide accurate data and modelling in their air quality assessments. The issue of cumulative impact is referred to in the emerging Wiltshire Council Supplementary Planning Document on air quality which gives further guidance to developers on this issue.

With regard to the applicant's monitoring at the Malmesbury Road roundabout on the A350, the Council is now establishing a monitoring site in order to identify a baseline in that location.

Wiltshire Council

Council

23 February 2016

Councillors' Questions

From Councillor Terry Chivers, Melksham Without North Division

To Councillor Philip Whitehead, Cabinet Member for Highways and Transport

Question (16/03)

Wiltshire Council are spending £1 million pounds installing traffic lights on the Wiltshire Farmers Roundabout on Western Way, Melksham.

A scheme that has very little support locally, the cost of one million pounds, does this include drawing up the plans for the un-wanted scheme, if not how much extra will this add to total cost?

Response

The scheme to reduce peak hour delays and improve safety between A350 Farmer's roundabout and A365 Bath Road by installing a series of linked and co-ordinated traffic signals was due to commence in Spring 2016

The scheme has not yet been out to competitive tender, therefore works is not yet known.

Detailed plans have already been prepared, and therefore no additional design costs will be incurred

We do not now expect work on the scheme to take place until the latter part of the 16/17 financial year.

That deferral will offer an opportunity for the benefits of the scheme to be better communicated and understood.

Wiltshire Council

Council

23 February 2016

Councillors' Questions

From Councillor Chris Caswill, Chippenham Monkton Division

**To Councillor Toby Sturgis, Cabinet Member for Strategic Planning,
Development Management, Strategic Housing, Operational Property and Waste**

And

**Councillor Keith Humphries, Cabinet Member for Health (including Public
Health) and Adult Social Care**

Question (16/07)

Council officers have been supplied with an estimate of an additional 36000 vehicle movements a day from the proposed developments, including over 1300 additional HGV movements a day (email from Mr Toogood to Alistair Cunningham, 29 January). Do you accept these calculations as broadly correct, or if not, what are your own calculations? How is the cumulative traffic and air quality effect of these numbers to be taken into account in planning future development around Chippenham?

Response

This question draws from Mr Toogood's email dated 29th January in which he refers to 9 development proposals at Chippenham relating to employment and housing that collectively would deliver 5,350 homes and 36.5ha of employment land if approved.

Mr Toogood then forecasts the cumulative impact of all these proposals in terms of the traffic likely to be generated.

The first part of Cllr Caswill's question looks for acceptance or otherwise of Mr Toogood's forecast traffic flows. If one worked on the basis that all the proposals were delivered and based on a very rough calculation using standard trip rates (but only at the point of access for each individual site) the numbers could be considered to be broadly reasonable, However, in reality, most car journeys are multi-purpose, and therefore it should not be assumed that there will be that number of additional movements on the network. For example, in his calculations residential trips have been calculated separate to employment trips, although many will involve leaving one to go to the other, and therefore Mr Toogood's estimate includes double counting. However, as stated in the previous answer, this level of growth would be considered contrary to the Plan.

Establishing cumulative transport impacts is of course important for the Council, and we have shown in evidence and in public the detailed modelling techniques that we use to model new trips across the network, taking into account the linked trips referred to above.

Consultants have been appointed to assess cumulative air quality impacts as part of the traffic modelling work being undertaken to address the concerns of the Inspector on the Chippenham Site Allocations Plan.

Wiltshire Council

Council

23 February 2016

Councillors' Questions

From Councillor Chris Caswill, Chippenham Monkton Division

**To Councillor Toby Sturgis, Cabinet Member for Strategic Planning,
Development Management, Strategic Housing, Operational Property and Waste**

Question (16/08)

When and by whom will decisions be taken as to whether the Council will determine the development applications for Rawlings Green and East Chippenham / Chippenham Riverside in advance of the conclusion of the Chippenham Examination in Public?

Response

In terms of decision making prior to the conclusion of the examination, as with any planning applications, if valid applications are submitted then the Council, as Local Planning Authority, has a statutory duty to process those applications within a specified time frame. Any failure could result in an appeal against the Council for non-determination. Once the consultation period on planning applications have concluded the Council can proceed to determine a planning application. All the applications referred to will be considered by the Strategic Planning Committee when they are ready for determination.

Wiltshire Council

Council

23 February 2016

Councillors' Questions

From Councillor Chris Caswill, Chippenham Monkton Division

To Councillor Toby Sturgis, Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste

Question (16/09)

At a recent Cabinet meeting, you undertook to provide information about your diary commitments for Tuesday 10 and the morning of Wednesday 11th November, which prevented you from attending the opening three sessions of the Chippenham Examination in Public. Could you now please do so?

Response

On the 10 November, there was a Cabinet Meeting at County Hall which required my attendance.

On the 11 November it was unfortunate that this clashed with an important personal engagement. As the Cabinet member responsible, I had intended to attend sessions of the Examination whenever my diary allowed.

As explained at Cabinet, the Examination in Public is led by expert officers. Cabinet Members can have no active role in the proceedings, and therefore we must prioritise our attendance at the Examination in Public against other duties. As the other diary commitments on the 10 and 11 required my active involvement and given the nature of the business discussed, it was decided to prioritise these alternate meetings on the dates in question.

Wiltshire Council

Council

23 February 2016

Councillors' Questions

From Councillor Chris Caswill, Chippenham Monkton Division

To Baroness Scott of Bybrook OBE, Leader of the Council

Question (16/10)

As Chair of the Health and Wellbeing Board (HWB), please advise what steps have been taken within the HWB to assess and promote the financial viability of the three hospitals on which most Wiltshire residents depend, the RUH, the GWH and Salisbury Hospital?

Response

The merger of Monitor and the Trust Development Authority into NHS Improvement means that there will be a new national organisation responsible for ensuring that foundation trusts are well led, in terms of quality and finances. Health and Wellbeing Boards are tasked with encouraging joined up working locally across health and social care.

As Chair of Wiltshire's Health and Wellbeing Board I meet regularly with the Chairmen and Chief Executives of each of the Foundation Trusts to consider a range of issues, including financial viability.

It is worth noting that unlike many Health and Wellbeing Boards, Wiltshire includes key NHS providers as non-voting members on the board. The presence of providers on the HWB has given partners a better and more direct understanding of the whole system and the role of providers in delivering change, and in turn, providers are very positive about the opportunity the HWB gives them to engage with a 'single commissioning role'. This direct involvement enables them to exert influence and align their own strategies.

Wiltshire's HWB has received regular updates on the delivery of Wiltshire's Systems Resilience and Operational Capacity Plan, which considers risks across the local health and social care system. Wiltshire's System Resilience Group (SRG) has allocated funds to providers to support their operational performance and process changes in service delivery.

Locally, a significant piece of work is also now beginning, with our partners in Bath and NE Somerset and in Swindon, to develop a [Sustainability and Transformation Plan](#) (STP) to cover the next five years. The STP is a requirement of recently issued

NHS Shared Planning Guidance and will become the single application and approval process for being accepted onto programmes with transformational funding for 2017/18 onwards. This plan will clearly set out how our local area will meet the finance and efficiency challenges that the local health and social care system faces and ensure financial sustainability.

Allied to the STP, the CCG's and providers' Operational Plans for 2016/17 will demonstrate how they intend to reconcile finance with activity (and where a deficit exists, set out clear plans to return this to balance). These will be published in March. Also currently under development is the Better Care Plan for 2016/17, which oversees £30m of funding under the aegis of the HWB, with the aim of delivering significant savings across the health and social care system through improvements to intermediate care.

NHS Wiltshire CCG's recent letting of the Adult Community Health Services contract has also been considered at the Health and Wellbeing Board (see [update](#) at the last meeting). The preferred bidder has now been identified as Wiltshire Health and Care (WHC). This new provider was selected by a procurement panel involving colleagues from Wiltshire CCG and Wiltshire Council. WHC is a joint venture organisation focused solely on community services in Wiltshire. The organisation is a partnership between Great Western Hospitals NHS Foundation Trust, Royal United Hospitals Bath NHS Foundation Trust and Salisbury NHS Foundation Trust. Delivered through integrated community teams across the county, Wiltshire Health and Care will help us to meet the challenges of an ageing population and enhance partner working across the health economy to provide a health service fit for tomorrow.

Wiltshire Council

Council

23 February 2016

Councillors' Questions

Questions from Councillor Chris Caswill, Chippenham Monkton Division

To Baroness Scott of Bybrook OBE, Leader of the Council

Question (16/11)

In the same capacity, what was the value and length of the recently awarded contract to Virgin Care? When the contract was awarded to Virgin Care, was it understood that Virgin Care have a publicly stated policy of achieving an 8% profit margin?

Response

The value of the contract awarded to Virgin Care is £12.8 million per year for 5 years with the potential to extend the contract for a further 2 years. The decision to award a contract for children's community health services to Virgin Care is the result of a joint commissioning project between the Council, NHS Wiltshire CCG and NHS England. During the procurement process, commissioners checked the financial modelling put forward by Virgin Care for the duration of the contract. This does not include any profit margin.

Wiltshire Council

Council

23 February 2016

Councillors' Questions

From Councillor Chris Caswill, Chippenham Monkton Division

To Baroness Scott of Bybrook OBE, Leader of the Council

Question (16/12)

The Chippenham Area Board regrettably took the decision in early 2014 to proceed with a planning application for a skate facility in Monkton Park. Two years later, (a) how much has been spent on external consultancy for that planning application and (b) what is the value of the officer time that has also been committed to the preparation of the application?

Which members and substitute members of the Northern Area Planning Committee have been consulted and / or informed as part of the preparation of the application and / or in any pre-application discussions?

Response

- A)** In February 2015 the Council appointed the contractor Wheelscape to design the Chippenham Skate Park and submit the planning application. To date £5,000 has been spent on the planning application.
- B)** Officer time has not been quantified in respect of this as the onus, through contract, has been on the contractor to prepare the application. Officer time has been spent facilitating meeting e.g. with Skate Park users via the Local youth Network.
- C)** No formal consultation has been undertaken with the Members of the Northern Area Planning Committee. Updates have been provided via the Area Board. Cllr Peter Hutton, who has been involved in the original Skate Park task group, attended the 2 meetings held with skate park users. This was in his capacity as chair of the Local Youth Network.

Wiltshire Council

Council

23 February 2016

Councillors' Questions

From Councillor Chris Caswill, Chippenham Monkton Division

To Councillor Philip Whitehead, Cabinet Member for Highways and Transport

Question (16/13)

In June last year, the Council carried out a formal consultation on additional on-street parking restrictions in Chippenham, many of which are very important to residents in the area I represent. Apparently it has not been possible for you to take any decisions on the consulted proposals because the relevant Council officer has been redeployed on other work, and there is no one to take his place. Did you approve this redeployment, and if not who did? Will you take this opportunity (a) to apologise to the people of Chippenham for the delay and (b) to provide the timelines in which decisions will be taken and will be implemented?

Response

Staff shortages and retention problems have affected the Highways Network Management Team and it has been necessary to reprioritise work. The team deals with 90,000 streetworks notices annually, of which about 16,000 have excavations and reinstatements, and the team has recently been busy with the additional carriageway resurfacing and repair work being undertaken by the Council in connection with the Local Highways Investment Fund 2014 – 2020. It has been important to deal with these works in order to reduce traffic delays and ensure these vital works are carried out safely.

The reviews of parking restrictions have consequently had to be delayed. The staff shortage is being addressed by recruitment and the Council's proposed budget for next year includes additional funding for further streetworks posts. This will release staff to progress the parking reviews. Some progress has already been made with the West Wiltshire area, and the Chippenham review should be considered shortly. The timescale for implementation will depend on consideration of the response to the proposals.

Wiltshire Council

Council

23 February 2016

Councillors' Questions

From Councillor Chris Caswill, Chippenham Monkton Division

To Councillor Philip Whitehead, Cabinet Member for Highways and Transport

Question (16/14)

I have been recently informed by a Council officer that *"At present we are in a position, both financially and with the impending change of highway contractor, that we are not submitting any requests for refreshing or installing of white lines."* Is this a decision which applies publicly across the whole of the County? Was it taken with your approval, and what consideration has been given to the road safety implications?

Response

If there are serious safety issues requiring lining work these are dealt with as priorities. The highways teams are busy making arrangements with the contractor for the new highways contract which starts in April. The winter is not a good time of year for doing lining and road marking works as the weather can be wet, and salt on the road can cause problems. It is therefore usual for the majority of lining works to be carried out when the weather is better.

Wiltshire Council

Council

23 February 2016

Councillors' Questions

From Councillor Chris Caswill, Chippenham Monkton Division

To Councillor Tony Trotman, Chairman of the Northern Area Planning Committee

Question (16/15)

When it was decided to move meetings of the Northern Area Planning Committee to afternoons from early evenings, I recall that you promised a review of the decision in response to concerns expressed by myself and other Councillors. Has this review been undertaken or started? Or if not, when will you get it underway?

Response

No formal review has been undertaken but officers were asked to inform the Chairman & Vice Chairman of any complaints received from local residents. Whilst a few complaints were received (and responded to) when the change to the timing of the meeting was first made, no further complaints have since been received. Though there have been a few occasions when a member of the public and ward members have been unable to attend, the ability to submit a written late item or ask for a statement to be read out on their behalf by another local residents or the Chair of the Committee allows for them to present their points to members of the committee.

Officers and the Chairman have been informally monitoring attendance by local residents at committee and though there has been no significant change, the number of people attending the meetings has marginally increased.

As the new arrangements for the Northern Area Planning Committee are working well, there is no reason for the start time to be altered.

Wiltshire Council

Annual Council

10 May 2016

Petition Received

'Stop Bus Cuts' Organised by the Salisbury Journal

To consider a petition with 6,183 signatories organised by the Salisbury Journal which states:

'The Salisbury Journal newspaper is calling for Wiltshire Council end its plans to axe dozens of bus services – which could have disastrous consequences for rural communities.

As the council threatens to pull funding from subsidised routes across the county, the Journal has launched a campaign to STOP BUS CUTS.

Six different plans are on the table to slash a £5million budget – including ending all subsidies.

Join the campaign to show decision makers in County Hall that bus subsidies must be saved in Wiltshire'.

The petition meets the threshold for a Council debate which operates in accordance with the Council's Petition Scheme as follows:

Petition Scheme – Council Debate

If the petition is of a sufficient size to trigger a debate at the full council the issue raised in the petition will be discussed at a meeting which all councillors can attend.

The council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting.

The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes. In addition to your petition the council may also consider the views of the cabinet or cabinet member. If you would like you may also have the opportunity to answer questions or clarify issues for the councillors.

The council will decide how to respond to the petition at this meeting. The council may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee.

Where the issue is one on which the council's cabinet are required to make the final decision, the council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on the council's website. Alternatively and if timing permits the petition may be referred to the cabinet for its views so that at the council meeting the views can be considered alongside the petition and a final decision made.

Robin Townsend
Associate Director, Corporate Function, Procurement and Programme Office

Wiltshire Council

Council

10 May 2016

Petitions Update

As at 28 April 2016, three petitions have been received by Wiltshire Council since the last report to Council on 23 February 2016. Further details are shown at Appendix 1 to this report.

This includes reference to a petition on 'Stop the Bus Cuts' organised by the Salisbury Journal, with a request that the petition be debated at Council. The petition meets the threshold for a Council debate under the Council's [Petition Scheme](#) This is dealt with under item 8 (a).

Proposal

That Council notes the petitions received and the action taken, as set out in the Appendix to this report.

Yamina Rhouati
Democratic Governance Manager

Appendix 1 – details of petitions received

This page is intentionally left blank

NAME	DATE RECEIVED	RESPONDENTS	ACTION
<p>Mr Joe Huckle (Parent) and Mr Steve Wigley (Headteacher)</p> <p>Petition the Council to introduce traffic calming measures and a safe crossing point onto the Down, Trowbridge in order to promote the safety of children walking to and from school.</p>	21.03.16	234	The petition was presented to Trowbridge Area Board on 14 March 2016 and also brought to the attention of the Cabinet Member for Highways and Transport. The petitioners were advised that appropriate course of action was for the School to update its travel plan and apply to the Taking Action on School Journeys challenge for funding. This is open to all schools in the county with an up to date travel plan and allows a study to take place around travel to and from school in order to develop solutions- engineering measures or others- to the issues faced.
<p>Melissa Loveday</p> <p>Petition to Save Calne Library from Government Cuts</p>	05.04.16	636	The petition was presented to Calne Area Board on 5 April 2016 when the petitioners were updated on changes and participated in a Question and Answer session with the Cabinet Member for Housing, Leisure, Libraries and Flooding.
<p>Alex Rennie (Salisbury Journal)</p> <p>Petition W407iltshire Council to Stop Bus Cuts in Wiltshire</p>	08.04.16	4,776 online signatures and approximately 1,407 paper signatures.	This petition is to be presented to Council and is scheduled for debate.

Note: This does not include petitions received in respect of regulatory matters ie planning and licensing which are dealt with under different procedures.

This page is intentionally left blank

Wiltshire Council

Council

10 May 2016

Annual Report of the Corporate Parenting Panel June 2015 to May 2016

1. Purpose of Report

- 1.1 This report forms the annual update to Council from the Corporate Parenting Panel (CPP) in accordance with the Council's Constitution.

2. Background

- 2.1 The role of the Corporate Parenting Panel is to secure Councillor involvement and commitment throughout the Council to deliver better outcomes for children and young people who are looked after. All Councillors are reminded that they have responsibilities as a "corporate parent" for children and young people who are looked after in Wiltshire.
- 2.2 Councillors Pat Aves, Anna Cuthbert, Andrew Davis (Vice Chairman), Jon Hubbard, Jacqui Lay, Alan MacRae (Chairman), Pip Ridout, and Phil Whalley formed the membership of the Panel during the period May 2015 to May 2016. The Lead Officer is Martin Davis (Head of Service – Care, Placements and EDS). Councillor Alan MacRae stood down as Chairman in February 2016 being replaced by Councillor Laura Mayes (Cabinet Member for Children's Services). The Independent group have chosen not to take a place on the Panel; the Conservative Group have therefore nominated an additional member.
- 2.3 The meetings were regularly attended by the following officers/representatives:

Deborah Barlow (Principal Social Worker), Martin Davis (Head of Care, Placements and EDS), Leanne Field (Senior Commissioning Officer – Children's Social Care – Voice and Influence), Carolyn Godfrey (Corporate Director), Christina Gregory (Voice and Influence Research Policy Coordinator), Jo Harris (Children in Care Council representative), Terence Herbert (Associate Director), Blair Keltie (CSE Manager), Bethany Lewis (Children in Care Council representative), Janice Lightowler (Manager – Conference and Reviewing Service), Dr Stuart Murray (Designated Doctor for Looked After Children), Lena Pheby (Designated Nurse for Looked After Children), Karen Reid (Virtual School Headteacher), Sally Smith (Foster Carer and Chair of Wilts Fostering Association), Karen Stokes (Missing Children

Co-Ordinator) and Matthew Turner (Service Manager – Placement Services). Other Officers attended as required to present particular reports.

3. Work Programme

3.1 The Corporate Parenting Panel has discussed a broad range of topics in depth taking into consideration the young people's views. At every Panel meeting a member of the Children in Care council has been in attendance. CPP have received the following reports and information:

- LAC Missing Data and commentary
- Updates on progress of actions identified at previous Shared Guardian Sessions
- MOTIV8 (Substance Misuse Service) Data
- Updates from the Care Leaver's Charter Working Group
- Update following the Peer Review of Looked After Children
- Information following Ofsted's inspection in summer of 2015
- Annual Health Report of Looked After Children 2014/15
- Annual Report of Wiltshire's Independent Visitor Scheme 2014/15
- Updates on the Looked After Children, Young People and Care Leaver's Improvement Group
- Update from the Strategic Planning Working Group
- Updates on Placement Stability concerns
- Updates on the Adoption West initiative
- Updates on the Capacity issues with the Independent Visitor Scheme
- Approval of a Corporate Parenting Panel Strategy for 2016/18
- Private Fostering Annual Report 2014/15
- Update from the Safeguarding Children and Young People Task Group regarding concerns expressing about the Missing Return Interviews
- Councillors access to the Panel's Agendas and Minutes
- Annual report of the Virtual School Headteacher 2014/2015
- Looked After Children who have Special Educational Needs
- National Performance Indicators data

3.2 Corporate Parenting Panel have continued to monitor closely work that is underway across the Council and partner agencies to improve outcomes for our Looked After Children and Care Leavers. While the Ofsted inspection in June 2015 identified our services as requiring improvement, it also noted many areas of good practice. Outcomes for children looked after continue to improve, children benefit from consistency of worker, the adoption service offers a sensitive and effective service and children leaving care receive an improving level of support in their transition into adulthood. A clear set of strategic priorities have been agreed targeting the key areas in which improvements are required; these include ambitious targets to recruit additional foster carers and return children to Wiltshire placements, achieving legal permanence more quickly for children in long-term care and ensuring our Care Leavers have better access to appropriate housing, education and employment opportunities.

- 3.3 The Annual Report from the Virtual School was presented to CPP on 22 March. Since that date the DfE has published the educational outcomes for Looked after Children in terms of attainment at all key stages: examinations and teacher assessments for 2015; absence (reflecting 2015) and exclusions data (2014) for England and relevant regions.
- 3.4 Data relating to educational outcomes for Looked after Children (statistical neighbours' data is not yet available):
- Wiltshire's 2015 GCSE results for 5 A*-C including English and Maths have improved to their highest ever and exceeded the England and South West averages for Looked After Children
 - 5 A*-C are significantly better than the England and South West averages for Looked After Children.
 - Key Stage 2 SATs results overall improved in Key Stage 2 and are in line with the England and South West averages for Looked After Children.
 - There have been no permanent exclusions of Looked after Children since 2008 and the percentage of children with at least one fixed period exclusion is below both England and South West averages.
 - Overall absence from school is lower than both England and South West, with unauthorised absence (lowest to date) at 0.47%. Details of all absence are known and effective actions are taken.
 - Internally measured, attendance for the first half of the academic year (94.8%) is an improvement on 93% overall for the academic year 2014/15.
 - At the time of reporting, 85.9% of Wiltshire's Looked after Children were placed in schools rated by Ofsted as Good or Outstanding. No Looked after Children are in a school rated Inadequate, whether within Wiltshire or placed in another authority.
- 3.5 Aspire House continues to provide an increasing range of activities and support for Looked After and Adopted children and young people, including English, Maths and Science tutoring as well as independent living skills for Care Leavers. 3 young people are likely to receive their accredited Bronze level certificate within the next few weeks.
- 3.6 Both Apprentices, employed by Wiltshire Council and working within the Virtual School, are aiming to complete their training by the end of August. These Care Leavers have followed Customer Services and Youth Work apprenticeships, the latter having been able to secure work placement opportunities with our commissioned provider for supported housing.
- 3.7 The Council is responsible for Canon's House which is an 8 bedroom home in Devizes that provides short-term residential breaks for young people (age 5-17 years) with a severe learning disability who are assessed by Wiltshire

Council's Children's Disability Teams as being in need of that service. Monthly unannounced inspection visits are carried out by a senior Council officer and members of the CPP are invited to attend with the officer to carry out the visit. Between June 2015 and May 2016, seven Councillors have attended as part of the unannounced inspections. Arrangements for this have changed during the year; each Councillor is asked to do two visits in a row for continuity and tracking of any issues raised. The home has been subject to two Ofsted inspections in the year, at the first the home was judged to be 'requires improvement' at the second improvements were noted and a 'sustained progress' judgement awarded.

4. Children in Care Council

- 4.1 The Children in Care Council are a key stake holder group in the Corporate Parenting agenda. A representative from CiCC attends both agenda setting and wash-up sessions following each meeting of the Panel. There is a mature relationship between CiCC and CPP and it is positive to note that CiCC have been fully involved in the recent CPP performance review and have been able to identify key areas in which the Panel can improve.
- 4.2 Following each meeting of the Panel there is a 'Shared Guardian' session where young people and Councillors meet to discuss key themes. At least 15 young people have contributed to Shared Guardian Sessions over the past year. Council Members and Senior Council Officers from outside of Children's Operational Services have attended to discuss issues such as Housing. This reinforces the whole Council responsibility for the services we provide for children and young people in care and care leavers. These sessions have largely been successful as evidenced by the 'You Said, We Did' audit. However further work is now required to ensure these sessions remain worthwhile.
- 4.3 The original CiCC was successful at being a strong voice for Looked After Children. However, as is the nature of these things, the children grew to adulthood and moved onto other things. As a consequence membership of CiCC is currently quite low and so work is underway to recruit additional members. An induction event was planned for late March and we are confident that membership will increase significantly thereafter. Once membership is established we aim to review how our Shared Guardian Sessions operate to ensure the new group of young people are confident and comfortable with arrangements.

5. Our Performance

- 5.1 Ofsted undertook an Inspection of services for children in need of help and protection; children looked after and care leavers in June 2015. Ofsted concluded Wiltshire's services to Looked After Children require improvement to be good. Inspector's reported the trajectory for improvement is positive and noted that there is a strong culture of learning and ongoing self-evaluation which has ensured that the local authority has a good understanding of its strengths and weaknesses.

- 5.2 In relation to corporate parenting arrangements Ofsted reported, *elected members understand their role as corporate parents and can describe their direct involvement with young people. However, strategic corporate parenting arrangements are not yet sufficiently developed, have lacked direction and clear business plans and as a result have not had sufficient impact on improving services and outcomes for children and young people cared for by the local authority. Action is being taken to address this.*
- 5.3 Subsequent to this inspection the Children in Care Council were asked their view on the effectiveness of Corporate Parenting arrangements. In a letter to CPP they wrote; *'as part of the Children in Care Council we give 100% but we need to feel that we get 100% out of all our Corporate Parents at the Corporate Parenting Meetings and the Shared Guardianship as we run this programme and we feel like you don't want to hear our voice.'*
- 5.4 The criticisms levelled by Ofsted and by young people have been accepted. The Panel has recognised that there is a need to strengthen performance and has taken action to improve.
- 5.5 A review of the Corporate Parenting Terms of Reference has been completed and a new strategy incorporating these was agreed by CPP on 26 January 2016. The fundamental aims of this new strategy are to ensure that Councillors:
- Understand their roles and responsibilities as Corporate Parents
 - Scrutinise and challenge how the Council performs in delivering its services as a Corporate Parent
 - Engage effectively, with energy, consistency, and confidence with children and young people so that their voice is heard and has influence
 - Support and enable children and young people to challenge where services need to improve.
 - Maintain a comprehensive overview of the progress of children who are looked after and for care leavers, scrutinising the quality, effectiveness and performance of the services that support them.
- 5.6 Corporate Parents, working with the Children in Care Council have agreed seven new strategic priorities. To ensure that strategic oversight and critical challenge is effective, each member of the Panel will have a lead role in relation to delivery of one strategic priority:
1. Strengthen the Corporate Parenting Role and Corporate Parenting function across Wiltshire Council as a whole. (Laura Mayes)
 2. Continue to improve timeliness of permanency for looked after children across the range of permanency options. (Andrew Davis and Sally Smith)

3. Ensure that there is sufficient accommodation for looked after children within Wiltshire which meets the needs of those children. Prioritise placement within Wiltshire. (Pat Aves and Sally Smith)
4. Improve care leavers journey by ensuring an enhanced offer to care leavers across all areas: education, employment and training, independent living, housing options and health. (Jacqui Lay and Pip Ridout)
5. Improve the educational outcomes for looked after children; closing the gap between looked after children and other children in the county. (Phil Whalley)
6. Ensure that looked after children are protected from the risk of child sexual exploitation and reduce the frequency with which some looked after children and care leavers currently go missing. (Anna Cuthbert)
7. Ensure that looked after children and care leavers have timely and easy access to mental health services (Jon Hubbard)

The new Strategy was ratified by Panel on 26 January 2016.

- 5.7 Additional reporting measures have been agreed. The Panel will now report its work through the Wiltshire Council Children's Select Committee. Following each meeting the Chairperson will send a copy of the Panel minutes to the Chairman of Children's Select Committee. On a six monthly basis the Panel Chairperson will prepare a report for Chairman of the Children's Select Committee, addressing progress against each of the seven strategic priorities. In addition to this the Chairperson of the Corporate Parenting Panel will present an annual report to Full Council which will be shared with the Children's Select Committee prior to submission.
- 5.8 The new strategy and reporting mechanism will enable Corporate Parenting Panel to more effectively scrutinise and hold to account the services that work with and support our children in care

6. In conclusion:

- 6.1 The Corporate Parenting Panel has struggled in recent years to fully evidence its impact. The introduction of a Corporate Parenting Strategy, with new strategic priorities and an enhanced reporting system should help to ensure greater impact in the future. This challenge function was evidenced in the final meeting of the year with Panel escalating concerns and requesting an urgent meeting with officers in the Housing Department. Panel members wish to discuss the Council's Draft Housing Strategy due to the lack of priority this gives to Care Leavers.

7. Safeguarding Children and Young People Panel

- 7.1 The Safeguarding Children and Young People Panel (SCYPP) established in February 2014 has continued to meet quarterly. A separate annual report will

be provided in future as the panel takes forward a programme to include strategic oversight and monitoring of a single master set of safeguarding performance indicators.

- 7.2 In the last year the SCYPP has continued to receive briefings on a variety of subjects to enhance member's knowledge and understanding of Operational Children's Services responsibilities for safeguarding children and young people. This has included; the role of early help services, assessment and planning for unborn babies and recruitment and retention of social workers. In addition the programme of Councillors adopting a Social Worker, or an individual case has continued. Members of the Panel either been paired up with a Social Worker to gain some insight into their work, the breadth and range of their cases or followed an individual case from MASH to conclusion, which has included visits to the family home and relevant meetings.

8. Main Considerations for the Council

- 8.1 The Council is asked to note the work of the CPP and the SCYPP to date and its plans to strengthen this function.

9. Safeguarding Implications

- 9.1 Within their role as Corporate Parents, Councillors monitor closely the safeguarding of children and young people looked after by Wiltshire Council and in doing so identify issues such as children missing from placement and children at risk of sexual exploitation. These safeguarding functions continue into the future and will be enhanced.

10. Public Health Implications

- 10.1 Looked After Children are at particular risk of experiencing inequalities in health outcomes due to their difficult start in life. Within their role as Corporate Parents, Councillors monitor the health and wellbeing support received by our looked after children to ensure they receive regular holistic assessments of their needs supported by appropriate and accessible service provision. This may include access to a wide range of services including immunisations, emotional wellbeing support or substance misuse services.

11. Environmental and Climate Change Considerations

- 11.1 Not applicable.

12. Equalities Impact of the Proposal

- 12.1 The proposals seek to bring Councillors and Officers to work together to ensure that our Looked After Children and Young People have a voice within the Council in order to influence the improvement of services for them.

13. Risk Assessment

13.1 Panel Members are required to have an enhanced DBS check undertaken and Risk Assessments will be drawn up for when visits are made to vulnerable children and when Councillors attend Officer Team Meetings, etc.

14. Financial Implications

14.1 Expenses for young people participating in the CPP will be paid for from the Children in Care budget.

15. Legal Implications

15.1 Ian Gibbons (Solicitor to the Council) has confirmed that the Panel is an Advisory panel and not a Committee of the Council; it can therefore make recommendations but not decisions. Carolyn Godfrey, the Corporate Director for Children's Services is the lead decision maker.

16. Proposal

16.1 To receive and note the Annual Report and ratify the improvements required to strengthen Corporate Parenting in Wiltshire.

Carolyn Godfrey
Corporate Director

Report Author: Martin Davis (Head of Care, Placements and EDS)

Date of report: 25 April 2016

Background Papers

None

Appendix

1 Annual Report of the Children in Care Council April 2015 – March 2016

**Wiltshire's Children in Care Council
Annual Report April 2015 – March 16**

**“It’s about making a change and hearing from
the children and young people who are in
Wiltshire’s care” (Children in Care Council
member, February 2016)**

Report author: Leanne Field - Voice and Influence Team,
Commissioning, Performance and School Effectiveness,
Children’s Services

Contents

1. Introduction.....	page 3
2. Management Information.....	page 5
3. Key achievements and changes to CiCC.....	page 7
4. Finance.....	page 9
5. Recruitment and future plans.....	page 11
6. Recommendations and key points.....	page 14
7. Appendices.....	page 15

1. Introduction

The Government White Paper *Care Matters: A Time for Change* (2007) sets out that the role of the corporate parent is key to improving outcomes for looked after children and young people. The paper identified that it is important that children and young people have a chance to shape and influence the parenting they receive from the local authority.

In order to improve the role of the corporate parent the government expects every local authority to put in place arrangements for a 'Children in Care Council', with direct links to the Director of Children's Services and the Lead Member for Children's Services. This gives looked after children and young people a forum to express their views, have their voice heard and influence the services and support they receive.

Within Wiltshire the Children in Care Council is coordinated by the Voice and Influence Team in Commissioning, Performance and School Effectiveness. The aim of the Voice and Influence Team is that no policy or service related to children and young people is developed without first seeking their views and that participation and involvement becomes 'the business' of every service and organisation that works with children and young people.

Historically Wiltshire Council has run two Children in Care Councils - one for older looked after children (aged 14 – 20) and one for younger looked after children (aged 7 – 14). However, a review of these forums in the summer of 2015 led to the decision to have one Children in Care Council (known as CiCC). CiCC currently meet once a month and the purpose of the group is to ensure looked after children and young people have a voice and influence over local decision making. Representatives from our children in care tell the local authority how they can improve the experiences of looked after children, young people and care leavers.

The CiCC terms of reference (appendix 1) were reviewed with the group in the autumn of 2015, and the group decided that they wanted to extend membership and run a recruitment drive, and ensure the group is more representative of the voice of Wiltshire Council's looked after children. With that in mind, CiCC agreed that they would like the group to cover the age range of 12-25. From 1 April 2016, when the revised terms of reference come into effect, the young people aged 12-18 will be known as Care Ambassadors, and those aged 19-25 will be Care Leaver Ambassadors. The recruitment poster designed with CiCC can be seen in appendix 2.

The work of the Children in Care Council in Wiltshire over the past year has influenced a range of decisions and working practice within the local authority. This report sets out what the Children in Care Council have been doing over the last year including their key messages and the impact their voice has had.

2. Management Information

As at 1 February 2016 there were 398 children and young people in the care of Wiltshire Council (11 less than when the 2014-2015 report was written). CiCC is made up of 6 active participants who have regularly engaged in forums during 2015/2016. The youngest member is 15 years old and the oldest is 21. The average age is 17.6yrs. There are three females and three males.

Five members of CiCC are White British, whilst one member is Black African and is an unaccompanied asylum seeker. Other ethnicities are not represented.

Outlined below is how the demographic of CiCC compares against the wider looked after population in Wiltshire:

Age of CiCC cohort compared to overall LAC population

Age	Wiltshire wide	CiCC
Primary age (0-11)	42.9%	0%
Secondary age (12-16)	36.0%	16.7%
Post 16	21.1%	83.3%

The group would like more children and young people under the age of 16 to get involved with the Children in Care Council.

The table below shows the type of provision that the members of CiCC are placed in:

Wiltshire Council Foster Carer	Residential provider	Leaving Care provision
1 (16.7%)	1 (16.7%)	4 (66.7%)

The group does not have representatives in the following types of placements:

- Kinship care
- Foster care through an independent fostering agency
- Host family

There is one member in the current cohort in CiCC who is placed out of county (leaving care provision); the remaining 5 are placed within the geographical boundaries of Wiltshire Council.

No members of CiCC have a disability.

During 2015/16 there have been 10 CiCC meetings. The group also looked to run an induction session for new members called, "An Introduction to the Children in Care Council" to try and recruit more members to the group.

3. Key achievements and changes to CiCC

In September 2015 the CiCC created an action plan which sets out what they want to focus on over the next year. This includes:

- Raising awareness of mental health issues and bullying
- Organising and leading on training for personal advisors and designated teachers
- Communicating better with looked after children across the county

The Children in Care Council have a number of achievements to report from their work during the last 12 months. These include but are not limited to:

- Taking part in the most recent Ofsted inspection (in which the Council received a rating of 'requires improvement to be good') by hosting an inspector at one of the CiCC meetings and sharing their thoughts and experiences of support from Children's Social Care and from health partners.
- Working with and influencing corporate parents and senior social care managers to raise the Leaving Care Grant to £2k.
- Created a new young person friendly version of the Care Leavers entitlement leaflet, to advise care leavers of their rights.
- Reviewed and commented on the Children and Young People's Mental Health Transformation plan, which was then fed back to the relevant Lead Commissioner, using young people's voices to help shape local priorities.
- Agreed with Corporate Parents the strategic priorities they should work towards over the next 12 months. This included ensuring there was a specific priority focusing on emotional wellbeing and mental health.
- Provided training to new staff at the induction for new staff within Children's Services, and also to foster carers and Personal Advisers.
- Sitting on numerous interview panels for children's services staff.

During the autumn of 2015, in consultation with CiCC it was decided to move the venue of the meetings to County Hall from Aspire House. The key reason for this was that Trowbridge was more accessible to young people across the county because of its good transport links. Meeting rooms are larger with greater access to technology, i.e. Smart boards. The group no longer required kitchen facilities to cook meals, and finally on a safety note, the Facilities Management Team are also at County Hall until 10pm; therefore if there were any emergencies within the group, there is support from the FM Team to manage this.

4. Finance

There are two main costs to running the Children in Care Council; these are the cost of providing refreshments for the group and the cost of transporting young people to the meetings.

The total cost of running CiCC per year is just over £1000 (based on an average meeting cost x 12). The average cost of a meeting is £88.59. With the exception of staff time, the bulk of this is spent on refreshments and transport.

Date	April 2015	May 2015	June 2015	July 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015 – Xmas party	Jan 2016	Feb 2016	March 2016
No of YP attending	No data	No data	No data	3	Cancelled	4	4	5	6	4	5	Cancelled
Average age	No data	No data	No data	16.6	Cancelled	16	17.75	17.6	17.6	17.5	17.8	Cancelled
Transport costs	No data	No data	No data	£18	Cancelled	£20	£34.60	£34.60	£94.20	£54.60	£54.60	Cancelled
Food costs	No data	No data	No data	£43.15	Cancelled	£38.86	£33.60	£30	£103.95	£30	£30	Cancelled
Total	n/a	n/a	n/a	£61.15	n/a	£58.86	£68.2	£64.60	£198.15	£84.60	£84.60	n/a
Cost per head	n/a	n/a	n/a	£20.38	n/a	£14.72	£17.05	£12.92	£33.03	£21.15	£16.92	n/a

The Voice and Influence Team have liaised with Elixir to come to a special agreement, whereby Elixir will supply the food for CiCC for £30 per session for up to 16 people. As the current numbers of CiCC are relatively low, this works out at £5 per head if all 6 members were to attend. A significant proportion of the overall budget is spent on transport (we know from our young people that it is quite a challenge for them getting to meetings as some of them have to travel a long way). Within the Voice and Influence team, we are helping to tackle this issue by encouraging young people to make use of public transport to get to CiCC meetings. However, we appreciate that our CiCC cohort are vulnerable young people and taxis are used on a regular basis as we cannot expect young people to walk over a mile home late in the evening once meetings have finished (particularly in the winter when it is cold and dark).

The Voice and Influence team is looking at more innovative ways to run meetings to avoid the need to travel, eg, using video or conference call technology. We are also working with parents/carers/providers to support young people's attendance at meetings by providing transport which helps young people feel safe.

5. Recruitment and future plans

It is clear that the current cohort attending CiCC is not representative of the wider group of looked after children and young people in Wiltshire. There has been an over-reliance on the 6 active members to attend regular corporate meetings which can, on occasion, result in these young people missing time from school, college and work. This needs to be addressed and we need to develop a model which does not take children and young people out of education or work.

The Voice and Influence Team is keen to ensure that participation is meaningful and that children and young people feel their voice is being heard and is making a difference. Although most young people are positive about their involvement some have raised questions about their participation.

- “I don’t understand why I’m at the meeting as I don’t get involved”
- “I’m not asked for my opinion”
- “I don’t understand what they’re talking about”

We are therefore working with young people to review our way of working so that the group is more representative and empowers young people more effectively in decision making. One thought is that if there were more members of CiCC that meetings could be covered on a rotational basis, and would allow the opportunity for deputies to cover meetings, and so there would not be a reliance on the same young people attending.

To enable us to look at this model, first and foremost CiCC needs more members. This is an issue that the young people feel strongly about and therefore it was agreed that we would run a recruitment campaign to attract new people to the group. A recruitment poster was designed (appendix 2) and sent out. Methods of reaching children/young people included:

- Word of mouth from current participants
- Copy of recruitment poster sent out with the quarterly Who Cares? Magazines
- Article in the newsletter for foster carers
- Poster sent out to the Children and Families Voluntary Sector Forum

- Posters issued to secondary schools via Wisenet, with a request for them to display the document
- Copy of the poster on a loop being displayed on the TV screen in the atrium
- All Independent Reviewing Officers asked to promote the service at meetings attended by children and young people to review their care plan
- Virtual School officers were asked to promote the service
- Social workers and Personal Advisers were asked to promote the service
- Recruitment information sent out in the regular children's services bulletins
- Notifications sent to all Independent Fostering Agencies, Residential providers and Leaving Care Providers

It is essential that new members are brought into the group as 4 of the 6 participants are over 18 and it's likely at some point they will look to move on from the group, which would be a natural progression which the Voice and Influence team would support.

As part of the recruitment plan, an induction evening was booked for Tuesday 8th March to welcome new members, tell them more about CiCC, introduce them to some of the corporate parents and carry out some team building exercises with the current cohort.

There were 7 young people who expressed an interest in being involved in the induction event through their social worker, PA or virtual school officer. When information was sent out confirming the event, only 1 young person confirmed that they still wished to attend. Therefore, after discussion with the Lead Member for Children's Services (Councillor Laura Mayes) a decision was taken to postpone this event, until more young people were engaged with the group.

Recruitment does remain the number one issue facing the group and needs to be a priority of all those involved in supporting CiCC. The Looked after Children and Care Leaver Improvement Group, are also focusing on CiCC within the improvement plan and there are some specific actions set.

Options for future development of CiCC include:

- Less frequent activity based meetings.
- Meetings taking place in local areas to reduce travel time.

- Inviting corporate parents to attend CiCC meetings, to ensure they are hearing the voice of children and young people.

The Voice and Influence Team is currently working on an options paper for the development of CiCC which will be presented to senior managers and corporate parents at the end of June 2016.

The paper will be written following research and engagement with other local authorities (this activity is already taking place), interaction with foster carers and most importantly feedback and engagement from young people, which will culminate with an activity day for young people (with CiCC workshops) on Wednesday 1st June.

6. Recommendations and key points

- CiCC needs to be more representative of the LAC population. This needs to be achieved by recruiting more members. To recruit we need to:
 - Create greater awareness of CiCC within our LAC population
 - Market and promote CiCC effectively
 - Make the session more accessible
 - Make the sessions more engaging

- Issues around transport should be looked into for each individual member to see if transport costs can be reduced – this may involve working closely with the category managers for children within the strategic procurement hub, to challenge providers to ensure they are fulfilling their contractual obligations

Wiltshire Council is meeting its statutory obligations under *Care Matters: a Time for Change* (2007) as there is a fully established Children in Care Council that meets regularly and influences decision making.

Wiltshire Council tracks the key messages from children and young people throughout the year including whether actions have been followed up using a 'You said...We did' document. This document focuses on things that children and young people feel could be improved and what is being done in response. The views and key messages from looked after children, young people and care leavers are reflected throughout the document.

The work of the Children in Care Council is embedded within the work of the Looked after Children, young People and Care Leaver's Improvement Group and Corporate Parenting Panel, although there is still some work to be done to strengthen this relationship and ensure that young people's voice is clearly leading to better outcomes for children and young people, and that members of the Children in Care Council are holding the Council to account as their corporate parent.

7. Appendices

Children in Care Council **Terms of reference (What it's all about)**

Who we are

The Children in Care Council are children and young people age 12-19 (Care Ambassadors) and 19-25 (Care Leaver Ambassadors). We meet to tell decision makers what the issues are for children in care and care leavers. We meet with Senior Managers and Elected Members who are responsible for making important decisions about the lives of children in care in Wiltshire.

Why we do it

We want to make sure that children and young people's voices are heard and actions re taken about the decisions that affect their lives.

"It's about making a change and hearing from the children and young people who are in Wiltshire's care" (Children in Care Council member, February 2016)

What do we do?

- Tell people who make decisions about services for children in care what we think can be done to make things better
- Speak for all children and young people in care by gathering their views and deciding how best to share these views with senior managers and corporate parents
- Receive feedback from senior managers and corporate parents on issues identified by children in care
- Tell children in care what has happened as a result of them sharing their views and ideas
- Involve children in care to check and monitor all services for children in care – for example, we comment on leaflets, documents, policies and strategies, and help to design child and young person friendly versions of documents
- Work on projects to help us get our voices heard – for example, we plan and run training for professionals
- Keep children in care updated on anything we have found out through meetings we attend, or topics presented by guests and visitors

How do we do it?

Care Ambassadors meet on a monthly basis (with Care Leaver Ambassadors joining meetings bi-monthly) to tell decision-makers what the issues are for children in care. These issues are discussed and taken to the Corporate Parenting Panel and the Looked after children, young people and care leavers Improvement Group. Senior Managers and Elected Members tell us what they are going to do about the problems and outline their plans to solve any issues.

The Children in Care Council is supported by 2 members of Wiltshire Council staff.

The agenda for CiCC meetings is sent to members via email and the CiCC Facebook page one week before the meeting.

We only allow one visitor per meeting to present a topic.

What is expected of us as CiCC Members?

CiCC members are acting as representatives for looked after children and young people. This is a big responsibility and so CiCC members are expected to behave professionally. This is what is expected:

- Members will be respectful of each other and visitors
- Members will not judge each other
- Member will not talk over each other
- All members should take an active part in meetings
- Conversations topics should remain relevant
- If members miss three consecutive meetings without a valid reason, they will be asked to step down from CiCC
- Mobile phones are only to be used during the breaks
- Members are to agree on who covers what meetings in a fair way
- Members will listen to and carry out actions requested by lead workers without question, in relation to personal safety, e.g. should there be a fire or medical emergency
- We will have one ten minute break in the meeting, we will stick to this time to ensure the meeting does not overrun

Wiltshire's Children in Care Council wants you!



Are you aged 12 - 25, in care or a care leaver and want to have a say about Children Services?

Do you want to meet other young people in care or who have left care, make new friends and have fun?

Are you: Determined? Self-motivated? Reliable? Good at listening? Interested in making changes for children and young people in care and care leavers?

If so, have you thought about becoming an Ambassador for the Children in Care Council (CiCC)?

Monthly evening meetings
Held at County Hall, Trowbridge

This page is intentionally left blank

Wiltshire Council

Council

10 May 2016

Draft Chippenham Site Allocations Plan: Update

Executive Summary

Examination of the Draft Chippenham Site Allocations Plan (the Plan) was suspended in November 2015 to allow the Council to undertake further work on a number of matters raised by the Inspector regarding the soundness of the evidence base. This further work is set out in a Schedule of Work submitted to the Inspector on 4 December 2015, designed to respond to the matters he raised relating to the site selection procedure, adequacy of sustainability appraisal and deliverability of the Plan's proposals.

The Inspector has been clear that whilst he had not found the Plan unsound he considered there to be flaws with the evidence base that need to be addressed in order for the Plan to be taken forward. He has recognised that the outcome of the Schedule of Work "*must include the possibilities that, either the chosen strategy would be vindicated by new evidence or that a reasonable alternative would be shown to provide a better plan*".

Officers have implemented the Schedule of Work with an open mind, following the evidence, and have set out their findings and judgements in a new Site Selection Report. Consultants have been involved in the process through the preparation of: Sustainability Appraisal, supplements to the transport and accessibility evidence and viability assessment.

Fourteen individual Strategic Site Options have been considered which formed the building blocks for four reasonable alternative development strategies - 'Eastern Link Road', 'Southern Link Road', 'Submitted Plan' (the Plan) and 'Mixed' Strategies providing for 2,000, 2,450, 2,500 and 2,050 new homes respectively and employment land between 21 and 28 hectares, with the 'Submitted Plan' having an additional 15 hectares of land safeguarded for the longer term (post 2026).

Having considered the evidence, the Mixed Strategy is the preferred development strategy and on balance is the most sustainable option for the Plan period, which has just ten years remaining. In identifying the Mixed Strategy, as the preferred development strategy consideration has been given as to whether it was justified to take some decisions now that will affect the next plan period in order to create greater settlement resilience and secure social and economic benefits as a result of the development (the Submitted Strategy); or whether decisions made now should be about delivering the homes and jobs needed now without prejudicing the longer term development needs at Chippenham (the Mixed Strategy).

The Mixed Strategy can be considered as a first phase of the Submitted Plan Strategy, as it comprises an enlarged South West Chippenham allocation (Policy CH1) and Rawlings Green allocation (Policy CH2). The evidence shows that with appropriate mitigation all strategies may be capable of being identified for development through a subsequent Plan. It is important therefore that this Plan does not compromise the future longer term growth of the town and therefore its policies reflect the need to allow for road links to be connected as part of future development proposals.

The Mixed Strategy has the benefit of:

- early delivery of employment land (that is attractive to business) and housing land;
- delivery of housing during the Plan period at a level more closely aligned with the residual requirement;
- delivery of the Cocklebury Link Road linking the east of the town to the A350 via permitted development at North Chippenham mitigating the adverse impacts of growth on the local roads;
- Improving sustainable access via an enhanced river corridor providing links to the town and countryside along the River Avon consistent with the Chippenham Vision.

The more ambitious strategies (Submitted and Southern Link Road) have greater risk of delivery thus less certainty and result in higher levels of development beyond the Plan period. The Eastern Link Road Strategy is dependent on delivery of infrastructure and therefore compromises early delivery of employment land (attractive to businesses) and housing.

The Proposed Modifications arising from implementing the Schedule of Work will form part of a comprehensive schedule of changes to the Plan and will include those already put to the Inspector as part of the Examination process where they still remain valid. These mainly relate to the 'Proposed Changes' that were approved by Council for submission to the Secretary of State for Examination alongside the Plan in July 2015, which have been reviewed and updated in the light of implementing the Schedule of Work.

Completion of the work, in relation to the Schedule of Work in response to the Inspector's concerns, enables the Council to submit additional evidence and Proposed Modifications to the Examination to support the progression of the Chippenham Site Allocations Plan through Examination.

As agreed with the Inspector, following approval by Council, the Proposed Modifications to the Plan and revisions to the evidence base will be submitted to the Inspector for his consideration and consultation will be undertaken in advance of the hearing sessions resuming.

Following the consultation, Officers will collate the consultation responses and submit these to the Inspector to enable the hearing sessions to be resumed.

Proposals

That Council, having considered the outcome of the Schedule of Work and accompanying evidence:

- (i) Approves the Proposed Modifications to the Plan as set out in **Appendix 3** subject to amendment in (iii) and the Equalities Impact Assessment (**Appendix 4**);
- (ii) Notes that consultation will be undertaken on the Proposed Modifications and revisions to the evidence base through implementing the Schedule of Work and the results of the consultation sent to the Inspector;
- (iii) Authorises the Associate Director for Economic Development and Planning in consultation with the Associate Director for Legal and Governance and the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste be delegated authority to:
 - a) finalise the accompanying evidence documents which comprise the outcomes of the Schedule of Work and make any necessary minor changes to the Proposed Modifications in the interests of clarity and accuracy before they are submitted to the Inspector and published for consultation;
 - b) make arrangements for the above consultation and any subsequent consultations that may be requested by the Inspector;
 - c) respond to the consultation(s) and recommend any further modifications to the Inspector that may arise in response to the consultation or as part of the Examination; and
 - d) implement any consequential actions in relation to the Examination process.

Reason for Proposals

To ensure that progress continues to be made on the Examination of the Draft Chippenham Site Allocations Plan and the Plan is progressed towards adoption; and also to inform Council of the next steps.

A number of Proposed Modifications should be made to the Plan, as approved for submission by Council in July 2015, as a result of the implementation of the Schedule of Work.

Dr. Carlton Brand
Corporate Director

Draft Chippenham Site Allocations Plan: Update

Purpose of Report

1. To:
 - (i) Inform Council of the outcome of the Schedule of Work undertaken to address the concerns of the Inspector conducting the Examination of the Plan and the next steps.
 - (ii) Seek Council's approval of the Proposed Modifications to the submitted Plan and submission of the outcomes of the Schedule of Work to the Inspector.
 - (iii) Seek delegated authority to ensure the efficient progression of the Examination.

Relevance to the Council's Business Plan

2. Progression of the development plan for Chippenham is fundamental to realising the overarching aims of the Business Plan 2013-2017 of delivering stronger and more resilient communities. In identifying land to deliver new jobs, homes and community facilities in a way that seeks to minimise impact on the local environment and maximise benefits of development including accessibility to open space and new road infrastructure, it will help deliver a number of outcomes including:
 - Thriving and growing local economy
 - Everyone lives in a high quality environment
 - Healthy, active and high quality lives

Background

3. On 14 July 2015 Council approved the submission of the draft Chippenham Site Allocations Plan (the Plan) together with proposed changes to the Secretary of State for examination. The Plan was subsequently submitted on 30 July 2015. Both documents have been provided with the [Agenda papers](#) accompanying this report.

4. The appointed Inspector, Patrick Whitehead, wrote to the Council on 18 September setting out his Initial Appraisal of the Plan to which the Council responded. On 5 October, the Inspector confirmed that on the basis of the Council's response he was content for the Examination to proceed to the hearing sessions. The hearings opened on 10 November and were programmed to run until 19 November 2015. On day two, the Inspector suspended proceedings when he raised concerns about the evidence supporting the Plan.
5. The Inspector set out his concerns in letters to the Council of 16 and 30 November 2015. In response the Council wrote to the Inspector on 4 December 2015 and provided a Schedule of Work designed to address his concerns. For ease of reference this is attached at **Appendix 1**. The Inspector responded on 9 December 2015 acknowledging the Council's comprehensive response to his request for the schedule and timetable of work.
6. Councillors Briefing Notes (No.s 266, 267 and 268) have been prepared and circulated following suspension of the examination to inform all Councillors about the Inspector's concerns and the Schedule of Work being undertaken.
7. A public meeting was held between the Council and the Inspector on 21 January 2016 to review progress on the Schedule of Work, together with the timetable for the completion of that work and a further update provided in writing on 18 March 2016. The Inspector clarified that:

"...whilst he had not found the evidence base adequate in its support of the chosen strategy, the outcome of the additional work must include the possibilities that, either the chosen strategy would be vindicated by new evidence or that a reasonable alternative would be shown to provide a better plan."

(Paragraph 2.3, Notes of Progress Meeting 21 January 2016)

8. All communications between the Council and Inspector and notes of the progress meeting are provided in chronological order on the Council's website at:
http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/chippenham/siteallocationsplan/chippenham_examination.htm
9. Cabinet on 19 April 2016 noted the progress being made with the examination of the Draft Chippenham Site Allocations Plan including the work being undertaken pursuant to the Schedule of Work agreed with the Inspector appointed to examine the Plan. That report recognised that the outcome of the Schedule of Work would be presented to Council on 10 May 2016 for endorsement prior to submission to the Inspector and start of the consultation.

Main Considerations for the Council

Matters raised by the Inspector

10. The Schedule of Work was designed to address the issues raised by the Inspector in relation to site selection procedure, adequacy of Sustainability Appraisal and deliverability of the Plan proposals. The main issues can be summarised as follows:

- (i) Site Selection Procedure:
 - the basis for and use of the ranking exercise relating to criteria within Core Policy 10 of the Wiltshire Core Strategy is not clear;
 - the two stage process results in some locations not being evaluated in the same detail as others before being rejected; and
 - the approach to delivering an employment led strategy.
 - (ii) Adequacy of Sustainability Appraisal (SA):
 - the two stage sequential site selection process and its influence on the SA;
 - the inclusion of detailed assessment for only three broad areas (B, C and E) rather than for all areas A to E; and
 - therefore, the concern that reasonable alternatives were not given proper consideration.
 - (iii) Deliverability of the Plan proposals:
 - the need for clarity regarding the role and character of the Eastern Link Road and to acknowledge its provision as a policy requirement;
 - how the Eastern Link Road (including bridges) can be delivered and funded alongside development and other infrastructure requirements;
 - the co-ordinated delivery of the Eastern Link Road; and
 - how the proposals comply with the Wiltshire Core Strategy on affordable housing.
11. The Schedule of Work sets out an enhanced methodology to site selection following a 10 step approach drawing on the substantial evidence already before the Examination and supplemented by new evidence documents. Implementation of the Schedule of Work has now been completed for Council consideration.
 12. Officers have implemented the Schedule of Work with an open mind by following the evidence. External consultants have been involved in the process through the preparation of: Sustainability Appraisal, supplements to the transport and accessibility evidence and viability assessment. In addition, implementation of the Schedule of Work has benefitted from critical friend support from Planning Officer Society Enterprises, secured through funding from the Planning Advisory Service.
 13. The Inspector at the progress meeting in January took the opportunity to reiterate a number of areas that should be addressed through undertaking the Schedule of Work in order to ensure soundness (paragraphs 3.1 to 3.8, Notes of Progress Meeting, 21 January 2016). These related to: revisiting the flood risk evidence in relation to Area C; revisiting the transport and accessibility evidence; need for specific policy on Eastern Link Road if it forms part of proposals; need for further Viability Assessment; justification for built development east of River and north of the A4 if it forms part of proposals due to landscape considerations; use of illustrative land uses on proposal plans; and clarification on viability of country parks as part of proposals. How these are being responded to is discussed in turn below, before a summary is provided on the main findings arising through implementing the Schedule of Work.

14. The flood risk associated with Area C has been considered through implementing the Schedule of Work. Officers have engaged with the Environment Agency to understand the emerging outputs from the modelling work that is currently being completed and any implications for the Plan. The purpose of the modelling is to better define the flood zone with more up to date flood information. The modelling has not significantly altered the extent of Flood Zones 2 and 3 adjacent to the sites proposed in the Submitted Plan; as such, the Environment Agency does not object to its proposals. They have reiterated that built development should be constrained to parts of the site in Zone 1 with a buffer between the development and Flood Zones 2 and 3 to accommodate any refinement of the flood zones. In addition, the need for the criteria within policy to ensure that runoff does not exceed Greenfield rates and appropriate land is set aside for sustainable drainage management measures is reaffirmed. Built development can be accommodated in Flood Zone 1 in accordance with the National Planning Policy Framework.
15. The transport and accessibility evidence has been reviewed and updated to support the final selection of sites for development, as follows and has been published alongside the [Agenda papers](#):
 - (i) Supplement to Evidence Paper 3: Transport and Accessibility Part 1A - Strategic Site Options
 - (ii) Supplement to Evidence Paper 3: Transport and Accessibility Part 2A - Alternative Development Strategies

Supplement 1A updates the methodology to include accessibility heat maps that relate to the individual Strategic Site Options being assessed and relationship to the rail station. Supplement 2A assesses the merits of the four alternative development strategies identified in paragraph 21 and their forecast highway networks impacts with and without mitigation (Table 4-1 summarises the findings).

16. For completeness, even though a full Eastern Link Road does not form part of the Plan's proposals, a position statement has been prepared to illustrate the role and character of such a road as well as a Southern Link Road. This is called 'Improving highways network resilience at Chippenham' and is available as part of the [Agenda papers](#). This includes the costings for each section of the roads and has informed the viability assessment of the alternative development strategies. It also helps explain the preferred development strategy as set out below should not compromise the future delivery of such road links should development proposals to facilitate their delivery be acceptable in the future.
17. Viability Assessment has been reviewed and updated to assess the viability of each of the Strategic Site Options that form the alternative development strategies. This has been used to inform Step 8 and the selection of the preferred development strategy. It is available as part of the [Agenda papers](#) - Chippenham Strategic Site Viability Assessment, April 2016.
18. Landscape considerations have formed part of the work undertaken to implement the Schedule of Work including the sensitivity of the area east of the

river and north of the A4 (land in Area C). This included assessing the landscape sensitivity of an Eastern Link Road and forms part of the position statement referred to in paragraph 16. However, built development in this area no longer forms part of the Plan proposals.

19. The form of the illustrative plans 'Figure 4.1, Proposed Allocations' has been reviewed and will only indicate 'mixed use' and 'greenspace' land uses rather than providing indicative layouts for 'employment', 'residential' and 'greenspace' that may change through the development of the masterplan. For South West Chippenham where the employment land is established a modification is proposed to Policy CH1 to clarify that the employment land will be provided adjacent to the A350.
20. In relation to Country Parks, a statement is being prepared that will be made available for the consultation and respond to the Inspector's concerns about the viability of the Country Park proposals. This will provide assurance that the scale of obligations does not undermine the viability and deliverability of sites by illustrating the nature and form such parks can take. The Country Parks will not require significant investment as the emphasis is on retaining their open character and securing appropriate public access, while supporting their long term management largely in their continuing agricultural uses (grazing).

Key findings

21. Steps 3 and 6 were particularly important parts of the process as the identification of the Strategic Site Options through Step 3 formed the building blocks for the reasonable alternatives that were identified in Step 6. Fourteen Strategic Site Options were considered that led to the identification of four reasonable alternative development strategies in Step 6 as follows:

Strategy Name	Site Option	Employment (ha)	Housing
Eastern Link Road	B1 (Rawlings Green) and C4 (East Chippenham)	21.00 (5 and 16)	2,000 (650 and 1,350)
Southern Link Road	D7 (South of Pewsham) and E5 (South West Chippenham)	28.60 (10.5 and 18.1)	2,450 (1,050 and 1,400)
Submitted Plan	B1 (Rawlings Green), C1 (East Chippenham) and E2 (South West Chippenham)	28.10 (5, 20 and 18.1) (incl.15 post 2026)	2,500 (650, 850 and 1,000)
Mixed	B1 (Rawlings Green) and E5 (South West Chippenham)	23.00 (5 and 18)	2,050 (650 and 1,400)

22. The Eastern Link Road Strategy is based around the delivery of two allocated sites with primary schools on each site and land reserved for the expansion of Abbeyfield School. Together with the permitted development at North Chippenham it would result in the provision of new road infrastructure including bridges over the railway and River Avon connecting the A4 to the A350 - an Eastern Link Road. It represents a less ambitious strategy to the Submitted Plan in identifying a scale of growth more closely aligned to the 'at least' residual requirement of the 4,510 homes to be provided in the Core Strategy plan period.
23. The Submitted Plan Strategy comprises three allocated sites, each with primary schools providing for development to the East and South West of the town. Similar to the Eastern Link Road Strategy it would result in the provision of an Eastern Link Road.
24. The Mixed Strategy is based around the delivery of two sites both with primary schools within the Submitted Plan Strategy and recognises greater potential for growth in the South West. It represents a less ambitious strategy than the Submitted Plan and results in development more closely aligned to the 'at least' residual requirements of the Plan. It would result in the provision of new road infrastructure (Cocklebury Link Road) providing a link over the railway from Parsonage Way to connect the site with permitted development at North Chippenham and A350.
25. The Southern Link Road Strategy is based around the delivery of two allocated sites to the south of the town both with provision for primary schools. It would result in the provision of new road infrastructure including a bridge over the River Avon connecting the A4 at Pewsham Way to A350 - a Southern Link Road.
26. Both the Submitted Strategy and the Southern Link Road Strategies are more ambitious in terms of scale of growth and seek to provide longer term resilience for Chippenham through the delivery of new road infrastructure. The Eastern Link Road Strategy also provides for the delivery of such infrastructure town and thus longer term resilience but its greater reliance on infrastructure delivery means a lower level of growth during the Plan period.
27. The full explanation as to how the alternative development strategies and preferred development strategy have been derived is set out in the new 'Site Selection Report' that is published as part of the [Agenda papers](#). This is informed by additional Sustainability Appraisal work that has been published in three parts (in relation to Steps 1, 4 and 7) leading up to Step 8 through which the preferred development strategy is identified. These are also available as part of the [Agenda papers](#).
28. The evidence shows that subject to appropriate mitigation all strategies may be capable of being identified for development, if not now through a subsequent Plan. It is important therefore that this Plan does not compromise the future longer term growth of the town and its policies reflect the need to allow for road links to be connected as part of future development proposals.
29. Step 8 is provided in full at **Appendix 2**. This includes a SWOT (Strengths, Weaknesses, Opportunities and Threats) assessment of the reasonable

alternative development strategies and compares each strategy against the criteria contained in Core Policy 10 of the Wiltshire Core Strategy. This identifies the 'Submitted Plan' and 'Mixed' Strategies as having the most strengths and opportunities, with fewer weaknesses and threats.

30. To inform the overall selection of a preferred strategy a viability assessment, as discussed above, and Risk Assessment (included within the Site Selection Report) have been undertaken in order to understand the deliverability of each strategy; responding to the Inspector's concerns about delivery of proposals and affordable housing provision. The Risk Assessment also indicates the 'Submitted Plan' and 'Mixed' Strategies as performing better than the 'Southern Link Road' and 'Eastern Link Road' Strategies.
31. The main difference between the 'Submitted Plan' and 'Mixed' Strategies is the inclusion or not of Strategic Site Option C1 (East Chippenham) and the full Eastern Link Road. Step 8 recognises that there is a choice between whether it is justified to take some decisions now that will affect the next plan period in order to create greater settlement resilience and secure social and economic benefits as a result of the development (the Submitted Strategy); or whether decisions made now should be about delivering the homes and jobs needed now without prejudicing the longer term development needs at Chippenham (the Mixed Strategy).
32. If the allocations for each Strategy (Submitted Plan and Mixed) are compared with the more up to date residual housing requirement of 1,780 homes (1 April 2015), then the Submitted Plan is 17% (720 dwellings) above the 'at least' requirement of 4,510 homes whereas the 'Mixed' Plan is just 6% (270 dwellings).
33. A full discussion is provided in **Appendix 2** of the differences between the Strategies. Of note though are the differences in relation to the Eastern Link Road, which are summarised in full the Supplement to Evidence Paper 3: Transport and Accessibility Part 2A - Alternative Development Strategies at Table 4-1.
34. With the full Eastern Link Road and wider highway improvements the Submitted Plan Strategy results in 2% increase in average peak journey times and a reduction of 13% peak hour traffic flow through the town centre. For the Mixed Strategy average peak journey times will increase by 10% with or without wider highways improvements. In terms of peak hour traffic flow through the town centre arising from the Mixed Strategy this is only a 1% increase and is forecast to reduce by 6% once wider highways improvements are completed e.g. junction improvements to the Little George roundabout.
35. While non allocation of East Chippenham would give no certain basis for delivery of the full Eastern Link Road and the benefits it would bring, the Mixed Strategy can preserve the ability to provide this in the future. The Mixed Strategy could therefore be considered as a first phase of the Submitted Plan Strategy, as it comprises an enlarged South West Chippenham allocation (Policy CH1) and Rawlings Green allocation (Policy CH2).
36. As recognised in Step 8, the selection of the preferred strategy should be based on choosing the alternative with the greatest net support for economic growth

and settlement resilience when compared to the potential harm against Core Policy 10 criteria 2 to 6.

37. This needs to be considered against the findings of the Sustainability Appraisal of the reasonable alternative development strategies (Step 7), which concludes that:

“Taking into account performance across the environmental and socio-economic objectives in order to find the preferred strategy together with the fulfilment of the minimum residual housing and employment requirements, it is considered that the Mixed Strategy is the alternative with the best sustainability performance and it is recommended as the preferred alternative. However, this would require satisfactory solution of the heritage and landscape adverse effects identified prior to taking this alternative forward.”

35. The finding within Step 8 is that the Submitted Strategy does not provide the net benefits sufficient to justify departing from the Sustainability Appraisal that recommends the Mixed Strategy.

38. In summary, the Risk Assessment identifies the Mixed Strategy as carrying the least risk of delivery and the Viability Assessment considers that policy compliant levels of affordable housing can be achieved alongside the infrastructure necessary to support development. In addition, the Mixed Strategy is considered to provide:

- (i) Sufficient land for employment development to meet strategic requirements that is well located and available - a central feature to the employment led strategy;
- (ii) Sustainable supply of deliverable land for housing development for the plan period that can make a substantial contribution to meeting need for affordable housing supporting its resilience;
- (iii) A Cocklebury Link Road linking the east of the town to A350 via North Chippenham permitted development that mitigates the adverse impacts on the local road network arising from the town’s growth whilst maintaining the important economic role of the A350 corridor; and
- (iv) Improving sustainable access via an enhanced river corridor providing links to the town and countryside along the River Avon consistent with the Chippenham Vision.

39. The Mixed Strategy makes provision for 2,050 homes, of which around 105 homes are projected to be delivered over the period 2026 to 2028. This means that the proposed allocations, together with homes built and existing housing commitments at a base date of 1 April 2015 will be only 3.6% higher than the at least figure of 4,510. This does not take account of any additional windfall that may come forward over the remaining plan period, which will provide additional contingency and help support delivery of the ‘at least 4,510’ homes over the remaining 10 years of the Plan period.

Proposed Modifications

40. Proposed Modifications have been prepared in response to implementing the Schedule of Work and to provide factual updates. These have been informed by Sustainability Appraisal (Step 9 of the Schedule of Work), which can be found with the [Agenda papers](#) on the Council's website.
41. The opportunity can also be taken to consult on other proposed changes that have been put to the Inspector as part of the Examination process, where they still remain valid following the implementation of the Schedule of Work. These mainly relate to the 'Proposed Changes' that were approved by Council for submission to the Secretary of State for Examination alongside the draft Plan together with any more recent proposed changes that arose as part of the examination process prior to suspension, e.g. through the preparation of statements of common ground or in response to matters raised by the Inspector that were to be discussed at the hearing sessions. This may save time later in the process.
42. A comprehensive list has been prepared that brings together all changes proposed so that it is clear which changes the Council is now recommending that the Inspector should make to the Plan. These are set out in **Appendix 3** and involve changes to policy and text.

Next Steps

43. Subject to the resolution of Council, the next step is to finalise the documents arising from the Schedule of Work for submission to the Inspector so he can commence his appraisal and, as requested by the Inspector, consultation can be undertaken prior to the hearing sessions resuming. The documents to be submitted include:
 - (i) Chippenham Site Allocations Plan: Site Selection Report, April 2016
 - (ii) Amended and enhanced Sustainability Appraisal Report
 - (iii) Supplement to Evidence Paper 3: Transport and Accessibility Part 1A - Strategic Site Options
 - (iv) Supplement to Evidence Paper 3: Transport and Accessibility Part 2A - Alternative Development Strategies
 - (v) Chippenham Strategic Site Viability Assessment, April 2016
 - (vi) Position Statement - Improving highways network resilience at Chippenham, April 2016
 - (vii) Addendum to Evidence Paper 2: Housing and Community Facilities
 - (viii) Habitats Regulations Assessment - Update of the Chippenham Site Allocations Plan (April 2016)

- (ix) List of Proposed Modifications to the 'Pre-Submission Chippenham Site Allocations Plan February 2015' (April 2016)

The Addendum to Evidence Paper 2: Housing and Community Facilities has been prepared to provide additional information about air quality.

- 44. Consultation will take place for a period of six weeks and one day (to allow for the bank holiday) and is proposed to start on Monday 23 May 2016 and end Tuesday 5 July 2016. It will include:
 - (i) Letter or email to consultees on Spatial Planning database who have an interest in the Chippenham Plan, providing notification of the consultation;
 - (ii) Online publication on the Council's website including consultation portal;
 - (iii) Publication of advertisement in local newspapers to cover Wiltshire and the Council's Parish/Town Council Newsletter;
 - (iv) Publication of press release on Calne, Chippenham and Corsham 'Our Community Matters' websites;
 - (v) Notification of the consultation to be distributed through the Chippenham, Corsham and Calne Area Board networks;
 - (vi) Officers to present at a briefing for the Chippenham, Calne and Corsham Community Areas during the consultation period - provisional arrangements made for 6 June 2016, 6.30pm to 8.30pm at Neeld Hall, Chippenham;
 - (vii) Documents being made available for viewing at the Council's main office hubs (Monkton Park, Chippenham; Bourne Hill, Salisbury; and County Hall, Trowbridge) and at Calne, Chippenham and Corsham libraries.
- 45. Following close of the consultation, comments submitted to the Council will be collated and forwarded to the Inspector as soon as possible but by mid-July. Officers will also review the comments and prepare a summary of comments raised broken down by policy and/or subject as appropriate (rather than a comment by comment list of individual responses) to assist the Inspector. Depending on the level of response the summary will be made available before end of July.
- 46. The Inspector has stated that with the submission of the consultation comments early July the hearing sessions could be resumed in October (letter of 23 March 2016).

Safeguarding Implications

- 47. There are no safeguarding implications as a direct result of this proposal.

Public Health Implications

48. Planning for sustainable development to meet the employment, housing and infrastructure needs of communities helps foster their wellbeing. Well planned development, including appropriate infrastructure, supports health and well being of local communities, for example through the provision of green infrastructure and infrastructure to encourage walking and cycling as means of travel.

Procurement Implications

49. There are no further procurement implications as a direct result of this proposal.

Environmental and Climate Change Considerations

50. Spatial Planning has implications for the natural, economic and social environment. The Schedule of Work explicitly refers to Sustainability Appraisal, which remains an important part of the process (Steps 1, 4, 7 and 9 of the enhanced methodology). It is also necessary to ensure that the proposed changes do not have significant effects on the integrity of internationally important wildlife sites in line with European legislation and an update of the Habitats Regulations Assessment has been produced. This is provided in [the papers](#) accompanying the Agenda.

Equalities Impact of the Proposal

51. The Plan aims to positively manage growth at Chippenham in accordance with the Wiltshire Core Strategy, which itself was informed by significant consultation in relation to growth at Chippenham. The proposed consultation will be carried out in a similar way as the previous consultation assessed in the Equalities Impact Assessment already submitted to the Secretary of State when the Plan was submitted for Examination.
52. An updated Equalities Impact Assessment has been prepared for Members' consideration in the light of the Proposed Modifications to the Plan. This reaffirms the conclusions of the appraisal considered by Council on 9 July 2015 and is available at **Appendix 4**.

Risk Assessment

53. Implementation of the Schedule of Work and subsequently consultation will enable the Examination to be resumed helping deliver a plan led approach to development at Chippenham; enabling the cumulative impact of development to be understood and the holistic planning of the town to take place. Land to deliver new jobs, homes and community facilities can therefore be identified in a way that seeks to minimise impact on the local environment and maximise benefits of development.

Risks that may arise if the proposed decision and related work is not taken

54. There is a considerable amount of developer interest around Chippenham. This means that the Council is already considering applications on the edge of the town on a case by case basis impacting on the Council's ability to plan

effectively for growth at the town. Implementing the Schedule of Work and concluding the consultation will also help the Council maintain and demonstrate a five year supply of housing land, in accordance with the requirements of the Government's National Planning Policy Framework.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

55. There remains reputational risk to the Council as criticism may be attracted from local people who do not want to see developments in areas they value. To help manage this risk, a joint briefing for the Chippenham, Calne and Corsham Community Areas is being arranged to allow local people to find out about the outcomes from the work and understand the reasons behind it.

Financial Implications

56. The financial implications for finalising the implementation of the Schedule of Work, consultation and completion of the Examination process will have to be met from the Economic Development and Planning budget provision for 2016/17 respectively. The Inspector has indicated that he may wish to use expert assessors to assist with viability and transport matters, which will have a cost implication.
57. Progression of the Plan will help bring forward new sites for housing, thereby enabling the Council to benefit from the Government's New Homes Bonus and by a contribution to the Council's Council Tax base. In addition, they will be subject to Community Infrastructure Levy that will help deliver specific infrastructure schemes in Chippenham and adjoining parishes.

Legal Implications

58. In accordance with the Planning and Compulsory Purchase Act 2004 (as amended) ('2004 Act'), the Council has a statutory duty to prepare planning policy and maintain up-to-date policy, which is reinforced through the National Planning Policy Framework (NPPF). The NPPF requires Plans to have a proportionate evidence base that is adequate, up to date and relevant (paragraph 158). Implementation of the Schedule of Work has been undertaken in compliance with legislation and National Planning Policy.
59. Legislation relating to the local plan preparation process is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. According to Regulation 22, a sustainability appraisal report is one of the main documents prepared to support the development of the submitted Plan and involves the assessment of reasonable alternatives. This has been amended and enhanced as referred to in the Schedule of Work.
60. In implementing the Schedule of Work the Council has been mindful of its statutory duties in respect of heritage assets, as set out under Sections 66 and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
61. The Inspector, in accordance with the NPPF, is independently examining the Plan for soundness, namely that it is: positively prepared, justified, effective and consistent with national policy (paragraph 182) and considering compliance under Section 20(5) of the

2004 Act. Implementation of the Schedule of Work in response to the Inspector's concerns enables the Council to submit additional evidence and Proposed Modifications to support the progression of the Chippenham Site Allocations Plan through Examination. This work ensures the Plan is sound in accordance with Section 20(5)(b) of the 2004 Act and paragraph 183 of the NPPF.

62. Consistent with the Council's practice for all Local Plan Examinations, the Council has formally requested that the Inspector recommend any necessary modifications to the Plan to make the Plan sound and legally compliant pursuant to section 20 (7C) Planning and Compulsory Purchase Act 2004.

Options Considered

63. Progression of the Plan will help ensure that Core Policy 10 of the Wiltshire Core Strategy is implemented and a clear strategy is in place for plan led growth at the Town, providing certainty for developers and the local community. The Inspector has required that further work be undertaken through the Schedule of Work in order to progress the Examination and that consultation be undertaken on the outcome.

Conclusions

64. Implementing the Schedule of Work in response to the Inspector's concerns enables the Council to submit additional evidence and Proposed Modifications to support the progression of the Chippenham Site Allocations Plan through Examination.
65. Having considered the evidence, the Mixed Strategy is the preferred development strategy and on balance is the most sustainable option for the Plan period, which has just 10 years remaining. The Mixed Strategy can be considered as a first phase of the Submitted Plan Strategy, as it comprises an enlarged South West Chippenham allocation (Policy CH1) and Rawlings Green allocation (Policy CH2).
66. The Proposed Modifications and accompanying evidence arising from implementing the Schedule of Work should be submitted to the Inspector and arrangements made for consultation in order that the hearings can be resumed and Examination progressed.

Alistair Cunningham
Associate Director, Economic Development and Planning

Report Authors:
Georgina Clampitt-Dix
Head of Spatial Planning
Tel No: 01225 713472

Carolyn Gibson
Manager Spatial Planning
Tel No: 01225 718452

Date of Report: April 2016

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

None

Appendices:

Appendix 1: Schedule of Work, 4 December 2015

Appendix 2: Step 8, Extract from Site Selection Report (April 2016)

Appendix 3: List of Proposed Modifications to the 'Pre-Submission Chippenham Site Allocations Plan February 2015' (April 2016)

Appendix 4: Equalities Impact Assessment of the Chippenham Site Allocations Plan (April 2016)

Documents published with the Agenda:

1. Pre-Submission Chippenham Site Allocations Plan February 2015
2. Proposed Changes to the 'Pre-Submission Chippenham Site Allocations Plan February 2015' (July 2015)
3. Chippenham Site Allocations Plan: Site Selection Report, April 2016
4. Supplement to Evidence Paper 3: Transport and Accessibility Part 1A - Strategic Site Options
5. Supplement to Evidence Paper 3: Transport and Accessibility Part 2A - Alternative Development Strategies
6. Position Statement: Improving highways network resilience at Chippenham, April 2016
7. Chippenham Strategic Site Viability Assessment, April 2016
8. Chippenham Site Allocations Plan Sustainability Appraisal Report - Part One A - Methodology and Part One B - A Review of the Sustainability Appraisal of Strategic Areas
9. Chippenham Site Allocations Plan Sustainability Appraisal - Addendum 1: SA of Strategic Site Options
10. Chippenham Site Allocations Plan Sustainability Appraisal Addendum 2: Assessment of Alternative Development Strategies

11. Chippenham Site Allocations Plan Sustainability Appraisal - Proposed Changes to Pre-Submission Draft Plan Sustainability Appraisal Note, April 2016
12. Addendum to Evidence Paper 2: Housing and Community Facilities
13. Habitats Regulations Assessment - Update of the Chippenham Site Allocations Plan, April 2016

4th December 2015

3/12 Kite Wing
Temple Quay House
2 The Square
Bristol
BS1 6PN

Economic Development and Planning
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Your ref: PINS/Y3940/429

Dear Patrick Whitehead

Re: Chippenham Site Allocations Plan (CSAP) - Examination in Public

Thank you for your letter of 16 November 2015 in which you set out your concerns following the suspension of the examination into the above Plan. Since this date the Council has been working hard to carefully consider the points you raise in order to identify a schedule of work going forward and to allow you to respond before going on leave.

We also confirm receipt of your letter of 30 November in which you have reiterated your concerns and note that you have provided further clarification.

However, the tenor of this latest letter, which appears to have increased the emphasis on withdrawal, is giving the Council cause for concern that you may have predetermined the outcome. We note an interim letter from the Inspector examining the soundness of the County Durham Plan was challenged on grounds including predetermination and was subsequently quashed by the High Court with the consent of the Secretary of State. We therefore seek your reassurance that you will proceed with an open mind.

As detailed in this letter, we are going to carry out a transparent and comprehensive schedule of further work addressing each of your concerns. The Council do not know the outcome at this stage but there is no reason to believe that it would lead to a fundamentally different Plan or one requiring substantial modification. Even if it did lead to significant changes, there is no legal impediment to any changes being progressed through a proper consultation and modifications procedure, if necessary, and as such we see no legal reason why the Plan cannot proceed.

The main concerns outlined in your letter of 16th November relate to the adequacy of the Site Selection Procedure and the Sustainability Appraisal, requiring the Council to revisit these two exercises, as well as matters around deliverability. At the hearings the Council agreed to a suspension in order to address these concerns and review the evidence that supports the Plan. The main concerns can be summarised as follows.

(i) Site Selection Procedure:

- the basis for and use of the ranking exercise relating to criteria within Core Policy 10 of the Wiltshire Core Strategy is not clear;
- the two stage process results in some locations not being evaluated in the same detail as others before being rejected; and
- the approach to delivering an employment led strategy.

- (ii) Adequacy of Sustainability Appraisal (SA):
- the two stage sequential site selection process and its influence on the SA;
 - the inclusion of detailed assessment for only three broad areas (B, C and E) rather than for all areas A to E; and
 - therefore, the concern that reasonable alternatives were not given proper consideration.
- (iii) Deliverability of the Plan proposals:
- the need for clarity regarding the role and character of the Eastern Link Road and to acknowledge its provision as a policy requirement;
 - how the Eastern Link Road (including bridges) can be delivered and funded alongside development and other infrastructure requirements;
 - the co-ordinated delivery of the Eastern Link Road; and
 - how the proposals comply with the Wiltshire Core Strategy on affordable housing.

In order to address points (i) and (ii) above, the Council is proposing to re-issue a revised Site Selection Report using an enhanced methodology that is informed by Sustainability Appraisal. The enhanced methodology will provide clarity on the employment led approach drawing upon the substantial evidence that is before the examination. The selection of a preferred strategy will be based on choosing the alternative with the greatest net benefit for economic growth and settlement resilience when compared to the potential harm against Core Policy 10 criteria 2 to 6. This therefore ensures that the Plan is based on delivering significant job growth, which will help to improve the self-containment of the town as required by the Wiltshire Core Strategy and replaces the ranking of Core Policy 10 criteria. The enhanced methodology will also include a more detailed consideration of site options within all strategic areas and is described in a Schedule of Work attached as an annex to this letter (**Appendix 1**). In summary this will involve:

- A review of the existing Strategic Area Assessments (Strategic Areas A-E) in both the Sustainability Appraisal and the Site Selection Report in the interest of consistency and clarity (Steps 1 and 2 in the Schedule of Work);
- Instead of the sequential approach to site selection using the outcome of the Strategic Area Assessment, the Sustainability Appraisal and Site Selection Report will be amended to consider the reasonable strategic site options in each Strategic Area (Steps 3 to 5); and
- A new section in both the revised Site Selection Report and amended Sustainability Appraisal to consider reasonable alternative development strategies (Steps 6 to 8) before identifying a preferred development strategy and any accompanying proposed modifications to the Plan (Steps 9 and 10).

In relation to (iii) above, 'Deliverability of the Plan proposals', the development of alternative development strategies will involve each being supported by a risk assessment in relation to delivery (Step 6). This will be a basis for comparing the effectiveness of each development strategy and therefore a consideration in selecting a preferred strategy. Recognising the need for co-ordinated progress over the remainder of the Plan period, revisions to the Plan will be drafted to set out measures to monitor and minimise risks and contingencies, for example, for the timely delivery of critical infrastructure.

To provide greater detail on road infrastructure, the Council is proposing to provide a position statement responding to the issues you raise concerning the Eastern Link Road. This will draw together existing evidence on the character and purpose of a link road, provide an update in relation to options on delivery (some of which were briefly discussed during the hearings) and clarify the benefits. Whilst the Council is mindful of the need not to prejudge the outcome of the review of the Site Selection Procedure and the Sustainability Appraisal, the position statement will be completed

alongside the attached schedule of work. This will ensure that the agreed timescale can be met and information is available to support the proposed development strategy should a link road remain part of the strategy of the Plan. This will also respond to your concern regarding the need for a dedicated policy within the Plan.

In response to your comments concerning the delivery of affordable housing, concerns that were also raised during the hearings, as you are aware the Council has prepared the revised Viability Assessment Report (dated November 2015), which has been submitted to the Examination. This updates the original appraisal inputs, which as reflected in the Council's response to your 'Initial Appraisal' are pessimistic, and reflects the introduction of Community Infrastructure Levy at £85 per sq m for residential development as opposed to the £40 per sq m adopted in the earlier iteration of the report. With these updates the report indicates that there are scenarios where 40% affordable housing could be achieved on all sites. It is appreciated that the hearings did not progress as far as Matter 12 when this would have been discussed in more detail.

Further viability assessment will also be undertaken for alternative development strategies, as referred to at Step 6 in the Schedule of Work. This will help consideration of the comparative effectiveness of each and the justification for the Plan's proposals. The Transport and Accessibility evidence will be reviewed and amended as necessary to ensure that each alternative development strategy is tested.

The Council also recognise that this further work allows the opportunity to reflect on specific issues that have been raised in representations.

As part of this work, Wiltshire Council is in discussion with the Planning Advisory Service to engage their services in providing critical friend support.

The schedule of work to fulfil the commitments set out above, as you may imagine, is complex but the Council is confident that the work can be completed within the 6 month period proposed. The initial proposed timings for the work are set out in **Appendix 2**.

This includes a 6 week consultation on the revisions to the evidence base arising from this work including the revised Site Selection Report, amended Sustainability Appraisal Report and any consequential changes to the Plan, which will be set out in a schedule of proposed modifications. The consultation is proposed to commence late March 2016. At the end of the consultation it is proposed that comments received will be forward to you for consideration.

In relation to the meeting in public proposed towards the end of January, the Council understand that this will be focused on verbal updates provided by the Council to questions raised by you and that members of the public will be able to observe but not take part in the discussion.

We look forward to hearing from you and trust that this letter reinforces the Council's willingness to consider reasonable alternatives and that this satisfies your concern, enabling the examination to continue.

Yours sincerely



Alistair Cunningham
Director, Economic Development and Planning
Direct line: 01225 713247
Email: Alistair.cunningham@wiltshire.gov.uk

APPENDIX 1: CHIPPENHAM SITE ALLOCATIONS PLAN: SCHEDULE OF WORK IN RELATION TO SUSTAINABILITY APPRAISAL AND SITE SELECTION REPORT

1. Introduction

- 1.1 The Inspector examining the soundness of the draft Chippenham Site Allocations Plan raised concerns about the adequacy of the Site Selection Report and Sustainability Appraisal prepared to support the Plan's preparation. In accordance with Examining Local Plans Procedural Practice this paper sets out a schedule of work the Council is proposing to carry out to address the concerns identified by the Inspector specifically in relation to these two pieces of evidence. This Appendix should be read together with the Council's letter of response to the Inspector, which refers to a Position Statement that will be prepared responding to the Inspector's concerns in relation to the proposed Eastern Link Road. Appendix 2 sets out the timeline for this work.
- 1.2 The proposed further work focuses on an enhanced methodology, which removes the two stage approach and replaces it with a parallel assessment of Strategic Areas and strategic sites that culminates in the comparison of alternative development strategies. The methodology revisits the Sustainability Appraisal and the Site Selection Process and the outputs will include:
- A revised Site Selection Report that recognises the importance of the Core Policy 10 criteria, which are reflected within the Plan objectives, as part of a more straight forward employment-led approach by removing the explicit ranking of criteria. This 'employment-led approach' will ensure the Plan provides a good choice of sites for a range of business as soon as possible, supports the vitality and viability of the town centre, and supports settlement self-containment;
 - An amended Sustainability Appraisal, which introduces additional assessments of new strategic site options within all Strategic Areas; and
 - Proposed modifications to the Plan resulting from the work including setting out measures to monitor and minimise risks to ensure the 'smooth and co-ordinated' delivery of the preferred strategy and associated infrastructure.
- 1.3 The background and context for the proposed enhanced methodology is provided in summary below following which the enhanced methodology is set out in steps.

2. Background and Context

- 2.1 The strategy for Chippenham, as set out in the Wiltshire Core Strategy "*is based on delivering significant job growth, which will help to improve the self-containment of the town*" and include the provision of new employment sites as part of mixed use sustainable urban extensions at the town (paragraph 5.46). The Wiltshire Core Strategy sets a minimum amount of additional housing and employment for Chippenham between 2006 and 2026. It also establishes a set of six criteria to guide Chippenham's expansion, as set out in Core Policy 10. They are translated into the six objectives for the Plan and form the central basis for selecting 'Strategic

Sites'. A Strategic Site Assessment Framework was developed to define how the Core Policy 10 criteria are interpreted and was informed by comments from the community and other stakeholders¹.

- 2.2 The Wiltshire Core Strategy identifies, diagrammatically, a set of indicative Strategic Areas located east of the A350 as potential areas of future expansion for strategic mixed use sites to be identified in accordance with Core Policy 10. The 'Strategic Areas' are defined by barriers such as main roads, rivers and the main railway line. Land west of the A350 is not considered a reasonable alternative for the allocation of strategic sites. The Council's reasoning is set out in Briefing Paper 2, which explains the definition of strategic areas².
- 2.3 The proposed enhanced methodology seeks to add to the Site Selection Process, as set out in the Site Selection Report, and Sustainability Appraisal (SA) process to present an equitable assessment of all reasonable alternatives within the parameters set by: the overall scale of growth included within the Wiltshire Core Strategy; the Strategic Areas identified as A to E³; the definition of what a strategic site is⁴, and the agreed Strategic Sites Assessment Framework⁵.

3. Enhanced methodology

Step 1: Review Sustainability Appraisal of Strategic Areas

Objective: To improve the consistency and clarity of the Sustainability Appraisal of Strategic Areas A to E

- 3.1 Each of the Strategic Areas has been assessed against the Sustainability Appraisal (SA) objectives in the SA Framework (Table 6.1, SA Report⁶). During the hearing sessions there was some concern about whether the assessments presented in Appendix 1 to the SA Report and summarised in Chapter 7 of the SA Report correctly reflected the evidence on which it relied. The first step is, therefore, to review this work for consistency and clarity.

¹ Chippenham Strategic Sites Assessment Framework: <http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/chippenhamsiteallocationsplan/chippenhamsiteselectionmethodology.htm>

² Briefing Note 2: Definition of the Chippenham Strategic Areas (Jan 2015) <http://www.wiltshire.gov.uk/chippenham-briefing-note-2-definition-of-strategic-areas-updated-2015-january.pdf>

³ Wiltshire Core Strategy (January 2015) Figure after paragraph 5.56: <http://www.wiltshire.gov.uk/corestrategydocument?directory=Adoption/Figures%20within%20the%20Core%20Strategy&fileref=29>

⁴ Briefing Note 5: The Role of Strategic Sites <http://www.wiltshire.gov.uk/briefing-note-5-the-role-of-strategic-sites.pdf>

⁵ Strategic Sites Assessment Framework <http://www.wiltshire.gov.uk/chippenham-strategic-sites-assessment-framework-final-2.pdf>

⁶ Sustainability Appraisal Report (February 2015) <http://www.wiltshire.gov.uk/chippenham-draft-sa-report.pdf>

- 3.2 This work will include a review of decision aiding questions in the SA Framework to establish whether they are appropriate to identify the impacts arising from development at Chippenham. No change to the SA objectives is proposed. These remain the core objectives of the SA.
- 3.3 The SA will continue to identify, for Strategic Areas, the likely significant effects of a large scale mixed use development, highlighting and explaining where the mitigation of impacts may be problematic.

Step 2: Policy review Strategic Area Assessments

Objective: To present the existing policy analysis of strategic areas against the objectives of the Plan to clarify the differences between each.

- 3.4 Informed by SA, the revised site selection report will present the evidence of the most significant strengths, weaknesses, opportunities and threats for each strategic area (A to E) that the evidence presents.
- 3.5 Using the six criteria from the Wiltshire Core Strategy (which are consistent with the Plan objectives) and evidence requirements set out in the Strategic Site Assessment Framework, the assessment will report under each objective as follows:
- Strength: There would be a benefit from developing here because...
 - Weakness: There would be harm from developing here because...
 - Opportunity: Developing here would offer the wider benefit of...
 - Threat: Developing here would risk the wider harm of...
- 3.6 Much of this assessment is already presented in the Site Selection Report in Section 1 in a narrative manner. The revisions to this will reflect any amendments to the SA of Strategic Areas and present the evidence in a manner which will better highlight the differences between Strategic Areas.
- 3.7 Although this analysis may suggest some preference for one Strategic Area over another no Strategic Area will be removed from further consideration.
- 3.8 As part of the review there will be consideration of the opportunities the Strategic Areas present in combination with other Strategic Areas to help deliver the objectives of the Plan. The likely strengths and weaknesses of the combination(s) of Strategic Areas (potential development concepts) will be summarised and any theoretical interdependencies between Strategic Areas identified. This work will inform the development of alternative development strategies (see Step 6).

Step 3: Identify Strategic Site Options

Objective: To identify reasonable alternative strategic site options in all Strategic Areas (A to E).

- 3.9 The Inspector is concerned that some locations have not been evaluated in the same detail as others before being rejected. This proposed approach ensures that all locations promoted for development continue to be assessed.

- 3.10 Additional work will ensure that all reasonable alternative strategic site options have been considered in addition to those already examined in the Site Selection Report in Strategic Areas E, B and C in Sections 1, 2 and 3. Identification of strategic site options will be extended to include strategic site options in strategic areas A and D and, potentially, additional options in Strategic Areas E, B and C. In generating the strategic site options the comments received on the Plan in relation to alternative site options will be considered.
- 3.11 The Strategic Housing Land Availability Assessment (SHLAA) provides evidence of what land is being promoted or may be available for development in each of the Strategic Areas. Guided by the Planning Advisory Service strategic site toolkit and the objectives of the Plan, the Council will develop from these individual SHLAA sites additional strategic sites options.
- 3.12 Land parcels submitted for inclusion in the SHLAA range in size from several hundred hectares to single figures. As a consequence some strategic site options may involve a combination of separate land interest whilst others may need to be divided or reduced. The Council's reasoning for the development of each strategic site option will be set out. The outcome from this work will be used in Step 4.

Step 4: Sustainability Appraisal of Strategic Site Options

Objective: To undertake Sustainability Appraisal of the reasonable alternative strategic site options in each Strategic Area.

- 3.13 Chapter 8 of the SA Report considered strategic site options in Areas E, B and C. This work will extend this assessment to include potential strategic site options in Areas A and D and, potentially introduce new strategic site options in Areas E, B and C. Considering all locations promotes consideration of strategic sites on an equitable and transparent basis.
- 3.14 Evidence papers map constraints or map information in their assessments. This information will be combined and the SA will refer to a map of constraints impinging on development around the town. This will guard against wider area judgements being applied to specific sites within an area.
- 3.15 Each site option will be assessed using the SA Framework. As stated above, decision aiding questions will have been reviewed to ensure that there is a sufficiently detailed assessment and conclusions are fully evidenced.
- 3.16 The appraisal will conclude with recommendations for each strategic site option on what would be important from a sustainability perspective and should therefore influence the decision as to whether or not a site is taken forward (and, if it is, the conditions or mitigation that might be attached to development). It will suggest what mitigation measures would be necessary to ensure particular sustainability benefits are realised or identify essential measures to ensure a development's acceptability. The appraisal may suggest that a strategic site option is not taken forward; in which circumstance it will set out its reasons.

Step 5: Policy review of Strategic Site Options

Objective: To undertake a review of reasonable alternative strategic site options in each strategic area to highlight the strengths and weaknesses of each against existing Plan Objective.

- 3.17 The Site Selection Report includes strategic site options in Areas E, B and C in Sections 1, 2 and 3. This analysis will be extended to include strategic site options in each strategic area and potential additional options in Strategic Areas E, B and C.
- 3.18 The existing narrative assessment of each strategic site will be replaced, using the same evidence base, with a more detailed SWOT analysis to highlight the strengths and weaknesses of each. The examination of each strategic site option against the Plan's objectives will identify those sites with the most potential to support the employment led strategy for Chippenham established in the Core Strategy.

Step 6: Identify Reasonable Alternative Development Strategies

Objective: To develop from the Sustainability Appraisal and policy review of Strategic Areas alternative development strategies that could, in different ways, deliver the objectives of the Plan and the scale of growth proposed in the Wiltshire Core Strategy.

- 3.19 The SA assessment and policy assessment of each strategic area (Steps 1 and 2) and different strategic site options (Steps 3 to 5) will be used to identify alternative development strategies in Step 6. These alternative development strategies will comprise one or more identified sites and supporting infrastructure requirements.
- 3.20 A site may fit with more than one development strategy. If a site does not support or 'fit' any development strategy it may at this stage be rejected from further assessment. If this is the case the revised Site Selection Report informed by the SA, will set out the Council's reasoning.
- 3.21 The alternative development strategies will be led by the evidence. Alternative development strategies already presented in evidence to the examination that could be considered at this stage are:
- The current plan proposals
 - A strategy with a southern focus
 - A strategy with an eastern focus
- 3.22 Each alternative development strategy will be developed to provide the 'at least' strategic requirements for housing and employment at Chippenham as set out in Core Policy 10 of the Wiltshire Core Strategy. Supporting evidence for each alternative will involve understanding traffic impacts, viability assessment and an assessment of risks to delivery associated with each development strategy. Each reasonable alternative strategy can therefore be tested as to whether it has a reasonable prospect of delivery.

Step 7: Sustainability Appraisal of Reasonable Alternative Development Strategies

Objective: To identify a development strategy that promotes the most sustainable pattern of development at Chippenham.

- 3.23 Sustainability Appraisal will report the like significant effects of each reasonable alternative development strategy and recommend one strategy based on achieving sustainability benefits across the spectrum of economic, social and environmental impacts. It may also suggest amendments and additional mitigation measures. It will provide reasons for rejecting the other strategies under consideration.

Step 8: Selection of a preferred development strategy

Objective: To identify a preferred development strategy that delivers the Plan's objectives informed by Sustainability Appraisal.

- 3.24 The alternative development strategies will be compared on an equitable basis using a similar SWOT framework to the one used in Step 2. This will be informed by Sustainability Appraisal.
- 3.25 Selection of a preferred development strategy will have the goal of achieving social, economic and environmental benefits together. Reflecting an employment-led strategy, the selection of a preferred strategy will however be based on choosing the alternative with the greatest net support for economic growth and settlement resilience when compared to the potential for harm against Core Policy 10 criteria 2 to 6. Harm can be considered to include:
- lack of infrastructure, a poor mix of homes including affordable housing
 - poor traffic impacts on the local network, harm to the vitality and viability of the town centre because of congestion and little wider transport benefit
 - poor access to every day destinations by alternatives to the private car
 - poor impacts on the landscape, substantial harm to heritage assets and biodiversity
 - increasing flood risk
- 3.26 Using the SWOT framework, the revised Site Selection Report will set out the justification for the chosen strategy and for not taking forward the development strategies it rejects. This will be informed by the risk analysis in Step 6.
- 3.27 Proposed modifications to the Plan to support the preferred development strategy and its delivery, arising from the work, will be set out.

Step 9: Sustainability Appraisal of preferred development strategy

Objective: To ensure the preferred development strategy delivers the Plan's objectives informed by Sustainability Appraisal.

- 3.28 The preferred strategy, in the form of Plan proposals (draft policies), will be subject to Sustainability Appraisal as appropriate and may result in further refinements to the draft Plan. This Appraisal may suggest:
- further changes in development components:

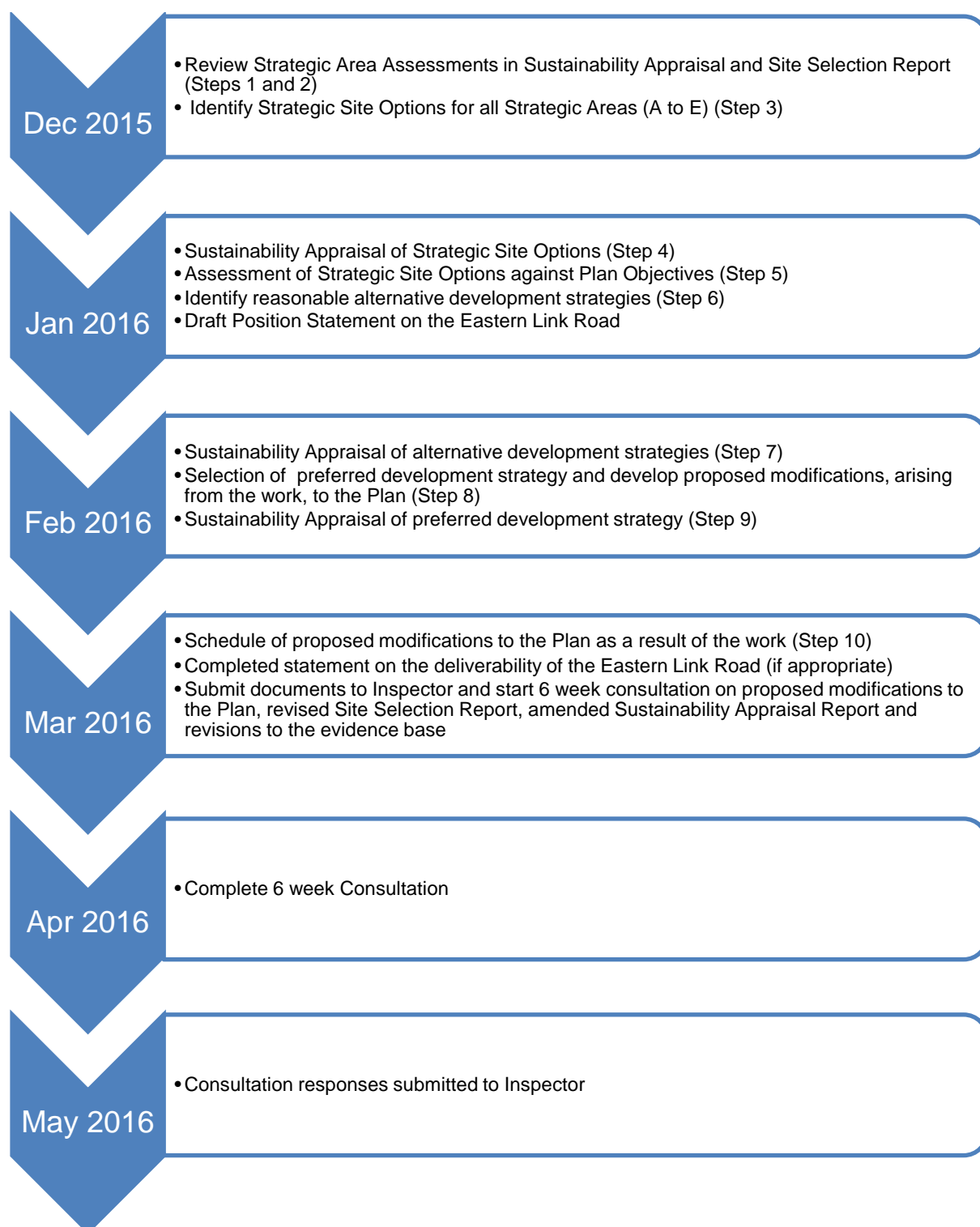
- the removal of components / statements that are not environmentally sustainable:
- the addition of new components / statements;
- including 'protective' statements requirements to substitute or offset for certain types of impacts, for instance, through projects that replace any benefits lost; and/or
- requirements in terms of reference for Environmental Impact Assessment and master plans for plan proposals, with detail on aspects of such as further landscape or traffic assessment

Step 10: Proposed Modifications to the Plan Proposals and revised evidence

3.29 At the conclusion of the review the following will be made available for consultation:

- An amended Sustainability Appraisal with addendum to present additional appraisals in relation to the new strategic site options and new reasonable alternative development strategies;
- A revised Site Selection Report, informed by Sustainability Appraisal, which presents the evidence as a series of SWOT analyses to highlight the strengths and weaknesses of each alternative considered against the objectives of the Plan (Core Policy 10 criteria);
- Proposed modifications to the Plan to support the preferred development strategy, its implementation and delivery. This may include an extended section in the Plan on implementation and delivery in Chapter 6.
- Revised Transport and Accessibility evidence and Viability Appraisal evidence to support the consideration of alternative development strategies.

APPENDIX 2: CHIPPENHAM SITE ALLOCATIONS PLAN - TIMELINE FOR SCHEDULE OF WORK



This page is intentionally left blank

1. Step 8: Selection of a preferred development strategy

Objective: to identify a preferred development strategy that delivers the Plan's objectives informed by sustainability appraisal

Introduction

1.1 Previous steps have assessed a number of site options and broad strategic areas culminating in a set of four alternative development strategies for Chippenham named:

- An eastern link road
- A southern link road
- Submitted plan
- Mixed

1.2 The rationale and justification for these strategies is explained in step 6. Each strategy combines the following site options and delivers different scale of development:

Strategy name	Dwellings	Employment (ha)	Green space
Eastern Link Road Sites B1 and C4	2000	21.0	56.4
Southern Link Road Sites D7 and E5	2450	28.6	90.9
Submitted Plan Sites B1, C1 and E2	2500	43.1	155.0
Mixed Sites B1 and E5	2050	23.1	92.4

1.3 This step brings together the conclusions and recommendations of the Sustainability Appraisal of Alternative Development Strategies and the conclusions of a policy assessment of the alternative strategies which are compared on an equitable basis. As in previous steps the policy assessment is done using a similar SWOT framework to the one used in Step 2 and 5. The review also draws on the conclusions of a Risk Assessment carried out to inform the selection of a preferred alternative development strategy.

1.4 The central purpose of this step is to select a preferred development strategy with the goal of achieving social, economic and environmental benefits together. Reflecting the need for an employment-led strategy, the selection of a preferred strategy is however based on choosing the alternative with the greatest net support for economic growth and settlement resilience when compared to the potential for

harm against Core Policy 10 criteria 2 to 6. Once the outcomes of the SA and SWOT analysis have been identified, the second half of this step identifies a selected alternative development strategy and develops this into the preferred strategy for the Plan. This involves looking in more detail at the selected strategy, the recommendations of the SA and the sites proposed. It falls into two parts:

1.5 **Context and requirements** summarising how the Preferred Strategy needs to take account of:

- site constraints
- risks to delivery
- plan objectives
- the vision for Chippenham; and
- national planning policy

1.6 **Content:** the rationale for the content of the Preferred Strategy including how proposals are justified, meet Plan objectives and are consistent with the National Planning Policy Framework;

- meeting plan objectives;
- addressing site constraints; and
- delivery

Part 1: review summary and conclusions of SA and policy assessments

Summary and conclusions of SA

1.7 Considered in more detail in Chapter 7, Step 7, Sustainability Appraisal has reported the likely significant effects of each reasonable alternative development strategy and recommends the mixed strategy, based on achieving sustainability benefits across the spectrum of economic, social and environmental impacts. As well as advising on the likely significant effects of the mixed strategy the assessment also recommends several amendments or additional mitigations that might be attached to the delivery of the strategy to ensure a strategy's acceptability or realise particular sustainability benefits.

It concludes:

1.8 *“Taking into account performance across the environmental and socio-economic objectives in order to find the preferred strategy together with the fulfilment of the minimum residual housing and employment requirements, it is considered that the Mixed Strategy is the alternative with the best sustainability performance and it is recommended as the preferred alternative. However, this would require satisfactory solution of the heritage and landscape adverse effects identified prior to taking this alternative forward.”*

Summary of SWOT assessment

- 1.9 Each of the alternative strategies is assessed against each one of the criteria contained in Core Policy 10. These are set out below with a comment on each to illustrate where there is potential for harm

Core Policy 10 Criteria	
Criteria	Possible harm
❶ The scope for the area to ensure the delivery of premises and/or land for employment development reflecting the priority to support local economic growth and settlement resilience	The strategy fails deliver substantial new jobs and land for business development
❷ The capacity to provide a mix of house types, for both market and affordable housing alongside the timely delivery of the facilities and infrastructure necessary to serve them	Lack of infrastructure, a poor mix of homes including affordable housing
❸ Offers wider transport benefits for the existing community, has safe and convenient access to the local and primary road network and is capable of redressing traffic impacts, including impacts affecting the attractiveness of the town centre	Poor traffic impacts on the local network, harm to the vitality and viability of the town centre because of congestion and little wider transport benefit
❹ Improves accessibility by alternatives to the private car to the town centre, railway station, schools and colleges and employment	Poor access to every day destinations by alternatives to the private car
❺ Has an acceptable landscape impact upon the countryside and the settings to Chippenham and surrounding settlements, improves biodiversity and access and enjoyment of the countryside	Poor impacts on the landscape, substantial harm to heritage assets and biodiversity
❻ Avoids all areas of flood risk (therefore within zone 1) and surface water management reduces the risk of flooding elsewhere	Increase flood risk

- 1.10 Sustainability Appraisal recommends the mixed strategy over the alternatives. A detailed SWOT assessment has assessed each of the alternative strategies. The results are sets out in **APPENDIX 8** and summarised below under each criteria.
- 1.11 **1. The scope for the area to ensure the delivery of premises and/or land for employment development reflecting the priority to support local economic growth and settlement resilience**
- 1.12 The Eastern Link Road (ELR) Strategy has the weakest opportunities to ensure the delivery of a choice of premises for employment. The amount of land to be provided is less than the residual requirement. Although this could potentially be remedied by a layout for site option C4 corresponding to site option C1, the scale of employment provision for which this site option is being promoted is even less than is being suggested by this strategy. It would also create pressures for a higher density of

housing in order to achieve indicative requirements. The need for the most extensive new road infrastructure may have significant cost and time implications for the delivery of land. There would also be a delay to the delivery of employment land attractive to business pending the completion of the ELR when land is required as soon as possible.

- 1.13 The Southern Link Road (SLR) Strategy has moderate opportunities to ensure the delivery of a choice of premises for employment. 18ha of land could be provided without the delivery of significant infrastructure. The opportunity to provide for additional employment land would be improved with the completion of the SLR but, similar to the ELR strategy, this would involve a delay when there are more urgent needs for employment land.
- 1.14 The Submitted and Mixed Strategies both have good potential to ensure the delivery of a choice of premises for employment. They offer different locations matching different business needs of business from more traditional industrial uses that can be accommodated in SW Chippenham, as with the SLR strategy, but also edge of town centre business uses as at site option B1. They can do so relatively quickly and both strategies will provide more than the residual requirement, although the Submitted Strategy will provide more employment land and opportunities for a choice of employment premises over the longer term.
- 1.15 The timing and choice of sites is a strength of the Mixed and Submitted strategies. The delay and uncertainty around employment provision in ELR and SLR strategies are a weakness.
- 1.16 ***2. The capacity to provide a mix of house types, for both market and affordable housing alongside the timely delivery of the facilities and infrastructure necessary to serve them***
- 1.17 The overall amount of housing to be provided by each strategy exceeds the residual requirement and there is potential to provide a mix of house types for both market and affordable housing. The Eastern Link Road (ELR), Southern Link Road (SLR), and Submitted strategies all provide the opportunity to create or contribute towards a link road which will improve access to the A350 from the east of Chippenham and reduce the potential impact of development on existing congested corridors. However, the need for a link road may result in a delay to development in Sites B1, C1 and D7. i.e. only a limited number of homes and jobs can be created until a new link road is available. It may also affect the delivery of affordable housing on those sites. Sites E2 and E5 which are identified in the SLR, Submitted or Mixed Strategies are able to be delivered without a new link road enabling housing and jobs to be delivered early. The SLR Strategy includes Site D7 which currently is not being promoted and combined with the need for infrastructure is likely to lead to a low speed of delivery of the housing and facilities in this location. The Mixed Strategy includes Site E5 and B1 which enable housing to be delivered early. The Submitted Strategy 8 by also including Site C1 enables some housing to be delivered early and the eastern link road to be delivered in full to address congestion issues in the town.
- 1.18 The deliverability of land for housing development in SW Chippenham is a strength shared by the all the strategies except the ELR strategy. There are threats to the

delivery of housing arising from the added complexity of the significant infrastructure that this strategy needs in place which might delay development or create pressures to reduce proportions of affordable housing.

- 1.19 **3. Offers wider transport benefits for the existing community, has safe and convenient access to the local and primary road network and is capable of redressing traffic impacts, including impacts affecting the attractiveness of the town centre**
- 1.20 The Eastern Link Road Strategy and Submitted Strategy both provide the opportunity to create or contribute towards a link road which will improve access to the A350 from the east of Chippenham and reduce the potential impact of development on existing congested corridors. The Mixed Strategy performs slightly weaker as an opportunity because although it may contribute towards the production of an Eastern Link Road, it will not be provided in full.
- 1.21 Transport evidence indicates that the Eastern Link Road strategy provides greater benefit to the existing community than the Southern Link Road strategy.¹ The Southern Link Road Strategy is predicted to potentially result in some poor traffic impacts in the local network and is therefore a threat.
- 1.22 **4. Improves accessibility by alternatives to the private car to the town centre, railway station, schools and colleges and employment**
- 1.23 All four strategies have a good relationship with the town centre and provide opportunities to improve access to key facilities by non-motorised transport. The Eastern Link Road Strategy, Submitted Strategy and Mixed Strategy all include Site Option B1 which in particular has a strong relationship with the railway station, college and leisure centre. The Southern Link Road Strategy, Submitted Strategy and Mixed Strategy all include sites which have weaker links with the railway station, college and leisure centre, however, there is potential for improved new walking and cycling links. The Eastern Link Road Strategy and Submitted Strategy both include an eastern link road which once completed could also improve access to the railway by car and/or public transport from the eastern side of Chippenham. However, the Eastern Link Road Strategy and Submitted Strategy sites options in strategic areas B and C are not particularly close to any existing GP surgeries, whereas the Southern Link Road, Submitted and Mixed strategies include site options that are nearer to the Community Hospital which is the location where there is a preference to provide additional capacity to relieve pressure on individual GPs surgeries. Access to secondary schools from site options in strategic area E are a weakness affecting Submitted, Mixed and SLR strategies, however site options E2 and E5 in terms of accessibility are assessed as good overall when considered alongside other destinations such as the town centre and railway station.
- 1.24 Each of the strategies present opportunities under this criterion to improve access to every day destinations by alternatives to the private car.

¹ Supplement to Evidence Paper 3: Transport and Accessibility: Part 2a – Assessment of alternative development strategies Table 4-1 (CEPS/05a)

- 1.25 **5. Has an acceptable landscape impact upon the countryside and the settings to Chippenham and surrounding settlements, improves biodiversity and access and enjoyment of the countryside**
- 1.26 All alternative strategies will have some landscape impact upon the countryside and the settings to Chippenham and surrounding settlements, although they do provide opportunities to improve biodiversity and access and enjoyment of the countryside. The Eastern Link Road Strategy includes Sites B1 and C4. Site B1 has a high visual prominence and the site is likely to be sensitive to encroachment from the town. It also contains Rawlings Farm which is a heritage asset. However potential mitigation exists in the form of lower density of development and prevention of intrusive large buildings on the site. Site C4 has several areas which have moderate to low development capacity. The reasons for the moderate to low development capacity is the fact that land north of the North Wiltshire Rivers Route is located on higher ground that is more visually prominent, is land that maintains separation between Chippenham and Tytherton Lucas and constitutes the relatively remote and tranquil area around the River Marden and land associated with the floodplain of the River Avon. Together these impacts are difficult to mitigate. The area of land in the vicinity of Harden's Mead is marginally less sensitive being located on lower ground next to the eastern edge of Chippenham, but does contain Hardens Farmhouse which is a heritage asset. Sites B1 and C4 both contain certain features of ecological value including the River Avon County Wildlife Site where there is potential for mitigation.
- 1.27 The Southern Link Road Strategy contains certain features of ecological value such as Mortimores Wood County Wildlife Site and the River Avon County Wildlife Site as well as Rowden Manor and Rowden Conservation Area. There is potential for mitigation in relation to each aspect which means there are areas within site options in strategic areas E and D that will have moderate but also low development capacity.
- 1.28 The Submitted Strategy contains site options E2, B1 and C1. The majority of development in C1 is proposed south of the North Wiltshire Rivers Route in the vicinity of Harden's Mead which is considered to be marginally less sensitive for development being located on lower ground next to the eastern edge of Chippenham, although it does contain Harden Farmhouse which is a heritage asset. Site B1 has a high visual prominence and the site is likely to be sensitive to encroachment from the town. It also contains Rawlings Farmhouse which is a heritage asset. However potential mitigation exists in the form of lower density of development and prevention of intrusive large buildings on the site. Site E5 contains certain features of ecological value including the River Avon County Wildlife Site as well as the Rowden Conservation Area where there is potential for mitigation.
- 1.29 The Mixed Strategy contains site options E5 and B1. Site B1 has a high visual prominence and the site is likely to be sensitive to encroachment from the town. It also contains Rawlings Farm which is heritage asset. However potential mitigation exists in the form of lower density of development and prevention of intrusive large buildings on the site. Site E5 contains certain features of ecological value including

the River Avon County Wildlife Site as well as Rowden Manor and Rowden Conservation Area where there is potential for mitigation.

- 1.30 All the strategies involve possibilities threatening poor impacts on the quality of the landscape, heritage and biodiversity assets.
- 1.31 **6. Avoids all areas of flood risk (therefore within zone 1) and surface water management reduces the risk of flooding elsewhere**
- 1.32 All land proposed for development is within zone 1. All strategies would include sustainable drainage measures to at least replicate greenfield rates of surface water discharge. None of the strategies would therefore increase peak flows on the River Avon and increase the risk of flooding elsewhere. All strategies contain some land classified as floodplain (zones 2 and 3) associated with the River Avon. This provides a suitable location for increasing opportunities for open space and public access provision along the river corridor. The undulating landform is an attractive feature and could enable the capture of a variety of views from housing and the street and pedestrian network along the river valley.
- 1.33 By development taking place outside flood zones and through the use of sustainable drainage measures, each of the alternative strategies is considered capable of avoiding an increase in flood risk and providing opportunities to better manage surface water.

Selecting a Preferred Strategy

- 1.34 The selection of a preferred alternative development strategy is informed by both the conclusions of the sustainability appraisal (SA) and the policy assessment. As stated above the SA concludes that the mixed strategy is preferred. The SA conclusions are reflected in the discussion below.
- 1.35 The comparison of the alternatives based on the policy assessment set out above can be summarised as follows. With criteria 1, that relates to economic growth and resilience highlighted in green, each alternative strategy has the six criteria reported by whether they represent a strength, opportunity, threat or weakness.

Step 8 SWOT Assessment (Performance against CP10 criteria 1-6)				
	Strength	Opportunity	Threat	Weakness
Eastern Link Road		③ ④ ⑥	② ⑤	①
Southern Link Road	②	④ ⑥	③ ⑤	①
Submitted	① ②	③ ④ ⑥	⑤	
Mixed	① ②	③ ④ ⑥	⑤	

Core Policy 10 Criteria/CSAP objective

- ① Delivering economic growth
- ② Providing housing supported by appropriate infrastructure
- ③ Improving connectivity and reducing traffic impacts
- ④ Improving access to sustainable transport
- ⑤ Minimising landscape impact and protecting the natural, historic and built environment
- ⑥ Managing flood risk

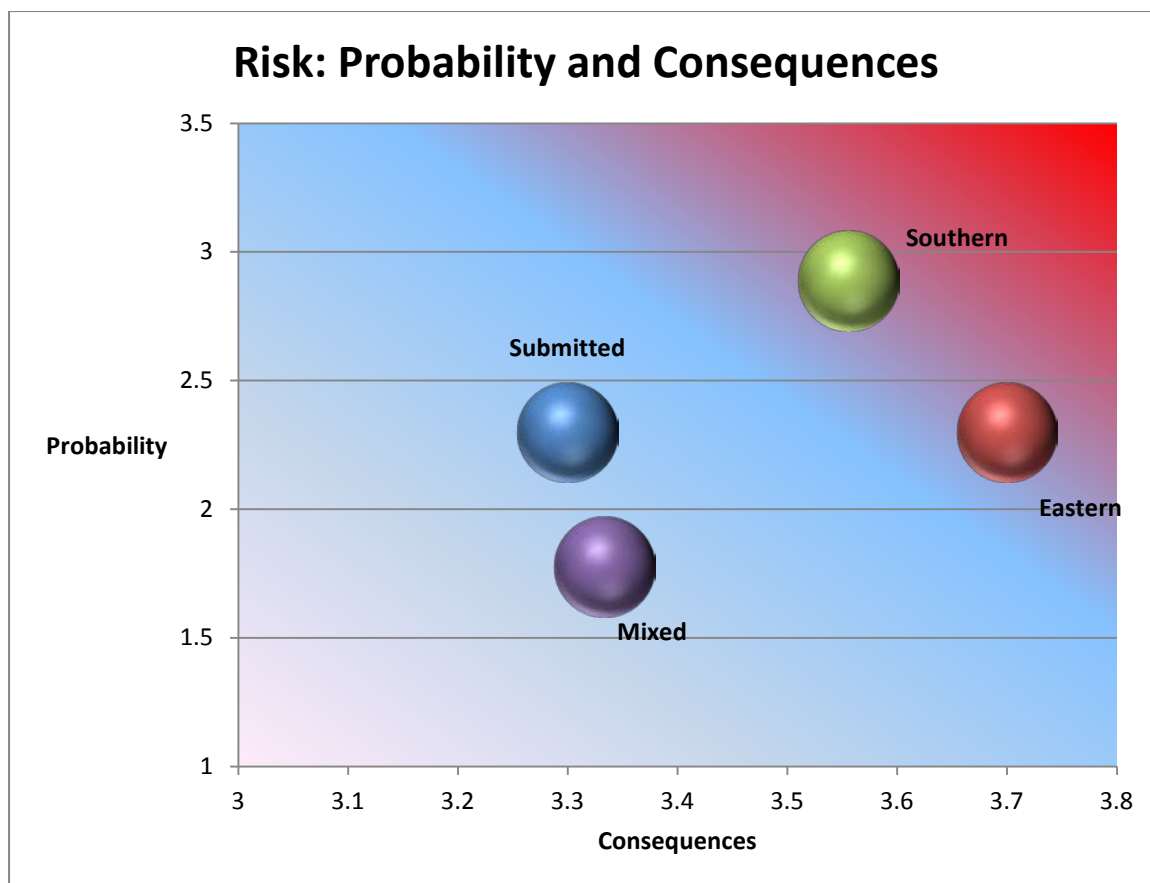
1.36 The submitted strategy along with the mixed strategy has economic growth and greater resilience as a strength (criterion 1). Prospects for economic growth are seen as a weakness of both Eastern and Southern Link Road strategies.

1.37 Mixed and submitted strategies also stand apart from these latter two by having fewer weakness and threats overall. On this basis a choice of preferred strategy appears to be between Mixed and Submitted Strategies. Sustainability appraisal prefers the Mixed Strategy.² It states:

1.38 *“Taking into account performance across the environmental and socio-economic objectives in order to find the preferred strategy together with the fulfilment of the minimum residual housing and employment requirements, it is considered that the Mixed Strategy is the alternative with the best sustainability performance and it is recommended as the preferred alternative. However, this would require satisfactory solution of the heritage and landscape adverse effects identified prior to taking this alternative forward.”*

1.39 To inform the selection of a preferred development strategy a risk assessment was also carried out to understand the different risks posed by each alternative development strategy being considered. The conclusion of the exercise is illustrated in Chart 1, below. The detailed assessment is found at **APPENDIX 7**. The specific risks in relation to each strategy are discussed further below in the context of each alternative development strategy.

² CSUS/11 Addendum 2 of the Draft Revised Sustainability Appraisal Report.



1.40 In addition an independent viability assessment has assessed the ability of each of the site options within each alternative development strategy to judge whether they are capable of development whilst funding infrastructure requirements and levels of affordable housing sought by the Wiltshire Core Strategy³. Again the conclusions are reflected in the discussion below.

Southern link road strategy

- 1.41 Sustainability appraisal considers the socio-economic benefits of the Southern Link Road strategy equivalent to the mixed strategy with additional major benefits in terms of housing and the provision of infrastructure that would support economic growth. The moderate adverse effects of dissecting the River Avon CWS are however considered problematic to mitigate.
- 1.42 Viability assessment shows each of the strategic site options within the southern link road strategy to be viable at target levels of affordable housing provision. Risk assessment, however, shows this strategy to involve the most risk of the alternatives.
- 1.43 By comparison to the stronger two strategies the SWOT analysis indicates that a Southern Link Road strategy is weak in terms of economic growth because of

³ Chippenham Strategic Site Viability Assessment, BNP Paribas (April 2016)

uncertainty about the scale and timing by which employment land can be provided. Whilst the bulk of the land required during the plan period can be provided at site option E5 (18ha), land east of the river (D7) is currently not being promoted other than through the SHLAA. It is therefore more difficult to rely on site option D7 to deliver land for business development to the scale required or at the speed it is needed. Traffic evidence⁴ shows that a southern link road (SLR) does not provide equivalent benefits to an eastern alternative. Most crucially an SLR will lead to a conflict of heavy traffic flows at the southern end of the A350 Chippenham bypass⁵. The connection to the M4 corridor provided by the A350 is one of the town's main attractions for business investment and interrupting its functioning would therefore directly undermine an employment led strategy for the town. **This strategy is therefore rejected.**

Eastern Link Road strategy

- 1.44 Sustainability appraisal concludes that the Eastern Link Road (ELR) Strategy would deliver the least socio-economic benefits due to the quantum of employment land being proposed. Its full potential has not been fulfilled through the proposed strategy. Although this shortfall could be addressed if this Strategy was to be taken forward, the ELR Strategy provides a choice of employment locations but relies on the provision of the ELR to bring land forward with strong access to the Primary Road Network. The moderate adverse effects of dissecting the River Avon CWS are however considered problematic to mitigate.
- 1.45 Viability assessment shows each of the strategic site options within the Eastern Link Road strategy are viable at target levels of affordable housing provision. Risk assessment shows the strategy has risks akin to the Submitted Strategy but involving potentially more serious consequences because of the total reliance on a completed Eastern Link Road to deliver accessible employment land and deliver the quantum of homes required.
- 1.46 The SWOT analysis indicates that an Eastern Link Road (ELR) strategy is highly unlikely to meet local needs for employment land. Land supply for business growth is only likely to substantially materialise toward the end of the plan period when it is needed now due. This is due to the dependence for its delivery on the ELR. Traffic evidence shows benefits to the ELR that are both substantial and long term that would support economic growth. For the great majority of the plan period, however, potential for economic growth would be served by a limited scale of development at site option B1 and the possibility of some land served by the A4 within site option C4. Scope for greater provision in site option C4 would only be likely to attract significant interest once an ELR completes a link to the A350 late in the plan period. At present, developers promoting this option also seem to recognise limited potential for employment uses on the site. Land at site option B1 provides for a particular range of employment- generating uses. For environmental reasons

⁴ Supplementary Evidence to Transport and Accessibility Evidence : Part 2a Assessment of Alternative development Strategies (CEPS/05a)

⁵ Supplementary Evidence to Transport and Accessibility Evidence : Part 2a Assessment of Alternative development Strategies (CEPS/05a)

identified in sustainability appraisal, large commercial buildings are unacceptable⁶. The supply of land for economic development under this strategy is therefore limited in scale, timescales are protracted and scope to meet in full the range of investment needs is limited. As a strategy it therefore fails to provide an employment-led solution to the town's future. **This strategy is therefore rejected**

- 1.47 National Planning Policy Framework requires that employment land is provided in the right places at the right times and neither Eastern nor Southern Link Strategies meet this requirement⁷.
- 1.48 In contrast, the SWOT assessment of the alternative strategies not only shows that the Submitted and Mixed alternative development strategies perform better than the others, it also reports them as very similar in terms of the Core Policy 10 criteria. A more detailed consideration of these two options is therefore needed.

Mixed versus Submitted Strategies

- 1.49 As recognised by sustainability appraisal the submitted strategy provides the most social and economic benefits of the two strategies mainly as it proposes a greater scale of development. The sustainability appraisal however recommends:
- 1.50 *'Taking into account performance across the environmental and socio-economic objectives in order to find the preferred strategy together with the fulfilment of the minimum residual housing and employment requirements (1780 dwellings and 21.5ha of employment land) which is understood as representing development need, it is considered that the Mixed Strategy is the alternative with the best sustainability performance and it is recommended as the preferred alternative⁸'.*
- 1.51 Overall, the differences between the two strategies, as far as environmental effects, appear as relatively marginal and most potentially adverse effects from either strategy are seen as capable of mitigation. It is therefore important to consider which of these two alternative development strategies on balance, and informed by SA, best delivers development that implements the Core Policy 10 criteria and the objectives of the CSAP.
- 1.52 There is a fundamental choice between the two strategies that can be characterised by asking whether it is justified to take some decisions now that will affect the next plan period in order to create greater settlement resilience and secure social and economic benefits as a result of the development (the Submitted Strategy); or whether decisions made now should be about delivering the homes and jobs needed now without prejudicing the longer term development needs at Chippenham (the Mixed Strategy).

Employment land supply

⁶ CSUS/11 Draft Revised Sustainability Appraisal Report

⁷ National Planning Policy Framework (NPPF), paragraph 7, DCLG, (March 2012)

⁸ CSUS/11 Draft Revised Sustainability Appraisal Report

- 1.53 The need to address economic needs and to support growth would suggest the former. In recent years local economic growth has been stymied by a lack of greenfield sites. This has caused uncertainty over new investment and for existing jobs. As well as holding back prospects for the future, local businesses have lacked the space in Chippenham to consider expansion and, in some cases, have looked to move away⁹.
- 1.54 Land for employment development at South West Chippenham features in both the mixed and submitted strategies. It represents the first major land release for business development for a number of years but it is also vitally important to the town's future growth that recent circumstance of no land available to business does not repeat itself. This is all too possible if the strategy simply plans for requirements over the relatively few years remaining to 2026, the end of the current local plan period.
- 1.55 More precisely, the proposition is whether or not to identify now a second business park location. The need is for serviced land that can be made available for a variety of users grouped together economically. This need is highly unlikely to change over the next ten years or more and is highly unlikely to be provided on an independent speculative basis. Available land in this form and scale cannot be delivered by other means in the Chippenham area other than in conjunction with residential development and other uses as part of a strategic site¹⁰. The Swindon and Wiltshire Economic Plan highlights the locational factor of proximity to the A350 and M4 corridor as a main determinant of attractiveness to investment¹¹.
- 1.56 A second business park is provided in the Submitted Strategy within site option C1 that meets each of these criteria. There is more than a reasonable prospect of development taking place but only once an Eastern Link Road creates a direct connection to the A350. The assessment of site options evidences a lack of suitable alternatives. The Submitted Strategy provides for an important continuity of land supply beyond 2026 and there is a good case for safeguarding a greater amount of land for employment development than proposed in the Wiltshire Core Strategy.
- 1.57 Both strategies include site option B1 which includes employment land that capitalises on the site's relative proximity to the town centre to provide opportunities for employment generating uses that could benefit from this location.

Impact on town centre viability and vitality

- 1.58 The Submitted Strategy results in an ELR linking the A4 to the A350. This is a key difference between the two strategies. The evidence shows that without this, traffic flow in the central area under the mixed strategy increases by 1%. With an ELR and other junction improvements traffic flows within Chippenham town centre would

⁹ Examples include Herman Miller who moved their factory on the A4 to Melksham and DTRBMS who have moved from Bumpers Farm in Chippenham to Trowbridge both because of a lack of available land in Chippenham in the last few years.

¹⁰ Briefing Note 5: Role of Strategic Sites (CEPS/16)

¹¹ Swindon and Wiltshire Economic Plan (CECON/01)

reduce by approximately 13%.¹² Relieving congestion within the town centre supports a key economic objective of the strategy by making investment in the town more attractive, supporting central area regeneration and the vitality and viability of the town centre as whole.

- 1.59 The mixed strategy does not include a completed ELR but does include the delivery of the Cocklebury Link Road which will provide some traffic relief particularly by providing an alternative egress from the Cocklebury Road/Station Hill area. The evidence indicates that with this and other junction improvements traffic flows within Chippenham central area would reduce by approximately 6%.¹¹

Environmental Impacts

- 1.60 Achieving a secure land supply for economic growth alongside road infrastructure that directly supports economic regeneration are, together, highly persuasive factors in favour of following a longer term Submitted Strategy. Sustainability appraisal however highlights the significant adverse effects likely to arise from dissecting the River Avon CWS as a part of proposals¹³. NPPF asks Councils to minimise impacts on biodiversity¹⁴. Sustainability appraisal concludes that these impacts will be problematic to mitigate.
- 1.61 Whilst overall, sustainability appraisal considers the likely significant effects of both strategies will have effects capable of mitigation, site option C1 is identified as having particular adverse effects that are also problematic to mitigate. In particular, assessments highlight impacts on the attractiveness of the Marden Valley north of the North Wiltshire Rivers Way and possible harm to the character of the Tytherton Lucas Conservation area. Even were housing and employment development removed from these more sensitive areas, the strategy still involves the intrusion of a new road and the traffic that brings.
- 1.62 These environmental consequences of a Submitted Strategy need to be balanced against the economic benefits of the Submitted Strategy compared to the Mixed strategy. Especially as the scale of these environmental consequences are directly related to the scale of development proposed compared to the housing and employment land requirements for Chippenham set out in the Wiltshire Core Strategy.

Housing delivery

- 1.63 The submitted strategy proposes to allocate land that can accommodate approximately 2,500 homes. The mixed strategy proposes 2,050. Both can be compared to an indicative requirement for 'at least 1,780 dwellings' over the remainder of the plan period.

¹² Supplement to Transport and Accessibility Evidence Paper: Part 2a: Assessment of Alternative Development Strategies Table 4-1, page 23

¹³ Add reference to statement in the SA – awaiting published version

¹⁴ National Planning Policy Framework (NPPF), paragraph 117, DCLG, (March 2012)

- 1.64 The National Planning Policy Framework (NPPF) asks that Councils demonstrate there is five years' supply of deliverable land for house building¹⁵. A large bank of land helps to ensure there is scope and flexibility to bring forward supply over the plan period. Being in the second half of the current local plan period, it is also justified to plan for larger scale over a longer time period in order to ensure a continuity of supply. To differing degrees both strategies provide this.
- 1.65 The NPPF looks for plans to boost significantly the supply of housing¹⁶. More than half way through the plan period, rates of house building in Chippenham have met less than a quarter of the local requirement¹⁷. This has undoubtedly compounded problems supplying affordable homes. Boosting the supply of land for house building in Chippenham will be a major step toward meeting targets for the provision of affordable housing that, locally, are not yet near being achieved.
- 1.66 The Submitted Strategy has a larger scale of housing development than the Mixed Strategy and provides an additional choice of locations for the house buyer. This will also provide for a greater number of house builders and so improve the range and choice of house types on offer. A larger number of house builders and an additional location should allow the Submitted Strategy to achieve higher rates of development, sooner and make it more likely to deliver the scale of growth required by the Wiltshire Core Strategy. A larger number of affordable homes can then be built as a part of higher rates of development. This result will support objectives of the Plan and Core Strategy to meet targets for affordable housing provision. A larger rate and scale of development, as provided by the Submitted Strategy can therefore provide for a wider choice of homes and help Chippenham to become a more attractive place to live for a greater range of people. A Submitted Strategy can therefore be argued as performing better than the Mixed Strategy in terms of promoting a more resilient local economy.
- 1.67 On the other hand, it can also be claimed that a Mixed Strategy provides a generous supply of land for housing development. It is more closely allied to levels of growth indicated in the Wiltshire Core Strategy and is therefore more in step with the scales of population growth on which infrastructure providers have until now been planning for services and facilities.
- 1.68 It can also be argued that a Mixed Strategy is also closely aligned to the levels of housing development that a Submitted Strategy will actually provide in the Plan period. There appear to be no significant complications to the delivery of the different land parcels in South West Chippenham in terms of infrastructure provision. The particular complexities around the delivery of strategic site options in C1 may well lead to significant construction commencing only in several years time. As a result levels of housing completions for Mixed and Submitted Strategies could be broadly similar in the Plan period. The additional benefit of strategic site option C1 is possibly more accurately described as offering a choice of locations and, by these means, the possibility of achieving higher rates of house building, but only late in the plan period. This benefit then has to be balanced against the range of

¹⁵ National Planning Policy Framework (NPPF), paragraph 47, DCLG, (March 2012)

¹⁶ National Planning Policy Framework (NPPF), paragraph 7, DCLG, (March 2012)

¹⁷ Housing Land Supply Statement, Wiltshire Council, (April 2015), Appendix 6 (CHSG/08)

house builders that might also operate to deliver site option E5 and the possibility of some, if not all, commencing as soon or sooner than strategic site option C1.

- 1.69 Additionally, strategic site option C1 is assessed as falling slightly short in its capacity to deliver policy compliant levels of affordable housing and its viability can be viewed as marginal. Given the central position of this strategic site option to the delivery of the ELR and Submitted Strategy this is a significant finding.
- 1.70 The development of brownfield land is a priority over greenfield. The Wiltshire Core Strategy notes there are limited opportunities for brownfield development within the existing urban area¹⁸. However, by its nature, such windfall development is difficult to predict. Whilst land requirements take account of current brownfield land opportunities for redevelopment and there is no 'windfall allowance', there must always be the possibility that more land becomes available. This conclusion makes the Submitted Strategy more vulnerable than the Mixed Strategy to the possibility that it will lead to the premature loss of countryside by allocating site option C1. This could be a particularly serious flaw to a strategy that involves the significant step of developing a large amount into open countryside east of the River Avon. There are therefore important qualifications to the arguments for a scale of housing allocation that is a main part of the Submitted Strategy. These might suggest the Mixed Strategy is a more realistic and sensible course.

Risk Assessment

- 1.71 Risk assessment (see Chart 1 and APPENDIX 7) shows that the Mixed Strategy involves less probability of delivery being jeopardised than the Submitted Strategy. A Mixed Strategy, however, has a slightly more severe set of consequences should risks affect it. This is due to the risk of it failing to meet targets for affordable housing provision arising from the strategy's reliance on two sites, as opposed to the Submitted Strategy which proposes three, but mainly from having a lower overall scale of development. The deliverability of strategic site option C1 (see above) also needs to be drawn into the balance, however, possibly negating the advantage of the Submitted Strategy on this aspect.
- 1.72 Viability assessment shows strategic site option E5, E2 and B1 to be viable at target levels of affordable housing provision
- 1.73 Risks around the delivery of the Submitted Strategy revolve around development lacking co-ordination and failing to achieve agreement amongst land owners and developers. This affects the Submitted Strategy because of the number of interests involved in three sites and their interdependence'; in particular of two sites in the east.
- 1.74 Site option B1 occurs in both strategies and is an example. Development involves third party land and their owners' agreement to provide both vehicular accesses to the site. Roads provided by the development however are also essential to the development of site options east of the river in strategic area C and specifically strategic site option C1 of the Submitted Strategy. Even if no land is allocated in strategic area C in the current plan period, as in the Mixed Strategy, there will be speculation that it may be developed at some point in the future. There is therefore

¹⁸ Wiltshire Core Strategy, paragraph 5.46, Wiltshire Council, (Jan 2015)

an added level of complexity to determining land values, ransoms and the master planning of site option B1, whatever strategy is preferred.

- 1.75 Successful development of site option B1, in either strategy, would ideally be based on a clear decision for or against some future development in strategic area C. But to decide firmly against development would close down options prejudging how future needs are met: to leave the situation undecided creates uncertainty. On the other hand accepting it is the appropriate next step for the town's growth, as evidence suggests, provides certainty and scope for co-ordinating delivery. Despite the greater risks of delay involved with the Submitted Strategy choosing a Mixed Strategy does not go very far in avoiding them. The 'Statement on Highway Network Resilience at Chippenham' has considered the complexity of interests in relation to either a southern or eastern link road and has recommended that should either become a proposal of the Plan a 'Delivery Group' should be established to reduce the risks of a delay to the delivery of development.
- 1.76 Evidence from a viability assessment¹⁹ of each site suggests that site option C1 may narrowly fall short of being capable of meeting a policy compliant level of affordable housing. Evidence now shows that the owners of East Chippenham consider a larger amount of development is necessary to ensure that the site is clearly viable²⁰. As well as the need to coordinate the delivery of infrastructure and negotiate land values with several different land interests, this still makes the Submitted Strategy a riskier proposition compared to the Mixed Strategy; potentially a level of risk that would undermine the effectiveness of the Plan should it follow this course.
- 1.77 A vehicle to lead and build a common approach to the development of site options B1 and C1 would go a considerable way to reducing such risks but its effectiveness depends on support and cooperation from the parties involved. Respective land owners have each submitted applications independent of each other. Together, whilst the application for site option B1 indicates land will be reserved within the site for the construction of the ELR and road bridge across the River Avon, neither current applications show a design for the bridge, concerted mitigation to avoid harm to the River Avon CWS, an integrated approach to strategic landscaping or manage surface water. To minimise the risk of not compromising the long term growth for the town land may be safeguarded within site options B1 and E5 in the Mixed Strategy so as not to preclude future provision for a possible ELR or SLR. Whilst this could complicate land negotiations it cannot be considered that it is an insurmountable barrier to the development of site options B1 and E5.

Conclusion

- 1.78 A slightly longer term view is justified and a large scale of land allocation appropriate because the Plan is being developed toward the latter end of its plan period. Both strategies select large sites that may inevitably involve development

¹⁹ Chippenham Strategic Site Viability Assessment, BNP Paribas (April 2016)

²⁰ Evidence statement on behalf of Chippenham 2020 LLP (M1/2a), paragraph 3.3, CSJ Planning (Oct 2015)

taking place beyond the Plan period. Consideration of two or more large mixed use sites will also have a range of impacts on the remainder of the town. It is sensible to look longer term at how they can best act in combination to mitigate harm and deliver the infrastructure necessary to do so. This cannot be contemplated so easily planning to a relatively short time horizon. Both Mixed and Submitted strategies therefore look beyond the plan period.

- 1.79 The master planning and development of large mixed use sites are capable of adapting to changing needs in the course of their development. There also appears little in either strategy to profoundly prejudice a capacity to meet future needs should they change.
- 1.80 The SWOT assessment concluded that Mixed and Submitted Plan strategies were broadly similar in their strengths, weaknesses, threats and opportunities. A closer analysis summarises the key differences between the two.

Step 8 Submitted compared to Mixed Strategies Key differences against CP10 criteria 1-6)				
	Strength	Opportunity	Threat	Weakness
Submitted	<p>① Provides continuity of employment land supply</p> <p>Safeguards the regeneration of the central area and the vitality of the town centre by new roads that can help prevent the adverse effects of added congestion arising from the scale of growth envisaged in the Wiltshire Core Strategy</p> <p>② Provides for a scale of development that might possibly better help to deliver housing requirements in the Wiltshire Core Strategy</p>	<p>③ Delivers wider network benefits that mitigates the adverse impacts on the local road network arising from the town's growth</p> <p>Provides for longer term network resilience</p> <p>④ Capitalises on opportunities to improve sustainable access to facilities and services such as Abbeyfield School and via an enhanced river corridor improves connectivity to the wider countryside</p>	<p>⑤ Potential for harm to sensitive areas of landscape, biodiversity and significance of heritage assets east of River Avon</p>	
	① ②	③ ④ ⑥	⑤	
Mixed	① ②	③ ④ ⑥	⑤	

1.81 The main difference between Mixed and Submitted Strategies is the allocation of site option C1 for development. The central question is therefore whether the advantages of allocating land east of Chippenham that are summarised above outweigh the likely harm.

1.82 **①** Safeguarding land for employment in this area is a benefit, but not allocating site option C1 does not prevent firm proposals for economic development being

formulated at a later date; likewise provision for an Eastern Link Road. Such proposals could be made with a clearer understanding of costs and scheme viability and greater certainty over the levels of affordable housing that a site can contribute.

- 1.83 **2** At this stage, based on the evidence, it is difficult to conclude that proposals for site option C1 can easily be implemented such as they make a significant contribution to local needs in the Plan period. Viability assessment casts doubt on the ability of the site to easily meet a policy compliant level of affordable housing. Likewise, the amount of new housing it might contribute within the plan period cannot be relied upon to be significant when considerable further work seems to be necessary to ensure the comprehensive development of the site. Allocating site option C1 is not essential to the provision of a deliverable supply of land for housing development over the plan period. It is only likely to make a significant difference to building rates and choice of housing toward the end of the plan period. The economic benefits in terms of housing are therefore not profound.
- 1.84 **1** and **3** Not allocating site option C1 would give no certain basis for an Eastern Link Road, which the evidence shows to be a significant benefit in highway terms. Nevertheless a Mixed Strategy can preserve the possibility of providing such a link. Uncertainty over accessibility and attractiveness of the town centre may suppress investment in the town, but this factor has to be set alongside the far more obvious stimulus of the growth in catchment spending that would result from planned levels of development. The impact of a 1% increase in town centre traffic forecast to arise from a Mixed Strategy is not an unacceptable impact. In this respect, at worst, a Mixed Strategy can be seen as simply delaying possible future benefits or first positive steps toward them..
- 1.85 **5** Significant effects from the Submitted Strategy have been assessed by sustainability appraisal as well as SWOT assessment and overall shows only marginal overall differences between mixed and submitted strategies. SA identifies that both strategies involve a number of likely heritage and landscape adverse effects that would need to be addressed for either one to be taken forward. This should however not mask the likely adverse effects that would be problematic to mitigate arising from the landscape impact of development east of the River Avon, especially into the Marden Valley, and from dissecting the River Avon County Wildlife Site. In addition, there are issues to resolve to retain the significance of heritage assets within and beyond site option C1.
- 1.86 Risk assessment marks the Submitted Strategy as quite clearly carrying a greater amount of risk than the Mixed Strategy. To a degree this is inevitable for a larger and more ambitious form and scale of development, but there are important elements to the submitted strategy that require cooperation and collaboration between land owners and developers and from the stage reached already in the plan period, it is difficult to envisage these being satisfactorily resolved soon to provide a good level of confidence. In short, it is not possible to conclude safely that a Plan based on the submitted strategy can be delivered and the Plan effective and sound.

Sustainability appraisal concludes that:

- 1.87 *‘Taking into account performance across the environmental and socio-economic objectives in order to find the preferred strategy together with the fulfilment of the minimum residual housing and employment requirements, it is considered that the Mixed Strategy is the alternative with the best sustainability performance and it is recommended as the preferred alternative. However, this would require satisfactory solution of the heritage and landscape adverse effects identified prior to taking this alternative forward’;*
- 1.88 The Submitted Strategy therefore does not provide the net benefits in terms of economic development sufficient to justify departing from the recommendation of a Mixed Strategy provided as a conclusion of sustainability appraisal. **The Submitted Strategy is therefore rejected.**

A mixed strategy provides:

- Sufficient land for employment development to meet strategic requirements that is well located and readily available. This is the central feature to an employment-led strategy.
 - A sustainable supply of deliverable land for housing development up to the plan period that can make a substantial contribution to meeting needs for affordable housing, improving the attractiveness of Chippenham as a place to live and supporting its resilience
 - A CLR that mitigates the adverse impacts on the local road network arising from the town’s growth whilst maintaining the important economic role of the A350 corridor
- 1.89 Risk assessment shows the strategy carrying the least risk and viability assessment that site options can deliver appropriate levels of affordable housing alongside the infrastructure necessary to support them.

Part 2: Developing the Preferred Strategy

1.90 The above SWOT assessment, following sustainability appraisal of four alternative development strategies, has identified the 'Mixed' strategy as the most appropriate. This section takes forward that selection toward a preferred strategy as follows:

1.91 **Context and requirements** summarising how the Preferred Strategy needs to take account of:

- site constraints
- risks to delivery
- plan objectives
- the vision for Chippenham; and
- national planning policy

1.92 **Content:** the rationale for the content of the Preferred Strategy including how proposals are justified, meet Plan objectives and are consistent with the National Planning Policy Framework;

- meeting plan objectives;
- addressing site constraints; and
- delivery

Context and requirements

Site Constraints

1.93 Assessments of strategic areas and site options have identified a number of constraints and potential obstacles to their development. These considerations require mitigation to ensure that development is acceptable and sites deliverable. They may also lead to some amendment to the proposals for each site that have been contemplated so far. Some of the most important identified by sustainability appraisal²¹ are:

Site Option B1: Rawlings Green	
Landscape	The visual impact of development due to the prominence of the site in the wider landscape needs to be minimised. In particular, measures need to retain the sense of remoteness and separation of Langley Burrell from the expansion of Chippenham.
Traffic	Pressures on already congested routes before the completion of a Cocklebury Link Road should be minimised in order to alleviate impacts on the road network and address potential air quality issues.
Heritage	The significance of Rawlings Farm, a grade 2 listed building, should not be harmed. The importance should not be reduced of the settings to the

²¹ CSUS/11 Draft Revised Sustainability Appraisal Report

	significance of Langley Burrell and Tytherton Lucas Conservation Areas.
Surface water	Surface water management measures should ensure existing greenfield rates of surface water run-off are achieved to reduce the risk of groundwater flooding onsite and minimise increases to peak flows on the River Avon downstream, particularly Chippenham Town Centre.

Site Option E5: South West Chippenham	
Heritage	<p>The significance of Rowden Manor and associated buildings, a grade 2 star listed building, should not be harmed.</p> <p>The importance should not be reduced of the setting to the significance of Rowden Manor Conservation Area.</p>
Surface Water	Surface water management measures should ensure existing greenfield rates of surface water run-off are achieved to reduce the risk of groundwater flooding onsite and minimise increases to peak flows on the River Avon downstream, particularly Chippenham Town Centre.

- 1.94 The sustainability appraisal identifies a number of other factors that it suggests need to be mitigated to prevent relatively minor adverse effects. Some of these are common to more than one site; for example, the need to protect the value of the River Avon Valley County Wildlife site. The sustainability appraisal also identifies site specific measures that will need to be incorporated within a set of development proposals. These elements would be considered as part of developing master plans for each site and would be subject to further more detailed site surveys and assessments as part of the design process leading to the submission of a planning application.
- 1.95 Proposals of the Plan will require any application to be informed by a master plan which will reflect additional evidence prepared at a level of detail to support a planning application as well as the principles and requirements established in policies. Policies of the Plan can include requirements to satisfactorily resolve key constraints like those in the tables above, that ultimately are central to whether planning permission should or should not be granted.

Risks to delivery

- 1.96 A risk assessment accompanied each of the alternative strategies formulated at step 6. (Attached at **APPENDIX 7**) It identified a number of risks to the delivery of the Mixed Strategy. The most significant risks can be considered under three headings:

Landscape and visual impacts

- 1.97 A significant expansion of Chippenham breaches clear visual and physical boundaries to the town at site option B1 (Rawlings Green). For the purposes of plan making, the evidence suggests that the site is capable of acceptable development so long as these adverse effects are mitigated. The risk is that further detailed work on this site involves reductions in the developable area to the degree that plan objectives cannot be realised.
- 1.98 Proposals of the Plan will need to be framed to address these risks directly and build in contingencies that allow for comprehensive mitigation.

Road infrastructure

- 1.99 The development of Rawlings Green requires two vehicle access points in order to safely, in traffic terms, deliver the total scale of development expected of the site. Each access requires the co-operation of third party land owners to achieve their construction. Land owners have indicated they are willing to collaborate on all of them. Viability assessment indicates the site is capable of funding necessary infrastructure, including new roads, and meet policy compliant levels of affordable housing.
- 1.100 The risks are that the objectives of the Plan will not be reached because road infrastructure is not provided at the right time or cannot be afforded (see below) to achieve one or more of the connections needed to deliver the strategy. The Plan needs to recognise these obstacles and whether delays may materialise in case contingencies are needed.

Viability

- 1.101 Viability assessment²² of each site has shown that, for the purposes of plan making, each of the sites is capable of delivering target proportions of affordable housing. Each site, however, as might be expected for the scale of schemes proposed, involves significant infrastructure costs. Viability assessment has included quite pessimistic scenarios and concluded development viable with policy compliant levels of affordable housing. More detailed work may nevertheless reveal costs exceed current estimates. It may also reveal costs are less.
- 1.102 However, the main risks are likely to involve the expectations of third party landowners at Rawlings Green, how much they see their land as ransom, alongside the costs of providing infrastructure at the times required. It is understood that agreement has been reached between Network Rail and the land owner of Rawlings Green. Remaining risks largely involve the connection to Cocklebury Road and the delivery of access to the A350 via development at North Chippenham.
- 1.103 The possible consequence of risk to the viability of a site are unlikely to remove altogether the incentive for land owners and developers to develop, but could result in both pressures to reduce levels of affordable housing and delay.

Meeting Plan objectives

²² Chippenham Strategic Site Viability Assessment, BNP Paribas, (April 2016)

- 1.104 Both of the sites individually, and together as the mixed strategy, have been assessed according to their strengths, weaknesses, opportunities and threats against the six criteria of Core Policy 10 of the Wiltshire Core Strategy. These criteria correspond to the Plan's objectives and themselves derive from the many issues affecting Chippenham's future identified through the preparation of the Core Strategy²³.
- 1.105 Specific to Chippenham, Core Policy 10 applies alongside Core Policy 9 (Chippenham Central Areas of Opportunity) of the Core Strategy. This policy provides a comprehensive framework for the regeneration of the town's central area. Together the two policies reflect the town's status as a Principal Settlement where development needs are focussed for housing and for the provision of significant job growth, which will help to improve the self-containment of the town by providing more jobs for local people.
- 1.106 An 'employment-led strategy' for the town envisages job growth from opportunities identified within the central area and by new sites for business development forming a part of new strategic sites; site option E5 (South West Chippenham) and Rawlings Green. The Plan's preferred strategy is one part of the strategy set out in the Wiltshire Core Strategy for Chippenham. It must work in tandem by complementing proposals for the central area and the priority for brownfield sites that this takes forward. It must not work against this key aspect of the overall strategy for the town.

Vision for Chippenham

- 1.107 The Vision for Chippenham, prepared by a partnership of local authorities, organisations and groups provides a framework for managing and delivering change/ regeneration/ benefits and a description of the future for Chippenham. Many elements of the Partnerships vision for Chippenham are relevant to the development of a detailed strategy. Amongst other elements it proposes that:
- 1.108 *"The River Avon as the town's defining and connecting feature combined with the historic centre, the market, pleasant parks and open spaces; creating a thriving artery and distinctive identity for the town.*
- 1.109 *Chippenham will be a retail destination of choice for the surrounding area due to its range of shops, excellent market, lively cafés and restaurants and leisure facilities which are complimented by its programme of events, festivals and activities.*
- 1.110 *Chippenham will take advantage of its excellent rail and road links and its position on the high tech corridor between London, Bristol and beyond. It will strengthen its offer and role as a business location ensuring people can live and work locally.*
- 1.111 *Chippenham will have an integrated approach to transport so that traffic flow will be more efficient, the town centre will be less congested and there will be improved access for sustainable modes of transport²⁴"*

²³ Wiltshire Core Strategy, paragraph 5.48, Wiltshire Council, (Jan 2015)

²⁴ Chippenham Visioning: ATLAS Report on the visioning event held on 23rd September 2010

- 1.112 Development proposals of the preferred strategy are capable of delivering important elements of the vision, as a necessary part of their development. A detailed strategy needs to ensure these aspects are progressed for the wider benefit of the community. Proposals should therefore deliver employment land that can strengthen the town's offer, sites incorporating large extents of the River Avon Valley should ensure this connecting feature is realised as a thriving artery giving the town a stronger identity. One of the main challenges of developing a strategy is for development not to add to congestion in and around the town centre when the scale of development proposed represents such a significant source of additional traffic growth.

National Planning Policy

- 1.113 The National Planning Policy Framework (NPPF) has at its heart a presumption in favour of sustainable development. The Council should positively seek opportunities to meet the development needs of their area and a detailed strategy must deliver the sustainable development of the area.
- 1.114 NPPF describes an economic role for the Plan as contributing to building a strong, responsive and competitive economy, by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation; and by identifying and coordinating development requirements, including the provision of infrastructure.
- 1.115 A key part of business infrastructure is the efficiency of the local transport network. Chippenham in particular, as its vision encapsulates, has potential to improve its economic base on the advantages of its excellent links. One of the strengths of the Rawlings Green proposal is the proximity of new business and homes to the railway station. Road connections to the A350 and M4 are a main factor to achieving the plan's objectives for employment led growth.
- 1.116 In developing a preferred strategy, Chippenham finds itself without a ready supply of land for new businesses moving into the area or to accommodate those businesses of its own that are looking to expand. Without land available they might therefore look to relocate away from the area altogether. A key task for the preferred strategy is therefore to provide land for business development that is available as immediately as possible. NPPF asks for land to be identified at the right time and in the right places to secure economic growth.
- 1.117 Housing is a national priority; presented in the NPPF by the planning system being used to boost significantly the supply of housing. Rates of house building in Chippenham have declined dramatically since 2006, the beginning of the Wiltshire Core Strategy plan period, and there is a real prospect of the town failing to meet the needs of the area. A large factor in the decline of house building has been the lack of land available for development. The Wiltshire Core Strategy plan period, to 2026, is now half way through and less than a quarter of the minimum requirement has been built. There is therefore a compelling argument to provide a generous supply of land for housing development.

- 1.118 The Wiltshire Core Strategy sets a scale of housing development as ‘at least 4510’ dwellings over the plan period; a level constrained by what was considered an achievable, and possibly conservative estimate, for uplift over the remainder of the plan period. The mixed strategy allocates land that, if it were all built would exceed 4510 dwellings over the plan period.
- 1.119 The NPPF requires local authorities to ensure a supply of land for housing development that is deliverable. Deliverable land is defined as sites that should be available now, offer a suitable location for development, and be achievable with a realistic prospect that housing will be delivered on the site within five years and in particular that development of the site is viable. A detailed preferred strategy must plan for a scale of land release that can offer a continuity of supply to housebuilders. There are however a number of constraints and risks attached to the delivery of sites (see above) that may delay construction on all or parts of sites, preventing them from being deliverable as soon as might otherwise be desired. Other land may be less constrained and developed more quickly and more easily. A detailed preferred strategy, to be consistent with national policy, must manage the release of housing land to support a continuous deliverable supply of land within the housing market area (HMA) over the plan period. Chippenham as a Principal Settlement in the HMA has a key role to play.
- 1.120 A sufficient amount of land for housing development will not by itself ensure that rates of house building are restored to a level that meets needs. A choice of deliverable sites provides the best prospects for achieving the scale of development that is needed in the plan period. A choice of sites and a number of house builders will also provide competition and a better choice to the house buyer. A goal of national planning policy is to deliver a wide choice of high quality homes.
- 1.121 The Plan must set out the justification for the number of homes proposed. A detailed strategy must include a framework that manages the release of site allocations in a manner that reconciles conflicting considerations. Against the benefits of boosting significantly housing, ensuring continuity of supply and choice of land for house building, is the possibility of harm that might come from over provision for housing, such as growth running ahead of the capacity of local infrastructure to support population growth.

Content of a preferred strategy

- 1.122 Assessment of the mixed strategy has identified several areas where proposals can be amended in order to reduce harmful impacts of development. The areas can be considered under three topics.

Meeting Plan Objectives

An Employment-led strategy

- 1.123 The strategy for Chippenham is to provide for substantial job growth. Core Policy 9 provides a framework for the regeneration of the central area of the town and by so doing provides the basis for creating a large number of jobs in and around the town centre. The preferred strategy identifies two strategic sites to meet the employment needs of the town; one at South West Chippenham and another at Rawlings Green. Together these sites provide for 23ha of land for employment development to be delivered within the Plan period.
- 1.124 The Swindon Wiltshire Local Economic Partnership (LEP) identifies the A350 corridor as a main focus for growth²⁵; Chippenham particularly so because of its location in that corridor. LEP led investment has already carried out improvements to the A350 around the town, to benefit not just of the town but the corridor as a whole and its economic prospects. It is also working to develop a hub for mixed use development around the town's railway station, forming part of the central area's regeneration.
- 1.125 The Vision for Chippenham already envisages how the town may take advantage of its excellent rail and road links and its position on the high tech corridor between London, Bristol and beyond. In this vision, the town will strengthen its offer and role as a business location ensuring people can live and work locally.
- 1.126 Thus proposals of the Plan will complement a wider employment led strategy that supports a variety of businesses in a variety of locations in and around the town. Proposals for South West Chippenham and Rawlings Green, providing greenfield sites for new and relocating business development, are therefore wholly consistent with policy contained in the National Planning Policy Framework to provide the right sites in the right places at the right time. Maintaining the variety of strands in the supply of opportunities for economic growth is essential to achieving a greater resilience to economic cycles. The more sustainable growth that results provides a more certain environment for wider investment in the town and in the town centre for retail, leisure and other services that can help achieve a far greater degree of self-containment, allowing Chippenham to retain the spending power it builds.
- 1.127 In recent years local economic growth has been stymied by a lack of greenfield sites²⁶. This has caused uncertainty over new investment and for existing jobs. As well as holding back prospects for the future, local businesses have literally lacked the space in Chippenham to consider expansion and, in some cases, have looked

²⁵ 'Aligning Local Innovation With Government Ambition', Strategic Economic Plan, paragraph 4.35, Swindon and Wiltshire Local Enterprise Partnership (Mar 2014)

²⁶ Evidence Paper 1: Economy Interim Paper, Wiltshire Council, (Dec 2014)

to move away. Development of South West Chippenham provides the most immediate remedy to this situation possible. Its location adjacent to the A350, yet directly related to the urban area, provides the most attractive location that Chippenham can offer. It provides a substantial amount of land that can offer serviced land to a number of potential users.

Meeting needs for housing

- 1.128 The National Planning Policy Framework looks for plans to boost significantly the supply of housing²⁷. More than half way through the plan period, rates of house building in Chippenham have met less than a quarter of the local requirement. This has undoubtedly compounded problems supplying adequate amounts of affordable homes. Boosting the supply of land for house building in Chippenham will be a major step toward meeting targets for the provision of affordable housing that, locally, are not yet near being achieved.
- 1.129 The preferred strategy proposes to allocate land that can accommodate approximately 2,050 against an indicative requirement for 'at least' 1,780 dwellings over the remainder of the plan period. This is justified, as set out below.
- 1.130 NPPF asks that Councils demonstrate there is five years' supply of deliverable land for house building. A larger bank of land helps to ensure there is scope and flexibility to bring forward supply over the plan period.
- 1.131 The Wiltshire Core Strategy, to avoid unrealistic development requirements, recognised the uncertainty around what can be done in the remainder of the plan period to substantially increase rates of housing building by phrasing its indicative requirements as 'at least' 4,510 dwellings. It can be argued that the floor level is, by implication, below what might be considered local need.
- 1.132 Being in the second half of the current local plan period, it is also justified to plan for larger scale over a longer time period in order to ensure a continuity of supply. The Core Strategy identifies strategic sites on greenfield land as the means to provide a predominant proportion of the town's new housing. Inevitably this tends to involve large sites, over a long period of time that may then be developed beyond the plan period.
- 1.133 South West Chippenham and Rawlings Green represent the most appropriate locations for development compared to some others. The two areas amount to a large amount of allocated land but are necessary to complement and work in tandem to sustain the step change in housing provision being sought at a national and local level.
- 1.134 A large scale of housing development provides an additional choice of locations for the house buyer. It will also provide for a greater number of house builders to improve the range and choice of house types on offer.
- 1.135 A larger number of house builders will allow the town to achieve higher rates of development, sooner, equivalent to historic levels, than if there were just two or less locations. This may well relieve the cumulative pressures from house builders for

²⁷ National Planning Policy Framework (NPPF), paragraph 47, DCLG, (Mar 2012)

development at settlements that are not suited to such growth, preventing the harm that might otherwise result.

- 1.136 A larger number of affordable homes can be built as a part of higher rates of development. This result will support objectives of the Plan and Core Strategy to meet targets for affordable housing provision.

Addressing site constraints

Landscape and visual impacts

- 1.137 Rawlings Green is prominent in the wider landscape. The evidence recommends a number of measures that would mitigate possible harmful visual effects from urban development on the attractiveness of the rural landscape and that can preserve the significance of conservation areas by avoiding potential for harm to their settings.
- 1.138 Proposals for development at Rawlings Green require a strong landscape framework. Substantial landscaping is needed to the east and north. Although essentially a matter for more detailed master planning of the site it is clear at this stage that further landscaping will be needed within the development. A lower density of development and a scale of development less than first estimated at step 3 should therefore be considered.
- 1.139 New buildings on the site should also tend toward a domestic scale and avoid bulky individual buildings that could well be an incongruent visual intrusion. The form of permissible employment uses is modified to reflect this approach. B8 uses, that involve warehousing and distribution uses are therefore not proposed.
- 1.140 Transport and accessibility evidence indicates that this area, compared to others, has greater accessibility to the town centre. This suggests, subject to following a sequential approach, that the area may be suited to some town centre uses²⁸ that cannot be accommodated within the town centre or other uses that may involve a benefit from being in reasonable proximity to the town centre. Proposals for the site can therefore recognise this potential by introducing a slightly wider range of potential employment provision than the other sites²⁹. This wider scope also therefore provides for different building forms that can be smaller in scale and bulk and with less visual impact. Proposals can provide for buildings that are of a more domestic scale and character that are therefore much more capable of being situated within a mix of uses, not restricted to being situated for instance within an industrial estate or business park setting.

Heritage assets – protecting their significance

- 1.141 The evidence identifies several heritage assets within each of the sites forming the preferred strategy. It outlines their significance and where their significance may be harmed by development within their setting. Great weight has been attached to their conservation when considering the impact of a proposed development on their significance. It has been concluded that less than substantial harm will result.

²⁸ National Planning Policy Framework, Glossary, DCLG (Mar 2012) (CNPP/01)

²⁹ Chippenham Site Allocations Plan: Pre-Submission Draft Plan, paragraph 5.14, Wiltshire Council (Feb 2015) (CSAP/01)

- 1.142 Specific proposals of the Plan, nevertheless, must look not only to ensure as a minimum that less than substantial harm results but also seek to avoid all harm reflecting the Council's statutory duties to have special regard to the desirability of preserving listed buildings or their settings and special attention to the desirability of preserving or enhancing the character or appearance of a designated conservation area.
- 1.143 The significance of heritage assets is a matter highlighted in the results of sustainability appraisal. Planning policy wording needs to make particular reference to the heritage assets found within each site and that may be affected beyond the site. Proposed modifications already make specific reference to the need for detailed heritage assessments of each site in order to understand, amongst other things, the significance of assets. Further proposed modifications will identify the particular known assets that should be subject to assessment and that require particular protection.

Traffic impacts

- 1.144 Traffic modelling evidence has assessed the impact of development proposals without mitigation. Without mitigation congestion in the town centre and elsewhere will increase.
- 1.145 The same modelling evidence also helps to indicate threshold points by when mitigation measures need to be in place before there is the potential for unacceptable traffic impacts upon the local network. Development proposals are therefore linked to threshold scales of development by when particular measures will need to be provided. These thresholds involved proposals for SW Chippenham. Previously it was considered that if all of the site was developed without completion of the CLR there would be unacceptable traffic impacts on the local network. Further detailed work has developed local mitigation to remove this constraint.
- 1.146 At Rawlings Green, there must be completion of a link between Cocklebury Road and the B4069 to be open for use, prior to the occupation of the 200th dwellings (the Cocklebury Link Road).
- 1.147 This requirement provides a milestone for the co-ordination of development that require closer collaboration between land owners and prospective land owners.

Delivery

- 1.148 The juxtaposition of 'big ticket' costly items of infrastructure alongside a priority to provide affordable housing inevitably raises concern over whether both can be afforded. Viability assessment shows that each of the sites within the strategy are capable of providing policy compliant levels of affordable housing whilst supporting the necessary infrastructure to enable their development.
- 1.149 An assessment identified a range of risks that might affect delivery of the mixed strategy. They need to be removed or the likelihood and consequences of them occurring managed to a minimum. A risk register summarises risks to delivery, measures to mitigate them and who is responsible for each of the actions necessary. The risk register forms a part of the monitoring framework to the Plan.

- 1.150 Planning controls alone are effective up to a certain point as a means of delivery. A development plan can set out development proposals as the basis for the equalisation of land values where appropriate. Proposals can require a number of mitigation measures and also set trigger points to ensure their timely delivery. A plan can set out infrastructure requirements and burdens on the developer and land owner in respect of Community Infrastructure Levy and possible funding contributions as planning obligations. The Plan can ensure that, as far as possible at such a high level planning stage, the scale and form of development can support developer profits, infrastructure costs and appropriate levels of affordable housing. Master planning and the consideration of individual planning applications take forward principles and requirements of the plan.

South West Chippenham

- 1.151 Proposals for SW Chippenham have been progressed over a number of years already by one set of developers and land owners. Their interests account for the vast majority of land allocated and can be termed the 'main site'. Here constraints and costs have been examined in some detail. The main site is being relied upon as a chief contribution to the immediate supply of deliverable land necessary to meet national planning policy requirements.
- 1.152 Some land neighbouring the proposal will eventually be enveloped as the main site is implemented. They are termed as 'further sites'. These additional, more ad hoc parcels of land, should not create delay or uncertainty. Equally, permission for the main site will not prejudice these additional sites from coming forward. Further sites would attach to the main proposals following the lead and pattern provided by the main one. Separate proposals for SW Chippenham can therefore proceed solely through the planning process with relatively little complication, resulting in deliverable land for both housing and employment.
- 1.153 The policies map should be amended to show the main and further sites as well as land allocated for mixed use and green space.

Rawlings Green

- 1.154 Master planning is underway and although inevitably there are a number of issues, notably about the protection of heritage assets and the mitigation of visual impacts on the countryside, none of these considerations appear at all insurmountable.
- 1.155 A central consideration is the delivery of a Cocklebury Link Road. Rawlings Green is of a scale that it is necessary for it to have at least two different points of access.
- 1.156 It would not be acceptable for Rawlings Green to have one point of access to serve 650 dwellings. Neither, given its scale and location, would it be acceptable for it to be served by just two independent accesses. Development of the site requires construction of a link road from Cocklebury Road via Darcy Close to Parsonage Way and the B4069.
- 1.157 The overall result is a Cocklebury Link Road. This is necessary for development to be acceptable in highway terms and is directly related to the development and appropriate in scale and kind. Construction would be an express part of any development scheme permitted and built by the site's developers. The same

approach forms part of the consent granted to development at North Chippenham that will complete a link from Parsonage Way to the A350. Construction will progress a distributor standard road in stages as development proceeds.

- 1.158 Agreement are understood to be in place to deliver an access over the railway and along Parsonage Way. The Council (as land owner) supports providing land to deliver the second access to Cocklebury Road. Current planning applications apply for consent for detailed schemes for each. The policies map may be amended to show the CLR and therefore indicate safeguarding of the land needed.
- 1.159 Key risks around access, identified in the assessment are therefore being tackled directly.

Appendix 8:

SWOT assessment of alternative development strategies

Summary SWOT Assessment (Performance against CP10 Criteria 1-6)

Step 8 SWOT Assessment (Performance against CP10 criteria 1-6)				
	Strength	Opportunity	Threat	Weakness
Eastern Link Road		4 6	2 3 5	1
Southern Link Road	2	4 6	3 5	1
Submitted	1 2	3 4 6	5	
Mixed	1 2	3 4 6	5	

Eastern Link Road Alternative Development Strategy SWOT

Step 8 SWOT Assessment (Performance against CP10 criteria 1-6)			
Strength	Opportunity	Threat	Weakness
	3 4 6	2 5	1

CP10 Criteria	
Economy	<p>The Eastern Link Road option has low potential to ensure the delivery of a choice of premises for employment. Whilst both sites are subject to current planning applications, the combined amount of employment land is 15ha, which is below the residual requirement for employment land. Additional land would be required to be provided for employment in C1 instead of housing or elsewhere in Chippenham.</p> <p>Extensive new road infrastructure is required which may have significant cost and time implications for the delivery of both sites. The infrastructure would include a railway bridge to Area A, a river crossing between Site B1 and C4, a Cocklebury Link Road and the production of an Eastern Link Road (ELR).</p> <p>Business premises development could include large buildings and car parking which would be difficult to adequately screen and consequently would increase the urban influences on the wider landscape and considerably extend the perceived edge of Chippenham reducing separation between the town and rural outlying villages.</p>

Social	<p>The Eastern Link Road option has good social opportunities. The overall amount of housing exceeds the residual requirement and there is potential to provide a mix of house types for both market and affordable housing and to provide facilities such as primary schools.</p> <p>However the provision of a eastern link road could risk the delivery of appropriate levels of affordable housing and could result in issues of viability given the additional cost of the railway bridge, link road and river crossing and delay to delivery of housing linked to the completion of the eastern link road to ameliorate the impact on congested corridors.</p> <p>Site B1 has a strong relationship with the railway station, college and leisure centre and has some potential for providing new attractive walking and cycling links. It is a moderate distance to the railway station for the central and western areas within Site C4. Distance to the railway station for the eastern and northern areas beyond the pylon line and the Sustrans route is further. The Eastern Link Road would improve access to the railway by car and/or public transport.</p> <p>One of the main strengths of this option is the proximity to Abbeyfield School where there is known capacity. Neither site in this option is particularly close to any of the existing GP Surgeries. The current preference is to provide additional capacity at the Community Hospital to relieve pressure on individual GPs which is located to the SW of Chippenham and access is weak from this option.</p> <p>The floodplain associated with the river Avon provides a suitable location for increasing opportunities for open space and public access provision along the river corridor.</p>
Road Network	<p>The eastern link road option provides the opportunity to create a link road to improve access to the A350 from the east of Chippenham through Strategic Area A and reduce the potential impact of development on existing congested corridors and benefit traffic conditions in the central area.</p> <p>However, the opportunity to provide a link road may be tempered by the delay to development this may introduce ie limited number of homes and jobs created until a new link road is available and, as a consequence the relative benefits of this option in relation to criteria 1 and 2 of CP10.</p>
Accessibility	<p>The Eastern Link Road option has strong opportunities to improve access to key facilities by non-motorised transport. There is good ease of access to the town centre and railway station from Site B1 with opportunities to extend and improve the currently public transport network from Site C4 as a result of the development of an eastern link road.</p>
Environment	<p>The Eastern Link Road option will have moderate-high landscape impact upon the countryside and the settings to Chippenham and surrounding settlements although</p>

	<p>it also provides opportunities to improve biodiversity and access and enjoyment of the countryside.</p> <p>Site B1 has a high visual prominence and the site is likely to be sensitive to encroachment from the town, with development in this area likely to make the urban edge of Chippenham more prominent in the wider landscape. The site has moderate-low development capacity, although the area south of Peckingell Farm is marginally less sensitive. The site consists of improved agricultural grassland with limited ecological value. There is also strong connectivity to public rights of way through and into the countryside with some public views. Potential mitigation measures include a lesser density of development and prevention of intrusive large buildings on the site.</p> <p>Site C4 has several areas which have moderate to low development capacity. These include land south of the North Wiltshire Rivers Route as it is located on higher ground that is more visually prominent, land north of the North Wiltshire Rivers Route to maintain separation between Chippenham and Tytherton Lucas and retain the remote and tranquil area around the River Marden and Land associated with the floodplain of the River Avon. The area of land in the vicinity of Harden's Mead is marginally less sensitive being located on lower ground next to the eastern edge of Chippenham, but does contain Hardens Farmhouse which is a heritage asset. The asset would be affected by loss of appreciation and understanding of the landscape setting and context to these buildings.</p>
<p>Flood Risk</p>	<p>The eastern link road option contains some flood zone 2 and 3 which is part of the River Avon Corridor. However there remains a developable area outside of this area.</p>

Southern Link Road Alternative Development Strategy SWOT

Step 8 SWOT Assessment (Performance against CP10 criteria 1-6)			
Strength	Opportunity	Threat	Weakness
2	4 6	3 5	1

CP10 Criteria	
Economy	<p>The Southern Link Road option has moderate potential to ensure the delivery of a choice of premises for employment. One site is subject to a current planning application, whilst the other site is not being actively promoted. Therefore whilst this option could provide 28ha employment land, currently there is certainty that only 18ha could be provided which is below the residual requirement.</p> <p>The employment land within Site E5 has been identified as being deliverable in the short term for a mix of B1/B2/B8 uses. It is situated at a strategic location away from congested corridors, has a direct link to the A350 and the wider PRN, and does not rely upon significant infrastructure to be in place prior to/during its completion.</p> <p>The economic potential of Site D7 is considered to be weak. Although it can physically accommodate employment land or premises without prejudice to existing residential properties, development of business premises in this area could undermine a number of landscape qualities to be safeguarded and it is likely that the scale of building form and associated infrastructure would have a greater adverse effect on qualities to be safeguarded than housing development. In addition, the site is in a location that would create pressure on existing congested corridors and relies on the provision of a southern link road to improve access to the primary road network and could consequently be subject to high development costs. The site is also considered to be deliverable later or beyond the plan period due to the need for infrastructure to access the site and to provide a suitable link with the A350 and M4 and, as the site is not currently being promoted actively by the land owner there is likely to be a low speed of delivery. The separate ownership of a strip of land alongside the A4 which would control access to the site should be seen as a significant risk to delivery.</p>
Social	<p>The Southern Link Road option has good social opportunities. Altogether the overall amount of housing exceeds the residual requirement and there is potential to provide a mix of house types for both market and affordable housing, although the provision of a southern link road could risk the delivery of appropriate levels of affordable housing.</p> <p>Two further issues which could arise are (i) viability given the additional cost of a link road and river crossing and (ii) delay to delivery of housing which could be linked to the completion of the southern link road to ameliorate the impact on congested corridors. Site D7 is not currently being promoted and combined with</p>

	<p>the need for infrastructure is likely to lead to a low speed of delivery.</p> <p>One of the main strengths of D7 located east of the River Avon is its proximity to Abbeyfield School where there is known capacity and its relationship to Stanley Park, whereas Site E5 located west of the River Avon is further away from Abbeyfield School and which is therefore considered to be a weakness.</p> <p>The floodplain associated with the river Avon provides a suitable location for increasing opportunities for open space and public access provision along the river corridor, while other opportunities for cycle links with Lacock also exist. The undulating landform is an attractive feature and could enable the capture of a variety of views from housing and the street and pedestrian network along the river valley.</p> <p>A potential risk for this option is its relationship to both the sewerage treatment works and the water supply, although the extent of these risks is unknown at the moment.</p>
Road Network	<p>The southern link road option provides the opportunity to create a southern link road to improve access to the A350 from the east of Chippenham through Strategic Area E (which already performs well in terms of access to PRN/A350 and town centre) and reduce the potential impact of development on existing congested corridors.</p> <p>However, the opportunity to provide a link road may be tempered by the delay to development this may introduce ie limited number of homes and jobs created until a new link road is available and, as a consequence the relative benefits of the site in relation to criteria 1 and 2 of CP10.</p> <p>Transport evidence indicates that the Eastern Link Road strategy provides greater benefit to the existing community than the Southern Link Road strategy. The Southern Link Road Strategy is predicted to potentially result in some poor traffic impacts in the local network and is therefore a threat.</p>
Accessibility	<p>The Southern Link Road option has moderate opportunities to improve access to key facilities by non-motorised transport. There is good ease of access to the town centre and railway station although there are differences in terms of public transport and access to secondary schools between the east (Site E5) and west (Site D7) part of the option.</p> <p>Site E5 has good access to existing public transport routes and strong opportunity to develop and improve the current public transport network, whereas there are weak opportunities to extend existing public transport routes on the A4 into Site D7.</p> <p>Site D7 has a strong relationship with Abbeyfield School whereas access to secondary schools is a main weakness for Site E5, although there are opportunities to improve the public footpath network in this area which may then open up the possibility of improved links to secondary schools.</p>
Environment	<p>The Southern Link Road option will have some landscape impact upon the countryside and the settings to Chippenham and surrounding settlements, but</p>

	<p>also provides opportunities to improve biodiversity and access and enjoyment of the countryside.</p> <p>The option contains certain features of ecological value such as Mortimore's Wood CWS and the River Avon County Wildlife Site as well as the Rowden Conservation Area. There is potential for mitigation in relation to each aspect which means there are areas which have moderate to low development capacity. The capacity to preserve and enhance the landscape characteristics within the site appears to be viable with Rowden Manor and its associated conservation area being conserved, along with the River Avon valley. Scope to preserve the views of the historic core of Chippenham is also possible with the retention of green buffers, which also repair the urban fringes and approaches to Chippenham which are currently rural from the south west.</p> <p>The southern extent of Site E5 means that it encroaches around the Showell Farm nurseries, which has been identified as being a site of archaeological interest. However opportunities exist to mitigate against the loss of these heritage assets and others across the site by recording and preserving them in situ and recording the more widespread interests. Grade II* listed Rowden Manor will remain protected by the conservation area.</p>
<p>Flood Risk</p>	<p>The Southern Link Road Option contains a large amount of developable land within Flood Zone 1. Site D7 located East of the River Avon has a low risk of flooding, although development would be at least partially dependent upon creating crossings to the River Avon in order to ensure proper connections to the town. Site E5 abuts flood risk zones to the east while also including several smaller tributary watercourses draining to the river Avon. This means that a sensible scale and pattern of development would be required along with measures to provide for an acceptable surface water management regime. Some of Site E5 has the highest propensity to groundwater flooding, although much of the affected area is close to the river Avon and as such is on a flood risk area so will not be built on. This may have a bearing on the potential for and design of SUDS.</p>

Submitted Alternative Development Strategy SWOT

Step 8 SWOT Assessment (Performance against CP10 criteria 1-6)			
Strength	Opportunity	Threat	Weakness
2 1	6 4 3	5	

CP10 Criteria	
Economy	<p>The Submitted Option has good potential to ensure the delivery of a choice of premises for employment. The amount of employment land to be provided exceeds the residual requirement and at least 23ha can be provided within the plan period.</p> <p>The employment land within Site E2 has been identified as being deliverable in the short term for a mix of B1/B2/B8 uses. It is being actively promoted by the landowner and subject to a planning application. It is situated at a strategic location away from congested corridors, has a direct link to the A350 and the wider PRN, and does not rely upon significant infrastructure to be in place prior to/during its completion.</p> <p>The B1 site including the employment land is being actively promoted by the land owner and subject to a planning application which means the site it likely to be viable and deliverable in the short to medium term. The rural aspect and views would provide an attractive setting to the development. Although business premises development in this area could include large buildings and car parking which would be difficult to adequately screen and consequently would increase the urban influences on the wider landscape and considerably extend the perceived edge of Chippenham reducing separation between the town and rural outlying villages.</p> <p>Extensive new road infrastructure would be required if development takes place on sites B1 and C1. The infrastructure would take the form of a railway bridge to Area A, and the production of an Eastern Link Road (ELR). The implementation of this infrastructure could have significant cost and time implications on the delivery of these two sites. The delivery of Site E1 located to the SW of Chippenham would not be affected.</p>
Social	<p>The submitted option has good social opportunities. Altogether the overall amount of housing exceeds the residual requirement and there is potential to provide a mix of house types for both market and affordable housing, although the provision of a eastern link road could risk the delivery of appropriate levels of affordable housing. Two further issues which could arise in relation to Sites B1 and C1 are (i) viability given the additional cost of a link road and river crossing and (ii) delay to delivery of housing which could be linked to the completion of the eastern link road to ameliorate the</p>

	<p>impact on congested corridors.</p> <p>Sites B1 has a network of PRow linking the edge of Chippenham with the wider countryside as well as having strong impacts on leisure facilities due to the sites location relatively close to the Olympiad Leisure Centre, the primary indoor leisure facility in Chippenham. Site E2 also has a network of Public rights of way and has potential opportunity for improvements to the public footpath network, with improved links possible with the town centre.</p> <p>B1 and C1 are both relatively close to Abbeyfield Secondary School, where there is current capacity. Neither is close to any of the existing GP Surgeries. Site E2 is further away from Abbeyfield School which is considered to be a weakness, although the opportunities for improvements to the PRow may result in improved links. It is relatively close to the Community Hospital where it is the current preference is to provide additional capacity to relieve pressure on individual GPs.</p> <p>All three sites contain some land classified as floodplain associated with the River Avon. This provides a suitable location for increasing opportunities for open space and public access provision along the river corridor. The undulating landform is an attractive feature and could enable the capture of a variety of views from housing and the street and pedestrian network along the river valley.</p> <p>There are potential pollution sources in Langley Park industrial area and the site has a large distance to travel to the waste water works, although the extent of these risks is unknown at the moment.</p>
Road Network	<p>The submitted option provides the opportunity to create an eastern link road to improve access to the A350 from the east of Chippenham from the A4 through Sites C1, B1 and strategic Area A and reduce the potential impact of development on existing congested corridors. The opportunity to provide a link road may result in a delay to development on sites B1 and C1. ie limited number of homes and jobs created until a new link road is available. However Site E2 is not reliant on the provision of a eastern link road.</p>
Accessibility	<p>The Submitted option has moderate opportunities to improve access to key facilities by non-motorised transport.</p>
Environment	<p>The submitted option will have some landscape impact upon the countryside and the settings to Chippenham and surrounding settlements, but also provides opportunities to improve biodiversity and access and enjoyment of the countryside.</p> <p>The area of Site B1 has a high visual prominence and the site is likely to be sensitive to encroachment from the town, with development in this area</p>

	<p>likely to make the urban edge of Chippenham more prominent in the wider landscape. As a result the site has moderate-low development capacity.</p> <p>Site E2 has the capacity to preserve and enhance the landscape characteristics within the site by utilising Rowden Manor and its associated conservation, alongside conserving with the River Avon valley. Views of the historic core of Chippenham can be preserved through the retention of green buffers, which also repair the urban fringes and approaches to Chippenham. Through the conservation of the River Avon Valley, railway embankment and the conservation area the impact upon ecological sites and associated species can be minimised. The site extends around the Showell Farm Nurseries, which has been identified as being a site of archaeological interest. Opportunities exist to mitigate against the loss of these heritage assets and others across the site by recording and preserving them in situ and recording the more widespread interests.</p> <p>For Site C1, the area of land in the vicinity of Harden’s Mead is marginally less sensitive for development being located on lower ground next to the eastern edge of Chippenham. The area of land south of the North Wiltshire Rivers Route has been ascribed a moderate-low development capacity as it is located on higher ground that is more visually prominent and the area of land north of the North Wiltshire Rivers Route also has a low development capacity in order to maintain separation between Chippenham and Tytherton Lucas and retain the remote and tranquil area around the River Marden. There are existing views towards Chippenham from Tytherton Lucas, however at present these are glimpsed and generally the village feels rural and remote. Development has the potential to reduce separation between Tytherton Lucas and Chippenham which would reduce its remote and tranquil character. In addition development would be visually prominent from surrounding high ground and could make this edge of Chippenham considerably more notable in the surrounding countryside. Development would require extensive advanced landscape structure to reduce adverse landscape and visual effects on the surrounding landscape.</p> <p>The area of land south of Stanley Lane has been ascribed a low development capacity as it is located on the highest ground in Area C and is prominent from view from the surrounding limestone ridge. The land also maintains separation between Chippenham and Derry Hill.</p>
<p>Flood Risk</p>	<p>The submitted option contains some land within Flood Zones 2 and 3 which provides the opportunity for However all three sites which make up this option include developable land within Flood Zone 1.</p>

Mixed Option Alternative Development Strategy SWOT

Step 8 SWOT Assessment (Performance against CP10 criteria 1-6)			
Strength	Opportunity	Threat	Weakness
① ②	③ ④ ⑥	⑤	
CP10 Criteria			
Economy	<p>The Mixed Option has good potential to provide employment land. Over 23ha of employment land can be provided during the plan period which exceeds the residual requirement of 21ha. The employment land is considered to be deliverable for a mix of B1/B2/B8 uses in the early and later stages of the Plan.</p> <p>The employment land within Site E5 is situated at a strategic location away from congested corridors, has a direct link to the A350 and the wider PRN, and does not rely upon significant infrastructure to be in place prior to/during its completion. It has been identified as being deliverable in the short term.</p> <p>Although Site B1 is distant from the economic corridor, its proximity to the town centre and railway station provides a distinctive USP for this location which is also close to the established principal employment area at Langley Park. There is a lack of access to A or B roads to and from this site so extensive new road infrastructure would be required for development to take place on this site. The infrastructure would take the form of a link road from Cocklebury Road across the railway bridge to Area A..The implementation of this infrastructure could have significant cost and time implications on the delivery of the site. However employment land at this site is considered to be deliverable for a mix of B1/B2/B8 uses in the later stages of the Plan provided the Cocklebury Link road is created to open up the land. The site is being actively promoted by the land owner and subject to a planning application which means the site it likely to be viable and deliverable in the short to medium term.</p>		
Social	<p>The mixed option has good social opportunities. The overall amount of housing exceeds the residual requirement of 1780 houses and there is potential to provide a mix of house types for both market and affordable housing alongside the infrastructure required to serve them.</p> <p>The strengths of Site B1 are the network of PRow crossing the site linking the edge of Chippenham with the wider countryside as well as having strong impacts on leisure facilities due to the sites location relatively close to the Olympiad Leisure Centre, the primary indoor leisure facility in Chippenham. The site is also relatively close to Abbeyfield Secondary School.</p>		

	<p>There are several risks for Site B1. These relate to the potential pollution sources in Langley Park industrial area and the distance to the waste water works, although the extent of these risks is unknown at the moment. Further risks relate to the provision of appropriate levels of affordable housing as the production of a new bridge would have significant cost and time implications on the delivery of the site. Furthermore the site is not close to any of the existing GP Surgeries.</p> <p>The strengths of Site E5 are that the floodplain associated with the river Avon provides a suitable location for increasing opportunities for open space and public access provision along the river corridor, while other opportunities for cycle links with Lacock also exist.. This site is also closely linked with the Rowden Community Hospital. With, this could place this area in a good strategic location in relation to this facility.</p> <p>Furthermore, the size of this site improves the viability in regards to the provision of facilities such as a primary school. Therefore this site could actually have the opportunity to have a positive impact upon Chippenham's Schools and current spare capacity. The larger residential area also lends itself to providing more in the way of leisure provision, hence also opening up opportunities on this front.</p>
Road Network	<p>The Mixed Option by including Site B1 will contribute towards the production of an Eastern Link Road, which could reduce the potential impact of development on existing congested corridors. Site B1 also has strong potential to offer wider transport benefits to the community as it has strong access to the town centre particularly the railway station and through the access road road required to develop the site will remove an existing cul-de-sac along Cocklebury Road which is seen as creating congestion at Station Road. However, the opportunity to provide a link road may be tempered by the delay to development this may introduce i.e. limited number of homes and jobs created until a new link road is available and, as a consequence the relative benefits of the site in relation to criteria 1 and 2 of CP10.</p> <p>Due to its location in regards to the A350 to the south, Site E5 performs well in terms of access to the PRN/A350. E5 also performs well in terms of access to the town centre by non-motorised modes of transport, however the additional development in the southern region of the strategic site means this region is beginning to provide weaker access to the town centre. This larger scale of development in combination with its proximity to the town centre does mean that the site performs weakly in regards to adding to existing traffic passing through the town centre. The sites close links with existing congested corridors means that in order to mitigate against adding to existing problems, it is possible this site will need to be delivered alongside infrastructure that enables a motorised link with the eastern road network. This may pose a significant development cost upon the strategic site, however will also offer up a wider benefit if the opportunity to provide this link is found to be viable for this strategic site.</p>

<p>Accessibility</p>	<p>The Mixed Option has strong/good opportunities to improve access to key facilities by non-motorised transport.</p> <p>Site B1 has a strong relationship with the railway station. It also has relatively strong or moderate access to public transport corridors and could provide some potential for improving public transport accessibility for existing residents. Furthermore it could provide some potential for providing new attractive walking and cycling links that are of use to existing communities. It also has moderate accessibility to other amenities such as secondary schools and the college.</p> <p>The assessment for Site E5 is more mixed. The ease of access from Site E5 to the town centre, railway station and public transport is assessed as being good overall, although southern sections of the site perform slightly weaker in terms of access to the town centre and associated facilities. Access to the secondary schools of Chippenham is a main weakness. Due to the strategic location and scale of this site, there is a strong opportunity to develop and improve the current public transport network in the local area. This opportunity for improvement also stretches into the public footpath network, with improved links possible with the town centre from this region of Chippenham. This may then open up the possibility of improved links to Chippenham's existing secondary schools.</p>
<p>Environment</p>	<p>The Mixed Option will have some landscape impact upon the countryside and the settings to Chippenham and surrounding settlements, but also provides opportunities to improve biodiversity and access and enjoyment of the countryside.</p> <p>Site B1 forms the southern part of the strategic area around Rawlings Farm, which generally comprises improved agricultural grassland with limited ecological value. There is also strong connectivity to public rights of way through and into the countryside with some public views and a network of PRoW linking the edge of Chippenham and Langley Burrell to the north of the Great Western Railway with the wider countryside and also to the North Wiltshire Rivers Route. The area has a high visual prominence and the site is likely to be sensitive to encroachment from the town, with development in this area likely to make the urban edge of Chippenham more prominent in the wider landscape. The site has moderate-low development capacity; nevertheless the site area (the area south of Peckingell Farm), is marginally less sensitive. There are also concerns about the potential moderate impact on heritage assets within and adjacent to the site.</p> <p>Site E5 does not extend beyond the existing footprint of Chippenham and the capacity to preserve and enhance the landscape characteristics within the site appears to be viable with Rowden Manor and its associated conservation area being conserved, along with the River Avon valley.</p>

	<p>Scope to preserve the views of the historic core of Chippenham are also possible with the retention of green buffers, which also repair the urban fringes and approaches to Chippenham which are currently rural from the south west. The preservation of ecological sites and associated species appears to be possible on this site through the conservation area, River Avon valley and railway embankment. The preservation of the above also opens up opportunities for Public rights of way and the enhancement of the existing network that runs through the site.</p> <p>The southern extent of the site means that it encroaches around the Showell Farm nurseries, which has been identified as being a site of archaeological interest. However opportunities exist to mitigate against the loss of these heritage assets and others across the site by recording and preserving them in situ and recording the more widespread interests. Rowden Manor will remain protected by the conservation area.</p>
<p>Flood Risk</p>	<p>The Mixed Option contains a large amount of developable land within Flood Zone 1. There is a small amount of flood zone 2 and 3 to the east of Site B1. However, there is a developable area protected from the River Avon and River Marden by being on higher ground. There would be limited fluvial flooding on the western bank side due to the natural lie of the land. Drainage from this area will be directed to the River Avon so the creation of large impervious areas here will lead to additional peak flows joining the river and therefore additional flows arriving at the radial gate weir in Chippenham centre. This would add to high flood risk at the radial gate.</p> <p>The majority of land of Site E5 that lies within flood zone 2&3 is located within the indicative greenspace of the conservation area and land along the River Avon. Tributaries are present running through the area, and as such any development would need to be carefully developed. Also, with the groundwater flooding susceptibility and the fact that runoff goes directly into the Avon and Sewage Treatment works, surface water management would have to mimic or better the current greenfield rates of runoff.</p>

Appendix 3: List of Proposed Modifications

Since the publication of the draft Chippenham Site Allocations Plan proposed changes have been suggested as set out below:

- Proposed changes to the Plan considered and agreed at **Council meeting on 14 July 2015** following the Pre-Submission Consultation on the draft Chippenham Site Allocations Plan. These were made to respond to comments submitted during consultation or to add clarity to the Plan. They were submitted to the Inspector in July 2015 and have not been the subject of consultation (document library reference CSAP/02). These changes were given a straightforward number from 1 – 55.
- Proposed changes to the Plan suggested by the Council during the **Examination of the Plan**. The proposed changes arose either through evidence submitted by the Council in response to the list of main matters to be discussed at the hearings or through Statements of Common Ground agreed between Wiltshire Council and key stakeholders. These were submitted to the Inspector for consideration during the hearings and have not been consulted on. (Document library reference EX2a, EX9) These changes were given a number which relates to the chapter of the plan and then a numeric value eg 2/01

Further proposed changes to the Plan have arisen as part of the Schedule of Works that has been undertaken following the suspension of the Hearings in November 2015. These changes affect some of the previously published changes. For example an earlier change may now be deleted or an additional amendment is proposed to the text. For clarity all current changes are being published for consultation and have been given a new number with a suffix of S eg S2

The changes are presented below by Chapter order. In Table 1, the proposed change shows deleted text in ~~strikethrough~~ and new text in **bold**. Where a proposed change arising from the reassessment of evidence supersedes an earlier proposed change the earlier proposed change is also indicated in ~~strikethrough~~. In Table 2, each of the changes which have now been deleted are presented by Chapter order.

Table 1 Proposed Changes to the Plan from July 2015, October 2015 and April 2016

Change No.	Previous Change No	Page	Para	Reasons for Proposed Change	Proposed Change
Chapter 1 : Introduction					
S1	52	4	1.6	<p>Improve clarity</p> <p>Extracting existing evidence on heritage assets in the published evidence base and presenting it as a single Evidence Paper As originally submitted July 2015</p>	<p>Add at the end of the bulleted list:</p> <p>“Evidence Paper 7 : Heritage Assets”</p>
Chapter 2 : Context					
S2	1	8	2.6	<p>Improve context</p> <p>New text highlights important heritage assets forming a part of the context to the Plan</p> <p>As originally submitted July 2015</p>	<p>Insert additional paragraph 2.6a as follows:</p> <p>“The centre of Chippenham has a designated conservation area. The Chippenham Conservation Area Management Plan (Adopted April 2010 as Supplementary Planning Guidance) provides development guidelines, which include protecting the settings of these and other key assets within the town. The churches of St Andrew and St Paul have tall steeples and are prominent in views of the town. This prominence reflects a deliberate design intention, and</p>

					<p>the setting of these assets therefore includes the wider landscape in which they are experienced. There are a number of significant assets within the town including:</p> <ul style="list-style-type: none"> • Grade I listed The Ivy, The Yelde Hall and Sheldon Manor • Grade II* St Andrew’s Church, Hardenhuish House, St Paul’s Church and St Nicholas’s Church”
S3	53	10	Strategy box	<p>Improve accuracy</p> <p>Update reference to the Wiltshire Core Strategy to relate to the adopted Plan As originally submitted July 2015</p>	<p>Amend reference</p> <p>Wiltshire Core Strategy, adopted January 2015, paragraph 5.46 and 5.47 and 5.47a</p>
S4	2/01	10	2.3	<p>To improve consistency with the published evidence.</p> <p>Originally published October 2015</p>	<p>The A350 is one such barrier to development, but is also considered to be a clear and logical boundary to the town, which should not be breached by mixed use strategic site development during the plan period unless other options are exhausted.</p>
CHAPTER 3: Vision and Objectives					
S5	2	17	3.6	<p>Improves context</p> <p>Additional text clarifies the need that new improved infrastructure includes transport infrastructure encompassing the strategic</p>	<p>Amend paragraph 3.6 as follows:</p> <p>“It is important that housing delivery is managed throughout the plan period to ensure that it takes place in step with the provision of new infrastructure. As well as facilities forming a part of development, this may, for instance, include strategic highway improvements that may be required to</p>

				road network As originally submitted July 2015	accommodate the impact of growth. The Core Strategy already identifies a number of improvements needed in Chippenham which need to be provided alongside development including enhanced health and emergency services. This is also recognised in the Infrastructure Delivery Plan (September 2013) which identifies extended GP services as prioritised essential infrastructure. The NHS and GPs in Chippenham are working towards a detailed proposal for delivering these enhancements. Sustainable construction and low-carbon energy will be integral to the development of all strategic sites.”
S6	3	17	3.7	Factual update Amended text reflects more precisely the Plan’s approach As originally submitted July 2015	Amend paragraph 3.7 as follows: “In relation to primary education there is a desire to rationalise primary school provision to include more two form entry schools as this size has advantages in revenue funding, sustainability and in teaching and learning. The revenue funding advantages include being able to achieve significant economies of scale, being more able to employ specialist staff and having a larger base budget that is more able to cope with fluctuations in income that result from changing pupil numbers. The proposals of the plan should seek to enable this change therefore focus on provision for two form entry primary schools as a part of the development of strategic sites. ”
S7	4	17	3.8	Improve context Additional text explains how this objective requires traffic impacts on the wider road	Amend paragraph 3.8 as follows “Improvements are planned to improve how the A350 works and development at Chippenham must not undo these benefits. Congested road corridors and junctions within the

				<p>network to be managed, in particular M4 junction 17.</p> <p>As originally submitted July 2015</p>	<p>town impede and can deter travel to the town's businesses, services and facilities. In particular, congestion in and around the town centre, as recognised by the Chippenham Vision, needs to be addressed as a part of planning for the town's growth. This also goes for management measures to prevent negative impacts on junction 17 of the M4 motorway. Joint working with Highways England helps to identify the cumulative impacts of growth on the strategic road network and will inform measures to improve junction 17."</p>
S8	5 3/01	18	3.11	<p>Improve clarity</p> <p>Amend the text to clarify that heritage assessment was a key part of this evidence alongside landscape impact.</p> <p>Correct typographical error</p> <p>As submitted July 2015 incorporating proposed change 3/01</p>	<p>Amend paragraph 3.11 as follows</p> <p>"The allocation and development of strategic sites will inevitably bring about fundamental change from rural to urban to areas around the town. The landscape surrounding Chippenham provides the setting to the settlement, defining its edges and also providing characteristic glimpses from the town out to the countryside. Evidence Paper 4: Landscape Assessment(26) also raised specific concerns about protecting the setting and historic value of the conservation areas and heritage assets within each Strategic Area. Development should seek to respect the important landscape features that make up this character and look to capitalise on opportunities to protect and enhance local heritage assets as well as biodiversity."</p>

	Change No	Page	Para	Reasons for Proposed Change	Proposed Change
CHAPTER 4: Development Strategy					
S9	6	21	4.3	<p>Improve clarity</p> <p>An additional sentence helps clarify how the scale of Greenfield land required has been estimated.</p> <p>Updated to include further changes April 2016 reflect published housing land supply assessment</p>	<p>Amend paragraph 4.3 as follows</p> <p>“The data included in the Wiltshire Core Strategy identified that land for a further 2,625 new homes would be required at Chippenham to meet the at least 4,510 homes to be built by 2026. However, figures for housing supply are constantly changing, for example, since these were first published a further large site at Hunters Moon has been granted permission subject to the signing of a Section 106 Agreement. Figures also take account of brownfield sites identified in Core Policy 9 of the Wiltshire Core Strategy and the Chippenham Central Area Master Plan such as redevelopment proposals at Langley Park. The latest housing land supply statement assessment therefore indicates that the residual requirement at Chippenham is now at least 4,935 1780 homes.”</p>
S10		21	4.4	<p>Improve clarity</p> <p>New change April 2016</p>	<p>Amend first sentence as follows:</p> <p>“The Housing commitments at April 2014 form part of the development strategy for Chippenham as it is assumed the housing arising from the commitments will be built within the plan period and will ensure the overall scale of growth proposed in the core strategy is achieved.”</p>
S11	7	21	4.5	<p>Factual update</p> <p>Removing the reference to school provision reflects</p>	<p>Amend paragraph 4.5 as follows:</p> <p>“This site for 750 homes and 2.7 hectares of employment land (12/00560/OUT) was approved subject to the signing of a section</p>

				<p>revised requirements and the introduction of Community Infrastructure Levy.</p> <p>As originally submitted July 2015</p> <p>New change April 2016</p>	<p>106 agreement in April 2014. The final determination of the planning application and future applications on the site will be made in accordance with the relevant policies within the Wiltshire Core Strategy as well as the infrastructure requirements for Chippenham as a whole, as identified within the Chippenham Site Allocations Plan and the Infrastructure Delivery Plan. This site will deliver:</p> <p>“This site will deliver:</p> <ul style="list-style-type: none"> • A link road between Malmesbury Road (A350) and Maud Heath Causeway which will become the first section of an eastern link road through to the A4 • Provision for the long term protection and management of Birds Marsh Wood • Land for a one form entry primary school <p>Contributions to include: public open space, leisure provision, highway improvements and education contributions.”</p>				
S12	8	22	4.6	<p>Factual update</p> <p>Removing the reference to school provision reflects revised requirements and the introduction of Community Infrastructure Levy</p> <p>As originally submitted July 2015</p>	<p>Amend paragraph 4.6 as follows</p> <p>“This site will deliver:</p> <ul style="list-style-type: none"> • Off-site highways works including to Pheasant roundabout; • Provision of new bus to allow dedicated service to run through the site; • The delivery of land for a primary school; • New Hill Top Park of 4.5 hectares; • Contributions to include: public open space, leisure provision, highway improvements and education contributions.” 				
S13		22	Table 4.1	<p>Factual update</p> <p>New change April 2016</p>	<p>Amend table 4.1 as follows:</p> <table border="1"> <tr> <td>Core Strategy</td> <td>Completions</td> <td>Commitments</td> <td>Residual</td> </tr> </table>	Core Strategy	Completions	Commitments	Residual
Core Strategy	Completions	Commitments	Residual						

					<table border="1"> <tr> <td>Requirement</td> <td>2006-2014 2015</td> <td>April 2014 2015</td> <td>Requirement</td> </tr> <tr> <td>4510</td> <td>995 1015</td> <td>1580 1715</td> <td>1935 1780</td> </tr> </table>	Requirement	2006-2014 2015	April 2014 2015	Requirement	4510	995 1015	1580 1715	1935 1780
Requirement	2006-2014 2015	April 2014 2015	Requirement										
4510	995 1015	1580 1715	1935 1780										
S14		22	Table 4.2	<p>Factual update</p> <p>New change April 2016</p>	<p>Amend table 4.2 as follows:</p> <table border="1"> <tr> <td>Core Strategy Requirement</td> <td>Completions 2006-2014 2015</td> <td>Commitments April 2014 2015</td> <td>Residual Requirement</td> </tr> <tr> <td>26.5ha</td> <td>0ha</td> <td>5.0ha</td> <td>21.5ha</td> </tr> </table>	Core Strategy Requirement	Completions 2006-2014 2015	Commitments April 2014 2015	Residual Requirement	26.5ha	0ha	5.0ha	21.5ha
Core Strategy Requirement	Completions 2006-2014 2015	Commitments April 2014 2015	Residual Requirement										
26.5ha	0ha	5.0ha	21.5ha										
S15		23-25	4.10-4.24	<p>Improve context</p> <p>Replacement text reports the enhanced methodology and summarises the revised proposals</p> <p>New change April 2016</p>	<p>Delete paragraphs 4.10 to 4.24 and replace as follows:</p> <p>“Methodology</p> <p>4.10 The Wiltshire Core Strategy sets a minimum amount of additional housing and employment for Chippenham between 2006 and 2026. It also establishes a set of six criteria to guide Chippenham’s expansion (the Core Policy 10 criteria). These form the central basis for selecting ‘strategic sites’. A strategic site assessment framework was developed to define how the Core Policy 10 criteria are interpreted and was informed by comments from the community and other stakeholders.</p> <p>4.11 The WCS identifies, diagrammatically, a set of indicative strategic areas located east of the A350 as potential areas of future expansion for strategic mixed use sites.</p>								

					<p>The ‘strategic areas’ are defined by barriers such as main roads, rivers and the main railway line. Land west of the A350 is not considered a reasonable alternative for the allocation of strategic sites. The Council's reasoning is set out in Briefing Paper 2, which explains the definition of strategic areas.</p> <p>4.12 The strategic areas and options for strategic sites have been assessed using sustainability appraisal. Sustainability appraisal performs a similar task to the strategic site assessment framework and reports on likely environmental, social and economic effects of the options in order to inform decision making. This work has been carried out independently to the council.</p> <p>4.13 Each of the strategic areas has been assessed to see how they perform against the criteria contained in the core strategy as well as the sustainability appraisal. A result of that process was to suggest different patterns for the town’s growth involving different strategic areas. These are termed ‘development concepts’.</p> <p>4.14 Based on information in the Council’s Strategic Housing Land Availability Assessment more than twenty potential strategic site options were examined. An assessment of these sites removed those that could not realistically be considered developable, suitable and achievable, reduced the number to 14 site options that were the looked at in greater detail using both sustainability appraisal and an assessment of their strengths, weakness, opportunities and threats in terms</p>
--	--	--	--	--	--

					<p>of how they performed against the guiding criteria contained in WCS Core Policy 10. Based on these assessments and how well each strategic site option fitted with a development concept, four alternative strategies were compared, again using sustainability appraisal and SWOT assessment, and a preferred strategy selected. The process is set out diagrammatically below:</p> <p>4.15 A preferred strategy has been selected and modified to take account of the risks and constraints identified through the assessment process. These proposals have also been subject to sustainability appraisal. As a result of this process the preferred strategy is summarised below.</p> <p>4.16 SW Chippenham is an immediate phase of development geared to provide deliverable land for employment and housing. The proposals are to meet the great majority of land required urgently for employment development on an 18ha site at Showell Farm. This will provide serviced land for a variety of business uses.</p> <p>The Proposals</p> <p>4.17 The assessment of strategic areas, site options and alternative strategies is set out in detail in the Chippenham Site Allocations Plan: Site Selection Report (April 2016) The preferred strategy represents a combination of development concepts that capitalise on</p>
--	--	--	--	--	--

					<p>the locational advantage of the A350 corridor.</p> <p>4.18 The Council has already granted consent for a significant development north of Chippenham, located in Area A (see above) for a mix of uses including up to 750 new homes (Land at North Chippenham 12/00560/OUT). This development would have access to the A350 and it would provide a road built to a distributor road standard offering the opportunity for it to have a wider role in the network. This road can also provide a clear visual and man-made boundary to the town. The evidence suggests that further development north would have detrimental landscape and ecological effects, in particular with respect to cumulative impacts on the value of Birds Marsh Wood County Wildlife site, and fails to meet Criterion 5 (Landscape) of Core Policy 10 without offering significant benefit over and above the development already permitted.</p> <p>South West Chippenham</p> <p>4.19 Within Area E, SW Chippenham is an immediate phase of development geared to provide deliverable land for employment and housing. The proposals are to meet the great majority of land required urgently for employment development on an 18ha site at Showell Farm. This will provide serviced land for a variety of uses. Landscape impacts are acceptable and land for employment development is well located and can be brought forward relatively quickly. The SW Chippenham allocation comprises the Rowden Park site which is</p>
--	--	--	--	--	--

					<p>identified for approximately 1,000 new dwellings and 18ha land for employment and additional smaller extension sites identified for approximately 400 new dwellings. The housing trajectory indicates that about 1400 dwellings could be built in the remainder of the Plan period, looking to 2026 (see Table 6.1).</p> <p>Rawlings Green</p> <p>4.20 Rawlings Green is a prominent area where development may have a wide landscape impact. Detrimental effects would need to be mitigated by an appropriate design and layout. Proposals require a low density of development and extensive strategic landscaping is identified for development at Rawlings Green. This would be capable of accommodating up to 650 new dwellings and 5ha of land for employment generating uses. Up to 200 new homes could be accommodated before a new link road is needed to connect the site over a new railway bridge to the distributor road provided as part of the North Chippenham development in Area A. This new road link will continue through the site to Monkton Park, which would provide a new access route to the A350 for the north of the town avoiding the town centre. It will serve the development itself and relieve current congestion that might otherwise worsen unacceptably on routes into and out of the town centre.</p> <p>4.21 The two sites can accommodate a total of approximately 2,050 homes although it is possible that</p>
--	--	--	--	--	---

					<p>not all this number will be built within the plan period to 2026. At a late point in the current plan period land allocated land will contribute to meeting housing requirements for the next plan period and reduce the potential for a fall off in housing supply while a new plan is emerging for the period beyond 2026. The scale of development recognises the additional complexity of ensuring deliverable. The amount of land allocated results in a scale of development that therefore exceeds the requirements set out in the Wiltshire Core Strategy. It is justified by the need for continuity in the provision of land for business and jobs as part of an employment led strategy. A choice of new locations for new homes provides a flexible choice of deliverable sites in terms of a range of potential house builders and the choice of homes. It also recognises that not all large strategic sites will be completed in the Plan period and the risks associated with the greater level of complexity involved in the delivery of large strategic sites.</p> <p>4.22 Development at Rawlings Green involves building new roads in step with the development in order to ensure there are no unacceptable traffic impacts and so that the wider benefits to the network are achieved as soon as possible. The proposals also include large new areas along the River Avon for country parks. These will provide easier and direct public access to the countryside for all residents and visitors. They will also include areas set aside to be managed to protect and improve their nature conservation value. As a substantial corridor of land it also provides</p>
--	--	--	--	--	--

					<p>opportunities for new and improved cycle and pedestrian links around the town, as well as to and from the town centre. These proposals go a substantial way to fulfilling a longstanding aspiration to capitalise on the River Avon as an asset to the town.</p> <p>4.23 The proposals in the Chippenham Site Allocations Plan must be read in conjunction with the Wiltshire Core Strategy. Proposals for new development will be considered against all relevant policies, including those relating to place shaping and high quality design. As with all planning applications the general policies, for example affordable housing (Core Policy 45), sustainable construction (Core Policy 41), high quality design (Core Policy 57) in the adopted Wiltshire Core Strategy apply to the consideration of these sites. The developers of strategic sites will prepare Sustainable Energy Strategies setting out how proposals meet carbon reduction targets, and identifying how maximum targets can be achieved, particularly where lower cost solutions are viable (such as Combined Heat and Power).”</p>
S16	10 4/01	25	4.23a	<p>Improve clarity</p> <p>To clarify the relationship between policies CH1-3 and the role and purpose of master plans</p>	<p>Insert sub heading after paragraph 4.23 Consideration of planning applications and new paragraph 4.23a after existing:</p> <p>“<u>Master plans</u></p> <p>The following proposals establish the principles of development at South West Chippenham and Rawlings</p>

				<p>Updated to include further changes in October 2015 and April 2016 to remove reference to East Chippenham</p>	<p>Green and East Chippenham based on evidence prepared that is appropriate to plan making. Each policy also requires any application to be informed by a master plan which will reflect additional evidence prepared at a level of detail to support a planning application as well as the principles and requirements established in policies CH1 and CH2 and CH3. Such evidence will include, but is not limited to a Landscape and Visual Impact Assessment, Heritage Assessment, Biodiversity Report, surface water management plan, Flood Risk Assessment and Highways Statement. Such new evidence can be used as a material consideration when considering a specific planning application. A master plan will refine and provide a more detailed distribution of land uses for each site than that shown in the indicative plans (figures 5.1-3). Further detailed landscape assessment may suggest boundaries that have a better visual impact. A minor variation in site boundaries from those on the policies map may therefore be justified on new evidence presented at the time of the application on landscape grounds.</p> <p>Adopted standards for provision to meet leisure and recreation needs will be applied to each of the proposals. An audit of existing open space assets concludes that Chippenham does not have a shortage of outdoor sports provision. A shortage of amenity green space, parks and areas for informal recreation is addressed by provision for substantial open space by proposals contained in policy CH4.</p>
--	--	--	--	---	--

					A master plan will also include an explanation and show the nature and location of surface water management measures.”
S17		26	Figure 4.1	Improve clarity New change April 2016	Replace figure 4.1 as shown in appendix 1.

	Change No	Page	Para	Reasons for Proposed Change	Proposed Change
CHAPTER 5: Site Allocations					
South West Chippenham					
S18	11, 12, 13, 14, 15, 16, 5/04, 5/05		CH1	<p>To reflect proposed amendments to the South West Chippenham allocation</p> <p>The policy amendment incorporates Council changes 11, 12, 13, 14, 15, 16 and Examination Changes 5/04, 5/05 as set out in the Statement of Common Ground with Crest Nicholson and Redcliffe Homes.</p>	<p>Amend policy CH1 as follows:</p> <p>Policy CH 1</p> <p>South West Chippenham</p> <p>Rowden Park Site</p> <p>Approximately 171ha of land at South West Chippenham, as identified on the policies map, is proposed for a mixed use development to include the following:</p> <ul style="list-style-type: none"> • 1,000 dwellings • 18ha of land for employment (B1, B2, and B8 uses of the Use Classes Order) adjacent to the A350 • Land for a 2 Form Entry primary school • A local centre • Approximately 100ha 104ha as a riverside country park • strategic landscaping and open space to retain and reinforce existing hedgerows and establish new areas of substantial planting • no more than 800 homes to be completed before the Cocklebury Link Road (from the A350 to Cocklebury Lane) is open for use or a set of comprehensive transport improvement measures of equivalent benefit <p>Development will be subject to the following requirements:</p>

				<ol style="list-style-type: none"> 1. surface water management that achieves equivalent or less than current Greenfield rates of run-off 2. financial contributions toward provision of new schools provision of sufficient school capacity to meet the need created by the development 3. A marketing strategy to be agreed with Wiltshire Council and carried out to ensure the early release of serviced land for employment is available for development before the completion-occupation of the 50th dwelling 4. a pedestrian and cycle route across the River Avon connecting to the town centre enhanced routes for cycling and walking to and from the town centre 5. a design and layout that preserves or enhances the importance and settings to designated heritage assets 6. Design and layout of development must not prohibit a potential future road connection to land to the east 7. measures to enhance the character of the Rowden conservation area <p>Development will take place in accordance with a main masterplan for the site, as shown on the policies map, approved by the Council prior to commencement. The master plan will be informed by detailed evidence which will include a Landscape Visual Impact Assessment, Heritage Assessment, Biodiversity Report, Surface Water Management plan, Flood Risk Assessment and Highways Statement.”</p> <p>Smaller Extension Sites</p> <p>Approximately 11ha of land at South West Chippenham, as identified on the policies map, is proposed for mixed use development to include the following:</p>
--	--	--	--	---

					<ul style="list-style-type: none"> • Up to 400 dwellings • strategic landscaping and open space to retain and reinforce existing hedgerows and establish new areas of substantial planting <p>Development will be subject to the following requirements:</p> <ol style="list-style-type: none"> 1. functional integration with the main site in terms of meeting local community needs and traffic management 2. that adequate infrastructure is available to serve the needs of the development 3. financial contributions towards provision of new schools and other infrastructure necessary to enable development to proceed 4. surface water management that achieves equivalent or less than current Greenfield rates of run-off 5. a design and layout that preserves the importance and settings to designated heritage assets
S19	16	29	CH1	<p>Improve clarity</p> <p>Each allocation policy refers to the need for a master plan to support any planning application. It aids the clarity of the plan to explain the relationship between the plans policies, the master plan process and the evidence necessary to support a planning</p>	<p>Amend final sentence of CH1 as follows:</p> <p>“Development will take place in accordance with a master plan for the site approved by the Council prior to commencement. The master plan will be informed by detailed evidence which will include a Landscape Visual Impact Assessment, Heritage Assessment, Biodiversity Report, Surface Water Management plan, Flood Risk Assessment and Highways Statement.”</p>

				application.	
S20		30	Figure 5.1	Improve clarity New change April 2016	Replace figure 5.1 as shown in appendix 1.
S21		31	5.1	Improve effectiveness New change April 2016	Amend paragraph 5.1 as follows: “The development of this area requires a comprehensive treatment to the western side of the River Avon south of Chippenham. To support a supply of deliverable land, treatment of the site will be divided between the Rowden Park site and smaller extension sites. The Rowden Park site comprises the site allocation as shown on the Policies Map excluding the smaller extension sites. This will provide a mixed use development. Much smaller sites are likely to provide additional housing once the Rowden Park site progresses and as the urban area is extended outwards from the town. Development will therefore be led by a single master plan for a predominant part of the site, the Rowden Park site, as shown on the policies map. Proposals for this site are well advanced and this site will set in place employment land, land for a new school and other infrastructure. It is envisaged that further opportunities for development will arise as development envelopes the other parcels of land, , but as the detailed design and timing of these sites has yet to be determined, they need not form part of the Rowden Park site masterplan.”
S22	17 5/06	31	5.2	Improve clarity Remove unnecessary	Amend paragraph 5.2 as follows: “A key element of these proposals is the early release of serviced land for employment development for a range of uses.

				<p>wording.</p> <p>As previously published in July 2015 incorporating examination Change 5/06 as set out in the Statement of Common Ground with Crest Nicholson and Redcliffe Homes.</p>	<p>With easy access to the A350 and M4 premises within an attractive environment the area will accommodate existing local businesses looking to expand and attract inward investment from further afield. The Council with its partners will play a proactive role in partnership with developers in order to ensure development can take place, by marketing the site, brokering discussions with interested businesses and exploring other initiatives in collaboration with the Local Enterprise Partnership. Development of the site will deliver serviced land, with road access, utilities and communications infrastructure, as part of a first phase of development. A marketing strategy to be agreed with the Council will include details of the marketing campaign and site particulars. The marketing campaign should include (i) On site marketing boards displayed throughout the period in which the property is being marketed (ii) Registration on the Council’s Commercial Property Database (iii) Web based marketing. Site particulars should include (i) Location Plan and description of the site (ii) Marketed Use of the Site including all options available to future owners (iii) Relevant Dimensions (iv) Relevant planning conditions or covenants (v) Known Costs.”</p>
S23	18	31	5.3	<p>Factual update</p> <p>Additional wording highlights the need for master planning to address issues around the rifle range currently operating within the site</p> <p>Updated to include further changes April 2016 to add</p>	<p>Amend paragraph 5.3 as follows:</p> <p>The Rowden Park site divides into three distinctive areas that will each help to retain the mature network of hedgerows and trees which with areas of greenspace will provide linkages through development to the wider countryside and retain the distinctive enclosed mature setting to the landscape. Master plan work must address environmental issues around Patterdown Rifle Range operating within the allocation. Detailed design should also recognise the generally higher level</p>

				reference to the main site	of the road to the town.”
S24	5/02	31	5.5	<p>To improve clarity</p> <p>Rephrase to better explain how Heritage Assets will be protected through the application process.</p>	<p>Amend paragraph 5.5 as follows</p> <p>The proposals include provision of a large area of informal open space that includes the historic features assets and landscape setting to the Rowden Conservation Area. Development should be set back from the edge of Rowden Conservation Area. Layout and design must preserve the importance of agricultural land as a setting contributing to the significance of Rowden manor and farm. The surrounding agricultural land contributes to the significance of Rowden Manor and farm, and the character and appearance of the Rowden Conservation Area. To ensure the significance of those affected heritage assets are safeguarded a further more detailed Historic Environment Setting Assessment will be required to inform the future Masterplan and the layout, design and appropriate distance of development from the boundary of the Conservation Area. Enhancing the attractiveness and improving access to this area will realise this area’s potential as an asset to the town for informal recreation and leisure. This includes interpretation of the Civil War battlefield and the buildings and setting to Rowden Manor. These elements will be considered in detail as a part of a historic assessment of the site which will inform the master plan.</p>
S25	S5/10	31	5.6	<p>Improve clarity</p> <p>New change to include further changes April 2016 to add references to the main site</p>	<p>Amend paragraph 5.6 as follows:</p> <p>“Land will be reserved within the scheme Rowden Park site for a two form entry primary school. The estimated needs generated by the development of the site itself do not by themselves require two forms of entry but reserving land allows for future expansion to accommodate the needs from</p>

					development elsewhere within the allocation or likely beyond the plan period.”
S26	21 5/01	31	5.7	<p>Improve clarity</p> <p>The amended wording clarifies the extent of transport improvements required as a part of the development.</p> <p>To improve consistency with the Chippenham Plan Habitats Regulations Assessment recommendation.</p> <p>As original proposed change July 2015 incorporating examination change 5/01</p> <p>Further changes April 2016 to reflect the</p>	<p>Amend paragraph 5.7 as follows:</p> <p>“A If a river footbridge is considered as part of the master plan process it should be located as sensitively as possible to avoid impact on riparian habitats and provide improved pedestrian and cycle links to the town centre avoiding busy roads and bat flight lines. A riverside country park will be managed to promote good pedestrian and cycle access to and from the town centre. Opportunities should also be explored to improve connections from the site to the Methuen Business Park”</p>
S27	22	31	5.8	<p>Improve context</p> <p>Additional text explains standards for additional open space and formal sports provision that will be required as a part of development</p> <p>As original proposed change</p>	<p>Additional sentence at the beginning of the paragraph 5.8 (See change 24 for footnote):</p> <p>“Development plan policies¹ set out requirements for the additional open space and formal sports provision that will be necessary as a part of all new residential development.”</p>

				July 2015	
S28		32	5.9	Improve clarity New Change April 2014 to reflect the SA.	Amend first sentence of paragraph 5.9 as follows: “The Pudding Brook area should be protected from development. The precise flood zone boundaries to the Pudding Brook will need to be defined and protected from development. ”
S29	24	31	Footnote	Improve clarity To clarify current and emerging policy As original proposed change July 2015	New footnote “ Policies CF2 and CF3 North Wiltshire Local Plan 2011-Adopted June 2006 are set to be replaced by a new policy resulting from a partial review of the Wiltshire Core Strategy. ”
S30	25	32	5.10	Improve clarity Additional text clarifies the most appropriate means to manage surface water and establishes the need to undertake water supply improvements as soon as possible. As original proposed change July 2015	Amend paragraph 5.10 as follows:: “Pudding Brook is one such area. Any development impinging on designated groundwater Source Protection Zones must follow principles and practice necessary to safeguard them. Rates of surface water run off to the River must also remain at current levels or less in order to reduce the risk of flooding elsewhere. Consideration of flood risk and necessary improvements to the drainage network must precede detailed development proposals. Any improvements to the water supply and foul drainage network should also be put in place at the earliest opportunity. This must involve determining accurate boundaries to flood risk areas and a set of effective sustainable urban drainage measures. These must take account of ground conditions and ensure sufficient land is set aside at the master plan stage. ”
RAWLINGS GREEN					
S31		33	Figure	Improve effectiveness	Replace figure 5.2 as shown in appendix 1

			5.2		
				New change April 2016	
S32	26	32	CH2	<p>The amended wording clarifies the timing and extent of road improvements required as a part of the development.</p> <p>As original proposed change July 2015</p>	<p>Amend bullet 4 of CH2 point as follows:</p> <p>“Distributor standard road That part of the Eastern Link Road from the B4069 Parsonage Way to the eastern boundary of the site, including connection over the main railway line , and a road from this distributor standard road Eastern Link Road to Darcy Close (Cocklebury Link Road)”</p>
S33	27	32	CH2	<p>Improve clarity</p> <p>The precise extent of country park will be determined through the master planning process. Inserting ‘approximately’ reflects this fact.</p> <p>As original proposed change July 2015</p>	<p>Amend bullet 6 of CH2 as follows:</p> <p>“a an approximately 10ha Country Park along the northern edge of new development linking to the existing recreation areas along the river to Monkton Park area.”</p>
S34	28	32	CH2	<p>Improve clarity</p> <p>The amended wording clarifies the timing and extent of road improvements required as a part of the development.</p>	<p>Amend requirement (2) in policy CH2</p> <p>“2. the connection to Darcy Close and a road crossing of the railway to be open for use before the completion of the the Eastern Link Road, completing a link between Cocklebury Road and the B4069 to be open for use, prior to the occupation of more than 200th dwellings”</p>

				As original proposed change July 2015	
S35	29	32	CH2	<p>Factual update</p> <p>Amend text to reflect the introduction of Community Infrastructure Levy charge rates whilst ensuring necessary school capacity and site viability</p> <p>As original proposed change July 2015</p>	<p>Amend requirement (3) in policy CH2</p> <p>“2. Financial contributions toward provision of new schools provision of sufficient school capacity to meet the needs created by the development.”</p>
S36	30	32	CH2	<p>Improve clarity</p> <p>Each allocation policy refers to the need for a master plan to support any planning application. It aids the clarity of the plan to explain the relationship between the plans policies, the master plan process and the evidence necessary to support a planning application.</p> <p>As originally proposed change July 2015</p>	<p>Amend final paragraph of policy CH2</p> <p>All other aspects of development will take place in accordance with a master plan for the site approved by the Council prior to commencement. The master plan will be informed by detailed evidence which will include a Landscape Visual Impact Assessment, Heritage Assessment, Biodiversity Report, Surface Water Management plan, Flood Risk Assessment and Highways Statement.”</p>
S37		32	CH2	New change April 2016	Additional criterion 5

				To ensure the development does not undermine the future development of the town	Design and layout of development must not prohibit a potential future road connection to land across the river to the south-east.
S38	31	34	5.11	<p>Improve clarity</p> <p>Additional text clarifies the most appropriate means to manage surface water and establishes the need to undertake water supply improvements as soon as possible.</p> <p>As originally proposed change July 2015</p>	<p>Amend paragraph 5.11 as follows</p> <p>“Connection to the drainage network will also require enhancements off site. Any improvements to the water supply and foul drainage network need to be put in place at the earliest opportunity. Consideration of flood risk and necessary improvements to the drainage network must precede detailed development proposals. This must involve determining accurate boundaries to flood risk areas and a set of effective sustainable urban drainage measures. These must take account of ground conditions and ensure sufficient land is set aside at the master plan stage.”</p>
S39		34	5.12	<p>Improve effectiveness</p> <p>New change April 2016</p>	<p>Amend paragraph 5.12 as follows:</p> <p>“The site is prominent to a wide area. It forms a backdrop for westerly views from the River Avon floodplain, public rights of way, Tytherton Lucas and the Limestone Ridge. Development must avoid adversely affecting the rural and remote character immediately around the site and increasing the visual prominence and urban influence of Chippenham over a much wider area. In particular, development must have appropriate regard to the setting of Langley Burrell and Tytherton Lucas conservation areas beyond the site, as well Rawlings Farm, a listed building within. A strategic landscape scheme should:”</p>
S40	32	35	5.16	<p>Factual Update</p> <p>A revised rationale for this element of</p>	<p>Amend paragraph 5.16 as follows</p> <p>Land will be reserved within the scheme for a two form entry primary school. The estimated needs generated by the</p>

				<p>the scheme reflects new evidence on how best to provide local school capacity.</p> <p>As originally proposed change July 2015</p>	<p>development itself do not by themselves required two forms of entry but reserving land for future expansion likely beyond the plan period this school will also be necessary to meet needs generated by development at North Chippenham.</p>
S41	33	35	5.16	<p>Improve clarity</p> <p>Additional text explains standards for additional open space and formal sports provision that will be required as a part of development</p> <p>As originally proposed change July 2015</p>	<p>Additional sentence to paragraph 5.16 as follows (See change 24 for footnote):</p> <p>“Development plan policies¹ set out requirements for the additional open space and formal sports provision that will be necessary as a part of all new residential development.”</p>
S42		35	5.17	<p>Improve effectiveness</p> <p>New change April 2016</p>	<p>Amend paragraph 5.17 as follows:</p> <p>“The site is reasonably well located in relation to the town centre and development should include measures to enable as many trips as possible to the town centre to take place on foot, cycling or by public transport. This should include enhancing the attractiveness of the North Wiltshire Rivers Way. Open space will provide a connection to the river as a corridor for pedestrian and cycle access to the town centre. Nevertheless the site’s location will inevitably place strains upon existing traffic corridors into and out of the existing built up area, parts of which are already congested. The completion of new traffic</p>

					routes including a bridge over the railway will do much to address such problems and ultimately should improve existing conditions. This new road infrastructure structure therefore needs to be provided as soon as possible. Road proposals should demonstrate how the design of the route minimises visual impact and effects on local amenity”
S43	34	35	5.18	<p>Improve clarity</p> <p>Additional text clarifies retaining the opportunity to deliver the Eastern Link Road in the future.</p> <p>Change as originally proposed change July 2015 but reason updated April 2016</p>	<p>Additional sentence to paragraph 5.18 as follows:</p> <p>Land will be reserved in the vicinity of the western site boundary to facilitate the construction by a third party of a road over the river bridge to enable the Eastern Link Road to be completed. Provision will be made within a legal obligation to ensure that the connection is deliverable by a third party without land ransom”</p>
S44	S5/15	35	5.18	<p>Improve clarity</p> <p>New change April 2016 to reflect the role of the Cocklebury Link Road</p> <p>New paragraphs 5.19a-5.26h</p>	<p>Add additional sub-heading and paragraphs after paragraph 5.18</p> <p>Cocklebury Link Road</p> <p>5.19 a Rawlings Green is of a scale that it is necessary for it to have at least two different points of access.</p> <p>5.20 b It would not be acceptable for Rawlings Green to have one point of access to serve 650 dwellings. Neither, given its scale and location, would it be acceptable for it to be served by just two accesses. Development of the site requires construction of a link road from Cocklebury Road via Darcy Close to Parsonage Way and the B4069.</p> <p>5.21 c The overall result is a new route around</p>

					<p>Chippenham; a Cocklebury Link Road. This is necessary for development to be acceptable and is directly related to the development, appropriate in scale and kind. It will be an express part of any development scheme permitted and built by the site's developers.</p> <p>5.22 d Road improvements through Monkton Park have been carefully considered recognising the sensitivity of traffic levels to residents and the potential to worsen existing issues such as congestion and on-street parking.</p> <p>5.23 e Inevitably there are shorter term impacts before the link road is complete. In the absence of the Cocklebury Link Road, development at the 200 dwelling threshold for Rawlings Green is forecast to lead to a 30% increase in traffic flows on Cocklebury Road and up to a 55% increase in delay time experienced on the approach to the New Road / Station Hill junction, compared to the existing situation. This is expected to be a short term impact, as the Cocklebury Link Road would need to be open beyond the 200 dwelling threshold.</p> <p>5.24 f Once complete and the benefits of the Cocklebury Link Road, in particular for residents of Monkton Park, are:</p> <ul style="list-style-type: none"> • In pure infrastructure terms, the Cocklebury Link Road doubles road capacity for traffic entering and leaving the existing Monkton Park area – there would be two single-carriageway routes rather than the present one single-carriageway route; • With the Cocklebury Link Road open and 650 dwellings at Rawlings Green, traffic flows and delays on Cocklebury Road / Station Hill are
--	--	--	--	--	--

					<p>forecast to be at levels that are similar to those experienced now; and</p> <ul style="list-style-type: none"> • When the complete Eastern Link Road is open, and dwelling numbers are at the levels proposed in the Chippenham Site Allocations Plan to 2026, traffic flows and delays on Cocklebury Road / Station Hill are forecast to be 10-15% lower than experienced now. <p>5.25 g Traffic modelling evidence justifies a threshold for completion of the CLR, at the latest, by the occupation of 200 new dwellings served via Darcy Close. This is a requirement of the proposal. Sufficient commercial incentive exists to ensure that developer will comply. The delivery framework explains responsibilities and additional steps necessary to co-ordinate timely completion.</p> <p>5.26 h The policies map shows geographically an alignment for the road.</p>
Chippenham Riverside Country Parks					
S45		40	Policy CH4	Improve clarity New change April 2016	<p>Amend first sentence of policy CH4 as follows:</p> <p>“Land adjacent to and relating to the River Avon running through the allocations at South West Chippenham and Rawlings Green and East Chippenham will be developed for use as country parks, to include the following uses.”</p>
S46		40	5.32	Improve clarity New change April 2016	<p>Amend penultimate sentence of paragraph 5.32 as follows:</p> <p>“A key role will also be for these areas to provide improvements to the rights of way network through introducing new green corridors, especially to and from the town centre but also other destinations like Abbeyfield School..</p> <p>“</p>

S47	49	40	5.33	<p>Improve clarity</p> <p>Amended text clarifies how the proposal will be taken forward through the planning process.</p> <p>Original proposed change amended to delete reference to CH3 April 2016</p>	<p>Amend paragraph 5.33 as follows</p> <p>“In order to ensure these objectives are achieved in a complementary and comprehensive manner the management and use of new country parks will be directed by a management plan that will be approved by Wiltshire Council with the involvement of local stakeholders and land owners alongside specialist interests such as the Wiltshire Wildlife Trust. The precise boundaries for the country parks will be determined as part of the management plan process. Master Plans for each strategic site proposal (CH1-2 3) will define the precise boundaries to country parks and will show pedestrian and cycle routes across them necessary to connect the new development and necessary for it to proceed.</p> <p>Indicative areas are shown on the policies map and in Figures 5.1 and 5.2 and 5.3 above It is envisaged that the long term management of the country parks will be secured through planning obligations relating to individual sites. Further work is being undertaken to develop the ownership, governance and detailed management of the Country Parks.”</p>
Strategic Transport Network					
S48				<p>Improve clarity New policy CH5 and supporting text</p> <p>Reason: To recognise the cumulative impact of development on the strategic transport network</p>	<p>Insert New Policy CH5 and paragraphs 5.34 and 5.35</p> <p>Policy CH5 Strategic Transport Network (A350 at J17 of M4)</p> <p>Work will be undertaken in collaboration with Highways England to develop and improve the Strategic Transport Network to support the objectives and policies of the Chippenham Site Allocations Plan. The following</p>

				<p>New Change April 2016</p> <p>improvements to enhance the Strategic Transport Network will be progressed:</p> <ul style="list-style-type: none"> • Part signalisation of Junction 17 of the M4 to mitigate the cumulative impact of development on this junction and unlock Chippenham’s potential for growth as a Principal Settlement in Wiltshire. Further detailed study will be undertaken to agree a detailed scheme design which will incorporate protection for the geological SSSI associated with the west bound off slip road. <p>5.34 The strategic transport network is illustrated in Figure 4.1a of the Wiltshire Core Strategy [add footnote reference] and includes the M4 in Wiltshire as part of the Strategic Road Network (SRN) and the A350 as part of the Primary Route Network (PRN). Core Policy 66 of the Wiltshire Core Strategy establishes a commitment to maintain, manage and selectively improve the A350 corridor to support development growth at Chippenham, Melksham, Trowbridge, Westbury and Warminster and maintain and enhance journey time reliability.[add footnote reference to Wiltshire Core Strategy core policy 66 and paragraph 6.174] In addition, as recognised at paragraph 2.16 of the Plan, the Swindon and Wiltshire Local Enterprise Partnership prioritise investment in improvements to the A350 which has resulted in the partnership securing funding for a A350 Improvement package through the Growth Deal [add footnote reference].</p> <p>5.35 Working in conjunction with Highways England, evidence has shown that the proposals of the Plan will have a cumulative severe impact on Junction 17 of the M4 which will</p>
--	--	--	--	--

					<p>result in queuing on both the M4 mainline and the A350 at Junction 17 by 2026. This presents both a safety issue and operational performance issue which will result in reduced journey time reliability. [add footnote reference to the evidence] Policy CH5, above, recognises the need for the part signalisation of the junction to resolve these issues. Design and delivery of the proposed work will be agreed with Highways England and set out within the Chippenham Transport Strategy.</p>
Chapter 6					
S49		41	Figure 6.1	<p>Factual update</p> <p>New change April 2016</p>	Replace figure 6.1 as shown in appendix 1
S50		41	Table 6.1	<p>Improve clarity</p> <p>New change April 2016</p>	Replace table 6.1 as shown in appendix 1
S51	50	42	6.4 - 6.6	<p>Factual update</p> <p>Text amendments necessary with adoption of Community Infrastructure Levy</p>	<p>Amend paragraphs 6.4 – 6.6</p> <p>“In June May 2014 2015, Wiltshire Council submitted adopted a Community Infrastructure Levy (CIL) Draft Charging Schedule for independent examination Wiltshire Community Infrastructure Levy. CIL is a charge that local authorities in England can place on development in their area. The money generated through the levy will contributes towards the funding of infrastructure to support growth. From April 2015, The council will be is restricted in its ability to pool infrastructure contributions from new development through the existing mechanism of Section 106 agreements.</p>

					<p>The Draft Charging Schedule proposes has differential charging rates based on the type and location of development. The Draft Charging Schedule also proposes has a reduced CIL rate for residential development within the strategically important sites as identified in the Wiltshire Core Strategy. This is due to the higher cost of delivering the critical on-site infrastructure needed to unlock the development potential of these strategically important mixed use sites. However, as a result of the removal of the Chippenham strategic sites formerly allocated in the Core Strategy, there would is not be a reduced rate for the sites identified in this Chippenham Site Allocations Plan. To reflect the fact that the standard rate of CIL is to be charged for the strategic sites In Chippenham, the Council is seeking fewer off site funding contributions than usual because a much higher proportion of infrastructure investment will need to be sourced from the CIL. This avoids an unacceptable burden on developers but necessitates much closer collaboration and co-ordination around how CIL funds are used to support growth. As such, the council has proposed a change to the draft charging schedule through the CIL examination process so that the lower rates of CIL will apply to the allocations in the GSA Plan.</p> <p>An independent examiner, appointed to review the CIL rates proposed in Wiltshire, in January 2015 held two days of hearing sessions to consider the Draft Charging Schedule (and subsequent modifications) published by Wiltshire Council. Once the examiners report has been received, the council plans to adopt and formally implement the CIL charging schedule by April 2015. Planning applications determined after the published</p>
--	--	--	--	--	---

		44	6.14	<p>To add reference to existing and proposed monitoring framework to add clarity.</p> <p>New paragraphs 6.14a and 6.14b New change April 2016</p>	<p>implementation date will, if approved, be liable to pay CIL.”</p> <p>Insert new paragraphs 6.14 a and 6.14b:</p> <p>6.14a To monitor the implementation of the CSAP the Council already has in place the Wiltshire Monitoring Framework (WMF) which was developed to support policies in the Wiltshire Core Strategy. The WMF is reported on in the Annual Monitoring Report (AMR). In relation to Chippenham the following indicators are included based on the Wiltshire Core Strategy proposals for the community area:</p> <ul style="list-style-type: none"> • Permissions granted or refused that support policy • NOMIS official labour market statistics (e.g. Ratio of resident workers to jobs). • % of new and converted dwellings on previously developed land. • Quantum of houses and employment land delivered since the start of the plan period. <p>In relation to the delivery of employment land the WMF also includes data collection on the quantum of land developed for employment by type across the whole of Wiltshire.</p> <p>6.14b The indicators listed above remain relevant to the delivery of the Chippenham Site Allocations Plan and will monitor the delivery of housing, employment land and the employment led strategy. In order to provide greater clarity for when a review of the Plan should be triggered and to ensure infrastructure is provided in a</p>
--	--	----	------	--	---

					<p>timely manner the following additional indicator will be added to the Wiltshire Monitoring Framework. Indicator: Average annualised total completions from allocated sites Target: 176 (1,935/11) dpa. Triggers for review (including assessing need to respond to any barriers to growth): a) 3 consecutive years where delivery of housing from the allocated sites is below 176 dpa following the adoption of the CSAP. b) Fewer than 880 dwellings built from within Chippenham site allocations by 2020.</p>
S53		45	6.15	<p>Improve effectiveness New change April 2016</p>	<p>Amend Paragraph 6.15 and add the following heading and text: “Risk Management A part of monitoring the effectiveness of the Plan will be to maintain a risk register. An outline of main risks is as shown in the table below. It will be a task of the group to manage risks by identifying responsibilities and different mitigation measures that are either preventative or contingencies.” Insert table 6.3 as shown in appendix 1.</p>
NEW CHAPTER: ‘GLOSSARY’					
S54	51			<p>Improve clarity Adding a glossary of terms removes scope for</p>	<p>Briefing Notes: A series of notes to provide background information on a number of recurring questions about the content of the plan and the process for preparing the plan</p>

				<p>ambiguity.</p>	<p>Cocklebury Link Road: A road from Parsonage Way, over the railway line and via Darcy Close to Cocklebury Road that provides a second access to Monkton Park.</p> <p>Core Strategy: A Development Plan Document setting out the spatial vision and strategic objectives of the planning framework for an area, having regard to the Community Strategy.</p> <p>Eastern Link Road: A distributor standard road between the A350 Malmesbury Road and the A4</p> <p>Examination in Public (EiP) : An independent examination of draft plans.</p> <p>Evidence Papers: a set of documents that summarises the information described in the Strategic Site Assessment Framework. Separate evidence papers cover each of the Chippenham Core Strategy Criteria.</p> <p>Site Selection Report: A report explaining the Council’s choices of preferred areas and site options drawing on evidence guided by the Strategic Site Assessment Framework and Chippenham Core Strategy Criteria.</p> <p>Strategic sites: Major development that delivers a mix of uses, critically local employment as well as homes, but also all the infrastructure (for example: primary schools, community facilities, formal and informal recreation facilities and often local shops and services) necessary to</p>
--	--	--	--	-------------------	---

					<p>support the development of the site and wider impacts of significant growth (often funding contributions to facilities and infrastructure elsewhere made necessary by needs arising from development, for example, leisure facilities or bus services)</p> <p>Sustainability Appraisal (SA): An appraisal of the impacts of policies and proposals on economic, social and environmental issues.</p> <p>Strategic areas: The different broad directions for long term growth at Chippenham. Five areas have been identified for assessment. They are defined by significant obstacles to development such as transport corridors and the river and included on a diagram in suggested changes to the Wiltshire Core Strategy.</p> <p>Site options: detailed proposals for strategic sites. Located within a strategic preferred area, their extent is shown on an ordnance survey base. These include an estimated number of new homes and the area that will be developed for new employment. The proposals also include specific requirements for new infrastructure necessary to serve the development and other requirements to ensure it takes an acceptable form.</p> <p>Preferred area: The strategic area (or areas) that perform best when considered by the strategic site assessment framework and sustainability appraisal.</p>
--	--	--	--	--	--

					<p>Strategic site assessment framework: How each of the six criteria set in the Wiltshire Core Strategy will be used to assess site options and strategic areas.</p> <p>The Chippenham ‘core strategy’ criteria (CP10 criteria): The six criteria setting out the principles guiding the selection of strategic sites around Chippenham, as established in Core Policy 10 (the Chippenham Area Strategy) of the Wiltshire Core Strategy.”</p>
--	--	--	--	--	---

Table 2 Deleted Changes April 2016

Change No.	Previous Change No	Page	Para	Reasons for Proposed Change	Proposed Change
CHAPTER 4					
S55	9	25	4.21	<p>DELETED APRIL 2016</p> <p>Improve clarity The wording of the 5th sentence should be clarified to reflect the level of detail provided in the policy.</p>	<p>Amend paragraph 4.21 as follows “This area has no obvious features that form a logical natural boundary. A chosen site option creates a new potential boundary by taking a new distributor road to form a corridor that would provide visual containment and an attractive edge to the town following a similar approach used for the existing Pewsham area in the south of the town and as proposed at North Chippenham.”</p>
S56	4/02	24	4.21	<p>DELETED APRIL 2016</p> <p>To improve internal</p>	<p>.... This area has no obvious features that form a logical natural boundary. The chosen site option identified in Figure 4.1 suggests creates a new potential boundary by taking a</p>

				consistency of the Plan	new distributor road to form a landscaped corridor that would provide visual containment and an attractive edge to the town. The final detailed alignment of the new distributor road will be determined through the master plan process that is required to support any planning application and will be informed by detailed studies in relation to, for example, landscape impact, biodiversity, heritage assets and ground conditions.
S57	4/03	25	4.23	DELETED APRIL 2016 To acknowledge that a key outcome of the site selection process is the delivery of an eastern link road.	A key outcome of the development strategy is delivery of an Eastern Link Road. This will be provided as a part of the development of Rawlings Green and East Chippenham. Development committed at North Chippenham provides the northern section linking the A350 to the Rawlings Green proposal. Each of the Plan proposals involve the building of new roads in step with the additional development proposed in order to ensure there are no unacceptable traffic impacts and so that the wider benefits to the network are achieved as soon as possible. The proposals also include large new areas along the River Avon for country parks. These will provide easier and direct public access to the countryside for all residents and visitors. They will also include areas set aside to be managed to protect and improve their nature conservation value. As a substantial corridor of land it also provides opportunities for new and improved cycle and pedestrian links around the town, as well as to and from the town centre. These proposals go a substantial way to fulfilling a

					longstanding aspiration to capitalise on the River Avon as an asset to the town.
S58	4/04	25	4.24b	<p>DELETED APRIL 2016</p> <p>To acknowledge that a key outcome of the site selection process is the delivery of an eastern link road.</p> <p>New paragraphs 5.19-5.26</p>	<p>4.24b Preferred areas for strategic sites have been selected using the six criteria contained in Core Policy 10 of the Wiltshire Core Strategy. Two of these concern transport and accessibility. They include, in the balance of considerations, how development might offer wider transport benefits for the existing community, how they achieve access to the local and primary road network and are capable of redressing transport impacts, including impacts affecting the attractiveness of the town centre.</p> <p>4.24c In assessing how to deliver these objectives the evidence suggested that there was an opportunity to capitalise on the dependencies which exist between strategic areas A, B and C to deliver growth and supporting infrastructure which is more advantageous, in transport and accessibility terms, than completely dispersed growth. [Insert footnote reference to paragraph 7.13, Part 1 of Evidence Paper 3]</p> <p>4.24d A link road around the town connecting the A4 to the A350 can help to relieve traffic within the built up area and particularly the town centre. Modelling traffic patterns shows a link north east of the town provides a greater benefit than south of the town. Such a link through Strategic Areas A, B and C can help unlock the town's long term development potential.</p>

					<p>4.24e New roads are necessary to serve the development of both Rawlings Green and East Chippenham. Each site requires more than one point of access onto the road network. The proposal therefore is that the main access roads for each development connect together and to that committed at North Chippenham so they deliver an Eastern Link Road that can provide infrastructure benefitting the whole town.</p> <p>4.24f The committed development at North Chippenham includes a road which will link the A350 from Malmesbury Road roundabout to the B4069. Proposals for Rawlings Green include the provision of the Cocklebury Link Road (defined in Policy CH2) to continue this road over the railway to serve the development and provide a second access from the Monkton Park area that allows traffic to avoid the town centre. The master plan for Rawlings Green will also consider provision of the Eastern Link Road from the junction with the B4069. The completion of the link over the river to the A4 is included as a requirement for the East Chippenham site.</p> <p>4.24g Proposals for East Chippenham will complete the link to the A4. Along with the precise alignment of the road, a detailed design treatment for the road corridor will be determined at the master planning</p>
--	--	--	--	--	--

					stage of the development process for each proposal.
Chapter 5					
South West Chippenham					
S59	11	29	CH1	<p>DELETED APRIL 2016</p> <p>Incorporated into change S19 April 2016</p> <p>Improve clarity</p> <p>Area depicted as a riverside park in the planning application 14/12118 and within the control of the developer is a smaller area of 78ha. Amend requirement to say approximately 100ha to reflect position emerging in relation to planning application 14/12118 and allowing also requirements which emerge in the management plan for CH4.</p>	<p>Amend bullet point 5 as follows:</p> <p>‘ 104ha as a riverside country park’</p> <p>“Approximately 100ha as a riverside country park”</p>
S60	12	29	CH1	DELETED APRIL 2016	Amend requirement (2) in policy CH1

				<p>Incorporated into change S19 April 2016</p> <p>Factual update</p> <p>Amend text to reflect the introduction of Community Infrastructure Levy charge rates whilst ensuring necessary school capacity and site viability</p>	<p>“2. financial contributions toward provision of new schools provision of sufficient school capacity to meet the need created by the development.”</p>
S61	13	29	CH1	<p>DELETED APRIL 2016</p> <p>Improve clarity</p> <p>Superseded by Statement of Common Ground with Crest Nicholson and Redcliffe Homes</p>	<p>Amend requirement (3) in policy CH1 “3. serviced land for employment is available for development before the completion occupation of the 50th dwelling”</p>
S62	14	29	CH1	<p>DELETED APRIL 2016 ncorporated into change S19 April 2016</p> <p>Improve clarity</p> <p>Amend text to reflect CH4. One of the purposes of the country park is to help integrate strategic sites with the</p>	<p>Amend requirement (4) in policy CH1</p> <p>‘ 4. a pedestrian and cycle route across the River Avon connecting to the town centre Enhanced routes for cycling and walking to and from the town centre”</p>

				town.	
S63	15	29	CH1	<p>DELETED APRIL 2016 Incorporated into change S19 April 2016</p> <p>Improve clarity</p> <p>Provide wording to match statutory duty to have regard to the need to preserve or enhance designated conservation areas</p>	<p>Amend requirement (5) in policy CH1</p> <p>“5. a design and layout that preserves or enhances the importance and settings to designated heritage assets”</p>
S64	5/04	29	CH1	<p>DELETED APRIL 2016 Incorporated into change S19 April 2016</p> <p>Examination Change 5/04 as set out in the Statement of Common Ground with Crest Nicholson and Redcliffe Homes.</p>	<p>Amend Policy CH1 as follows:</p> <p>No more than 800 homes to be completed before the Cocklebury Link Road (from the A350 to Cocklebury Lane) is open for use or a set of comprehensive transport improvement measures of equivalent benefit.</p> <p>Reason: To recognise that although the transport evidence highlights that cumulative impact of development need to be acknowledged and dealt with and the Cocklebury Link Road is necessary, that where CH1 SW Chippenham is concerned, there may be other appropriate transport solutions to mitigate the impacts.</p>
S65	5/06	29	CH1	DELETED APRIL 2016	Amend Paragraph 5.2 as follows

				<p>Incorporated into change S19 April 2016</p> <p>Examination Change 5/06 as set out in the Statement of Common Ground with Crest Nicholson and Redcliffe Homes.</p>	<p>“A key element of these proposals is the early release of serviced land for employment development for a range of uses. A marketing strategy to be agreed with the Council will include details of the marketing campaign and site particulars. The marketing campaign should include (i) On-site marketing boards displayed throughout the period in which the property is being marketed (ii) Registration on the Council’s Commercial Property</p> <p>Reason: To provide clarity on the content of a marketing strategy for the employment site.</p>
S66	20	31	5.5	<p>DELETED APRIL 2016</p> <p>Superseded by examination change S26</p> <p>Additional text clarifies how new development should best preserve the importance of an important heritage asset</p> <p>As original proposed change July 2015</p>	<p>Amend paragraph 5.5 as follows: “The proposals include provision of a large area of informal open space that includes the historic features assets and landscape setting to the Rowden Conservation Area. Development should be set back from the edge of Rowden Conservation Area.</p> <p>Layout and design must preserve the importance of agricultural land as a setting contributing to the significance of Rowden manor and farm. Enhancing the attractiveness and improving access to this area will realise this area’s potential as an asset to the town for informal recreation and leisure. This includes interpretation of the Civil War battlefield and the buildings and setting to Rowden Manor. These elements will be considered in detail as a part of a historic assessment of the site which will inform the master plan.”</p>
S67	19	31	5.4	DELETED APRIL 2016	Delete from paragraph 5.4 as follows:

				<p>Improve clarity</p> <p>It is not necessary as it refers to the area that is highlighted for residential development in Fig 5.1.</p> <p>As originally proposed change July 2015</p>	<p>“To help limit traffic impacts, housing development will commence adjacent to the B4528 between Showell Farm and Milbourne Farm toward the south of the allocation.”</p>
S68	23	31	5.9	<p>DELETED APRIL 2016</p> <p>Improve clarity</p> <p>Not necessary. Area is within the flood plain Through the delivery of green infrastructure this land will perform a biodiversity and visual function in addition to flood risk management. Opportunities for biodiversity enhancement will be included in the management plan for the country parks.</p> <p>As original proposed</p>	<p>Delete last sentence of paragraph 5.9:</p> <p>“An area in the northwestern part of the site around Patterdown should also be left undeveloped and incorporated into green space, enhanced for great crested newts through the creation of ponds and other wetland habitats, scrub and woodland”</p>

				change July 2015	
East Chippenham					
S69		36	CH3	DELETED APRIL 2016 Improve clarity	<p>Delete Policy CH3</p> <p>East Chippenham</p> <p>Approximately 91ha of land at East Chippenham, as identified on the policies map, is proposed for a mixed use development to include the following:</p> <ul style="list-style-type: none"> • 850 dwellings • approximately 5ha of land for employment (B1 and B2 of the Use Classes Order) with a further 15ha safeguarded for employment development beyond 2026 • land for a 2 Form Entry primary school • a local centre • 2.5ha safeguarded for the expansion of Abbeyfield School • That part of the Eastern Link Road distributor standard road from between the north-western boundary side of the site to and the A4, including connection a bridge over the River Avon connecting with the Rawlings Green site distributor road. (an Eastern Link Road) • strategic landscaping and open space to retain and reinforce existing hedgerows, establish new areas of substantial planting and landscaping, and to provide a visual boundary to the town along the route of the Eastern Link Road • a an approximately 35ha Country Park along the western side of new development • no more than 400 homes to be completed occupied before the Cocklebury Link Road is open for use.

					<p>Development will be subject to the following requirements:</p> <ol style="list-style-type: none"> 1. surface water management that can achieve less than current Greenfield rates of run-off and decreases flood risks 2. a road crossing of the River Avon open for use before the completion occupation of the 400th dwelling 3. the Eastern Link Road open for use in its entirety between the A350 Malmesbury Road and the A4 by completion the occupation of the 750th dwelling 4. serviced land for employment is available for development before the completion of the 50th dwelling 5. financial contributions toward provision of new schools provision of sufficient school capacity to meet the need created by the development 6. a design and layout that preserves the setting and importance of listed buildings on the site <p>All other aspects of development will take place in accordance with a masterplan for the site approved by the Council prior to commencement. The master plan will be informed by detailed evidence which will include a Landscape Visual Impact Assessment, Heritage Assessment, Biodiversity Report, Surface Water Management plan, Flood Risk Assessment and Highways Statement.”</p>
S70	35	36	CH3	<p>DELETED APRIL 2016 Improve clarity</p> <p>The amended wording clarifies the timing and extent of road improvements required as a part of the development</p>	<p>Amend bullet 6 in policy CH3 as follows</p> <p>“ That part of the Eastern Link Road distributor standard road from between the north-western boundary side of the site to and the A4, including connection a bridge over the River Avon connecting with the Rawlings Green site distributor road. (an Eastern Link Road)”</p>

S71	36	36	CH3	<p>DELETED APRIL 2016 Improve clarity</p> <p>The preparation of a master plan will determine the best visual treatment to the boundary of the site. This will include elements of strategic landscaping but will not necessarily be wholly carried forward in the manner expressed. More detailed design will establish the most appropriate treatment and attractive edge to the town as a part of a master plan for the site.</p>	<p>Amend bullet 7 in policy CH3 as follows</p> <p>“Strategic landscaping and open space to retain and reinforce existing hedgerows, establish new areas of substantial planting and landscaping, and to provide a visual boundary to the town along the route of the Eastern Link Road.”</p>
S72	37	36	CH3	<p>DELETED APRIL 2016</p> <p>The precise extent of country park will be determined through the master planning process. Inserting ‘approximately’ reflects this fact.</p>	<p>Amend bullet point 8 in policy CH3 as follows</p> <p>“ a an approximately 35ha Country Park along the western side of new development.”</p>
S73	38	36	CH3	<p>DELETED APRIL 2016v</p>	<p>Amend bullet 9 in policy CH3 as follows</p>

				<p>Improve clarity</p> <p>The amended wording clarifies the timing and extent of road improvements required as a part of the development.</p>	<p>“no more than 400 homes to be completed occupied before the Cocklebury Link Road is open for use.”</p>
S74	39	36	CH3	<p>DELETED APRIL 2016</p> <p>Improve clarity</p> <p>The amended wording clarifies the timing and extent of road improvements required as a part of the development.</p>	<p>Amend requirement (2) in policy CH3 as follows</p> <p>“2. a road crossing of the River Avon open for use before the completion occupation of the 400th dwelling”</p>
S75	40	36	CH3	<p>DELETED APRIL 2016</p> <p>Improve clarity</p> <p>The amended wording clarifies the timing and extent of road improvements required as a part of the development.</p>	<p>Amend requirement (3) in policy CH3 as follows</p> <p>“3. the Eastern Link Road open for use in its entirety between the A350 Malmesbury Road and the A4 by completion the occupation of the 750th dwelling</p>
S76	41	36	CH3	<p>DELETED APRIL 2016</p>	<p>Amend requirement (5) in policy CH3 as follows:</p>

				<p>Factual update</p> <p>Amend text to reflect the introduction of Community Infrastructure Levy charge rates whilst ensuring necessary school capacity and site viability</p>	<p>“5. financial contributions toward provision of new schools provision of sufficient school capacity to meet the need created by the development.”</p>
S77	42	36	CH3	<p>DELETED APRIL 2016</p> <p>Improve clarity</p> <p>Each allocation policy refers to the need for a master plan to support any planning application. It aids the clarity of the plan to explain the relationship between the plans policies, the master plan process and the evidence necessary to support a planning application.</p>	<p>Amend final paragraph in policy CH3 as follows:</p> <p>“Development will take place in accordance with a master plan for the site approved by the Council prior to commencement. The master plan will be informed by detailed evidence which will include a Landscape Visual Impact Assessment, Heritage Assessment, Biodiversity Report, Surface Water Management plan, Flood Risk Assessment and Highways Statement.”</p>
S78		37	Figure 5.3	<p>DELETED APRIL 2016</p> <p>Improve clarity</p>	<p>Delete figure 5.3</p>
S79	43	37	Policies map and	<p>DELETED APRIL 2016</p> <p>Factual update</p>	<p>Amend Figure 5.3 and Appendix 1</p>

			figure 5.3	A small parcel of land at the end of Harden’s Mead provides an area for informal recreation to nearby residents. Currently shown within the allocation boundary, this land will be left unaffected by proposals for development and should therefore be excluded.	The boundary to CH3 should be re-aligned as shown in appendix 1, below
S80		38-39	5.19-5.31	DELETED APRIL 2016 Improve clarity	Delete paragraphs 5.19 to 5.31 inclusive. 5.19 A site is identified beyond the valley of the River Avon east of Chippenham. Flood risk areas (zones 2 and 3) that separate it from the town must remain undeveloped. This area plays an important role providing water storage that helps to protect the town from flooding. In recent times the town’s protection has failed and development is a means to reduce risks for existing residents and business as well as protect the new uses that will occupy this site. Rates of surface water run off to the River must be less than current levels in order to reduce the risk of flooding elsewhere. Connection to the drainage network will also require enhancements off site. Any improvements to the water supply and foul drainage network need to be put in place at the earliest opportunity. Consideration of flood risk and necessary improvements to the drainage network must precede detailed development proposals. This must involve determining accurate boundaries to flood risk areas, and a set of effective sustainable urban drainage measures. A sustainable urban drainage system will need to be designed and built to take into account

					<p>‘clayey-loamey’ ground conditions and sufficient land outside flood risk areas will need to be set aside at the master plan stage.</p> <p>5.19a Land will be reserved in the vicinity of the eastern site boundary to facilitate the construction by a third party of a road over river bridge to enable the Eastern Link Road to be completed. Provision will be made within a legal obligation to ensure that the connection is deliverable by a third party without land ransom.</p> <p>5.20 Two areas of land are proposed for employment generating uses. A smaller area will provide for needs within the Plan period to 2026 and a second larger area is safeguarded for development focussing on needs up to and beyond 2026. The timing of its development and attractiveness to the market will depend upon a road connection to the A350 and M4 via completion of that part of an Eastern Link Road.</p> <p>5.21 The Council with its partners will play a proactive role in partnership with developers in order to ensure employment development can take place, by marketing the site, brokering discussions with interested business and exploring other initiatives in collaboration with the Local Enterprise Partnership. Development of the site will deliver serviced land, with road access, utilities and communications infrastructure. A southern area accessed via the A4 will be a first phase of development.</p> <p>5.22 The site is in a landscape which is strongly associated with the River Avon. Its development also needs to provide a new rural edge to east Chippenham when viewed from surrounding footpaths in the landscape and from higher ground. Large scale woodland is not characteristic of this landscape but would be required to adequately screen large scale employment development and provide a strong visual boundary to the site. Development should avoid high ground, retain the rural approach along Stanley Lane and reinforce a</p>
--	--	--	--	--	---

					<p>wooded and riparian character along the Avon valley.</p> <p>5.23 A strategic landscape scheme should:</p> <ul style="list-style-type: none"> • Reinforce planting along the existing edges of Chippenham and adjacent to the North Wiltshire Rivers Route to reduce the glimpses of the urban edge from the wider countryside and especially in views from public rights of way close to Tytherton Lucas to help reinforce its rural and remote character; • Extend and manage linear woodlands along the edge of the River Avon to help with screening, filtering and backgrounding of views towards existing (Chippenham) and proposed development; • Create bold landscape structure by reinforcing existing field boundaries with new hedgerow and tree planting and where possible creation copses and linear woodlands. Development to be inserted within the bold landscape structure; • Seek opportunities to reinforce the riparian character along the River Avon and River Marden including waterside meadows, areas of tree planting and areas for SuDS;
S81	44	38	5.19	<p>DELETED APRIL 2016</p> <p>Improve clarity</p> <p>Additional text clarifies the most appropriate means to manage</p>	<p>Amend paragraph 5.19 as follows and new paragraph 5.19a</p> <p>Rates of surface water run-off to the River must be less than current levels in order to reduce the risk of flooding elsewhere. Connection to the drainage network will also require enhancements off-site. Any improvements to the water supply and foul drainage network need to be put in</p>

				<p>surface water and establishes the need to undertake water supply improvements as soon as possible.</p> <p>The amended wording clarifies the timing and extent of road improvements required as a part of the development.</p>	<p>place at the earliest opportunity. Consideration of flood risk and necessary improvements to the drainage network must precede detailed development proposals. This must involve determining accurate boundaries to flood risk areas, and a set of effective sustainable urban drainage measures. A sustainable urban drainage system will need to be designed and built to take into account ‘clayey-loamey’ ground conditions and sufficient land outside flood risk areas will need to be set aside at the master plan stage.</p> <p>Land will be reserved in the vicinity of the eastern site boundary to facilitate the construction by a third party of a road over river bridge to enable the Eastern Link Road to be completed. Provision will be made within a legal obligation to ensure that the connection is deliverable by a third party without land ransom.”</p>
S82	5/03	38	5.20	<p>DELETED APRIL 2016</p> <p>To improve internal consistency of the Plan</p>	<p>Two areas of land are proposed for employment generating uses. A smaller area will provide for needs within the Plan period to 2026 and a second larger area is safeguarded for development focusing on needs up to and beyond 2026 unless specific proposals for inward investment appropriate to Chippenham come forward that cannot be accommodated on existing and other employment sites</p>
S83	45	39	5.28	<p>DELETED APRIL 2016</p> <p>Improve clarity</p> <p>Additional text explains</p>	<p>Additional sentence at the beginning of the paragraph 5.28 (See change 24 for footnote)</p> <p>“Development plan policies¹ set out requirements for the additional open space and formal sports provision</p>

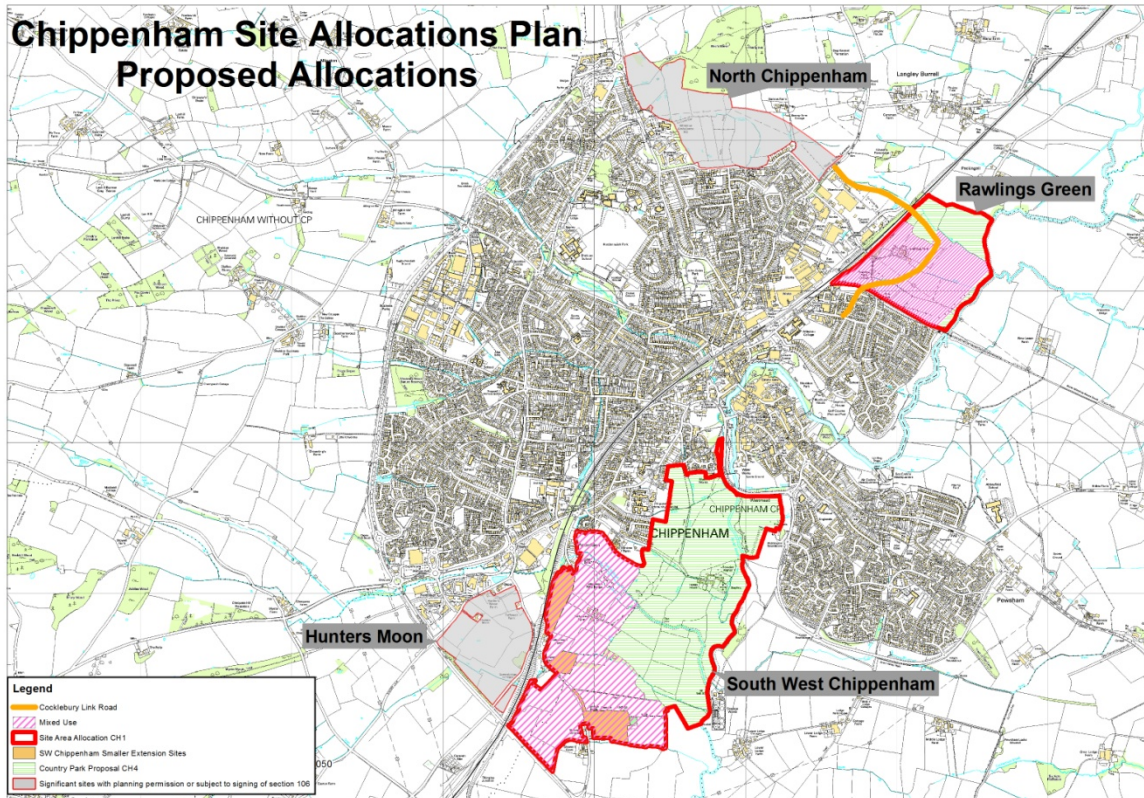
				standards for additional open space and formal sports provision that will be required as a part of development	that will be necessary as a part of all new residential development.”
S84	46	39	5.29	DELETED APRIL 2016 Improve clarity The Chippenham-Calne (national cycle route) has a particular importance that needs to be recognised in the detailed design and layout of the site.	Amend paragraph 5.29 as follows: “The riverside park would be central to creating attractive routes for walkers and cyclists. The pedestrian and cycle network should also be improved through the enhancement of the existing and provision of new routes, to retain the attractiveness of the Chippenham-Calne cycleway and in particular specifically to increase the accessibility of Abbeyfield School, Stanley Park and the riverside to the existing urban area.”
S85	47	39	5.30	DELETED APRIL 2016 Improve clarity The amended wording clarifies the timing and extent of road improvements required as a part of the development.	Amend paragraph 5.30 as follows “Development is expected to commence from a southern access to the A4. Evidence on the impacts of development of this site and elsewhere shows that new road infrastructure needs to be provided as soon as possible in order to prevent unacceptable impacts on the network. This will inevitably put an additional burden on this corridor into the town. Completion of a the Cocklebury Link Road link and an the Eastern Link Road around the town to the A350 north of the town will do much to tackle pressures from additional traffic. Transport assessments suggest that up to 400 new dwellings should can be provided before the Cocklebury Link Road Link

					should be is in place. A new bridge over the River Avon can then connect to the Rawlings Green part of this infrastructure and the rates and quantum of development can then increase. An Eastern Link rRoad to the A4 will be built in step with development and needs to be in place by the completion of the 750th dwelling.”
S86	48	39	5.31	DELETED APRIL 2016 Improve clarity This paragraph largely duplicates the previous one and can be removed.	Delete paragraph 5.31 “ Evidence on t he im pacts of developm ent of t his sit e and elsewh er e shows t hat new road infrastructure needs to be provided as soon as possible in order to prevent unacceptable impacts on the network. Consequently, to ensure timely delivery, a road bridge across the River Avon should in place by the occupation of the 400th dwelling and an eastern link road connecting to the A4 by the occupation of the 750th dwelling.”
S87		43	6.10, 6.11 and Table 6.2	DELETED APRIL 2016 Improve clarity New change April 2016	Delete paragraphs 6.10 – 6.11 and table 6.2 6.10 Planning applications determined by the local authority prior to the implementation of CIL cannot be charged this levy. The infrastructure needed to make the development of the North Chippenham and Hunters Moon sites acceptable will instead be secured via a Section 106 planning obligation agreement negotiated between the council and applicant. 6.11 The housing delivery trajectory for these sites is set out below. Table 6.2 Housing delivery trajectory for North Chippenham and Hunter’s Moon sites

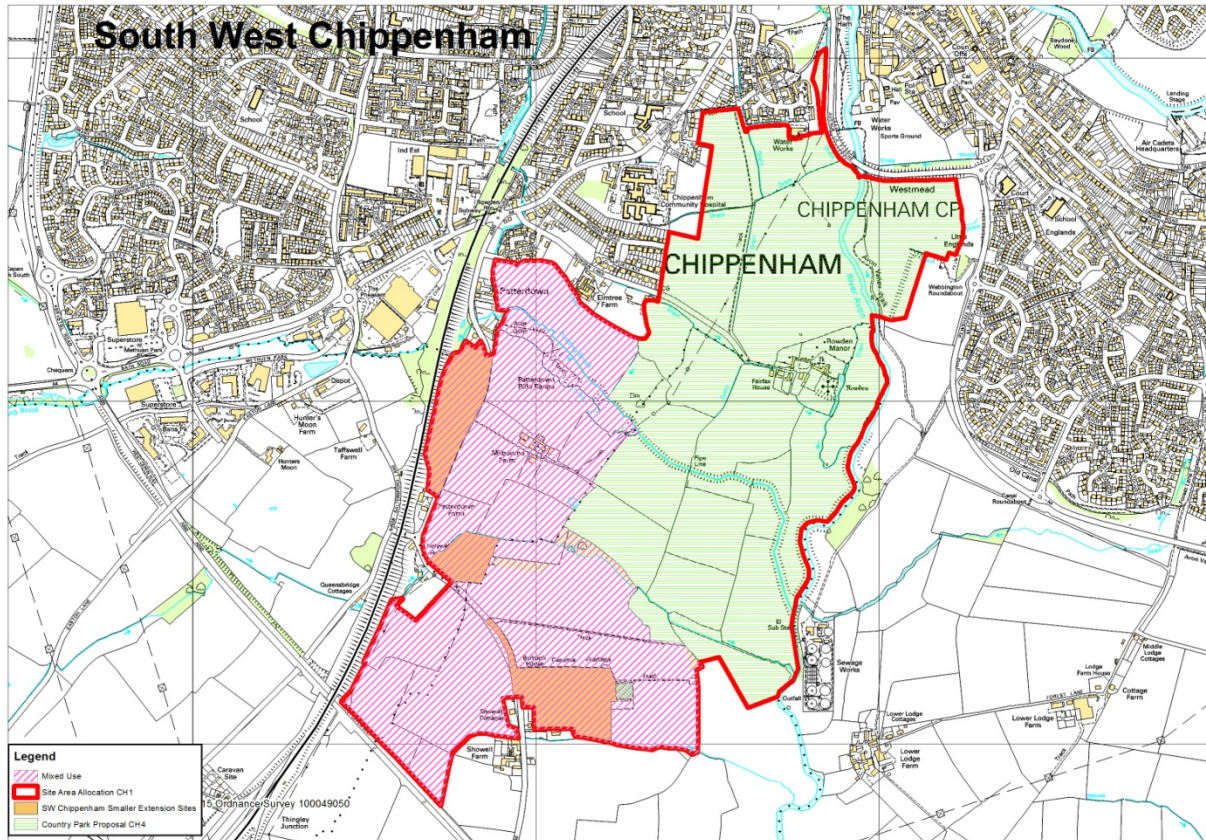
					Year	Land at North Chippenham (Area A)	Hunters Moon
					2015		
					2016	50	104
					2017	100	80
					2018	100	80
					2019	100	80

Appendix 1

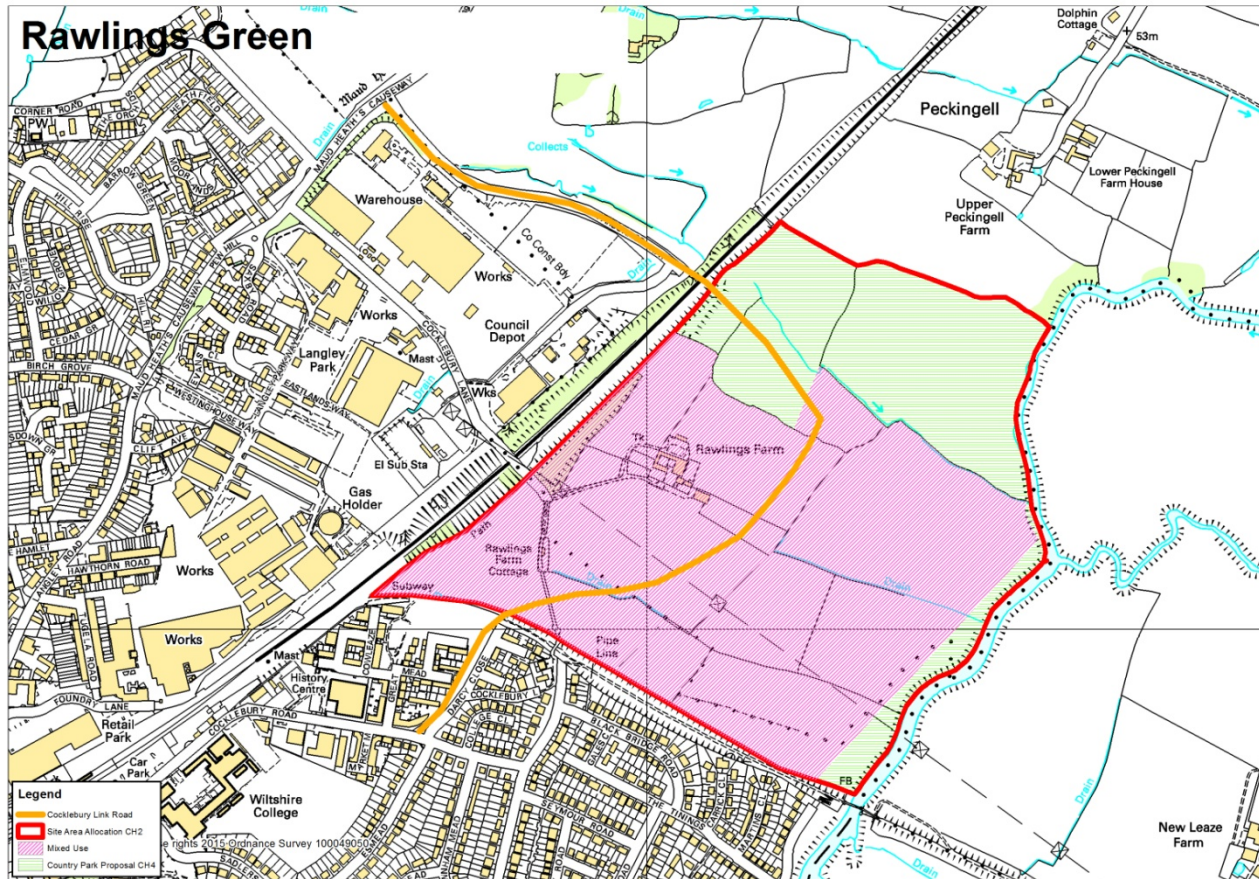
S17 Replace Figure 4.1



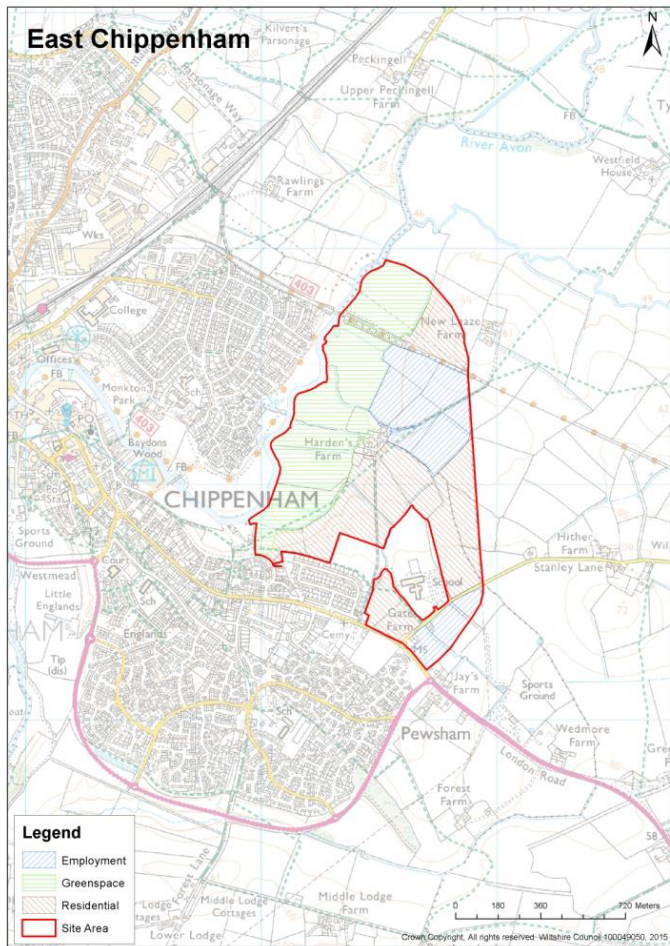
S20 Replace Figure 5.1



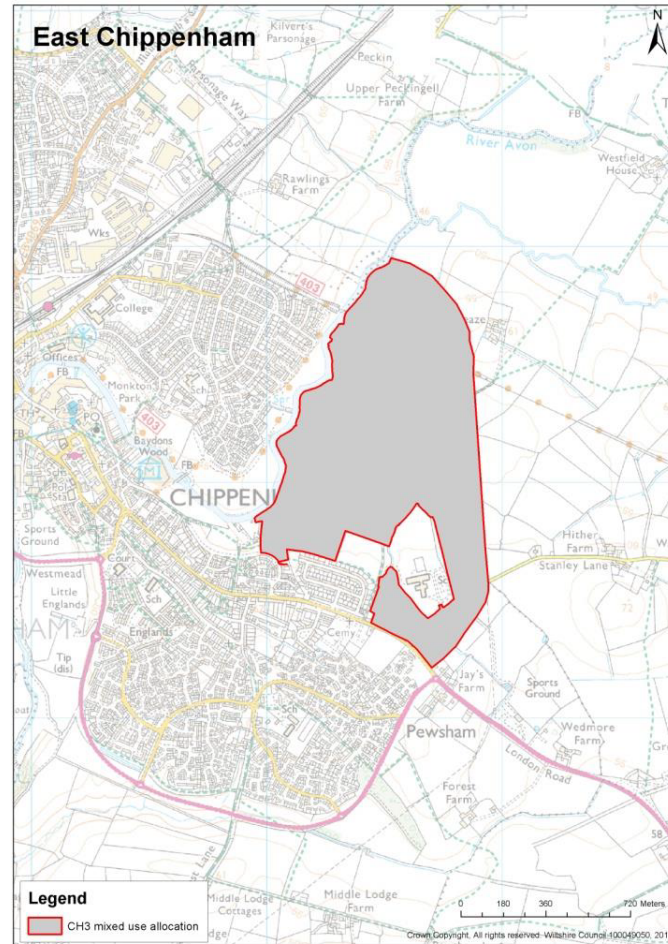
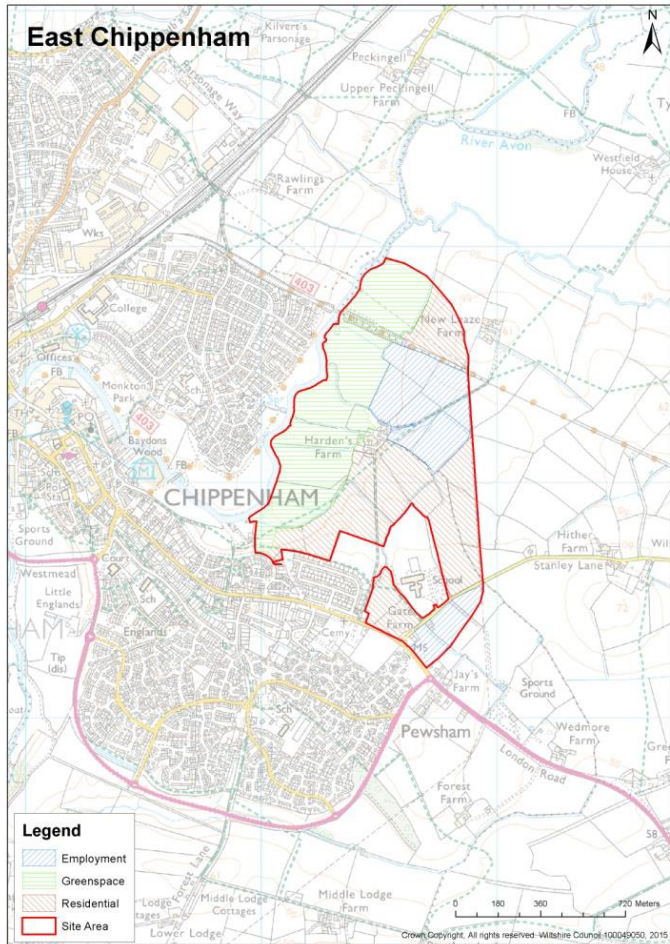
S31 Replace Figure 5.2



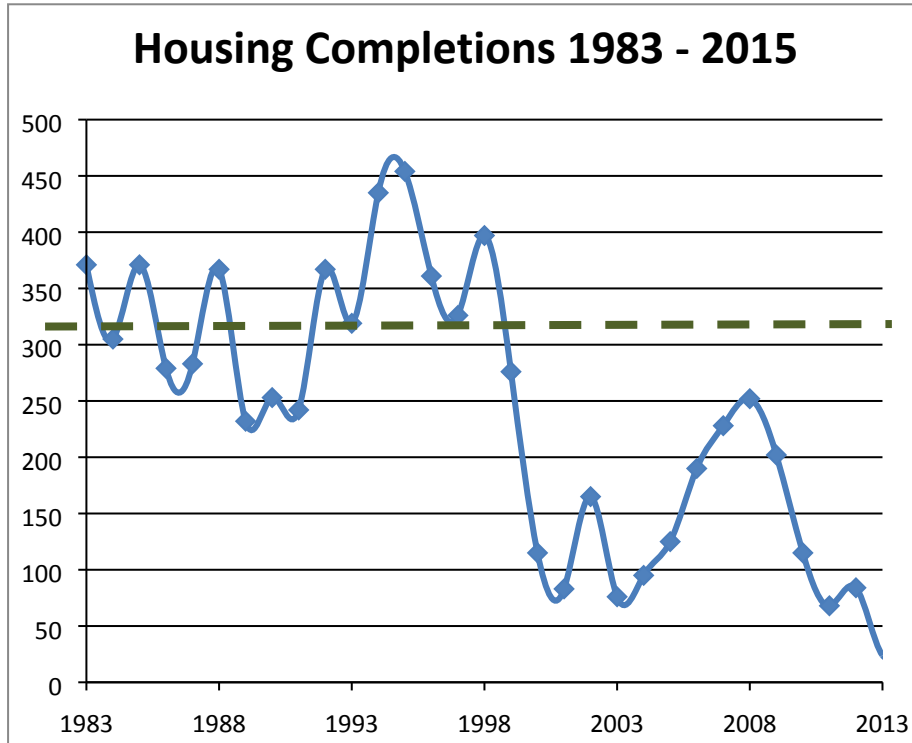
S78 DELETED APRIL 2016 Figure 5.3



S79 DELETED APRIL 2016 Revised Site boundary on Policies Map and Figure 5.3



S49 Replace Figure 6.1 Housing Completions



S50 Replace Table 6.1 Housing Delivery Trajectory

Year	Rawlings Green (B1)	SW Chippenham (E5)	Annual Total	Cumulative Total
2017				
2018		60	60	60
2019	45	175	220	280
2020	80	175	255	535
2021	80	175	255	790
2022	80	200	280	1070
2023	85	200	285	1355
2024	85	200	285	1640
2025	85	90	175	1815
2026	80	50	130	1945
2027	30	50	80	2025
2028		25	25	2050
TOTAL	650	1400		2050

Page 247

S53 Insert Table 6.3

Table 6.3: Chippenham Eastern Extension Outline Risk Register

Outline Risk Register			
	Generic	Site Specific	Assessment

Outline Risk Register

	Generic	Site Specific	Assessment
Unavailable	Land not made available by land owners or no clear undertaking to do so		All land included within SHLAA is considered available. All land owners have indicated a willingness to release land for development but no firm agreement between land owners to ensure comprehensive approach.
Unsuitable	Location cannot be developed, employment land requirements will not be met or significantly less developable land	No employment land is made available, is reduced in scale or is delayed	Current application for significant provision for employment land at Showell Farm. Form of employment provision at Rawlings Green has yet to be agreed and developer aspirations may not conform to plan objectives
		Development increases flood risks	Design of sustainable drainage measures advanced west of the river at SW Chippenham. Sustainable drainage measures appear at an early stage at Rawlings Green. No indication that effective measures are impossible to implement. Little risk that larger amounts of land may be required, reducing developable area.
		Development has an unacceptable impact upon heritage assets	Significance of heritage assets and their setting have been assessed and mitigation considered possible. Development at SW Chippenham has less than substantial harm. Further detailed work required at Rawlings Farm.

Outline Risk Register			
	Generic	Site Specific	Assessment
		Development has unacceptable visual impacts	Development at SW Chippenham within existing visual envelope of urban area. Low density at Rawlings Green appears to be accepted by developers.
Unachievable	Unrealistic prospect of significant development within 5 years	Access cannot be achieved to Darcy Close from Rawlings Green	Detailed design stage has been reached and there is agreement in principle between land owners.
		Access cannot be achieved to Parsonage Way and A350	Detailed design stage has been reached and there is agreement in principle between land owners.
Viable	Insufficient incentive for land owner/developer		Developer has submitted planning application for SW Chippenham. No developer yet firmly associated with taking forward detailed proposals at Rawlings Green.
		Inadequate level of affordable housing (less than 40%)	

This page is intentionally left blank



Chippenham Site Allocations Plan

Equality Analysis Evidence Document

Version 4
April 2016

Equality Analysis Evidence Document					
Title: What are you completing an Equality Analysis on?					
Chippenham Sites Allocation Plan, Development Planning Document (CSAP)					
Why are you completing the Equality Analysis? (please tick any that apply)					
Proposed New Policy or Service Yes – new planning policies.		Change to Policy or Service		Service Review	
Version Control					
Version control number	4	Date	27.04.2016	Reason for review (if appropriate)	Revision to the draft Chippenham DPD
Risk Rating Score (use Equalities Risk Matrix and guidance)					
**If any of these are 3 or above, an Impact Assessment must be completed. Please check with equalities@wiltshire.gov.uk for advice					
Criteria		Inherent risk score on proposal		Residual risk score after mitigating actions have been identified	
Legal challenge		4		1	
Financial costs/implications		3		1	
People impacts		2		1	
Reputational damage		3		1	
Section 1 – Description of what is being analysed					
<p>A planning policy document which aims to provide a spatial planning strategy for Chippenham which indicates where development should take place to meet the housing and employment needs identified for Chippenham in the Wiltshire Core Strategy (WCS), over the plan period to 2026. The WCS categorises Chippenham as a Principal Settlement and identifies the general scale of growth to be delivered, but does not identify specific sites to deliver the growth. The Chippenham Site Allocations Plan (CSAP) identifies the strategic sites which will best support the town's future development and which are the most environmentally appropriate in accordance with the overarching policies of the WCS.</p> <p>The underlying principles of the WCS seek to manage future development to ensure that communities have an appropriate balance of jobs, services, facilities and homes; to ensure that the growth required to meet local needs is managed so that it is in the most sustainable locations; to protect both the natural and built environment; and to tackle local social problems such as areas of social exclusion and deprivation. The principles of the WCS are reflected in the CSAP, where applicable to Chippenham.</p> <p>Like the WCS, the strategy for the CSAP has been closely aligned to the priorities of Wiltshire Council, particularly in seeking to deliver resilient communities; to plan for economic growth; reducing</p>					

disadvantage and inequality; to ensure that affordable housing is provided as a priority; and tackling the causes and effects of climate change.

Examination of the Draft Chippenham Site Allocations Plan was suspended in November 2015 to allow the Council to undertake further work on a number of matters raised by the Inspector regarding the soundness of the evidence base.

The Inspector has recognised that the outcome of the Schedule of Work “*must include the possibilities that, either the chosen strategy would be vindicated by new evidence or that a reasonable alternative would be shown to provide a better plan.*” Therefore a revised set of suggested changes have been identified following application of an enhanced methodology at the request of the Inspector. This additional work has necessitated a review of this EIA.

Section 2A – People or communities that are currently **targeted or could be affected** by any change (please take note of the Protected Characteristics listed in the action table).

The overarching strategy for Chippenham as set out in the CSAP is to deliver homes, infrastructure, services and employment opportunities to meet the needs of all who live, work and visit Chippenham.

The consultation was open and based on Wiltshire Council database, national legislation and national policy advice, and specialist knowledge within the organisation.

- All citizens
- Local town and parish councils
- All elected representatives
- The Environment Agency
- English Heritage
- Natural England
- Network Rail
- The Highways Agency
- Relevant health providers
- Relevant water and sewerage undertakers
- Homes and Communities Agency
- Voluntary bodies some or all of whose activities benefit any part of the local planning authority’s area
- Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority’s area
- Bodies which represent the interests of different religious groups in the local planning authority’s area
- Bodies which represent the interests of disabled persons in the local authority’s area
- Bodies which represent the interests of persons carrying on business in the local planning authority’s area

For example, as well as the standard local, regional and national consultees, for the Chippenham DPD the following hard to reach groups were consulted:

- Young Persons Council
- Friends Families and Travellers
- Young Persons Council
- National Federation of Gypsy Liaison Group

- The Showmans Guild of Great Britain
- The Selwood Housing Disability Group
- SCOPE - Partnership & Community Development Division
- Kennet and Avon Boating Community
- Diabetes UK Chippenham

All the above groups can be directly affected by the volume, location and design of new homes in Chippenham. The techniques used to ensure effective engagement and access channels open to them are covered in Section 3 below.

A record the consultation that has taken place can be found in the CSAP Consultation Statement (Feb 2015) available at

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/chippenhamsiteallocationsplan/chippenhamcommunityengagement.htm>

After suspension of the initial Examination Hearings, the outcomes of the Schedule of Work should be presented to Council on 10 May 2016 for endorsement prior to submission to the Inspector and start of further consultation.

Section 2B – People who are **delivering** the policy or service that are targeted or could be affected (i.e. staff, commissioned organisations, contractors)

Draft Plan contents were discussed at various meetings with Council development management officers. Those elsewhere in the Council affected by or involved in the delivery of the Plan were primarily involved in the preparation of relevant evidence papers by providing information and by establishing requirements for Plan policies and proposals. A Member Steering Group of local elected members reviewed progress and gave informal feedback as work progressed. This was in addition to the formal internal process followed for the development of all new Council policy.

Section 3 –The underpinning **evidence and data** used for the analysis (Attach documents where appropriate)

Prompts:

- What data do you collect about your customers/staff?
- What local, regional and national research is there that you could use?
- How do your Governance documents (Terms of Reference, operating procedures) reflect the need to consider the Public Sector Equality Duty?
- What are the issues that you or your partners or stakeholders already know about?
- What engagement, involvement and consultation work have you done? How was this carried out, with whom? Whose voices are missing? What does this tell you about potential take-up and satisfaction with existing services?
- Are there any gaps in your knowledge? If so, do you need to identify how you will collect data to fill the gap (feed this into the action table if necessary)

The context for the evidence and data used to inform this process are set within the Governments National Planning Policy Framework at paragraph 158:

Each local planning authority should ensure that the Local Plan is based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the area. Local planning authorities should ensure that their assessment of and strategies for housing, employment and other uses are integrated, and that they take full account of relevant market and economic signals.

All parts of the CSAP are based on the collation and analysis of evidence, including the evidence base

studies that underpin the Wiltshire Core Strategy and an evidence base dealing specifically with Chippenham. This now includes a revised set of suggested changes have been identified following application of an enhanced methodology at the request of the Inspector.

The CSAP is based on sound research and analysis to identify the challenges faced by the area. All conclusions reached in the CSAP are founded on analysis of the evidence, which is available for scrutiny. Following suspension of the Examination process the Council has agreed a further schedule of works with the Inspector, which is the first document on the following list.

Schedule of Work

<http://www.wiltshire.gov.uk/csap-21-03-16-progress-update.pdf>

Statement of Community Involvement

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

Chippenham Site Allocations DPD

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

Wiltshire Core Strategy Equalities and Impact Assessment

http://www.wiltshire.gov.uk/council/equalityanddiversity/equalityimpactassessments/dor_equality_impact_assessment_-_risk_management_strategy.htm

WCS Background papers

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/wiltshirecorestrategy/submissionofwiltshirecorestrategy/corestrategydocuments.htm>

The CSAP is supported by a Sustainability Appraisal (Feb 2015) prepared by Atkins which is an evidence tool to assess and inform the development of the CSAP. The Sustainability Appraisal promotes sustainable development by assessing the extent to which the emerging CSAP, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives.

***Section 4 – Conclusions** drawn about the impact of the proposed change or new service/policy

Prompts:

- What actions do you plan to take as a result of this equality analysis? Please state them and also feed these into the action table
- Be clear and specific about the impacts for each Protected Characteristic group (where relevant)
- Can you also identify positive actions which promote equality of opportunity and foster good relations between groups of people as well as adverse impacts?
- What are the implications for Procurement/Commissioning arrangements that may be happening as a result of your work?
- Do you plan to include equalities aspects into any service agreements and if so, how do you plan to manage these through the life of the service?
- If you have found that the policy or service change might have an adverse impact on a particular group of people and are **not** taking action to mitigate against this, you will need to fully justify your decision and evidence it in this section

The actions necessary to be delivered as part of this equality assessment are those enshrined within the strategy. The strategy will have a significant positive impact on the large majority of the community of Chippenham. The CSAP attempts to tackle existing inequalities highlighted in the evidence base including the Strategic Housing Market Assessment and Indices of Deprivation¹, through the delivery of the following outcomes:

- Enabling the delivery of a significant amount of affordable housing
- Enabling the delivery of improved and accessible services and infrastructure for the benefit of all members of the community
- Undertaking a consultation exercise which engages minority and hard to reach groups.
- Increased access for all to a decent affordable home
- Increased local employment opportunities
- Protection and enhancement of the built heritage and natural environment, in line with the WCS
- Buildings that provide access for all
- Viable communities that are robust and resilient, and able to retain important local services
- Provision of meaningful transport choices for those who are marginalized due to not having a private motor car.
- Delivery of improved sport and recreational facilities for all
- To ensure that the elderly have good access to vital services.
- To ensure rural communities are able to retain locally valued services and facilities.
- To ensure that development at Chippenham is complemented by smaller scale and appropriately managed development in rural areas to ensure that benefits are felt across Wiltshire as a whole

The CSAP involves allocating new development sites at Chippenham, and there will be people who feel disadvantaged by the development that will take place. This is expressed through representations in response to public consultations which object to new development. The strategy has been devised to where possible address such concerns, and represents a proportionate response to the need to deliver the housing requirement for Chippenham while protecting the quality of life of existing residents. Furthermore potential environmental impacts will be mitigated through careful master planning.

Major development will be located in Chippenham which could lead to pressure on existing services in smaller rural settlements, and could have an impact on access to services in more rural locations. One of the challenges will be retaining existing and valued services in the smaller settlements, and the WCS includes protective policies which seek to aid the retention of local services in Core Policy 48 and 49 of the Wiltshire Core Strategy.

The ongoing continuous improvement of the service in producing all planning policies will be supported by the following measures:

- Staff training including up to date legal briefing on case law related to the Equality Act 2010 and the Human Rights Act and other employment legislation.
- Ensure an in depth understanding of the diversity of the community and discuss with experts from a national and local level how best to engage hard to reach groups.
- Target easy to understand and participatory activity sessions, such as 'planning for real' more widely and at specific groups.
- Ensure lead-in and frontloading is designed into the process, to give the time to identify and set up positive dialogue and partnerships with under-represented groups.
- Training of communication skills best suited to each audience - consider training of consultation champions.
- Ensuring that time, costs and resources are properly planned for and that consultation is not reduced to a 'tick-box' exercise.
- It is important to seek balanced views and where there is conflict a forum which promotes debate between parties with differing views is extremely beneficial in seeking compromise. For example between residents who want no new growth and the small business community, who

¹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/49140/20100513-indices-of-deprivation-2010.pdf

***Section 5 – How will the outcomes from this equality analysis be monitored, reviewed and communicated?**

Prompts:

- Do you need to design performance measures that identify the impact (outcomes) of your policy/strategy/change of service on different protected characteristic groups?
- What stakeholder groups and arrangements for monitoring do you have in place? Is equality a standing agenda item at meetings?
- Who will be the lead officer responsible for ensuring actions that have been identified are monitored and reviewed?
- How will you publish and communicate the outcomes from this equality analysis?
- How will you integrate the outcomes from this equality analysis in any relevant Strategies/Policies?

This assessment will sit alongside other key documents such as the Sustainability Appraisal, and Appropriate Assessment under the Habitats Regulations and form part of a toolbox that has informed the development of the CSAP. The outcomes of the CSAP will be reviewed and monitored through the Authority’s Monitoring Report (formerly the Annual Monitoring Report).

Environmental scanning will be used to ensure that changes in law, guidance and best practice are identified and incorporated wherever relevant.

This Equality Impact Assessment forms an important background document to the CSAP. It will be published and be available through the statutory pre-submission consultation. It will be available to view on request.

***Copy and paste sections 4 & 5 into any Committee, CLT or Briefing papers as a way of summarising the equality impacts where indicated**

Completed by:	Dave Milton	
Date	27.04.2016	
Signed off by:	Georgina Clampitt-dix	
Date	30.6.15	
To be reviewed by:	Anna McBride	
Date	28.04.16	
For Corporate Equality Use only	Compliance sign off date:	
	Published on internet date:	N/A

Equality Impact Issues and Action Table (for more information on protected characteristics, see page 7)					
Identified issue drawn from your conclusions (only use those characteristics that are relevant)	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
<p>Strategic sites identified in the CSAP will deliver sustainable communities that will be delivered in line with the adopted policies of the WCS, which have been designed to safeguard all sectors of the community.</p> <p>The CSAP provides for policies which will provide equal opportunities for all, regardless including younger people.</p> <p>The vision for the CSAP includes that Chippenham will be a place where young people choose to stay to live and work, because of the range of facilities, employment</p>	<p>WCS Core Policy 46 sets out the strategy for meeting the needs of Wiltshire's vulnerable and older people.</p>	<p>Partnership working between Wiltshire Council, Developers, local communities.</p>	<p>Up to 2026</p>	<p>Authority's Monitoring Report</p>	<p>Delivering the homes necessary, including affordable and lifetime homes to meet objectively assessed housing needs As assessed in the Strategic Housing Market assessment (SHMA)²</p>

² <http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/annualmonitoringreport.htm>

<p>offer, and events on offer. New education provision is planned to support the additional demand that growth in housing numbers will bring and to match a skilled workforce to the expansion in employment.</p> <p>Groups representing young people have been targeted through the consultation including:</p> <ul style="list-style-type: none"> • Youth Council • Youth Action (Wilts) • Youth Development Centre 					
<p>Disability</p>					
<p>Strategic sites identified in the CSAP will deliver sustainable communities that will be delivered in line with the adopted policies of the WCS, which have been designed to safeguard all sectors of the community.</p> <p>Disabled groups have been targeted through the consultation including</p> <ul style="list-style-type: none"> • Learning Disabilities Services Wiltshire • Transport for the Disabled and Pensioner's Voice 	<p>The new development proposed by the CSAP will be required to meet the relevant nationally set access standards, (part M of the Building Regulations) and will not result in discrimination of people with disabilities.</p>	<p>Partnership working between Wiltshire Council, Developers, local communities.</p>	<p>Up to 2026</p>	<p>Authority's Monitoring Report</p>	<p>Delivering the homes necessary, including affordable and lifetime homes to meet objectively assessed housing needs As assessed in the Strategic Housing Market assessment (SHMA)</p>

<ul style="list-style-type: none"> • The Multiple Sclerosis Society • Royal National Institute of Blind people • Action on Hearing Loss Diabetes UK Chippenham 					
Gender Reassignment					
<p>The CSAP provides for policies which will provide equal opportunities for all, regardless of gender.</p>	<p>Implementation of the CSAP to provide the homes necessary to meet future needs of Chippenham</p>	<p>Partnership working between Wiltshire Council, Developers, local communities.</p>	<p>Up to 2026</p>	<p>Authority's Monitoring Report</p>	<p>Delivering the homes necessary, including affordable and lifetime homes to meet objectively assessed housing needs As assessed in the Strategic Housing Market assessment (SHMA)</p>
Marriage and Civil Partnership					
<p>The CSAP provides for policies which will provide equal opportunities for all, regardless of marital status</p>	<p>Implementation of the CSAP top provide the homes necessary to meet future needs of Chippenham</p>	<p>Partnership working between Wiltshire Council, Developers, local communities.</p>	<p>Up to 2026</p>	<p>Authority's Monitoring Report</p>	<p>Delivering the homes necessary, including affordable and lifetime homes to meet objectively assessed housing needs As assessed in the Strategic Housing Market assessment (SHMA)</p>
Pregnancy and Maternity					
<p>The CSAP provides for policies which will provide equal opportunities for all, regardless of this issue.</p>	<p>Implementation of the CSAP top provide the homes necessary to meet future needs of Chippenham</p>	<p>Partnership working between Wiltshire Council, Developers, local communities.</p>	<p>Up to 2026</p>	<p>Authority's Monitoring Report</p>	<p>Delivering the homes necessary, including affordable and lifetime homes to meet objectively assessed housing needs As assessed in the Strategic Housing Market assessment</p>

					(SHMA)
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
<p>The CSAP provides for policies which will provide equal opportunities for all, regardless of race.</p> <p>Ethnic groups have been targeted through the consultation including</p> <ul style="list-style-type: none"> • Friends Families and Travellers • National Federation of Gypsy Liaison Group • The Showmans Guild of Great Britain • Turkish Community Union • Friends of Romania's Horses • The Romany Gypsy Council • Gypsy Council 	<p>WCS Core Policy 47 deals with providing for gypsies and travelers. A gypsy and traveler DPD is also under preparation. The CSAP will complement the policies of both documents.</p>	Spatial Planning	2016	Authority's Monitoring Report	Providing adequate pitches and facilities for the gypsy and traveler needs within Wiltshire
Religion and Belief					
<p>The CSAP provides for policies which will provide equal opportunities for all, regardless of religion</p> <p>Faith groups have been engaged through the consultation process. The CSAP does not propose any form of</p>	<p>Implementation of the CSAP top provide the homes necessary to meet future needs of Chippenham</p>	<p>Partnership working between Wiltshire Council, Developers, local communities.</p>	Up to 2026	Authority's Monitoring Report	<p>Delivering the homes necessary, including affordable and lifetime homes to meet objectively assessed housing needs</p> <p>As assessed in the Strategic Housing Market assessment (SHMA)</p>

<p>development that would obstruct faith groups functioning as normal.</p> <p>Religious groups have been targeted through the consultation including:</p> <ul style="list-style-type: none"> • Sikh Missionary Society • Dauntsey Church 					
Sex					
<p>The CSAP provides for policies which will provide equal opportunities for all, regardless of sex.</p>	<p>Implementation of the CSAP top provide the homes necessary to meet future needs of Chippenham</p>	<p>Partnership working between Wiltshire Council, Developers, local communities.</p>	<p>Up to 2026</p>	<p>Authority's Monitoring Report</p>	<p>Delivering the homes necessary, including affordable and lifetime homes to meet objectively assessed housing needs As assessed in the Strategic Housing Market assessment (SHMA)</p>
Sexual Orientation					
<p>The CSAP provides for policies which will provide equal opportunities for all, regardless of sexual orientation</p>	<p>Implementation of the CSAP top provide the homes necessary to meet future needs of Chippenham</p>	<p>Partnership working between Wiltshire Council, Developers, local communities.</p>	<p>Up to 2026</p>	<p>Authority's Monitoring Report</p>	<p>Delivering the homes necessary, including affordable and lifetime homes to meet objectively assessed housing needs As assessed in the Strategic Housing Market assessment (SHMA)</p>

Calculating the Equalities Risk Score

You will need to calculate a risk score twice:

1. On the inherent risk of the proposal itself (without taking into account any mitigating actions you may identify at the end of the Equality Analysis (EA) process) 7.
2. On the risk that remains (the residual risk) after mitigating actions have been identified.

This is necessary at both points to:

- Firstly, identify whether an EA needs to be completed for the proposal and;
- Secondly, to understand what risk would be left if the actions identified to mitigate against any adverse impact are implemented.

Stage 1 - to get the inherent risk rating:

1. Use the [Equalities Risk Criteria Table](#) below and score each criteria on a scale of 1 - 4 for the impact and their likelihood of occurrence. Multiply these 2 scores together (Likelihood x Impact) to get an overall score (this will range from 1 – 16).
2. Consider the scores and if any one aspect scores a 4 then this is likely to outweigh all others. On this basis determine the appropriate score for the risk. (Do not average scores since this will almost always produce a low – average scored risk).
3. Assess whether you need to carry out an EA using the guidance box below (stage 2).
4. If an EA is needed (i.e. your score is above 3) make a note of your inherent score using the red, amber, green colour rating on the [first page](#) of the EA template.

Stage 2 - to identify whether an EA needs to be carried out:

If your inherent risk score is:

12 – 16 or Red = High Risk. **An Equality Analysis must be completed.** Significant risks which have to be actively managed; reduce the likelihood and/or impact through control measures.

6 – 9 or Amber = Medium Risk. **An Equality Analysis must be completed.** Manageable risks, controls to be put in place; managers should consider the cost of implementing controls against the benefit in the reduction of risk exposure.

3 – 4 or Green = Low Risk. **An Equality Analysis must be completed**

1 – 2 or Green = Low Risk. **An Equality Analysis does not have to be completed**

Stage 3 - to get the residual risk rating:

1. Repeat the process above when mitigating actions have been identified and evidenced in the [table](#) on page 3 to calculate the **residual risk**.
2. Make a note of the residual risk score using the red, amber, green colour rating on the [first page](#) of the EA template.

Equalities Risk Criteria Table

Impact Criteria	Low 1	Moderate 2	Substantial 3	Critical 4
Legal challenge to the Authority under the Public Sector Equality Duty	Complaint/initial challenge may easily be resolved	Internal investigation following a number of complaints or challenges	Ombudsman complaint following unresolved complaints or challenges	Risk of high level challenge resulting in Judicial Review
Financial costs/implications	Little or no additional financial implication as a result of this decision or proposal	Medium level implication with internal legal costs and internal resources	High financial impact - External legal advice and internal resources	Severe financial impact - legal costs and internal resources
People impacts	No or Low or level of impact on isolation, quality of life, achievement, access to services. Unlikely to result in harm or injury. Mitigating actions are sufficient	Significant quality of life issues i.e. Achievement, access to services. Minor to significant levels of harm, injury, mistreatment or abuse OR, low level of impact that is possible or likely to occur with over 500 people potentially affected	Serious Quality of Life issues i.e. Where isolation increases or vulnerability is greatly affected as a result. Injury and/or serious mistreatment or abuse of an individual for whom the Council has a responsibility OR, a medium level of impact that is likely to occur with over 500 people potentially affected	Death of an individual for whom the Council has a responsibility or serious mistreatment or abuse resulting in criminal charges OR High level of impact that is likely to occur, with potentially over 500 people potentially affected
Reputational damage	Little or no impact outside of the Council	Some negative local media reporting	Significant to high levels of negative front page reports/editorial comment in	National attention and media coverage

Equalities Risk Matrix

		Acceptable		Actively managed	
		Very Unlikely (1)	Unlikely (2)	Likely (3)	Very Likely (4)
Impact	Critical (4)	4	8	12 Significant Risk	16 Significant Risk
	Substantia l (3)	3	6	9	12 Significant Risk
	Moderate (2)	2	4	6	8
	Low (1)	1	2	3	4
		Very Unlikely (1)	Unlikely (2)	Likely (3)	Very Likely (4)

The protected characteristics:

Age - Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds). This includes all ages, including children and young people and older people.

Disability - A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender reassignment - The process of transitioning from one gender to another.

Race - Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion and belief - Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Marriage and civil partnership - Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships' and get married (from 29th March 2014) at certain religious venues. Civil partners must be treated the same as married couples on a wide range of legal matters.

Pregnancy and maternity - Pregnancy is the condition of being pregnant. Maternity refers to the period of 26 weeks after the birth, which reflects the period of a woman's ordinary maternity leave entitlement in the employment context.

Sex (this was previously called 'gender') - A man or a woman.

Sexual orientation - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes

You are also protected if you are discriminated against because you are **perceived** to have, or are **associated** with someone who has, a protected characteristic. For example, the Equality Act will protect people who are caring for a disabled child or relative. They will be protected by virtue of their association to that person (e.g. if the Carer is refused a service because of the person they are caring for, this would amount to discrimination by association and they would be protected under the Equality Act)

This document was published by the Spatial Planning team, Economic Development and Planning, Wiltshire Council.

For further information please visit the following website:

[www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/
chippenhamsiteallocationsplan.htm](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/chippenhamsiteallocationsplan.htm)

This page is intentionally left blank

Notices of motion

The following rules taken from Part 4 – Rules of Procedure – Council explain how motions are to be dealt with at the meeting:

At the meeting

89. The Chairman will invite the proposer, or one of the councillors, who has given notice of the motion to move the motion. Where these councillors are not available at the meeting, the motion can be moved and seconded by any other councillors.
90. A notice of motion must be moved at the meeting, it must then be seconded. If the motion is not moved and seconded, it will, unless postponed by consent of the Council, be treated as abandoned and may not be moved without fresh notice.
91. Once moved and seconded at the meeting, the councillor proposing the motion will be given up to five minutes in which to present his or her motion.
92. The Chairman will give the relevant cabinet member an opportunity to respond to the motion giving him or her up to five minutes in which to do so.
93. On considering a notice of motion and subject to paragraphs 95-100 below, the following options shall then be open to the council:
 - debate the motion and vote on it
 - refer it to an appropriate member body with or without debate
 - refer it to the Leader of Council with or without debate
94. The Chairman will move that the motion either be debated on the day or referred to the appropriate member body. This will be seconded by the Vice-Chairman of Council or in his or her absence, another member of the council and put to the vote without discussion. On the question of referring the motion to an appropriate member body, the only amendment the Chairman will accept is to which member body the motion should be referred.
95. If the motion relates to a function exercisable only by the council then the council will debate the motion and on consideration of a report, determine the motion or refer it to a future meeting of the Council.
96. If the motion relates to a function that has been delegated to another member body then the council will vote without debate on whether to refer the motion to that member body.
97. If referred to another member body that member body must consider the motion at its next available meeting. The mover and seconder of the motion will be invited to attend that meeting if they are not already members of that body in order to present their motion but will not be able to vote unless they

have voting rights. The member body must report back to the council as soon as practicable by way of the minutes of that meeting.

98. If the notice of motion is referred to another member body following debate at council, a summary of the debate at council together with any recommendation will be taken into account by the member body when considering the motion.
99. If the notice of motion relates to an executive function, the motion will be referred to the Leader of the Council. The Leader will write to the proposers of the motion with a copy to all members of the council, advising them what steps he or she proposes to take.
100. Any decision of council arising from a motion must comply with the principles of decision making as set out in Part 2, paragraph 14.2 of this Constitution.

Part 4C – Guidance on Amendments to Motions

1. The requirements concerning amendments to motions are contained in the Council's Rules of Procedure in Part 4 of the Constitution. Paragraph 103 provides:

An amendment to a motion must be relevant to the motion and will either be:

- *to refer the matter to an appropriate body or individual for consideration or reconsideration*
- *to leave out words*
- *to leave out words and insert or add others or*
- *to insert or add words*

as long as the effect of the amendment is not to negate the motion.

2. The Chairman will determine the validity of any proposed amendment under this paragraph, after taking advice from the Monitoring Officer. The Chairman's decision on any proposed amendment is final.
3. In exercising judgment on the validity or otherwise of any proposed amendment, the Chairman will have regard to the following principles:
 - the overriding principle of fairness in the conduct of the Council's business;
 - the amendment is relevant to the motion;
 - the proposed amendment does not negate the motion; this can be secured more appropriately by voting against the original motion.
 - The content of the proposed amendment is proportionate to the original motion in nature and extent;
 - The proposed amendment does not amount to a device to frustrate the purpose of the original motion or to raise a late motion.
4. Councillors are encouraged, where practicable, to seek advice from the Monitoring Officer in connection with any proposed amendment in advance of the meeting at which it is to be moved.

This page is intentionally left blank

Wiltshire Council

Annual Council

10 May 2016

**Notice of Motion No. 31 – Forced Academisation of Schools
Councillors Jon Hubbard and Glenis Ansell**

To consider the following motion:

“Central Government have announced plans to force every school in Wiltshire to be forced to convert to an Academy, even if the headteacher, governors and parents would prefer the school to remain within the Local Authority Family.

These forced changes to how schools are run have been condemned by teachers, parents and politicians alike – the Conservative chair of the influential 1922 committee in Parliament recently commented that the plans could lead to the creation of “new and distant bureaucracies” rather than delivering greater freedom and autonomy for schools.*

Wiltshire Council has estimated that the average cost for converting each school in the County to an academy is £10,500. These costs include legal fees, accountancy, staffing issues and other costs such as changes to estate management.

Figures recently released by the Department for Education also confirmed that the average cost per school to central government for the conversion of a school from Local Authority control to being an Academy was just under £66,000.**

The Secretary for State for Education has also confirmed that it is her intention to scrap the position of ‘Parent Governors’*** as part of her reforms to England’s schools.

Council Notes:

So far in Wiltshire 71 schools have converted to academies; indicating that an estimated £4,815,000 has been spent by central government on converting the schools and potentially a cost of £766,500 to Wiltshire Council.

With 165 schools still to convert this would mean an additional cost to Central Government of almost £11m and a bill for Wiltshire Council of over £1.7m.

Council Believes:

The estimated £12.5m that will be spent forcing the remaining schools in Wiltshire to convert to academies would be better invested in delivering local services for residents in the county and providing additional resources for schools in our communities.

That Schools in Wiltshire would be worse off without the insight and local knowledge brought to the County's Schools Boards of Governors by parents and local residents.

Council Calls On:

Wiltshire's MPs and Peers to actively lobby in Parliament to protect Wiltshire's schools from unnecessary and unwanted reform being forced on them and for Wiltshire to instead be given the estimated remaining £12.5m of funding for a fairer funding for Wiltshire Schools or for investment in our communities.

Officers at all levels to ensure that this Councils opposition to forced academisation to be reflected in any consultation responses submitted by the council".

* The Guardian, 2 April 2016

(<http://www.theguardian.com/education/2016/apr/02/backbench-pressure-on-osborne-academy-scheme>)

** Written answer to Parliamentary Question provided by Department of Education to Jess Phillips MP, 16 March 2016

(<http://www.parliament.uk/business/publications/written-questions-answers-statements/written-question/Commons/2016-03-16/31449>)

*** The Guardian, 17 March 2016

(<http://www.theguardian.com/education/2016/mar/17/parent-governor-role-scraped-schools-teacher-qualifications>) and The Daily Mail, 17 March 2016

(<http://www.dailymail.co.uk/news/article-3497639/Schools-allowed-scrap-elected-parent-governors-plans-focus-skills.html>)

To assist Council in its consideration of the above motion, an officer response is attached.

**Notice of Motion No. 31 – Forced Academisation of Wiltshire Schools
Councillors Jon Hubbard and Glenis Ansell
Officer Response**

1. The Department for Education released its White Paper 'Educational Excellence Everywhere' on the 17th March 2016. The paper sets out the Government's plans for the next 5 years, building and extending on the current reforms to achieve educational excellence everywhere.
2. The White Paper set out that by the end of 2020 all schools will be academies or in the process of becoming academies. If schools have not started the process of conversion by 2020, then the Department for Education (DfE) will take steps to direct them to become academies.
3. The DfE's reforms confirm that by 2022, local authorities will no longer be maintaining schools. Responsibility for oversight of educational standards and school improvement will move towards a school-led system and the role of local authorities in allocating local funding will be overtaken by a National Funding Formula.
4. The White Paper sets out a continued and strong role for LAs in relation to children's education. The three key roles for LAs will be:
 - Ensuring every child has a school place and that there are sufficient special school and alternative provision places to meet demand.
 - Ensuring the needs of vulnerable pupils are met, including assessing and supporting children with special educational needs or disability (SEND), looked after children, those in alternative provision or missing from education and also ensuring that schools meet their safeguarding responsibilities.
 - Promoting and supporting the needs of parents, children and the local community, including a continuing role in managing the school admissions process, including the administration of independent admission appeals function.

Fulfilling these roles will require the LA to continue to work in partnership with every school in Wiltshire.

As Government policy on the issue of academisation is still emerging and will require legislation if proposals are to be implemented, it is too early to debate the Council's response. There will be an opportunity for Children's Select Committee to discuss the direction set out in the White Paper – possibly through the existing School Improvement Task Group - and make recommendations on the Council's response.

This page is intentionally left blank

Wiltshire Council

Annual Council

10 May 2016

**Notice of Motion No. 32 - Community Youth Officers
Cllrs Glenis Ansell and Gordon King**

To consider the following motion:

'This council regrets that the decision to abolish the Community Youth Officer post was made outside the normal decision making process thereby denying elected representatives their usual opportunity of scrutinising an executive decision'.

This page is intentionally left blank

**Notice of Motion No. 32 – Community Youth Officers
Councillors Glenis Ansell and Gordon King
Officer Response**

- 1) Essentially, this was a decision to reduce the number of staff supporting the Community Led Youth Model and *not* to change the model itself. This was also explained in the 'Member Briefing' which went out as soon as the staff were advised of the decision to review the number of roles. As such, the 'Compact' was not activated and there was no case to consult more widely with any parties other than those directly affected by the proposals (staff). Council protocol and policy is to advise staff first directly (which was undertaken on 23/03/16) before advising wider (indirectly affected) stakeholders – which officers undertook the same day after meeting with staff. The overall decision and process was undertaken within the context of appropriate Human Resources support and specific guidance was obtained from senior officers that the suggested review did not trigger the 'Compact'. Overall, any decision to directly reduce staffing through formal HR processes does not include scrutiny by and receiving feedback from Members before those review programmes commence. This would set an unhealthy precedent. This is not the role of Members in these scenarios, and it is never appropriate (in general) for Members to be advised first (before staff) that individual work roles are being put 'at risk'. The 45 day HR timetable in respect of the staffing review commenced on 23/03/16 and ends on 15/05/16. On the basis of direct feedback from staff and unions, we have decided to continue with the proposals, and to reduce the current compliment of 18 Full Time Community Youth Officers to 7 Full Time Equivalent Locality Youth Facilitator roles with effect from 01/06/16.
- 2) The intended changes were discussed (confidentially) with Children's Select Committee Positive Activities Task Group which is currently analysing the effectiveness of the Community Led Youth Model. The Corporate Director for Children's Services and the Associate Director for Operational Children's Services met with the Task Group (chaired by Cllr Jon Hubbard) 22/03/16. This meeting took place before staff were advised of the proposals, and key information from the PowerPoint Presentation (shown to staff on 23/03/16) was subsequently shared with Task Group on 7 April via the Corporate Office. It is understood that Task Group will respond with regard to the proposals in their feedback to Children's Select Committee, therefore it can be argued that there is a relevant level of Member Scrutiny in this matter.
- 3) Within the staffing review; officers have ensured that the ability to deliver our council statutory duty under S507B (of the Education Act) to 'promote and

secure youth activities in each area' has not been reduced. This is because we are not seeking to change the model, only the amount of staff time devoted to supporting the model, because in accordance with the council's Business Plan, we expect communities to 'do more for themselves'.

- 4) The operational decisions with regard to the subsequent staffing implications were the delegated responsibility of managers of the service. All managers in the Council carry this responsibility and in exercising this, do so with the professional advice of HR. On this occasion the Cabinet member was also consulted. It was also made clear that following approval of the Budget for 2016/17 by members at full Council in February, Associate Directors and Heads of Service will be held to operational account for implementing the financial savings that have been attributed to their service areas.
- 5) The review of staffing has been prompted by the need to find significant savings across the council (£25m), of which £3.25m needs to be found from within Children's Services; including £0.504m from Early Help where the Community Youth Officer posts are situated. Decisions had to be taken in association with the Head of Service who provided advice on which areas within Early Help; savings might be made without directly affecting any Early Help statutory duties.

Council

Annual Council

10 May 2016

Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups

Introduction

1. This report guides the Council in constituting and re-appointing committees and following the legal requirements in allocating seats to the political groups.

Review of Allocation of Seats to Political Groups

Legal Position

2. Under the Local Government & Housing Act 1989 (“the Act”) and subsequent Regulations, (“the Regulations”), the Council must review the representation of the different political groups on committees at the Annual Council meeting.
3. It is open to the Council when carrying out a review to adopt some arrangement other than that prescribed by the Act and the Regulations. Notice of such a proposal would have to be given in the Summons, and a decision would need to be made with no one voting against it. The remainder of this report assumes that the Council will not want an alternative arrangement to that prescribed by law.

Political Groups

4. There are currently 4 political groups on the Council. The respective strengths of those Groups are as follows:-

Name of Group	*No. of Councillors in Group
Conservative	61
Liberal Democrat	20
Labour	4
Independent	10
Ungrouped member	1
Vacancies	2

*These figures will be updated in light of the by-election being held on 5 May in respect of the Amesbury East Division.

5. Under the regulations, two or more councillors may form and register a group. Therefore the UK Independence Party councillor is, subject to the outcome of the aforementioned by-election, regarded as an ungrouped councillor.
6. This report has been prepared on the basis of the strengths of the various political groups as they currently stand as set out in paragraphs 4 and 5. This report will be updated to take into account the result of the Wiltshire Council by-election and the results of the Swindon Borough Council elections in so far as the membership of the Wiltshire Police and Crime Panel are concerned.

Principles

7. The Act sets out four principles which must be followed so far as reasonably practicable. They are:
 - (a) *Preventing domination by a single group:* All the seats on a committee should not be allocated to the same political group.
 - (b) *Ensuring a majority group enjoys a majority on all committees:* If one political group has a majority in the full Council, that political group should have a majority on each committee.
 - (c) *Aggregating all committee places and allocating fair shares:* Subject to the above two principles, the total number of seats on all the committees of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.
 - (d) *Ensuring as far as practicable fairness on each committee:* Subject to the above three principles, the number of seats on each committee of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.

Application of Principles

7. The Council must review the establishment of its committees in accordance with the principles laid down in the Act. Immediately this is done, each political group should state the names of the councillors it wishes to take its allocated places on committees, including substitutes, and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable. This is dealt with specifically under the next item of business on the agenda.

Councillors not in a Political Group

9. In the case of councillors who are not members of a political group, a proportion of seats on committees equal to the proportion of Council members who do not belong to a political group, has to be reserved, with appointments to these seats being made by the Council at its discretion.

Committees of the Council

10. The Council's Constitution currently provides for the appointment of the following committees:-

Appeals Committee
Area Planning Committees: Eastern, Northern, Southern and Western
Audit Committee
Children's Select Committee
Environment Select Committee
Health Select Committee
Health and Wellbeing Board
Licensing Committee
Officer Appointments
Overview and Scrutiny Management Committee
Pension Fund Committee
Police and Crime Panel
Staffing Policy Committee
Standards Committee
Strategic Planning Committee

11. Outside the scope of this report are the Cabinet and the Health and Wellbeing Board as the political proportionality rules continue to not apply to these bodies. The rules on political proportionality also do not apply to the Local Pension Board.

12. **Local Pension Board**

Under the Public Service Pensions Act 2013 and consequent amendments to the Local Government Pension Scheme Regulations 2013, each administering authority is required to appoint a local pension board to assist the administering authority to comply with relevant legislation and guidance, and to ensure the effective and efficient governance and administration of the Local Government Pension Scheme. Council at its meeting on 24 February 2015 established the Local Pension Board. Such Boards are constituted entirely under the Public Service Pensions Act 2013 and are not local authority committees. The Local Pension Board's terms of reference and membership are included in the Council's constitution. It reports to the administering authority and its membership is as defined in the Public Service Pensions Act 2013. The rules on political proportionality do not apply.

Area Boards

13. Area boards are appointed by the Council under Section 102 of the Local Government Act 1972. These are constituted as area committees within the meaning of Section 18 of the Local Government Act 2000 and regulations made under that section for the purpose of discharging functions delegated by the executive (or not otherwise reserved). They are not subject to the rules on political proportionality. A list of these area boards is set out at Appendix 1 to this report.
14. All unitary councillors representing the electoral divisions covered by the area board will be appointed to their respective area board. This is dealt with specifically under the next item of business on the agenda.
15. Pewsey and Tidworth are established as a single area committee with two sub-committees, each of which operate as an area board known as Pewsey Area Board and Tidworth Area Board respectively.

Health and Wellbeing Board

16. Under the Health and Social Care Act 2012, the Council is required to appoint a Health and Wellbeing Board that works with partners, including the GP led Clinical Commissioning Group (CCG), to prepare a Joint Health and Wellbeing Strategy for the Council and the CCG and to encourage the delivery of integrated services. The Board is to be regarded as an ordinary committee of the Council and is therefore appointed by the Council, reports to the Council and with membership, as defined by the legislation, agreed by the Council. The rules on political proportionality do not apply.
17. The Health and Wellbeing Board was formally established by Council in May 2013 with terms of reference and membership as included in the Council's constitution.

Police and Crime Panel

18. The Council is required under the Police and Social Responsibility Act 2011 to appoint a Police and Crime Panel (PCP). This, despite its title, is a formal joint committee of Swindon and Wiltshire Councils and the two councils are required to meet a "balanced appointment objective" whereby its membership reflects both the geographical and political nature of the two councils plus the skills and experience required to fulfil the Panel's functions.
19. The main function of the panel is to hold the directly elected Police and Crime Commissioner to account for the effective policing of the force area. The role is primarily a scrutiny function but all councillors, both executive and non-executive, can be members as long as the balanced appointment objective is met.

20. The minimum size of the panel is 10 with the addition of two co-opted independent persons. Previous agreement with Swindon Borough Council and the Home Secretary is that Wiltshire's PCP would comprise 11 councillors, plus two independent members, with the ratio of councillors 7:4 in favour of Wiltshire.
21. The membership of the PCP must reflect the political proportionality of the two councils when taken together. Swindon Borough Council will hold elections for a third of its membership on 5 May.
22. Given the elections being held by Swindon Borough Council and the by-election being held by Wiltshire Council on 5 May, further information will be circulated to Council advising on the political composition of both Councils and how this should be reflected in the composition of the Wiltshire Police and Crime Panel.

Children's Select Committee

23. This Committee must include nominees of the Church of England, the Roman Catholic Church and a number of elected parent governor representatives (historically there have been 3 appointed representatives – one from each school sector). They will be voting members. In accordance with the principle set out at 7(b) above the majority group are entitled to appoint additional councillors to ensure it enjoys a majority. This entitlement has been waived in the past. The Council also has discretion to appoint an unlimited number of co-opted members onto this committee as representatives of children's organisations/agencies (historically this has been on a non-voting basis). The actual appointments are dealt with under the next item of business on the agenda.

Method of Calculating the Allocation of Places to Political groups

24. The principles in paragraph 7 can be applied in the following sequence:
 - (i) Calculate the total number of seats with votes on all the ordinary committees and any Joint Committees.
 - (ii) Calculate the proportion that each political group forms of the total membership of the Authority. Reserve an appropriate number of seats for ungrouped members.
 - (iii) Apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group; the requirement to apply the proportions "so far as reasonably practicable" can be met by rounding down fractional entitlements of less than half, and rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to a half should be rounded in the other direction until entitlements balance the available seats.
 - (iv) Apply the proportions to the number of councillors on each ordinary committee to give provisional entitlement to seats on that committee.

- (v) If the provisional entitlement gives only one group seats on the committee, adjust the entitlement so that the next largest group has a seat (thus applying principle (a) in paragraph 7).
 - (vi) Finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, whilst preserving the results reached at steps (iv) and (v) (thus applying principle (c) in paragraph 7).
25. The Council is free to adopt any aggregate number of places on ordinary committees so long as it follows the principles in paragraph 7 and the sequence in paragraph 24. A draft scheme of committee places will be discussed with Group Leaders following the outcome of the by-election on 5 May and will be submitted to Council in due course as Appendix 3.
26. A numerical guide to proportional representation on Committees will also be circulated as Appendix 2 to reflect the Council's updated political composition following the by-election.

Matters for Decision

27. The Council is asked:
- (a) To note this report and the legal requirements.
 - (b) To re-appoint the following committees with the terms of reference as set out in the Constitution:-
 - Appeals Committee
 - Area Planning Committees: Eastern, Northern, Southern and Western
 - Audit Committee
 - Children's Select Committee
 - Environment Select Committee
 - Health Select Committee
 - Health and Wellbeing Board
 - Licensing Committee
 - Officer Appointments
 - Overview and Scrutiny Management Committee
 - Pension Fund Committee
 - Police and Crime Panel
 - Staffing Policy Committee
 - Standards Committee
 - Strategic Planning Committee

- (b) To re-appoint those Area Boards, constituted as area committees as set out in paragraphs 13 to 15 and Appendix 1 of this report and within the Constitution, to comprise the Unitary Councillors for that area.
- (c) To re-appoint the Local Pension Board established under the Public Service Pensions Act 2013 and consequent amendments to the Local Government Pension Scheme Regulations 2013 with the terms of reference as set out in the Constitution.
- (d) To approve a scheme of committee places which sets out the number of seats available to members of the Council and to political groups (Appendix 3 to follow).

Robin Townsend
Associate Director - Corporate Function, Procurement and Programme Office

Report Author: Yamina Rhouati, Democratic Governance Manager

Background papers: None

Appendices

Appendix 1 – List of Area Boards

Appendix 2 - Numerical Guide to political proportionality (to follow)

Appendix 3 – Scheme of committee places (to follow)

This page is intentionally left blank

Area Boards: Electoral Divisions

Amesbury Area Board

Electoral Divisions 6

Amesbury East
Amesbury West
Till & Wylve Valley
Durrington & Larkhill
Bulford, Allington & Figheldean
Bourne & Woodford Valley

Bradford on Avon Area Board

Electoral Divisions 4

Holt & Staverton
Winsley & Westwood
Bradford on Avon North
Bradford on Avon South

Calne Area Board

Electoral Divisions 5

Calne Rural
Calne North
Calne Chilvester & Abberd
Calne Central
Calne South & Cherhill

Chippenham Area Board

Electoral Divisions 10

By Brook
Chippenham Cepen Park & Derriads
Chippenham Cepen Park & Redlands
Chippenham Hardenhuish
Chippenham Monkton
Chippenham Queens and Sheldon
Chippenham Hardens and England
Chippenham Lowdon and Rowden
Chippenham Pewsham
Kington

Corsham Area Board

Electoral Divisions 4

Box and Colerne
Corsham Pickwick
Corsham Without & Box Hill
Corsham Town

Devizes Area Board

Electoral Divisions 7

Bromham, Rowde and Potterne
Devizes & Roundway South
Devizes East
Devizes North
Roundway
The Lavingtons & Erlestoke
Urchfont & The Cannings

Malmesbury Area Board

Electoral Divisions 4

Brinkworth
Malmesbury
Minety
Sherston

Marlborough Area Board

Electoral Divisions 4

Aldbourn & Ramsbury
Marlborough East
Marlborough West
West Selkley

Melksham Area Board

Electoral Divisions 6

Melksham Central
Melksham North
Melksham South
Melksham Without North
Melksham Without South
Summerham and Seend

Pewsey and Tidworth Area Committee

Electoral Divisions 6

Pewsey Vale
Pewsey
Burbage & The Bedwyns
The Collingbournes & Netheravon
Ludgershall & Perham Down
Tidworth

Royal Wootton Bassett and Cricklade Area Board

Electoral Divisions 6

Cricklade and Latton
Lyneham
Purton
Royal Wootton Bassett East
Royal Wootton Bassett North
Royal Wootton Bassett South

Salisbury Area Board

Electoral Divisions 8

Salisbury Fisherton & Bemerton
Village
Salisbury Bemerton
Salisbury Harnham
Salisbury St Edmund & Milford
Salisbury St Francis & Stratford
Salisbury St Mark's & Bishopdown
Salisbury St Martin's & Cathedral
Salisbury St Paul's

South West Wiltshire Area Board

Electoral Divisions 5

Fovant & Chalke Valley
Mere
Nadder & East Knoyle
Tisbury
Wilton & Lower Wylve Valley

Southern Wiltshire Area Board

Electoral Divisions 5

Alderbury & Whiteparish
Downton & Ebble Valley
Laverstock, Ford and Old Sarum
Redlynch & Landford
Winterslow

Trowbridge Area Board

Electoral Divisions 9

Hilperton
Southwick
Trowbridge Adcroft
Trowbridge Central
Trowbridge Drynham
Trowbridge Grove
Trowbridge Lambrok
Trowbridge Park
Trowbridge Paxcroft

Warminster Area Board

Electoral Divisions 5

Warminster Without
Warminster Broadway
Warminster Copheap and Wyllye
Warminster East
Warminster West

Westbury Area Board

Electoral Divisions 4

Ethandune
Westbury East
Westbury North
Westbury West

Wiltshire Council

Annual Council

10 May 2016

Appointment of Councillors to Committees

Introduction

1. Following on from the decision to formally re-appoint committees and allocate seats to political groups, the Council must now formally agree the appointment of councillors and substitutes to those Committees in accordance with the scheme of committee places agreed under the last item.

Appointment of Councillors and Substitutes

2. Each political group should state the names of the councillors it wishes to take its allocated places on committees and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable. It is a legal requirement however that the Council formally approves the appointment of councillors to committees and therefore it is essential that each political group notifies the Democratic Governance Manager of their nominated councillors to serve on committees, before the day of the Council meeting. Group Leaders may also wish to bear in mind the advantages of achieving a geographical spread of appointees particularly for area planning committees.
3. The Constitution currently provides that the Council will appoint substitute councillors to serve on each committee. Each political group is currently entitled to appoint up to four substitutes where it has a councillor on that committee. As with nominations of committee members (see paragraph 2 above) it is a legal requirement that the Council formally approves the appointment of substitute members to committees and therefore it is essential that each political group notifies the Democratic Governance Manager of their nominated substitute members to serve on committees, before the day of the Council meeting. To assist Group Leaders and Council, a schedule of **current** appointments to committees is attached as Appendix 1.
4. Councillors are encouraged to make use of the substitute system to ensure committees are fully represented in the case of absences by the appointed members. If a councillor finds that they are unable to attend a meeting then they should contact Democratic Services who will record and present your apologies at the meeting. They can also advise on the named substitutes for your political group. The onus is on the councillor to contact the substitute councillor although it would be helpful for you to notify Democratic services as they will report the temporary change of membership to the committee.

Committees of the Council

5. There are specific issues that need to be considered under the appointment of councillors.
6. The statutory rules regarding senior officers appointments embodied in the Council's Constitution require the Officer Appointments Committee to include at least one member of the Executive.
7. Also the Staffing Policy Committee requires two members of the Cabinet as Cabinet representation is required on its sub-committees by the Council's constitution and the Local Authorities (Standing Orders) (England) Regulations 2001.
8. The Standards Committee includes 4 non-voting co-opted members who were last re-appointed by Annual Council in May 2015. The Standards Committee at its meeting on 27 April 2016 recommended Council to confirm the reappointment of the four current co-opted non-voting members for their remaining term of office until the unitary and parish elections in May 2017.
9. As part of the Council's arrangements for dealing with Code of Conduct complaints, the Council is required to appoint at least one Independent Person whose views must be sought and taken into account before the Council makes a decision on an allegation it has decided to investigate. The Council has previously appointed 3 Independent Persons. The Standards Committee at its meeting on 27 April 2016 recommended Council to extend the term of appointment of the three current Independent Persons for a further year until the Annual Meeting of the new Council in May 2017 and to note that a recruitment process would be undertaken in advance of that date to recommend appointments to these positions.
10. The reappointment of the Standards Committee non-voting co-opted members and Independent Persons would secure the current level of service and expertise for the remaining period of this Council.
11. As referenced in the previous report on the appointment of committees, the Children's Select Committee must include nominees of the Church of England, the Roman Catholic Church and a number of elected parent governor representatives (historically there have been 3 appointed representatives – one from each school sector). They will be voting members. The Council also has discretion to appoint an unlimited number of co-opted members onto this committee as representatives of children's organisations/agencies (historically this has been on a non-voting basis).
12. Wherever possible the members of Area Planning Committees should be made up of local councillors. These committees however, unless the Council has determined otherwise under the previous item, will still need to be appointed on a politically proportional basis. The geographical consideration does not apply to the Strategic Planning Committee where applications of a more strategic nature are determined and where members are expected to apply a more strategic approach.

13. All unitary councillors representing the electoral divisions covered by an Area Board will be appointed to their relevant area board as set out in Appendix 2 to this report.
14. It has been a long standing convention that the chairmen of Select Committees would have a seat on the Overview and Scrutiny Management Committee. It has also previously been considered appropriate that the Chairman of the Financial Planning Task Group should also have a seat on the Overview and Scrutiny Management Committee. Similar conventions are in place in respect of the chairmen of the 4 Area Planning Committees having a seat on the Strategic Planning Committee. Group Leaders are therefore asked to consider these conventions when submitting their nominations for committee places. Group Leaders can of course make subsequent requests for changes within their allocation of seats as approved by Council at future meetings of Council should the need arise.

Matters for Decision

- (A) To appoint councillors to serve on those committees in accordance with the agreed scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989.
- (B) To appoint substitute members (to a maximum of four per group) to the committees referred to in (A) above.
- (C) To appoint those councillors representing electoral divisions to their respective area boards as set out in Appendix 2 to this report.
- (D) To reappoint the following co-opted non-voting members to the Standards Committee for their remaining term of office until the unitary and parish elections in May 2017:

Mr John Scragg
Miss Pam Turner
Mr Paul Neale
Mr Philip Gill MBE, JP

- (E) To extend the term of appointment of following the three current Independent Persons for a further year until the Annual Meeting of the new Council in May 2017 and to note that a recruitment process would be undertaken in advance of that date to recommend appointments to these positions:

Mr Stuart Middleton
Mrs Caroline Baynes
Mr Colin Malcolm

(F) To reappoint the following non-elected members to the Children’s Select Committee:-

<u>Non-Elected Voting Members</u>	<u>Representing</u>
Mrs Lynne Swainston	Church of England
Dr Mike Thompson	Clifton Diocese Roman Catholic Church
Vacancy	Parent Governor (Secondary- maintained)
Vacancy	Parent Governor (Secondary – academy)
Mrs Alice Kemp	Parent Governor (Special Educational Needs)
Mr Ken Brough	Parent Governor (Primary)
<u>Non-Elected Non-Voting Members</u> (Up to Five)	
Mr James Wilkins	School, Children and Young People representatives
Ms Cathy Shahrokni	Further Education Representative
Miss Sarah Busby	Secondary Schools Headteacher Representative
Miss Tracy Cornelius	Primary School Headteachers Representative
Mr James Hawkins	School Teacher Representative

Robin Townsend
Associate Director - Corporate Function and Procurement

Report Author: Yamina Rhouati, Democratic Governance Manager

Appendices

Appendix 1 – Current membership of Committees
Appendix 2 – List of appointments to Area Boards

Background papers: None

Appointment of Committee Members

Strategic Planning Committee (11)

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	UKIP (0)
A Davis	G Ansell	-	T. Chivers	-
S Dobson	D Jenkins			
C Howard	T Carbin			
W Moss				
C Newbury				
A Trotman				
F Westmoreland				
Substitutes:				
J Shepherd	B Douglas		E Clark	
M Douglas	B Dalton		D Drewett	
P Oatway	M Macdonald		G Jeans	
J Wickham	I West		G Wright	

Area Planning Committee – East (8)

Conservative Group (7)	Liberal Democrat Group (0)	Labour Group (0)	Independent (1)	UKIP (0)
M Connolly	-	-	N Fogg	
S Dobson				
P Evans				
R Gamble				
J Kunkler				
P Oatway				
C Howard				
Substitutes:				
A Cuthbert			T Chivers	
J Sheppard			E Clark	
P Whitehead			D Drewett	
C Williams			Vacant	

Area Planning Committee – North (11)

Conservative Group (9)	Liberal Democrat Group (1)	Labour Group (0)	Independent (1)	UKIP (0)
C Crisp	M Packard	-	T Chivers	-
M Groom				
P Hutton				
S Parker				
T Sturgis				
A Trotman				
H Greenman				
C Berry				
H Marshall				
Substitutes:				
M Thompson	D Allen		E Clark	
M Champion	G Ansell		D Drewett	
P Whalley	C Hurst		G Jeans	
J Lay	L Packard		G Wright	

Area Planning Committee – South (11)

Conservative Group (6)	Liberal Democrat Group (2)	Labour Group (2)	Independent (1)	UKIP (0)
R Britton	B Dalton	I McLennan	G Jeans	-
R Clewer	I West	I Tomes		
C Devine				
J Green				
M Hewitt				
F Westmoreland				
Substitutes:				
A Deane	P Edge	J Walsh	T Chivers	
L Randall	T Carbin	R Rogers	E Clark	
J Smale	M Macdonald		D Drewett	
B Wayman	Vacant		G Wright	

Area Planning Committee – West (11)

Conservative Group (7)	Liberal Democrat Group (2)	Labour Group (0)	Independent (2)	UKIP (0)
A Davis	T Carbin	-	E Clark	-
J Knight	M Macdonald		D Drewett	
C Newbury				
G Payne				
P Ridout				
J Seed				
R While				
Substitutes:				
J Wickham	N Blakemore		T Chivers	
F de Rhé Philippe	R Brown		Vacant	
K Humphries	S Oldrieve		R Hawker	
P Whitehead	G King			

Licensing Committee (12)

Conservative Group (8)	Liberal Democrat Group (2)	Labour Group (0)	Independent (2)	UKIP (0)
A Bucknell	D Allen	-	G Jeans	-
S Evans	N Blakemore		D Drewett	
J Green				
M Hewitt				
S Jacobs				
L Randall				
P Ridout				
A Davis				
Substitutes:				
J Sheppard	G Ansell		N Fogg	
P Evans	B Douglas		E Clark	
H Greenman	T Carbin		Vacant	
W Moss	J Hubbard			

Overview and Scrutiny Management Committee (15)

Conservative Group (8)	Liberal Democrat Group (4)	Labour Group (1)	Independent (2)	UKIP (0)
C Crisp	J Hubbard	J Walsh	Vacant	-
S Dobson	G King		S Killane	
A Hill	G Ansell			
J Lay	S Oldrieve			
C Berry				
B Wayman				
H Greenman				
T Trotman				
Substitutes:				
M Douglas	P Edge	R Rogers		
P Whalley	M Packard		G Jeans	
P Oatway	D Jenkins		H Osborn	
J Sheppard	I Thorn		E Clark	

Children's Select Committee (13)

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)	UKIP (0)
M Champion	P Aves	R Rogers	H Osborn	-
M Douglas	J Hubbard			
S Evans	C Hurst			
J Lay				
S Jacobs				
W Moss				
J Sheppard				
P Whalley				
Substitutes:				
C Berry	T Carbin	J Walsh	T Chivers	
M Thompson	P Edge		D Drewett	
A Davis	I Thorn		Vacant	
S Dobson	Vacant			

Environment Select Committee (13)

Conservative Group (7)	Liberal Democrat Group (4)	Labour Group (1)	Independent (1)	UKIP (0)
P Evans	L Packard	I McLennan	D Drewett	
J Green	B Dalton			
J Lay	P Edge			
P Whalley	M Macdonald			
T Trotman				
J Sheppard				
B Wayman				
Substitutes:				
A Deane	B Jones	I Tomes	T Chivers	
M Hewitt	T Carbin	R Rogers	N Fogg	
A Cuthbert	R Brown		G Jeans	
Vacant	I West		Vacant	

Health Select Committee (13)

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (1)	Independent (2)	UKIP (0)
M Champion	B Jones		Vacant	
C Crisp	G King	J Walsh	C Caswill	
M Douglas	D Jenkins			
C Berry				
J Knight				
P Oatway				
S Evans				
Substitutes:				
A Cuthbert	T Carbin	I McLennan	D Drewett	
P Ridout	J Hubbard	R Rogers		
J Johnson	P Aves		H Osborn	
P Evans	Vacant		T Chivers	

Standards Committee (11)

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	UKIP (0)
A Bucknell	D Allen		T Chivers	
H Greenman	T Carbin			
J Johnson	R Brown			
J Wickham				
P Oatway				
H Prickett				
S Parker				
Substitutes:				
M Douglas	G Ansell		E Clark	
A Macrae	M Macdonald		D Drewett	
P Ridout	I Thorn			
J Smale	B Jones		G Jeans	

Police and Crime Panel (7)

Conservative Group (5)	Liberal Democrat Group (1)	Labour Group (0)	Independent (1)	UKIP (0)
R Britton	T Carbin	-		
C Howard			C Caswill	
P Hutton				
J Johnson				
J Smale				
Substitutes				
Vacant	B Dalton		E Clark	
C Berry	L Packard			
S Evans	I Thorn		N Fogg	
T Trotman	G Ansell		Vacant	

Audit Committee (11)

Conservative Group (7)	Liberal Democrat Group (2)	Labour Group (0)	Independent (1)	UKIP (1)
R Britton	R Brown	-	Vacant	D Pollitt
A Deane	L Packard			
S Dobson				
J Johnson				
S Parker				
J Sheppard				
M Hewitt				
Substitutes:				
P Evans	I West		T Chivers	
A Hoque	M Packard		N Fogg	
J Lay	D Jenkins		G Jeans	
Vacant	Vacant		H Osborn	

Appeals Committee (8)

Conservative Group (5)	Liberal Democrat Group (1)	Labour Group (1)	Independent (1)	UKIP (0)
C Berry	B Douglas	I Tomes	G Wright	-
A Bucknell				
A Davis				
A Deane				
S Parker				
Substitutes:				
M Hewitt	P Aves			
J Knight	P Edge			
P Oatway	G King			
F Westmoreland	D Allen			

Staffing Policy Committee (9)

Conservative Group (5)	Liberal Democrat Group (2)	Labour Group (0)	Independent (1)	UKIP (1)
A Bucknell	B Jones	-	G Wright	D. Pollitt
M Hewitt	D Jenkins			
J Scott				
J Smale				
S Wheeler				
Substitutes:				
F de Rhé Philippe	D Allen		E Clark	
P Evans	M Packard		Vacant	
W Moss	N Blakemore			
A Trotman	S Oldrieve			

Officer Appointments Committee (5)

Conservative Group (3)	Liberal Democrat Group (1)	Labour Group (0)	Independent (1)	UKIP (0)
F de Rhe Philippe	J Hubbard	-	N Fogg	-
J Scott				
J Thomson				
Substitutes:				
K Humphries	P Edge		T Chivers	
L Mayes	B Jones		D Drewett	
J Seed	G King		G Jeans	
S Wheeler	Vacant		Vacant	

Pension Fund Committee (5)

Conservative Group (4)	Liberal Democrat Group (1)	Labour Group (0)	Independent (0)	UKIP (0)
A Deane	M Packard	-	-	-
C Howard				
S Parker				
R While				
Substitutes:				
F de Rhe Philippe	C Hurst			
B Moss	I Thorn			
P Whitehead	B Jones			
	G King			

This page is intentionally left blank

Area Boards: Electoral Divisions**Amesbury Area Board****Electoral Divisions 6**

Amesbury East
 Amesbury West
 Till & Wylve Valley
 Durrington & Larkhill
 Bulford, Allington & Figheldean
 Bourne & Woodford Valley

Members

Vacant
 Fred Westmoreland
 Ian West
 Graham Wright
 John Smale
 Mike Hewitt

Bradford on Avon Area Board**Electoral Divisions 4**

Holt & Staverton
 Winsley & Westwood
 Bradford on Avon North
 Bradford on Avon South

Members

Trevor Carbin
 Magnus Macdonald
 Rosemary Brown
 Ian Thorn

Calne Area Board**Electoral Divisions 5**

Calne Rural
 Calne North
 Calne Chilvester & Abberd
 Calne Central
 Calne South & Cherhill

Members

Christine Crisp
 Glenis Ansell
 Tony Trotman
 Howard Marshall
 Alan Hill

Chippenham Area Board**Electoral Divisions 10**

By Brook
 Chippenham Cepen Park & Derriads
 Chippenham Cepen Park & Redlands
 Chippenham Hardenhuish
 Chippenham Monkton
 Chippenham Queens and Sheldon
 Chippenham Hardens and England
 Chippenham Lowdon and Rowden
 Chippenham Pewsham
 Kington

Members

Jane Scott
 Peter Hutton
 Nina Phillips
 Melody Thompson
 Chris Caswill
 Desna Allen
 Bill Douglas
 Linda Packard
 Mark Packard
 Howard Greenman

Corsham Area Board

Electoral Divisions 4

Box and Colerne
Corsham Pickwick
Corsham Without & Box Hill
Corsham Town

Members

Sheila Parker
Alan Macrae
Dick Tonge
Philip Whalley

Devizes Area Board

Electoral Divisions 7

Bromham, Rowde and Potterne
Devizes & Roundway South
Devizes East
Devizes North
Roundway
The Lavingtons & Erlestoke
Urchfont & The Cannings

Members

Anna Cuthbert
Simon Jacobs
Peter Evans
Sue Evans
Laura Mayes
Richard Gamble
Philip Whitehead

Malmesbury Area Board

Electoral Divisions 4

Brinkworth
Malmesbury
Minety
Sherston

Members

Toby Sturgis
Simon Killane
Chuck Berry
John Thomson

Marlborough Area Board

Electoral Divisions 4

Aldbourn & Ramsbury
Marlborough East
Marlborough West
West Selkley

Members

James Sheppard
Stewart Dobson
Nick Fogg
Jemima Milton

Melksham Area Board

Electoral Divisions 6

Melksham Central
Melksham North
Melksham South
Melksham Without North
Melksham Without South
Summerham and Seend

Members

David Pollitt
Pat Aves
Jon Hubbard
Terry Chivers
Roy While
Jonathon Seed

Pewsey and Tidworth Area Committee

Electoral Divisions 6

Pewsey Vale
Pewsey
Burbage & The Bedwyns
The Collingbournes & Netheravon
Ludgershall & Perham Down
Tidworth

Members

Paul Oatway
Jerry Kunkler
Stuart Wheeler
Charles Howard
Chris Williams
Mark Connolly

Royal Wootton Bassett and Cricklade Area Board

Electoral Divisions 6

Cricklade and Latton
Lyneham
Purton
Royal Wootton Bassett East
Royal Wootton Bassett North
Royal Wootton Bassett South

Members

Bob Jones
Allison Bucknell
Jacqui Lay
Mollie Groom
Mary Champion
Chris Hurst

Salisbury Area Board

Electoral Divisions 8

Salisbury Fisherton & Bemerton
Village
Salisbury Bemerton
Salisbury Harnham
Salisbury St Edmund & Milford
Salisbury St Francis & Stratford
Salisbury St Mark's & Bishopdown
Salisbury St Martin's & Cathedral
Salisbury St Paul's

Members

John Walsh

Ricky Rogers
Brian Dalton
Atiqul Hoque
Mary Douglas
Bill Moss
Ian Tomes
Richard Clewer

South West Wiltshire Area Board

Electoral Divisions 5

Fovant & Chalke Valley
Mere
Nadder & East Knoyle
Tisbury
Wilton & Lower Wylde Valley

Members

Jose Green
George Jeans
Bridget Wayman
Tony Deane
Peter Edge

Southern Wiltshire Area Board

Electoral Divisions 5

Alderbury & Whiteparish
Downton & Ebble Valley
Laverstock, Ford and Old Sarum
Redlynch & Landford
Winterslow

Members

Richard Britton
Julian Johnson
Ian McLennan
Leo Randall
Christopher Devine

Trowbridge Area Board

Electoral Divisions 9

Hilperton
Southwick
Trowbridge Adcroft
Trowbridge Central
Trowbridge Drynham
Trowbridge Grove
Trowbridge Lambrok
Trowbridge Park
Trowbridge Paxcroft

Members

Ernie Clark
Horace Prickett
Nick Blakemore
John Knight
Graham Payne
Vacant
Helen Osborn
Dennis Drewett
Steve Oldrieve

Warminster Area Board

Electoral Divisions 5

Warminster Without
Warminster Broadway
Warminster Copheap and Wylde
Warminster East
Warminster West

Members

Fleur de Rhe- Philipe
Keith Humphries
Christopher Newbury
Andrew Davis
Pip Ridout

Westbury Area Board

Electoral Divisions 4

Ethandune
Westbury East
Westbury North
Westbury West

Members

Jerry Wickham
Gordon King
David Jenkins
Russell Hawker

Wiltshire Council

Annual Council

10 May 2016

Appointment of Chairmen and Vice-Chairmen – Committees

Council is asked:

a) To appoint Chairmen and Vice-Chairmen of the following meetings:

- Area Planning Committee – Eastern
- Area Planning Committee – Northern
- Area Planning Committee – Southern
- Area Planning Committee – Western
- Audit Committee
- Health and Wellbeing Board (Chairman only)
- Licensing Committee
- Officer Appointments Committee
- Pension Fund Committee
- Staffing Policy Committee
- Standards Committee
- Strategic Planning Committee

b) To note that the Overview and Scrutiny Management Committee, the Select Committees, Area Boards and the Police and Crime Panel will be asked to elect their respective Chairmen and Vice-Chairmen at their first meeting following the annual meeting of council.

Robin Townsend

Associate Director - Corporate Function and Procurement

Report Author: Yamina Rhouati, Democratic Governance Manager

Background papers: None

This page is intentionally left blank

Wiltshire Council

Annual Council

10 May 2016

Appointments to the Dorset and Wiltshire Fire and Rescue Authority

Purpose of report

To consider the appointment of 10 members to serve as Council representatives on the Dorset and Wiltshire Combined Fire Authority for 2016/17.

Background

Council at its annual meeting in May 2015 appointed nine members as Council representatives on the Wiltshire and Swindon Fire Authority. Council also appointed those same nine members plus an additional member to serve as Council representatives on the then Shadow Dorset and Wiltshire Fire Authority. The Shadow Authority had been formed to make the necessary arrangements to bring the new Fire Authority into full operation.

As members will be aware, the new combined Dorset and Wiltshire Fire and Rescue Service came into being on 1 April 2016. The new service covers the local authority areas of Bournemouth, Dorset, Poole, Swindon and Wiltshire and combines the previous Wiltshire and Swindon and Dorset Fire Authorities.

Main considerations for the Council

The Dorset and Wiltshire Fire Authority acts as the overall governing body for the Fire and Rescue Service. The membership of 30 members is based on the number of electors in each of the constituent areas as follows:

Name of constituent authority	Number of members of the authority
Bournemouth Borough Council	4 members
Dorset County Council	8 members
Borough of Poole	3 members
Swindon Borough Council	5 members
Wiltshire Council	10 members

The political proportionality requirements of the Local Government and Housing Act 1989 apply to appointments to the Fire Authority.

The Council's current representatives on the Dorset and Wiltshire Fire Authority are as follows:

Conservative (6)

Liberal Democrat (2 Independent (1)

Labour (1)

Cllr Chris Devine

Cllr Peter Edge

Cllr Ernie Clark

Cllr Ricky Rogers

Cllr Mollie Groom

Cllr Bob Jones

Cllr John Knight

Cllr Christopher Newbury

Cllr Graham Payne

Cllr Bridget Wayman

Council will be advised of its updated political composition following the outcome of the by-election on 5 May 2016.

Recommended:

Council is therefore asked to appoint 10 members to serve as Council representatives on the Dorset and Wiltshire Fire and Rescue Authority.

Robin Townsend

Associate Director - Corporate Function and Procurement

Report Author: Yamina Rhouati, Democratic Governance Manager

Background papers: None

Wiltshire Council

Council

10 May 2016

Recommendations of the Standards Committee on Changes to the Constitution

Purpose of Report

1. This report asks Full Council to consider recommendations of the Standards Committee on Changes to the Constitution on the following matters:
 - a) Part 13: Members Code of Conduct (**Appendix 2**)
 - b) Part 12: Roles and Responsibility for Councillors (**Appendix 3**)
 - c) Part 4: Council Rules of Procedure (**Appendix 4**)

Background

2. The Standards Committee has responsibility for oversight of the Council's constitution. It has established a cross party working group, known as the Constitution Focus Group, to advise and assist in carrying out this function.
3. The Focus Group met on 2 September 2015 and 22 March 2016, to review the sections of the constitution as detailed in paragraph 1 and made a series of recommendations.
4. The Standards Committee considered those recommendations in respect of Part 13: Members Code of Conduct on 16 September 2015 and in respect of Part 12: Roles and Responsibilities for Councillors and Part 4: Councils Rules of Procedure on 27 April 2016.
5. A briefing for councillors on the Standards Committee recommendations arising from those meetings will be held on **4 May 2016**.

Main Considerations

6. The minutes of the meetings held on 16 September 2015 and 27 April 2016 are attached at **Appendix 1a and 1b**.

(a) Part 13 Members Code of Conduct

7. At its meeting on 16 September 2015 the Standards Committee agreed to recommend Council to adopt changes to the Code of Conduct as set out at **Appendix 2a**.
8. The report considered by the Standards Committee on 16 September 2015 together with relevant appendices is included at **Appendix 2b**.

9. As detailed in that report and the minutes of that meeting, the proposed changes include additional provisions in relation to member conduct providing more specificity, and registration of non-pecuniary interests.
10. The proposed changes also include a requirement to register gifts and hospitality exceeding £50 in value, relating back to a motion which was originally referred from Full Council on 21 October 2014.
11. As principal authority Wiltshire Council deals with all Code of Conduct complaints for unitary, parish, town and city councillors in accordance with its agreed complaints procedure. A significant proportion of Wiltshire's parish, town and city councils have adopted the same code of conduct as Wiltshire Council. Subject to Council's decision, they would be advised of any changes and it would then be a matter for each council to decide whether they wished to adopt the changes or not.

Recommendation

12. **That Council approves changes to the Code of Conduct in Part 13 of the Constitution, as shown in the tracked change document at Appendix 2a.**

(b) Part 12 Councillors Roles and Responsibilities

13. At its meeting on 27 April 2016 the Standards Committee agreed to recommend Council to adopt changes to the Roles and Responsibilities of Councillors at Part 12 of the constitution. The recommended changes can be found at **Appendix 3a**.
14. The report considered by the Standards Committee on 27 April 2016 together with the supporting appendices is included at **Appendix 3b**, with the relevant minute at **Appendix 1b**.
15. As detailed in that report, the changes relate to the adoption of a Corporate Parenting Strategy at Part 12A and revised terms of reference for the Corporate Parenting Panel. The request to include this in the Constitution was made by the Corporate Parenting Panel following a recent Ofsted inspection.
16. As a result of the changes the terms of reference for the Safeguarding Children and Young People Panel will move to a new Part 12B.

Recommendation

17. **That Council approve changes to Part 12 of the Constitution, as shown in the tracked change document at Appendix 3a.**

(c) Part 4 Council Rules of Procedure

18. At its meeting on 27 April 2016 the Standards Committee agreed to recommend the Council to adopt changes to the Council's Rules of procedure in Part 4 of the constitution. The recommended changes can be found at **Appendix 4a**.

19. The report considered by the Standards Committee on 27 April 2016 together with relevant appendices is included at **Appendix 4b**, with the relevant minute at **Appendix 1b**.
20. As detailed in that report, the changes relate to amendments to the rules on submission of public questions to council and committees, and the right of a Cabinet Member to reply to points raised during debate of motions on notice.

Recommendation

21. **That Council approve changes to Part 4 of the Constitution, as shown in the tracked change document at Appendix 4a.**

Safeguarding Implications

22. There are no safeguarding issues arising from this report.

Equalities Impact of the Proposal

23. There are no equalities impacts arising from this report.

Risk assessment

24. There are no significant risks arising from this report.

Financial Implications

25. There are no financial implications arising from this report.

Legal Implications

26. The recommendations in this report are consistent with the Council's obligations under the relevant legislation,

Public Health Impact of the Proposals

27. There are no public health impacts arising from this report.

Environmental Impact of the Proposals

28. There are no environmental impacts arising from this report.

Conclusion and Proposal

29. **That Council approve the changes to the Constitution as set out in paragraphs 12, 17 and 21 above.**

Ian Gibbons, Associate Director, Legal and Governance and Monitoring Officer

Report Author: Kieran Elliott, Senior Democratic Services Officer,
kieran.elliott@wiltshire.gov.uk , 01225 718504

Appendices:

Appendix 1a - Minutes, Standards Committee 16 September 2015

Appendix 1b - Draft Minutes, Standards Committee, 27 April 2016

Appendix 2a - Part 13 Tracked Changes, Code of Conduct

Appendix 2b - Report to Standards, Code of Conduct Changes, 16 September 2016

Appendix 3a - Part 12 Tracked Changes, Roles and Responsibilities of Councillors

Appendix 3b - Report to Standards, Roles and Responsibilities of Councillors, 27 April 2016

Appendix 4a - Part 4 Tracked Changes, Council Rules of Procedure

Appendix 4b - Report to Standards, Council Rules of Procedure, 27 April 2016

Background Papers:

Full reports (including appendices) for the meetings of Standards on [21 January 2015](#) (Review of the Effectiveness of the Code of Conduct for Members Update) and [16 September 2015](#) (Review of Part 13 of the Constitution: Code of Conduct), can be found online as linked above.

Appendix 1a Council 100516

STANDARDS COMMITTEE

MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 16 SEPTEMBER 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Julian Johnson (Chairman), Cllr Paul Oatway (Vice Chairman), Cllr Desna Allen, Cllr Allison Bucknell, Cllr Rosemary Brown, Cllr Trevor Carbin, Cllr Sheila Parker, Cllr Jerry Wickham, Mr Philip Gill MBE JP, Mr John Scragg and Miss Pam Turner

Also Present:

Mrs Caroline Baynes (Independent Person), Cllr Tony Deane, Stuart Middleton (Independent Person) and Cllr Christopher Newbury

23 **Apologies**

Apologies were received from Mr Paul Neale and Councillors Terry Chivers and Howard Greenman.

24 **Minutes**

The minutes of the Standards Committee meeting held on 24 July 2015, and the Standards Review Sub-Committee meetings held on 8 July, 9 July and 24 August 2015 were presented for consideration.

Resolved:

To APPROVE and sign the minutes of the meeting held on 24 July 2015 as a true and correct record. And;

To receive the minutes of the Review Sub-Committee meetings held on 8 July, 9 July and 24 August 2015.

25 **Declarations of Interest**

There were no declarations.

26 **Chairman's Announcements**

Through the Chairman, the Committee endorsed the following announcement::

Nina Wilton, Head of Governance and Deputy Monitoring Officer left the council in August having decided she wishes to spend time pursuing her academic interests. Nina worked as Head of Governance from the creation of the unitary council in 2009 and previously worked for Wiltshire County Council in various roles from 2000. During this time Nina was involved in many aspects of the council's business ensuring that the council's governance arrangements are sound, including overseeing the implementation of the corporate complaints process, information legislation and the standards regime for councillors. Nina was closely involved in the work of the Standards Committee.

I am sure you will wish to join me in thanking Nina for her valuable contribution to the work of the Committee and to the Council and to wish her every success in the future.

27 **Public Participation and Questions**

There were no questions submitted.

A statement from Mr Francis Morland in relation to Minute no.29 was received under that item.

28 **Status Report on Complaints**

The Monitoring Officer presented an update on the status of Code of Conduct complaints received under the arrangements provided in the council's constitution, as well as a summary of the types of complaints that had been received, and how many had been dismissed, investigated, withdrawn or concluded due to alternate resolutions.

It was noted that the council was on course to receive significantly fewer complaints against unitary, town and parish councillors than the previous year, and it was stated a partial explanation was that a high number had been submitted from multiple individuals in relation to a single or a few incidents, which may have inflated the figures, although the number for the current year was still above the years preceding 2014.

Resolved:

To note the update.

29 **Review of Part 13 of the Constitution: Code of Conduct**

Public Participation

Councillors Christopher Newbury and Tony Deane and Mr Francis Morland addressed the Committee regarding the proposed potential Code of Conduct changes.

Background

The Chairman and the Monitoring Officer introduced a report on the review of Part 13 of the Constitution: Code of Conduct for Members. It was detailed that the new standards regime as required under the Localism Act 2011, including the current Code of Conduct, had been approved by Council on 26 June 2012. On 24 April 2014 and following more than 18 months of the new procedure and Code being in operation, the Committee received an update on the arrangements and operation since the beginning of the new regime and resolved:

To arrange a seminar as soon as possible for Members of the Committee and any other Wiltshire Councillors who wish to attend, together with the council's three Independent Persons and Mr Paul Hoey of Hoey Ainscough Associates Ltd. to review the operation and effectiveness of the standards regime and consider whether any changes to the current system are appropriate.

That seminar, open to all Members, was held on 23 July 2014. At the following meeting on 8 October 2014 the Committee received a further update and resolved:

To task the Monitoring Officer with investigating the effectiveness of the Code of Conduct Complaints Procedure by collecting and analysing evidence on complaints received by Wiltshire Council, and to examine the Codes and procedures at other local authorities, and to bring a set of recommendations on any proposed changes to the Committee at its meeting on 21 January 2015.

On 21 January 2015 the Committee received that report reviewing the effectiveness of the Council's Code of Conduct, determining that improvements could be made to address concerns as detailed in that report, and it was resolved:

That the Monitoring Officer: 1) Draft proposals to strengthen the Code of Conduct, 2) Draft proposals for enabling the recording of gifts and hospitality at an appropriate level, and 3) Continue efforts to work with other Authorities to lobby central government to increase the level of sanctions available to councils, as soon as appropriate.

Prior to the consideration by the Standards Committee the potential amendments to the Code had been assessed by the Constitution Focus Group at its meeting on 2 September 2015, with its comments included with the agenda papers.

General Debate

Before discussing the specific potential amendments referred on by the Constitution Focus Group for further debate and determination, the Committee discussed the present Code and complaints procedure and assessed whether they considered changes proposed to be necessary to improve its effectiveness, where points including the following were raised:

- Members discussed the previous standards regime which had been abolished by the Coalition government, and the stated intentions of the new regime which included a recommended 'light-touch' Code which after consideration Wiltshire Council had adopted. It was stated most authorities had since adopted variations of different levels of detail from that Code, and the Committee considered whether they felt the evidence in Wiltshire was that adoption of similar additional provisions, some of which had been included under previous Codes, would enhance the current regime as they had requested at the meeting on 21 January 2015.
- Dissatisfaction with the old standards regime was raised by some Members in relation to bureaucratic delays and perceived lack of fairness toward subject Members, as well as a perceived excess of trivial complaints being referred for investigation not being in the public interest.

It was debated whether the new procedure for processing complaints, as detailed in [Protocol 12 of the Constitution](#), was sufficient in preventing trivial, or vexatious complaints from proceeding to costly investigations not in the public interest, such that even were additional provisions in the Code utilized for trivial matters, they would not cause any significant burden on resources of officers or Members.

- The language of the potential amendments was considered, and if compared to the current Code they offered further clarity and definition of behaviours that should be regarded as unacceptable.
- It was discussed if the perception of councillors being appropriately held to account for unacceptable behaviour would be improved by the potential amendments, and if so if they would be actually effective in moderating inappropriate behaviour.

The Committee also received comments on the current procedure and Code from two of the council's Independent Persons.

Consideration of potential amendments

After general discussion on whether there would be a benefit to amending the Code, as detailed above, the Committee went through each potential amendment in turn as follows:

- *You must treat others with respect*

The Committee considered that as respect for other was fundamental to the role of being an elected representative, the specific provision requiring Members must treat others with respect should be included within the Code.

- *You must not:*(a) do anything which may cause your authority to breach the Equality Act 2010 or other relevant equality enactments. (b) bully or intimidate any person; (c) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of your authority.

In relation to point (a) above, the Committee determined that as it was already a legislative requirement to take account of relevant Equalities enactments, there was no further benefit to be obtained by including the requirement within the Code.

In relation to point (b) above, the Committee discussed if the provision on respect was sufficient to also cover allegations of bullying and intimidation, the definition of bullying in respect of complaints against councillors given the often robust nature of political debate and representative work, and at the conclusion of debate determined the provision should be included within the Code.

In relation to point (c) above, the Committee discussed the circumstances in which a Member might be regarded as compromising the impartiality of someone working for or on behalf of their authority, and if other provisions were sufficient to cover such behaviour, or if the inclusion might discourage Members from appropriate communications of their views and those of their electors to an officer. After debate, the Committee determined the provision should be included within the Code.

- *You must not:*

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is:

*(aa) reasonable and in the public interest; and
(bb) made in good faith and in compliance with the reasonable requirements of your authority.*

(b) prevent another person from gaining access to information to which that person is entitled by law.

The Committee discussed whether it was necessary to include the provisions on breach of confidentiality, and determined that they should be included within the Code.

- *You must not conduct yourself in a manner which may reasonably be regarded as bringing your office or authority into disrepute.*

The Committee determined that the wording of the potential amendment was overly vague and open to misuse and that including provisions on bullying, intimidation, financial impropriety and more sufficiently defined specific behaviours to regulate Members to not bring their office or authority into disrepute. They therefore did not recommend the provision be included within the Code.

- *In addition, you must, within 28 days of taking office as a Member or co-opted Member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interests which your authority has decided should be included in the register, including:*
 - (a) any body of which you are a Member or in a position of general control or management and to which you are appointed or nominated by the authority;*
 - (b) any body exercising functions of a public nature of which you are a Member or in a position of general control or management;*
 - (c) any body directed to charitable purposes of which you are a Member or in a position of general control or management;*
 - (d) any body one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of general control or management.*

The Committee discussed at length whether additional non-pecuniary interests should be required to be included on a Members' Register of Interests, taking account that the Localism Act 2011 had defined specific pecuniary interests and no interests as statutorily necessary to be declared, which had been approved by Council when adopting the new regime in 2012.

It was also noted, however, that the Act had allowed discretion to Authorities to include non-pecuniary interests they felt should be required to be registered. A debate arose regarding on whether the current simple encouragement of Members to declare relevant non-pecuniary interests was, after several years of operation, seen as adequate, and whether it

would protect Members and their authority if further interests were required to be included on a register of interests form.

Members debated whether simple membership of a charitable organisation should be required to be declared, and if this would be considered onerous in particular to any Town or Parish Councils that might consider adopting Wiltshire's Code.

Members also discussed how new interests not present when a Member first took office needed to be registered, and emphasised the requirements of paragraph 11 of the Code, to declare any relevant pecuniary or non-pecuniary private interest that related to their public duties, and strongly felt that even where an interest was included on their register of interests, a Member should publicly declare that interest at a meeting if relevant to the business to be determined to be open, transparent, and protect the Member and Authority from any allegations or challenges.

At the conclusion of debate the Committee determined that the provisions above should be included within the Code.

- *You must within 28 days of receipt, notify the monitoring officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Member from any person or body other than the authority. The monitoring officer will record your notification on your register of interests*

The Committee, having determined at its 21 January 2015 meeting to reintroduce a requirement to register gifts and hospitality, accepted the proposed wording with the removal of the final sentence as an administrative detail not a Member Code of Conduct matter.

Following final consideration of the proposed changes, it was stated that although there would not be a full consultation, the proposed amendments would be circulated to all Town and Parish Councils in Wiltshire for their attention, should they wish to comment or consider adopting the proposed revised Code themselves.

Resolved:

To recommend at its meeting on 24 November 2015 that Council approve the amendments to the Code of Conduct for Members as detailed above and attached to these minutes.

Mr John Scragg left the meeting at 1505.

30 **Forward Plan**

The Forward Work Programme was presented for consideration

Resolved:

To approve the Forward Work Programme subject to the addition of items in relation to the Annual Letter on Complaints from the Local Government Ombudsman, and Review of the Council's Whistleblowing Policy.

31 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.00 - 4.15 pm)

The Officer who has produced these minutes is Kieran Elliott, of Democratic Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

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

Appendix 1b Council 100516

STANDARDS COMMITTEE

MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 27 APRIL 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Julian Johnson (Chairman), Cllr Paul Oatway (Vice Chairman),
Cllr Rosemary Brown, Cllr Trevor Carbin, Cllr Howard Greenman, Cllr Sheila Parker,
Cllr Jerry Wickham and Mr John Scragg

1 **Apologies**

Apologies were received from Councillors Desna Allen and Allison Bucknell, and from Mr Paul Neale, Miss Pam Turner and Mr Philip Gill MBE JP.

2 **Minutes**

The minutes of the meeting held on 16 September 2015 were presented for consideration. It was noted the proposed changes to the Code of Conduct in the constitution agreed at that meeting would be considered by Council on 10 May 2016, with a briefing for all councillors to be held on 4 May 2016, to include discussion of a possible alternative approach.

The minutes of the Standards Review Sub-Committee held on 18 February 2016 were also presented.

Resolved:

To APPROVE the minutes of the meeting held on 16 September 2015 and receive the minutes of the Review Sub-Committee held on 18 February 2016.

3 **Declarations of Interest**

There were no declarations of interest.

4 **Chairman's Announcements**

The Chairman noted the recent passing of Councillor Jeff Osborn, and the Committee paid tribute to his extensive work as a member of the Constitution Focus Group.

5 **Public Participation and Questions**

There were no statements or questions submitted.

6 Status Report on Complaints

The Monitoring Officer presented a report on the current status of Code of Conduct complaints, together with a summary of the number and outcome of complaints for every year since the new Standards Regime came into force on 26 June 2012. The report also included a description of the type of complaints received during the last two years.

The Committee were advised on the number of investigations that had been decided on assessment or review, and discussed trends in respect of reasons for complaints. They, noted the robust procedure for assessment of complaints which prevented trivial complaints from proceeding further.

In response to queries it was confirmed in the case of complaints referred to the police in relation to potential criminal offences under the statutory requirements for registration and disclosure of interests, officers were working to develop a protocol with the police to assist in the processing of such matters.

Resolved:

To note the update.

7 Appointment of Co-Opted Non-Voting Members of the Standards Committee

The Monitoring Officer presented a report recommending the Committee to recommend Council to confirm the appointment of the existing four co-opted non-voting members of the Committee, for the reasons as set out in the report. This would take the term of the existing members up to the May 2017 local elections.

It was also agreed that the number, role and arrangements for appointment of the non-voting co-opted members should be reviewed, with recommendations to be made at the Annual Meeting of Council in May 2017.

Resolved:

To recommend Council:

- 1) confirm the appointment of the four current co-opted non-voting members of the Standards Committee at its Annual General Meeting on 10 May 2016 for their remaining term of office until the unitary and parish elections in May 2017. The members are as follows:**

Mr Paul Neale

Miss Pam Turner

Mr John Scragg

Mr Philip Gill MBE JP

- 2) **That the Standards Committee review the role, number and arrangements for appointment of non-voting co-opted members to the Committee and make recommendations to the new council in the light of the review at its Annual General Meeting in May 2017.**

8 **Extension of Term of Appointment of Independent Persons**

The Monitoring Officer presented a report recommending that the Committee extend the term of appointment of the three Independent Persons until May 2017, for the reasons set out in the report.

The excellent work undertaken by the Independent Persons in fulfilling their statutory responsibilities was noted. It was therefore:

Resolved

To recommend Council to extend the term of appointment of the three current Independent Persons for a further year until the Annual General Meeting of the new Council in May 2017 and to note that a recruitment process will be undertaken in advance of that date to recommend appointments to these positions.

9 **Recommendations from the Constitution Focus Group**

The Monitoring Officer presented two reports on proposed changes to the constitution following a meeting of the Constitution Focus Group, in respect of Part 12 of the Constitution - Roles and Responsibilities of Councillors - and Part 4 - Council Rules of Procedure.

The changes in respect of Part 12 related to the corporate parenting responsibilities of all councillors, and included a Corporate Parenting Strategy, with revised terms of reference for the Panel. The changes had been proposed by the Corporate Parenting Panel following an Ofsted inspection, in order to strengthen the council's priorities and processes.

The Committee then discussed the proposals. A concern was raised about the inclusion of a strategy within the constitution, which was not the Council's normal practice and which would clutter up the constitution unnecessarily. However, it was considered that the intention of including it was to raise the profile and importance of the corporate parenting responsibilities for all councillors.

As the constitution is now contained and accessed electronically, and by specific section, it was also considered there was less direct impact of including these additional details in this instance.

The detail of the strategy was debated, and whether the proposed changes to the structure of Panel meetings was appropriate. Queries were also raised on

how often the strategy would need to be updated and thus necessitating amendment of the constitution, and it was confirmed that as the strategy, which was for 2016-2018, is a policy framework document, it would in any case need consideration and approval by council in 2018, and so there would be no significant additional work.

In respect of the changes to Part 4 of the Constitution, as detailed in the report it was explained that the proposed changes were intended to make it easier for members of the public to register questions at council and committees, and to facilitate fully informed debate and decision making on motions at full council.

Resolved:

To recommend Council to adopt the proposed changes to Part 12 and Part 4 of the Constitution.

10 **Forward Plan**

The Committee considered the Forward Work Programme as detailed in the agenda, noting further constitutional changes were being proposed in relation to Finance and Procurement Regulations, aiming for approval at the July meeting of Council.

Resolved:

To approve the forward plan.

11 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.00 - 2.55 pm)

The Officer who has produced these minutes is Kieran Elliott, of Democratic & Members' Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

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

Part 13

Wiltshire Council Code of Conduct

You are a member or co-opted member of Wiltshire Council and hence you shall have regard to the following principles - selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the following requirements, by leadership and example.

Accordingly, when acting in your capacity as a member or co-opted member:

1. ~~4.~~—You must treat others with respect.
2. You must not:
 - (a) bully or intimidate any person;
 - (b) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of your authority.
3. You must not:
 - (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is:
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of your authority;
 - (b) prevent another person from gaining access to information to which that person is entitled by law.

6. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

7.2. You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

8.3. When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

9.4. You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

10.5. You must be as open as possible about your decisions and actions and the decisions and actions of your authority, and should be prepared to give reasons for those decisions and actions.

11.6. You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.

12.7. You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986. Members of Wiltshire Council will have regard to the Roles and Responsibilities of Wiltshire Councillors according to Appendix 1 and Wiltshire Council Behaviours Framework at Appendix 2.

Registering and declaring pecuniary and non-pecuniary interests

13.8. You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners.

14.9. In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interests which your authority has decided should be included in the register, including:

(a) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the authority;

(b) any body exercising functions of a public nature of which you are a member or in a position of general control or management;

(c) any body directed to charitable purposes of which you are a member or in a position of general control or management;

(d) any body one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

15.9. If an interest has not been entered onto the authority's register you must disclose the interest to any meeting of authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.

16.4. Following any disclosure of an interest which is not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

17.2. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

18. You must within 28 days of receipt, notify the monitoring officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a member from any person or body other than the authority. The monitoring officer will record your notification on your register of interests

This page is intentionally left blank

Wiltshire Council

Standards Committee

16 September 2015

Review of Part 13 of the Constitution: Code of Conduct for Members

Purpose of Report

1. To ask the Standards Committee to consider proposed changes to the Council's Code of Conduct for Members.

Background

2. Under the Localism Act 2011 councils were required to adopt a new Code of Conduct with effect from 1 July 2012 as part of their duty under section 27 of that Act to promote and maintain high standards of conduct. The code must broadly reflect the seven principles of conduct in public life set out in the Act: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
3. Wiltshire Council adopted a model Code of Conduct issued by the Department for Local Government and Communities (DCLG) with some variations.
4. The purpose of the Code of Conduct is to promote accountability, transparency and public confidence in local government. The code of conduct should be framed in a way that supports these objectives.
5. As principal authority Wiltshire Council deals with all Code of Conduct complaints for unitary, parish, town and city councillors in accordance with its agreed complaints procedure. A large proportion of Wiltshire's parish, town and city councils have adopted the same code of conduct as Wiltshire Council.
6. At its meeting on 21 January 2015 the Standards Committee received a report reviewing the effectiveness of the Council's Code of Conduct and highlighting a number of areas where a lack of specificity in the provisions of the Code is making it difficult to apply and enforce. Concerns were expressed that this has resulted in very few cases being referred for investigation and a potential risk of undermining public confidence in local democracy. The report also considered whether specific provision should be made in the Code for members to register gifts and hospitality received by them in their Register of Interests.
7. The Committee resolved:

That the Monitoring Officer:

- 1). *Draft proposals to strengthen the Code of Conduct;*
 - 2). *Draft proposals for enabling the recording of gifts and hospitality at an appropriate level;*
 - 3). *Continue efforts to work with other authorities to lobby central Government to increase the level of sanctions available to councils, as soon as appropriate.*
8. A copy of the report and minutes of the meeting of 21 January 2015 is attached at **Appendix 1** by way of background.

Main Considerations

9. A copy of the proposed revisions to Wiltshire Council's Code is shown tracked as attached at **Appendix 2**. The proposed changes reflect the Committee's previous consideration and have regard to the content of codes of Conduct adopted by other authorities. They cover the following:
- a. Conduct
 - treating others with respect;
 - equality;
 - bullying and intimidation;
 - compromising the impartiality of officers;
 - confidentiality;
 - bringing a councillor's office or authority into disrepute;
 - b. Interests
 - registration of interests other than the statutory disclosable pecuniary interests;
 - registration of gifts and hospitality.
10. The Constitution Focus Group met to consider these potential changes on 2 September 2015. A copy of the minutes of the meeting summarising their views are included at **Appendix 3**.

Conduct

11. The proposed changes relating to conduct are relatively straightforward, setting out more explicitly what standards of conduct are expected of members when acting in their capacity as members or co-opted members. They are largely derived from the conduct provisions in the former statutory Code of Conduct and carry with them a substantial body of guidance to assist in their application. It should make the framing, assessment and determination of complaints clearer and more efficient in the interests of all concerned, not least the public interest in seeing that conduct matters are dealt with appropriately.

Interests

12. There has been an increasing number of complaints and challenges over the past year relating to members' declaration of interests where issues of apparent bias have been raised. These typically concern membership of other public bodies, community groups and political parties relating to the business under consideration.
13. Therefore, in order to address this situation and provide greater clarity and consistency in the interests of transparency it is proposed that the Code is amended to require members to include any of the following in their register of interests:
 - any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the authority;
 - any body exercising functions of a public nature of which you are a member or in a position of general control or management;
 - any body directed to charitable purposes of which you are a member or in a position of general control or management;
 - any body one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Gifts and Hospitality

14. Under the proposed change in paragraph 18 of the draft revised Code members will be required to register any gift, benefit or hospitality with a value in excess of £ 50 which they have accepted as a member in their published Register of Interests.

Parish, Town and City Councils

15. It is proposed to inform Wiltshire Parish, Town and City Councils of any changes the Standards Committee is minded to recommend to full Council and invite them to review their own code of conduct in the light of these changes should they wish to do so.

Sanctions

16. The inadequacy of the sanctions available to local authorities in dealing with breaches of the code of conduct continues to be a significant source of concern for many authorities. It seems, however, that very little is being done nationally to address these concerns despite representations being made to Ministers on this issue. As far as we know the Local Government Association

(LGA) is not taking up this issue with the Government.

17. The Committee on Standards in Public Life (CSPL) are keeping this on their radar but there is no indication as yet that any substantive action is to be taken. Members of the Committee may be interested to read the relevant part of the CSPL's Annual Report and Business Plan 2015-16 (see in particular paragraphs 63-71 on pages 22 -24) which may be found on the following link:

<https://www.gov.uk/government/publications/cspl-annual-report-2014-2015-and-business-plan-2015-2016>

Environmental Considerations

18. None.

Safeguarding Implications

19. No specific safeguarding issues arise from this report.

Public Health Implications

20. None

Equalities Implications

21. The proposed changes to the Code of Conduct provide for the inclusion of a specific obligation in relation to equalities legislation.

Procurement Implications

22. None

Risk Implications

23. There is a risk that the lack of a clear and effective code of conduct will undermine public confidence in local democracy and accountability.

Financial Considerations

24. None arising directly from this report.

Legal Implications

25. As outlined in the report. The council is obliged to discharge its statutory duty to promote and maintain high standards of conduct under section 27 Localism Act 2011, in particular by adopting a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.

Recommendations

26. The Committee is asked to consider the proposed changes to the Code of Conduct as set out in Appendix 2 and recommend full Council to adopt any changes that are agreed.
27. Members are asked to note that Wiltshire Parish, Town and City Councils will be advised of any changes the Standards Committee is minded to recommend to full Council and invite them to review their own code of conduct in the light of these changes should they wish to do so.

Ian Gibbons, Associate Director, Legal and Governance and Monitoring Officer

Report Author: Kieran Elliott, Senior Democratic Services Officer,
kieran.elliott@wiltshire.gov.uk , 01225 718504

Unpublished reports relied upon in the preparation of this report: None.

Appendices:

Appendix 1 - Report on Effectiveness of the Code of Conduct and Minutes of Meeting
21 January 2015

Appendix 2 - Draft Revised Code of Conduct

Appendix 3 - Draft Minutes of the Constitution Focus Group 2 September 2015

This page is intentionally left blank

PART 12 OF THE CONSTITUTION: ROLES AND RESPONSIBILITIES OF COUNCILLORS

- 6.5 To fulfill your responsibilities as a “corporate parent” for children and young people in the care of the local authority
- by having an understanding of the profile and needs of the children in the care of the local authority
 - by being aware of the impact on looked-after children of all council decisions
 - by considering whether this would be good enough for your own child
 - by ensuring that action is taken to address shortcomings in the service and to improve outcomes for looked-after children.
 - by being aware of the work and aims of the corporate parenting panel and, if nominated by your group leader, attend meetings of the corporate parenting panel as a committee member
- 6.6 The council has established a Corporate Parenting Panel, whose role is to secure councillor involvement and commitment throughout the council to deliver better outcomes for children and young people who are looked after. [The Corporate Parenting Strategy for 2016-2018.](#) ~~This is available~~ [The terms of reference are available](#) as an appendix to this section - Part ~~11A-12A~~ – [Role and Function of the Corporate Parenting and includes the Panel’s functions and terms of reference.](#)
- 6.7 To represent the council externally
- By sitting on outside bodies and attending seminars on behalf of the council.

Part 12A

Wiltshire Council

Corporate

Parenting

Strategy

2016 – 2018

Why the Corporate Parenting Strategy is important

Hello and welcome to Wiltshire Council's Corporate Parenting Strategy, which is about what looked after children and care leavers expect our corporate parents to do and work towards to be good in their role.

That strategy is about us – the children and young people in and leaving Wiltshire Council's care. It's about how we are looked after and how things can be made better for us – not just while we are in care but also afterwards.

Within the strategy our corporate parents have set out a number of priorities which the Children in Care Council have been asked about and agreed on. This is important as it means we have had a say about the strategy.

As the Children in Care Council represent that voice of all looked after children and care leavers, it is really important to us that the strategy works, so that children and young peoples' experience of being in Wiltshire's care is a positive one and builds solid foundations for our future.

Also as part of the Children in Care Council we give a 100% but we need to feel that we get 100% out of all our Corporate Parents at the Corporate Parenting Meetings and the Shared Guardianship as we run this programme and we feel like you don't want to hear our voice.

- Children in Care Council members, January 2016

1. Introduction

Wiltshire Council (the “Council”) recognises that Looked After Children and Care Leavers are among the most vulnerable children and young people in our society.

The Council has a legal duty to act as a good and effective Corporate Parent to children and young people in its care.

The Council is guided in its duty as a Corporate Parent by The National Children’s Bureau , which has produced guidance supported by central government, including a summary of the legal and policy guidance that informs Corporate Parenting. This strategy has been developed having regard to that guidance.

An effective Corporate Parent will ensure that looked after children and care leavers have at least the same care, nurture, support and life chances as any other child in our society might expect. Where these opportunities are not provided Corporate Parents will have failed in their primary duty.

As a responsible and reasonable Corporate Parent, the Council will deliver on our Promise to looked after children This Promise was made following a meeting with the Children in Care Council who had talked to other children and young people in care to ask them what they wanted from their Corporate Parents. The wording below came direct from the young people themselves::

Being in Care

- *A choice of when to move on from care.*
- *To try not to separate brother and sisters (however, if this is not possible, try to ensure brother’s and sister’s placements are close together and allow contact).*
- *To allow looked after children and young people to be involved in the choice of their placement from the start.*
- *To find a place where you feel comfortable and ‘at home’ and can stay until the end of your time in care.*

Listening to Looked After Children and Young People

- *To listen to your views and act on them.*
- *To provide a social worker you can rely on who keeps to meetings, gives clear information, is honest and responds when needed.*

- *Make looked after children and young people aware of their rights and to train others in the rights of looked after children and young people.*
- *To ensure that children and young people are involved in the creation and regular review of their care plans.*

Support

- *Better help getting into school or college whatever has happened.*
- *To provide support so looked after children and young people can see their family (i.e. transport)*
- *To use reliable transport for young people.*
- *To organise group activities for young people in care and those leaving care.*
- *That if bullying arises for any looked after child or young person it will be dealt with quickly and efficiently.*
- *To support young people in care to find training, education or a job that suits them when they leave school.*

The aim of this strategy is to ensure that the Council's Corporate Parenting functions support improvement in services and to ensure the best possible outcomes for children and young people. In order to achieve this, it is essential that Councillors:

- Understand their roles and responsibilities as Corporate Parents.
- Scrutinise and challenge how the Council performs in delivering its services as a Corporate Parent.
- Engage effectively, with energy, consistency, and confidence with children and young people so that their voice is heard and has influence.
- Support and enable children and young people to challenge where services need to improve.
- Maintain a comprehensive overview of the progress of looked after children and for care leavers, ensuring they consistently scrutinise the quality, effectiveness and performance of the services that support them.

2. Corporate Parenting - Defined Responsibilities

Services for looked after children and care leavers need to be co-ordinated, focused and effective. Responsibility for this rests at a corporate level with Councillors who will hold senior staff accountable for the implementation of strategies and services.

In 2009, The National Children's Bureau, funded by the Government, created a gold-standard approach to corporate parenting, with a range of resources available to Councillors to help them design the best-fit corporate parenting model for local needs and to understand and fulfil their corporate parenting roles. This has been updated year on year and is available on the NCB website: <http://www.ncb.org.uk/corporate-parenting>

NCB publications identify three distinct levels of role responsibility for Councillors; 'universal', 'targeted' and 'specialist'. These responsibility levels are defined below:

Universal responsibility

Every elected member and manager within Wiltshire Council, in conjunction with members of governing bodies of partner agencies, needs to:

- Understand their 'Corporate Parenting' role
- Have knowledge of the profile and needs of looked after children, young people and care leavers
- Understand the impact of council decisions on all looked after children and young people
- Examine information about current levels of quality of care and services for young people and assess whether this would be 'good enough' for their own child
- If shortcomings in services and support for young people are identified, ensure that action is taken to address these shortcomings and strive to continually improve outcomes.

Targeted responsibility

For elected members who visit Children's Homes or who are members of the Corporate Parenting Panel, and for managers of children's services, their responsibilities are as above.

In addition they will also need to make sure, in partnership with those with lead responsibility in partner agencies, that they:

- Are aware of Government expectations regarding services for looked after children and young people
- Have access to and examine qualitative and quantitative information about children and young people in Wiltshire
- Consider how they are going to respond to and hear the voice of children and young people and their carers/parents
- Continually take action, in conjunction with officers and partner agencies, to improve services and respond to changing needs

Specialist responsibility

This includes key roles of the Lead member for Children's Services, the Director of Children's Services, and the Chair of Corporate Parenting Panel. There is a responsibility for these individuals to:

- Provide leadership across the Council in safeguarding and monitoring the welfare of looked after children and young people
- Ensure effective governance arrangements are in place
- Undertake regular in-depth analysis of the needs of looked after children and young people and the services required to meet these needs
- Ensure the strategic plans of the Council and joint plans with partner agencies reflect the needs of looked after children and young people
- Keep up-to-date with national research and new performance indicators in relation to looked after children and young people

3. Corporate Parenting Panel – Functions and Terms of Reference

The Corporate Parenting Panel is the primary vehicle for Councillors to meet with key officers and to challenge and scrutinise the performance, quality and efficacy of Wiltshire Council's services.

The Corporate Parenting Panel will comprise up to 8 Core Members drawn from elected Councillors politically balanced and nominated by group leaders. Group leaders will ensure that they appoint substitute members to cover absences.

Associate Members will include officers from the council and key partner agencies and comprise of:

1. Corporate Director
2. Associate Director – Children's Operational Services
3. Head of Care, Placements and EDS
4. Senior Commissioning Officer – Children's Social Care (Voice and Influence)
5. A Representative from the Children in Care Council
6. Cabinet Member for Children's Services
7. Chair of Wiltshire Fostering Association
8. Conference and Reviewing Service Manager
9. Designed Doctor for Looked After Children
10. Virtual School Headteacher

If any of the core members are unable to attend a meeting they will send a substitute representative.

On behalf of all Councillors acting as Corporate Parents, the Corporate Parenting Panel will ensure delivery of the following seven strategic priorities:

1. Strengthen the Corporate Parenting Role and Corporate Parenting function across Wiltshire Council as a whole.
2. Continue to improve timeliness of permanency for looked after children across the range of permanency options.
3. Ensure that there is sufficient accommodation for looked after children within Wiltshire which meets the needs of those children. Prioritise placement within Wiltshire.
4. Improve care leavers journey by ensuring an enhanced offer to care leavers across all areas: education, employment and training, independent living, housing options and health.
5. Improve the educational outcomes for looked after children; closing the gap between looked after children and other children in the county.
6. Ensure that looked after children are protected from the risk of child sexual exploitation and reduce the frequency with which some looked after children and care leavers currently go missing.
7. Ensure that looked after children and care leavers have timely and easy access to mental health services.

The Panel will appoint a Chairperson on an annual basis.

To ensure that strategic oversight and critical challenge is effective, each member of board will have a lead role in relation to delivery of one strategic priority.

4. Quorum

The quorum of the Corporate Parenting Panel will be 75% (6) Councillors, 70% (7) Associate Members in attendance. Where the meeting is not quorate, the Chairperson will adjourn the meeting.

5. Frequency of meetings

The Corporate Parenting Panel will meet bi-monthly with a minimum of 5 meetings a year.

6. Reporting

The Panel would report its work through the Wiltshire Council Children's Select Committee. Following each meeting the Chairperson will send a copy of the Panel minutes to the Chairman of Children's Select Committee. On a six monthly basis the Panel Chairperson will prepare a report for Chairman of the Children's Select Committee,

addressing progress against each of the seven strategic priorities.

In addition to this the Chairperson of the Corporate Parenting Panel will present an annual report to Full Council which will be shared with the Children's Select Committee prior to submission.

7. Terms of Reference

Corporate Parenting Panel will;

- Make a commitment to prioritising the needs of looked after children and young people and their carers and demand that all departments within the Council prioritise the needs of this group
- Receive reports from the Children in Care Council and act on their views
- Provide clear strategic and political direction in relation to corporate parenting
- Show ambition and aspirations for all looked after children and care leavers
- Ensure that all councillors and Wiltshire Council departments are fulfilling their roles and responsibilities as corporate parents proactively. This may involve, for example, the Corporate Parenting Panel organising specific education and training events for all members to ensure they are equipped with the knowledge and skills to be corporate parents
- Investigate on behalf of all Councillors ways in which the role of Corporate Parenting can be improved, using examples of research and effective practice from other local authorities
- Listen to the views of children, young people and their carers to involve them in the assessment and development of services
- Engage with children and young people who are looked after, or have left care, by inviting them to act as advisers to the Panel
- Monitor the performance, quality and outcomes of the Council's services in relation to children and young people in public care and identify any areas for improvement
- Scrutinise key performance indicators in relation to children and young people in the care of Wiltshire Council
- Meet with government inspectors, where appropriate, for their input into inspections
- Participate as members of the adoption and fostering panels

Agree a work plan, review progress, membership of the panel and attainment of its role and terms of reference and report to the Cabinet and Children's Services Select Committee as appropriate, and in any case to the Full Council annually.

This page is intentionally left blank

Review of Part 12 of the Constitution - Corporate Parenting

Purpose

1. To consider proposed changes to Part 12 of the Constitution - Roles and Responsibilities of Councillors

Background

2. Part 12 of the Constitution describes various roles of elected members and expectations for those roles
3. Paragraphs 6.5-6.6 relate to an elected member's role as a 'corporate parent' and the Corporate Parenting Panel which exists to facilitate that role.

Main Considerations

4. At its meeting on 26 January 2016 the Corporate Parenting Panel (CPP) approved a Corporate Parenting Strategy for 2016-2018, which had been created following an Ofsted inspection to clarify and strengthen the council's priorities and processes. This included revised terms of reference of the Panel within the approved strategy.
5. The proposed changes would amend paragraphs 6.5-6.6 of Part 12, and replace the existing Part 12A - Terms of Reference of the Corporate Parenting Panel - with the new strategy.
6. Part 12A currently also includes the terms and reference of the Safeguarding Children and Young People Panel. As such, if the proposed changes from the CPP are approved, this would result in a consequential change to move its terms of reference to a new Part 12B.
7. At its meeting on 22 March the Constitution Focus Group considered the changes and recommended amendments to ensure consistency with the rest of the Constitution, while accepting the principle of the proposals.
8. The Standards Committee is therefore asked to consider the proposed changes as detailed at appendix 1.

Recommendation

9. To recommend that Council should approve the proposed changes to Part 12 of the Constitution detailed at Appendix 1.

Ian Gibbons

Associate Director, Legal and Governance and Monitoring Officer

Report Author: Kieran Elliott, Senior Democratic Services Officer,
kieran.elliott@wiltshire.gov.uk, 01225 718504

Background Papers: None

Appendix 1 - Revised Part 12 and 12A of the Constitution

This page is intentionally left blank

Part 4

RULES OF PROCEDURE: COUNCIL

Application to committees and sub-committees

1. All of the council rules of procedure apply to meetings of Full Council. Only paragraphs ~~48-49~~ and ~~141~~ apply to meetings of the cabinet. Only paragraphs ~~15-14~~ – ~~41-42~~~~47~~; ~~51-74~~; ~~95-96~~~~98-131~~2 – ~~119~~~~120~~; ~~120-121~~ – ~~130~~; ~~132-134-~~~~137~~~~137~~~~138~~; ~~140-140~~ -; ~~147-148~~ ~~145-146~~ apply to meetings of committees and sub-committees.

Annual meeting of the Council

2. In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in March, April or May (Local Government Act 1972, Schedule 12, paragraph 2).
3. The annual meeting will:
 - elect a person to preside if the Chairman of Council is not present
 - elect the Chairman of Council (Local Government Act 1972, s.4)
 - elect the Vice-Chairman of Council
 - approve the minutes of the last meeting
 - receive any announcements from the Chairman and/or head of the paid service
 - in an election year, elect the Leader
 - appoint at least one overview and scrutiny committee, a standards committee and such other committees as the council considers appropriate to deal with matters which are neither reserved to the council nor are cabinet functions (as set out in part 3 of this constitution) (Local Government and Housing Act 1989, s.15)
 - agree the scheme of delegation or such part of it as the constitution determines it is for the council to agree (as set out in Part 3 of this constitution)
 - approve a programme of ordinary meetings of the council for the year and
 - consider any business set out in the notice convening the meeting.

Election of Chairman, Vice-Chairman and Leader of the Council

4. The election of the Chairman and the election of the Vice-Chairman shall be the first and second items of business respectively transacted at the annual meeting of the council (Local Government Act 1972 s.4 and s.5).
5. The election of the Chairman, Vice-Chairman and Leader shall be determined by a show of hands unless at least 10 Councillors request a secret ballot which shall be conducted by the person presiding in accordance with the following procedure:
 - the person presiding at the meeting shall invite nominations for Chairman, Vice- Chairman and Leader from those present at the meeting
 - a Councillor's name must be proposed and seconded to be eligible
 - a Councillor shall not be nominated in his or her absence for the position of Chairman, Vice-Chairman or Leader without his or her written consent
 - the Chairman, Vice-Chairman or Leader shall be elected from among the Councillors duly nominated unless any Councillor nominated withdraws his or her name, in which case the election shall be from among the remaining nominees
 - the Chairman, Vice-Chairman or Leader shall be elected by the vote of a majority of those Councillors present and voting (Local Government Act 1972 s4(3))
 - each Councillor shall vote by writing the name of one of the Councillors nominated upon a ballot paper which shall then be placed in the ballot box
 - when, in the opinion of the person presiding at the election, each Councillor present has had a reasonable time in which to vote, the ballot box should be delivered to the person presiding whereupon the voting shall be deemed to have been completed except that this shall not preclude the person presiding from exercising his or her casting vote in accordance with the final bullet of this section
 - the ballot papers shall then be counted by the person presiding at the election
 - if only one Councillor is nominated, the person presiding shall declare that member elected as Chairman, Vice-Chairman or Leader as the case may be; and if two members are nominated the member receiving the vote of the majority of those members present and voting shall be declared elected (Local Government Act 1972, Schedule 12, paragraph 39)
 - if more than two Councillors are nominated, the person presiding shall announce the name of the Councillor with the smallest number of votes and that name shall be eliminated. A further ballot or ballots shall then be taken and after each ballot the name of the Councillor receiving the smallest number of votes shall be eliminated, in accordance with the

foregoing procedure, until only two names remain which shall be submitted to the final vote

- in the event of an equality of votes in any of the ballots, the person presiding shall give a casting vote and where there are three or more members with an equal number of votes the person presiding shall give a casting vote to each of such members except one (Local Government Act 1972, Schedule 12, paragraph 39).

Selection of Councillors to serve on committees and outside bodies

6. At the annual meeting, the council will:

- decide which committees to establish for the municipal year
- decide the size and terms of reference for those committees
- decide the allocation of seats and substitutes to political groups in accordance with the political balance rules (Local Government and Housing Act 1989 s.15(1))
- receive nominations of Councillors to serve on each committee and
- appoint to those committees
- Appointments to outside bodies will be made by the Leader of Council, Cabinet, Area Boards or a meeting of group leaders as appropriate.

Ordinary meetings

7. Ordinary meetings of the council will take place in accordance with a programme decided by council. Ordinary meetings will:

- elect a person to preside if the Chairman and Vice-Chairman are not present
- elect a Leader if there is a vacancy
- approve the minutes of the last meeting
- receive any declarations of interest from members
- receive any announcements from the Chairman, Leader, members of the cabinet, committee chairmen or the head of paid service
- receive questions from and provide answers to members of the council and the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting
- deal with any business from the last council meeting
- receive reports from the cabinet and the council's committees and receive questions and answers on any of those reports
- receive reports about and receive questions and answers on the business of joint arrangements and external organisations
- consider motions and

- consider any other business specified in the summons to the meeting, including consideration of proposals from the cabinet in relation to the council's budget and policy framework and reports of the overview and scrutiny committees for debate.

8. Councillors wishing to ask a question in relation to the reports of the Swindon and Wiltshire Fire Authority are required to give written notice (including details of the question) to the Proper Officer no later than five clear working days before the council meeting.

Extraordinary meetings

Calling extraordinary meetings

9. Those listed below may request the Proper Officer to call council meetings in addition to ordinary meetings:

- the council by resolution
- the Chairman of the Council (Local Government Act 1972, Schedule 12, paragraph 3(1))
- the monitoring officer or the head of paid service (Local Government and Housing Act 1989 s.4 and s.5) and
- any five members of the council if they have signed a requisition and presented it to the Chairman of the Council and he/she has refused to call a meeting, or has failed to call a meeting within seven days of the presentation of the requisition (Local Government Act 1972, Schedule 12, paragraph 3(2)).

10. The notice for any extraordinary meeting must specify the business proposed to be transacted at the meeting with no consideration of previous minutes or reports from committees.

Appointment of substitute members of committees and sub-committees

Allocation

11. As well as allocating seats on committees, the council will allocate seats in the same manner for substitute members.

Number

12. For each committee, the council will appoint up to a maximum of four substitutes for each political group which holds seats on that committee.

Powers and duties

13. Substitute members will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

Substitution

14. Substitute members may attend meetings in that capacity only:

- to take the place of the ordinary member for whom they are the designated substitute
- where the ordinary member will be absent for the whole of the meeting and
- after notifying the Proper Officer before the start of the meeting of the intended substitution.

Declaration of disclosable pecuniary interests

15. Where a member has declared a pecuniary interest in an item on an agenda, they must withdraw from the meeting in their capacity as a councillor for the duration of that item, and not speak or vote on the item with the exception of exercising their right to speak as a member of the public.

Time and place of meetings

16. The time and place of meetings will be determined by the Proper Officer and notified in the summons (Local Government Act 1972, Schedule 12, paragraphs 1(4) and 2(2)).

17. With the exception of an extraordinary meeting requisitioned by Councillors in accordance with paragraph 9, the Proper Officer may cancel a meeting in the under mentioned circumstances following consultation with the Chairman and giving reasonable notice of its cancellation:

- Inclement weather
- Where there is reason to believe the meeting would not be quorate
- Insufficient business for the meeting to be viable
- Other reasonable unforeseen circumstances

Notice of and summons to meetings

18. The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Part 5 of this Constitution (Access to Information Procedure Rules). At least five clear days before a meeting, the Proper Officer will send a summons signed by him or her by post to every member of the council, or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available (Local Government Act 1972, Schedule 12, paragraph 4).

Chair of meeting

19. The person presiding at the meeting may exercise any power or duty of the Chairman. Where these rules apply to committee and sub-committee meetings, references to the Chairman also include the Chairman of committees and sub-

committees.

Quorum

20. The quorum of a meeting will be one quarter of its total voting membership, subject to a minimum number of three voting members. During any meeting if upon request the Chairman counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting (Local Government Act 1972, Schedule 12, paragraph 6).

Public participation at meetings

21. The council welcomes public participation from anyone who lives, works or studies in Wiltshire, or who has a direct connection to a service provided by the council. Public participation can take the form of presenting petitions, making statements or asking questions.

22. This rule applies to council and committee meetings other than planning committees. Paragraphs ~~47-48~~ – ~~49-50~~ refer to the application of this rule at cabinet, planning committees and area boards.

Petitions

23. The council has adopted a Petitions Scheme which is set out in Part 4A of this Constitution. This sets out the purpose of a petition, the eligibility criteria and relevant thresholds for making petitions, the procedure and review mechanisms.

Statements

24. Up to three speakers are permitted to speak for up to 3 minutes each on any agenda item although this may be extended at the Chairman's discretion.

25. Those wishing to make a statement must register to do so at least 10 minutes prior to the meeting by contacting Democratic Services.

26. Statements must be relevant to the powers and duties of the council and be clear and concise. A statement must not:

- be defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper
- relate to any non determined planning or licensing application
- name or identify individual service users, members of staff or members of staff of partner agencies

Questions

27. At ordinary meetings of council, questions can be asked of the Chairman of Council, members of cabinet and Chairmen of committees, or chairmen of

Committees (at committee meetings). The total time set aside for such questions and answers will be limited to 15 minutes which can be extended at the Chairman's discretion.

Notice of questions

28. No person or organisation may submit more than two questions at any one meeting. No question may be sub-divided into more than two related parts.
29. In order to be guaranteed of receiving a written response prior to the meeting Questions must be delivered in writing or by electronic mail to the Proper Officer no later than 5pm four clear working days before the meeting. ~~This means that for a meeting held on a Tuesday, questions must be received by 5pm Tuesday of the preceding week (less any intervening bank holiday).~~ The period of notice is to allow sufficient time for a response to be formulated.
30. Any question received between the deadline in paragraph 29 and no later than 5pm two clear working days before the meeting, may only receive a verbal response at the meeting. Any questions received after this date will be received at the next meeting
31. In exceptional circumstances and in cases of urgency the Chairman may allow questions without the full period of notice having been given where he or she is satisfied there is sufficient justification. In these circumstances, there is no guarantee that a full reply will be given at the meeting.
32. Notice of each question must include the name and address of the questioner, (in respect of an organisation, the name of the organisation and the questioner's position within the organisation) and to whom the question is to be put.

Scope of questions

33. The question must be relevant to the powers and duties of the council and be clear and concise. A question will be rejected where it:
 - does not relate to a matter for which the local authority has a responsibility or which affects the council's administrative area
 - is defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper
 - relates to any non determined planning or licensing application
 - requires the disclosure of confidential or exempt information
 - names or identifies individual service users, members of staff or members of staff of partner agencies
 - is considered by the Chairman to be inappropriate for the particular meeting.
34. The Chairman's ruling on rejection of a question will be final following consultation with the Monitoring Officer.
35. Where a question is rejected on the above grounds, the questioner shall be advised of the reasons for rejection. Time permitting the questioner will be given

an opportunity to submit an amended question that will be considered afresh against the criteria in paragraph 3233. For the avoidance of doubt, questions amended in this way, must be delivered within the timescale referred to at paragraphs 29-30 above.

At the meeting

36. Questions will be dealt with in order of receipt subject to the Chairman's discretion to group together questions on the same or similar subject.
37. The Chairman may choose to take questions as read. However, if a questioner wishes to ask his or her question at the meeting, he or she will be given up to three minutes to ask each question. If the questioner prefers, the question may be asked on his or her behalf by his or her local division member if the local division member consents to this. If the questioner is not able to be present at the meeting and has not made arrangements for someone else to ask the question, the Chairman may ask the question on the questioner's behalf or indicate that a written reply will be given.
38. Subject to time constraints, questions which are submitted by the deadline will be answered at the meeting. However, the Chairman in consultation with the Monitoring Officer may refer a question to officers for a direct written response if they consider the question can be most appropriately handled in that way. Where a question is dealt with in this way, the questioner will be advised of this and provided with a response where possible within five working days of the meeting copied to all members of the council.
39. The relevant member of the Council or another member on their behalf will aim to provide a response in advance of, or at, the meeting and this will be followed up by a written copy of the response being sent to the questioner where possible within five working days of the meeting. Where it is not possible to provide a response at the meeting, a written response will be sent to the questioner where possible within five working days of the meeting.
40. Any questions which cannot be dealt with during the time allocated for questions will be dealt with by a written response sent to the questioner where possible within five working days of the meeting and copied to all members of the council.

Supplementary questions

41. For each question submitted, the questioner will be permitted to ask one supplementary question without notice which must be relevant to the original question or arise from the response given. The Chairman may reject the supplementary question on the grounds listed in paragraph 32 above (reasons for rejection). The person to whom the question has been put or another member on their behalf, shall answer the supplementary question if he or she is able to do so at the time. If this is not possible, a written response will be provided to the questioner where possible within five working days of the meeting.

Form of response

42. A response may take the following forms:

- a direct oral answer,
- where the answer is contained within a publication of the council or in any report or minutes by reference to those documents
- a written reply

No debate on questions

43. Ordinarily, no debate shall be allowed on questions presented or responses given. In exceptional circumstances only, the Chairman may allow discussion. No decision can be made arising from a question other than to refer it to council, cabinet or a committee by way of a motion which shall be moved, seconded and voted on without discussion.

Circulation of questions and responses

44. Upon receipt, copies of questions will be circulated to the Chairman and Vice-Chairman, Leader of the Council and to the member of council to whom the question is to be put and any other relevant councillors.

45. Copies of questions received in accordance with these rules will be provided to all councillors or members of the committee as appropriate prior to the meeting.

46. Copies of responses where available, will be circulated to councillors two days before the meeting unless this is not possible due to exceptional circumstances.

Record of questions

47. The minutes of the meeting shall record the name of the questioner (in respect of an organisation, the name of the organisation and the questioner's position within the organisation), the subject matter, and the name of the person replying.

Application at Planning Committees, Cabinet and Area Boards

48. In respect of public participation at the Strategic Planning Committee and Area Planning Committees, please refer to the Planning Code of Good Practice for Members of Wiltshire Council Protocol. (Protocol 4 to this constitution)

49. In respect of public participation at Cabinet meetings, please refer to Part 7- Cabinet Procedure Rules.

50. In respect of Area Boards where public engagement is welcomed and encouraged throughout the meeting, please refer to any procedure rules and guidance as issued from time to time by the Leader.

Councillors' Questions

51. A member of the Council may ask the Leader of the Council, any other member of the Cabinet or Chairman of a committee or sub-committee any question without notice on a report of the Cabinet, Cabinet member or a committee or sub-committee when that report is being received or under consideration by the Council.

Questions on notice

52. In respect of council meetings, a member of the council may ask

- the Chairman of Council
- Leader of the Council
- Cabinet member
- Chairman of a committee
- as appropriate, a question on any matter in relation to which the council has powers or duties or which affects the Council's administrative area at all ordinary meetings on matters which are not included in a report to the council.

53. In respect of committee meetings, a member of the council may ask a question of the Chairman of the committee a question on any matter in relation to the powers and duties of that committee at all ordinary meetings on matters which are not included in a report to that committee.

54. In the case of extraordinary meetings of council and committees, questions must relate to the subject(s) under consideration at the extraordinary meeting.

Notice of questions

55. In order to be guaranteed of receiving a written response prior to the meeting, questions must be delivered in writing or by electronic mail to the Proper Officer or their designated representative no later than 5pm nine clear working days before the meeting. ~~This means that for a meeting held on a Tuesday, questions must be received by 5pm Tuesday two weeks prior (less any intervening bank holiday).~~ The period of notice is to allow sufficient time for a written response to be formulated.

56. Any question received between the deadline in paragraph 54-55 and no later than 5pm four clear working days before the meeting, may only receive a verbal response at the meeting. This means for a meeting held on a Tuesday, questions must be received by 5pm Tuesday of the preceding week (less any intervening bank holiday). Any questions received after this date will be received at the next meeting.

57. In exceptional circumstances the Chairman may allow questions without the full period of notice having been given where he or she is satisfied there is sufficient

justification. In these circumstances, there is no guarantee that a full or written reply will be given at the meeting.

58. Notice of each question must include the name of the member asking the question and to whom the question is to be put and be listed in priority order

Scope of questions

59. The question must be relevant to the powers and duties of the Full Council/committee and be clear and concise. A question will be rejected where it:

- does not relate to a matter for which the Council/committee has a responsibility or which affects the council's administrative area
- is defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper
- relates to any non determined planning or licensing application
- requires the disclosure of confidential or exempt information
- names or identifies individual service users, members of staff or members of staff of partner agencies
- Where a question submitted relates solely to operational issues unless the member does not receive a response from the relevant head or service or director or has not received a response they consider satisfactory.
- considered by the Chairman to be inappropriate for the particular meeting.

60. The Chairman's ruling on rejection of a question will be final following consultation with the Monitoring Officer.

61. Where a question is rejected on the above grounds, the councillor shall be advised of the reasons for rejection. Time permitting, the councillor will be given an opportunity to submit an amended question that will be considered afresh against the criteria in paragraph [58-59](#) (reasons for rejection). For the avoidance of doubt, questions amended in this way, must be delivered within the timescale referred to at paragraph [54-5555-56](#) above.

At the meeting

62. No more than 20 supplementary questions will be answered at the meeting. Any question which receives a verbal response will also receive a written response from the appropriate member no later than five clear working days after the meeting and copied to all councillors or members of the committee as appropriate and also attached to the minutes.

63. Questions will be received in the order of receipt per member, but a member may not ask a second question until all other first questions from other

members have been dealt with. The same principle applies to third and subsequent questions subject to the Chairman's discretion.

64. Questions will be taken as read. If a councillor is not present to receive an answer to their question in the event they were to receive a verbal response, the Chairman may ask the question on the councillor's behalf or indicate that a reply will be given in writing within five working days of the meeting.

Supplementary question

65. For each question submitted, a councillor will be permitted to ask one supplementary question without notice which must be relevant to the original question or arise from the response given, subject to the limit of 20 questions presented at the meeting in paragraph 61. The Chairman may reject the supplementary question on the grounds listed in paragraph 58 above (reasons for rejection).

66. Subject to paragraph 6263, members should indicate prior to a meeting if they do not wish to ask a supplementary question to ensure that submitted question does not count toward the limit of 20 to be received at the meeting.

67. The person to whom the question has been put or another councillor on their behalf, shall answer the supplementary question if he or she is able to do so at the time. If this is not possible, a written response will be provided to the councillor where possible within five working days of the meeting.

Form of response

68. A response may take the following forms:

- a direct oral answer, unless the question has been submitted nine clear working days prior to the meeting
- where the answer is contained within a publication of the Council or in any report or minutes by reference to those documents
- a written reply

No debate on questions

69. Ordinarily, no debate shall be allowed on questions presented or responses given. In exceptional circumstances only the Chairman may allow discussion. No decision can be made arising from a question other than to refer it to council, cabinet or a committee by way of a motion which shall be moved, seconded and voted on without discussion.

Circulation of questions and responses

70. Upon receipt, copies of questions will be circulated to the Chairman and Vice-Chairman of Council or committee as appropriate, Leader of the Council and the member of council to whom the question is to be put and any other relevant councillors.

71. Copies of questions received in accordance with these rules will be provided to all councillors or members of the committee as appropriate prior to the meeting.
72. Copies of responses where available, will be circulated to councillors two days before the meeting unless this is not possible due to exceptional circumstances.
73. Copies of all questions and responses will be attached to the minutes of the meeting.

Record of questions

74. The minutes of the meeting shall record the name of the councillor asking the question, the subject matter, and the name of the councillor replying.

Motions on notice

Notice

75. Except for motions which can be moved without notice under paragraph 9495, written notice of every motion signed by at least two members of council must be delivered to the Proper Officer no later than ten clear working days before the date of the meeting. This is to ensure that where appropriate a report is prepared to assist Council in its consideration of the motion.
76. In exceptional circumstances and in cases of urgency, the Chairman may accept motions without the full period of notice having been given.
77. Delivery can be by electronic means provided that the Proper Officer is satisfied that it has been sent by the councillors concerned.
78. Notices of motion may be moved at the Annual Meeting or any ordinary meeting of the Council.
79. Notices of motion may be moved at extra-ordinary meetings of the Council but only if the notice of motion relates to the subject matter of that extra-ordinary meeting.
80. There is no limit on the number of notices of motion that may be submitted to each meeting. However, the Chairman will apply this rule in the context of the length of the agenda to ensure proper conduct of the business to be transacted.

Scope

81. Motions must be clear and concise and be about matters for which the council has a responsibility or which affect the council's administrative area.
- Motions will be rejected where they:

- do not relate to a matter for which the council has a responsibility or which affect the council's administrative area or those living in that area
- are defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper
- relate to any non determined planning or licensing application
- name or identify individual service users, members of staff or members of staff of partner agencies
- considered by the Chairman to be inappropriate for the particular meeting or undermines the purposes of the constitution.

82. The Chairman's ruling on rejection of a motion will be final following consultation with the Monitoring Officer.

83. Where a motion is rejected, the councillors concerned will be advised as soon as possible giving reasons for rejection. Where time permits, the councillors concerned may submit an amended motion which will be considered afresh against the criteria in paragraph [77-78above](#). For the avoidance of doubt, motions amended in this way must be delivered within the timescale referred to at paragraph [71-72above](#).

Recording of motions

84. On receipt of notices of motion received in accordance with these rules, the Proper Officer will enter the details of the motion and the time and date of receipt in a book. This book shall be open for inspection by members of the public during normal office hours.

85. Motions received in accordance with these rules will be listed on the agenda in the order in which notice was received subject to the Proper Officer' discretion to group together motions on the same or similar subject, unless the councillors giving notice state in writing that they propose to move it to a later meeting or withdraw it.

At the meeting

86. The Chairman will invite the proposer, or one of the councillors, who has given notice of the motion to move the motion. Where these councillors are not available at the meeting, the motion can be moved and seconded by any other councillors. The cabinet member will also have the opportunity to respond to points raised during the debate, before the mover of the motion exercises their right of reply.

87. A notice of motion must be moved at the meeting, it must then be seconded. If the motion is not moved and seconded, it will, unless postponed by consent of the Council, be treated as abandoned and may not be moved without fresh notice.

88. Once moved and seconded at the meeting, the councillor proposing the motion will be given up to five minutes in which to present his or her motion.

89. The Chairman will give the relevant cabinet member an opportunity to respond to the motion giving him or her up to five minutes in which to do so.

90. On considering a notice of motion and subject to paragraphs ~~88-93~~89-94 below, the following options shall then be open to the council:

- debate the motion and vote on it
- refer it to an appropriate member body with or without debate
- refer it to the Leader of Council with or without debate

91. The Chairman will move that the motion either be debated on the day or referred to the appropriate member body. This will be seconded by the Vice-Chairman of Council or in his or her absence, another member of the council and put to the vote without discussion. On the question of referring the motion to an appropriate member body, the only amendment the Chairman will accept is to which member body the motion should be referred.

92. If the motion relates to a function exercisable only by the council then the council will debate the motion and on consideration of a report, determine the motion or refer it to a future meeting of the Council.

93. If the motion relates to a function that has been delegated to another member body then the council will vote without debate on whether to refer the motion to that member body.

94. If referred to another member body that member body must consider the motion at its next available meeting. The mover and seconder of the motion will be invited to attend that meeting if they are not already members of that body in order to present their motion but will not be able to vote unless they have voting rights. The member body must report back to the council as soon as practicable by way of the minutes of that meeting.

95. If the notice of motion is referred to another member body following debate at council, a summary of the debate at council together with any recommendation will be taken into account by the member body when considering the motion.

96. If the notice of motion relates to an executive function, the motion will be referred to the Leader of the Council. The Leader will write to the proposers of the motion with a copy to all members of the council, advising them what steps he or she proposes to take.

97. Any decision of council arising from a motion must comply with the principles of decision making as set out in Part 2, paragraph 13.2 of this Constitution.

Motions without notice

98. The following motions may be moved without notice:

- to appoint a Chairman of the meeting at which the motion is moved
- in relation to the accuracy of the minutes
- to change the order of business in the agenda
- to refer something to an appropriate body or individual
- to appoint a committee or member arising from an item on the summons for the meeting
- to receive reports or adoption of recommendations of committees or officers and any resolutions following from them
- to withdraw a motion
- to amend a motion
- to proceed to the next business
- that the question be now put
- to adjourn a debate
- to adjourn a meeting
- to suspend a particular council procedure rule capable of being suspended
- to exclude the public and press in accordance with the access to information procedure rules
- not to hear further a member named under paragraph 14~~5~~4 or to exclude them from the meeting under paragraph ~~14~~5146
- to give the consent of the council where its consent is required by this constitution.

Rules of debate

No speeches until motion seconded

99. Once the mover has moved a proposal and explained its purpose, the motion must be seconded before any speeches may be made.

Right to require motion in writing

100. Unless notice of the motion has already been given, the Chairman may require it to be written down and handed to him/her before it is discussed.

Seconder's speech

101. When seconding a motion or amendment, a member may reserve their speech until later in the debate.

Content and length of speeches

102. Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed five minutes without the consent of the Chairman.

When a Councillor may speak again

103. A councillor who has spoken on a motion may not speak again whilst it is the subject of debate, except:
- to speak once on an amendment moved by another member
 - to move a further amendment if the motion has been amended since he/she last spoke
 - if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried)
 - in exercise of a right of reply
 - on a point of order
 - by way of personal explanation.

Amendments to motions

104. An amendment to a motion must be relevant to the motion and will be one of the following:
- to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - to leave out words;
 - to leave out words and insert or add others or;
 - to insert or add words
 - as long as the effect of the amendments is not to negate the motion.
105. Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
106. If an amendment is not carried, other amendments to the original motion may be moved.
107. If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
108. After an amendment has been carried, the Chairman will read out the amended

motion before accepting any further amendments, or if there are none, put it to the vote.

Alteration of motion

109. A Councillor may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
110. A Councillor may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
111. Only alterations which could be made as an amendment may be made.

Withdrawal of motion

112. A Councillor may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Councillor may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

Right of reply

113. The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
114. If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
115. The mover of the amendment has no right of reply to the debate on his or her amendment.

Motions which may be moved during debate

116. When a motion is under debate, no other motion may be moved except the following procedural motions:
- to withdraw a motion
 - to amend a motion
 - to proceed to the next business
 - that the question be now put
 - to adjourn a debate
 - to adjourn a meeting
 - to exclude the public and press in accordance with the Access to Information Procedure Rules and
 - not to hear further a member named under paragraph [144.145](#), or to

exclude them from the meeting under paragraph [445146](#).

Closure motions

117. A Councillor may move, without comment, the following motions at the end of a speech of another Councillor:

- to proceed to the next business
- that the question be now put
- to adjourn a debate or
- to adjourn a meeting.

118. If a motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.

119. If a motion that the question be now put is seconded and the Chairman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.

120. If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

Point of order

121. A Councillor may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of these council rules of procedure or the law. The Councillor must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Chairman on the matter will be final.

Personal explanation

122. A Councillor may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Councillor which may appear to have been misunderstood in the present debate. The ruling of the Chairman on the admissibility of a personal explanation will be final.

Previous decisions and motions

Motion to rescind a previous decision

123. A motion or amendment to rescind a decision made at a meeting of council within the past six months cannot be moved unless the notice of motion is signed

by at least 10 Councillors (or a quarter of the members of a committee).

Motion similar to one previously rejected

124. A motion or amendment in similar terms to one that has been rejected at a meeting of council in the previous six months cannot be moved unless the notice of motion or amendment is signed by at least 10 members (or a quarter of the members of a committee). Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

Voting

Majority

125. Unless this constitution provides otherwise, any matter will be decided by a simple majority of those Councillors voting and present in the room at the time the question was put (Local Government Act 1972, Schedule 12, paragraph 39(1)).

Chairman's casting vote

126. If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote (Local Government Act 1972, Schedule 12, paragraph 39(2)).

Affirmation

127. Unless a ballot or recorded vote is taken under paragraphs ~~125-128~~ and ~~126~~129, the Chairman will take the vote by ~~by~~ the affirmation of the meeting.

Ballots

128. The vote will take place by ballot if 10 members (or a quarter of the members of a committee) present at the meeting demand it or at the Chairman's discretion. The Chairman will announce the numerical result of the ballot immediately the result is known.

Recorded vote

129. With the exception of the ~~following~~ paragraph 130, if 10 Councillors (or a quarter of the members of a committee) present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be recorded in the minutes. A demand for a recorded vote will override a demand for a ballot.

130. Recorded votes shall be taken on all decisions in respect of setting the authority's budget and determining the level of council tax to be levied. The names for and against the motion or amendment or abstaining from voting on these matters will be recorded into the minutes.

Right to require individual vote to be recorded

131. Where any Councillor requests it immediately after the vote is taken, their vote

will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting (Local Authorities (Standing Orders) Regulations 1993, Schedule 2, paragraph 1(1)).

Voting on appointments

132. If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

Minutes

Signing the minutes

133. The Chairman will sign the minutes of the proceedings at the next suitable meeting (Local Government Act 1972, Schedule 12, paragraph 41(1)). The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

No requirement to sign minutes of previous meeting at extraordinary meeting

134. Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an extraordinary meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

Form of minutes

135. Minutes will contain all motions and amendments in the exact form and order the Chairman put them.

Record of Attendance

136. All Councillors present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance (Local Government Act 1972, Schedule 12, paragraph 40).

Exclusion of Public

137. Members of the public and press may be excluded only either in accordance with the Access to Information Rules in Part 5 of this constitution (Local Government Act 1972 s.100A and Local Authorities (Executive Arrangements) (Meetings and Access to Information (England) Regulations 2012 reg 4) (2)) or paragraph 147 (disturbance by public).

Councillors' attendance

138. Subject to paragraph ~~139~~140, if a member of the council fails throughout a period of six consecutive months from the date of his or her last attendance to attend any meeting of the council, he or she shall, unless the failure was due to some reason approved by the council before the expiry of that period, cease to be a member of the council (Local Government Act 1972 s.85(1)).
139. Attendance as a member at a meeting of any committee, sub-committee, area board, panel or working party of the council, or at a meeting or any joint committee, joint board or other body by whom for the time being any functions of the council are being discharged, or which was appointed to advise the council on any matter relating to the discharge of its functions and attendance as the council's representative on an outside body shall be deemed to be attendance (Local Government Act 1972 s.85(2)).
140. Any person (not being a member of the council) appointed by the council or a committee to serve on a committee, sub-committee or panel who is absent from all meetings of such committee, sub-committee or panel for a continuous period of six months except for some reason approved by the committee, sub-committee or panel before the expiry of that period shall at the end of that period cease to be a member of that committee, sub-committee or panel.
141. If a member of the cabinet fails throughout a period of six consecutive months from the date of his or her last attendance, to attend any meeting of the cabinet, he or she shall, unless the failure was due to some reason approved by the council before the expiry of that period, cease to be a member of the council (Local Government Act 1972 s.85(2A)).

Standing to speak

142. When a Councillor speaks at Full Council he/she must stand and address the meeting through the Chairman. If more than one Councillor stands, the Chairman will ask one to speak and the others must sit. Other Councillors must remain seated whilst a Councillor is speaking unless they wish to make a point of order or a point of personal explanation.

Chairman standing

143. When the Chairman stands during a debate, any Councillor speaking at the time must stop and sit down. The meeting must be silent.

Councillor not to be heard further

144. If a Councillor persistently disregards the ruling of the Chairman by behaving improperly, or offensively, or deliberately obstructs business, the Chairman may move that the Councillor not be heard further. If seconded, the motion will be voted on without discussion.

Councillor to leave the meeting

145. If the Councillor continues to behave improperly after such a motion is carried, the Chairman may move that either the Councillor leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

General disturbance

146. If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he/she thinks necessary (Public Bodies (Admission to Meetings) Act 1960 s.1(8)).

Disturbance by public

Removal of member of the public

147. If a member of the public interrupts proceedings, or their behavior or attire is deemed by the Chairman to cause offence, the Chairman will warn the person concerned. If they continue to interrupt or continue to cause offence, the Chairman may order their removal from the meeting room (Local Government Act 1972 s.100A(8)) following consultation with the Monitoring Officer or their designated representative.

Clearance of part of meeting room

148. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared (Local Government Act 1972 s.100A(8)).

Suspension and amendment of Council procedure rules

Suspension

149. All of these Council rules of procedure except paragraphs 131 and 133 may be suspended by motion on notice, or without notice, if at least one half of the whole number of members of the council are present. Suspension can be only for the duration of the meeting (Local Government Act 1972, Schedule 12, paragraph 42).

Amendment

150. Any motion to add to, vary or revoke these Council rules of procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the council.

This page is intentionally left blank

Wiltshire Council

Standards Committee

27 April 2016

Review of Part 4 of the Constitution - Public Questions and Motions

Purpose

1. To consider proposed changes to Part 4 of the Constitution - Council Procedure Rules.

Background

2. Part 4 of the Constitution details procedural rules in relation to Council and Council Committees. Cabinet, Overview and Scrutiny and Area Boards have specific rules of procedure contained in other sections of the Constitution.
3. The Constitution Focus Group had been requested to review two sections of Part 4, in relation to Public Questions to committees, and Cabinet Member right of reply in respect of Motions considered by Full Council.

Main Considerations

Public Questions

4. At its meeting on 17 November 2015 the Health Select Committee received queries regarding the deadline for submission of public questions to committees.
5. The existing deadline is currently four working days before a meeting, although in exceptional circumstances or urgency the Chairman of a meeting can exercise their discretion to allow receipt of questions without the full period of notice being given. In that situation there is no guarantee a full reply will be given at the meeting.
6. The deadline for publication of an agenda for a committee meeting is five clear working days. As such, a member of the public would have one working day under the current procedure to submit a question, if they required notice of the agenda before submission.
7. The Health Select Committee considered the above and resolved:

To request that the Chairman of the Overview and Scrutiny Management Committee investigate the possibility of extending the deadline for questions submitted to Select Committees under Public Participation.

8. The request was forwarded on to the Constitution Focus Group. At its meeting on 2 December 2015 the Focus Group considered the request. It was noted that the procedure for councillors' questions had recently been amended to include a two-tier deadline, one to ensure a guaranteed written response, and

Appendix 4b Council 100516

one for the question to still be received at the meeting but with a verbal response.

9. Following additional consultation with Group Leaders, the Focus Group considered proposed changes to wording at its meeting on 22 March 2016 and resolved to recommend them to the Standards Committee.
10. Suggested wording to Part 4 to effect such a change is included at appendix 1.

Motions

11. At its meeting on 2 December 2015 the Focus Group considered a suggestion from the Group Leader's meeting on 24 November 2015 in respect of the procedure for cabinet member responses to notices of motion.
12. Currently, the process of dealing with a motion on notice at Council is that provided a motion is moved and seconded, the mover of a motion is given up to 5 minutes to speak to their motion. The relevant cabinet member is then invited to respond. Should Council agree to debate a motion, the normal rules of debate apply. This allows for the mover of a motion to have a right of reply at the end of the debate before a motion is put to a vote.
13. To facilitate debate, the Chairman of Council has on occasions exercised his discretion by permitting the cabinet member to come back to respond to points made during the debate before the mover of the motion exercises his or her right of reply.
14. The suggestion from Group Leaders was to formalise the process currently exercised by discretion from the Chairman detailed in paragraph 12, by including it within the council's rules of procedures.
15. Whilst satisfied the Chairman of Council had discretion to permit cabinet members to respond in that fashion, the Focus Group had no objection to the suggestion this be formalised.
16. Suggested wording to Part 4 to effect such a change was considered and approved, as detailed at Appendix 1.

Recommendation

17. To recommend that Council should approve the proposed changes to Part 4 of the Constitution detailed at Appendix 1.

Ian Gibbons

Associate Director, Legal and Governance and Monitoring Officer

Report Author: Kieran Elliott, Senior Democratic Services Officer,
kieran.elliott@wiltshire.gov.uk, 01225 718504

Background Papers: None

Appendix 1 - Revised Part 4 of the Constitution

Wiltshire Council

Overview and Scrutiny: Annual Report 2015/2016



What is overview and scrutiny?

Wiltshire Council is run by councillors elected by the people of Wiltshire. A small number of them form the cabinet (also referred to as the executive) which sets the direction, determines the priorities and takes the important decisions. The councillors in the cabinet hold powerful positions and it is important that they are held to public account for their actions. This is done through a system called overview and scrutiny and is undertaken by the non-executive councillors.

This is common to most local councils. They ensure that decisions are taken based on good evidence including the views of those with an interest in the matter and are in the best interests of the people of Wiltshire. Overview and scrutiny is selective in what it looks at so that it can add value to the most important services provided by the council, its partners and contractors. Wherever possible it helps to shape policy through early discussions as well as scrutinising proposals before they are finally agreed. A list of the matters which will be considered by overview and scrutiny is published in its forward work programme.



How do we do it in Wiltshire?

There is an overview and scrutiny management committee and three specialist select committees covering the following main service areas:

- Health (including the NHS, public health and adult social care)
- Environment (including highways, waste and transportation)
- Children (including education, vulnerable children, youth services and early years)

The management committee, as well as coordinating the work of the select committees, covers internal matters such as finance, performance and staffing. Most of the work is done by small groups of elected members from across the political parties reviewing single specific issues in detail. These groups then report to the select committees and make recommendations for improvement to the cabinet and others as necessary.

Focus

The work programme focuses on the commitments given by the council in its Business Plan 2013-2017 and approaches its work in the following way:

- Better outcomes for the people of Wiltshire
- Adds value to the way decisions are reached
- Works constructively with the cabinet
- Challenges positively as a critical friend
- Bases its findings on good evidence
- Learns from others

Overview and scrutiny management committee



Cllr Simon Killane



Cllr Alan Hill

"Overview and Scrutiny continues to be involved in all of the key priorities of the council, providing constructive challenge and helping to develop policy. In a time of reducing resources, the contribution of non-executive councillors to delivering better outcomes for Wiltshire communities has been more important than ever."

Key items we have looked at

Call-in of a decision regarding the Royal United Hospital (RUH) Patient Hopper Bus

Campus Governance

Financial Planning

Engaging with key partners

... and what we have achieved

Enabled member and public challenge of how this important decision was taken to ensure it was fair and constitutionally sound.

Developed a governance framework recognising the varied nature and composition of area boards and community areas.

Reviewed the Administration and Opposition groups' draft budget proposals for 2016/17 leading to a smoother process of agreement at Full Council.

Identified risks and opportunities presented by the Military Civilian Partnership (a major programme of military re-basing in Wiltshire). Also established a positive relationship with the Swindon and Wiltshire Local Enterprise Partnership (LEP), which is led by the business community, ensuring democratic accountability in its use of public funds.

Health select committee



Cllr Chuck Berry



Cllr Gordon King

"As funding reduces and demand for many health and care services grows we are continuing to focus on how different assets, such as pharmacies, dentists, first responders, acute services and private providers, can come together to deliver health outcomes collaboratively. We must also not ignore the fact that prevention is always better than needing a cure."

Key items we have looked at

Continence Services

Help to Live at Home

Obesity and Child Poverty

NHS Health Checks

... and what we have achieved

Sent a letter to national policymakers seeking guidance on the interpretation of the Policy to enable better provision of products and parity of esteem with regard to social and wellbeing considerations.

Having interviewed key witnesses to assess whether the service fulfils its objectives, made recommendations that were taken forward including greater use of technology in providing care and a single point of contact for clients.

Recommended targeted, evidenced ways of tackling the links between deprivation and unhealthy eating amongst children, including increasing uptake of Free School Meals amongst eligible families.

Identified variances in implementation across the county and planned further work to assess its impact on the numbers of diagnoses and interventions.

Children's select committee



Cllr Jon Hubbard



Cllr Jacqui Lay

"This past year the Children's Select Committee has become involved with a number of successful and high profile projects including the work of the Child Sexual Exploitation task group, the Children's Community Health Services retender, and the establishment of a task group to examine Wiltshire's school improvement strategy. Alongside this we have grown closer with the Wiltshire Assembly of Youth (WAY) to ensure that the priorities of Wiltshire's young people are heard through new regular updates to Committee meetings, and the inclusion of their representative, James Wilkins, in the construction of the Committee's agendas."

The Committee will focus on the continuation of strengthening our relations with young people and the WAY to ensure that Wiltshire's youth have their voices heard in Children's Services scrutiny. We will work to ensure that decisions are made with the best interests of Wiltshire's young people in mind."

Key items we have looked at

Child Sexual Exploitation

Safeguarding Children and Young People

Children's Community Health Services

...and what we have achieved

Extra CSE training sessions for Wiltshire councillors and recommendations on the council's CSE action plan including ensuring that the outcomes are measured and monitored.

Made six recommendations regarding the county's Multi Agency Forums to ensure consistency of quality and effectiveness for this key part of the council's safeguarding strategy.

Helped design a robust performance monitoring framework for Wiltshire's re-tendered children's community health service.

Environment select committee



Cllr Bridget
Wayman



Cllr Peter Edge

"Another busy year for the Environment Select Committee with new contracts for both waste and highways, a county-wide public transport review and a rapid scrutiny of the future delivery model for the Repairs, Improvements and Maintenance of council owned assets."

Our focus remains making positive contributions to the decisions of the council on issues that affect the local environment in Wiltshire. We are looking forward to the year ahead with the mobilisation and implementation of the new contracts."

Key items we have looked at

Public Transport Review

Resident Engagement

Waste Service Changes

...and what we have achieved

Reviewed the options being developed for consultation and made suggestions, which were taken into account, to ensure that the full impact of the proposed options could be measured.

Used evidence gathered from three other housing providers in Wiltshire to draw up recommendations on good practice for the council's own housing arrangements.

Visited three sites across Wiltshire to gather first-hand evidence of the impact of changes to Household Recycling Centres (HRCs) and also garden waste collections.

How is overview and scrutiny supported?

The non-executive councillors run overview and scrutiny, but are supported in their work by a team of four officers. They sit within the council's corporate office, which supports all aspects of decision-making. The team ensures that the councillors have all the necessary information and evidence they need and can speak to those people that have a direct responsibility or interest in the matter. This can include making arrangements to hear from service users and going on site visits.

The team also undertakes research and writes reports on behalf of the select committees and task groups.

Events during the year

Wiltshire Council is an active member of the national and south-west overview and scrutiny networks and regularly speaks to others about how things can be done better. It is open to learning and has held a number of related training events as well as attending the Centre for Public Scrutiny's annual conference.

Following an independent review of Overview and Scrutiny in 2015, it continues to develop its ways of working, including:

- Focusing on how council decisions impact on service users and communities
- Tracking the progress of the recommendations it makes to decision makers
- Open channels of communication and clarity of roles with the Executive



Looking forward

Overview and scrutiny will spend more of its time in supporting delivery of the council's key priorities, which are:

- protecting the most vulnerable in our communities
- boosting the local economy – creating and safeguarding jobs
- supporting and empowering communities to do more for themselves

In a time of reducing resources, it will help the council to develop new and innovative ways of working that achieve service improvements even in a tough financial climate. This will include more joint working and resource sharing with a wide range of local partners, supporting communities to do more for themselves, and looking at how the council can use technology to help people access the services and information they want quickly and easily.

These are challenging but exciting and rewarding times for overview and scrutiny.

Want to know more?

Contact Henry Powell, Senior Scrutiny Officer, 01225 718052, henry.powell@wiltshire.gov.uk
County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

Information about Wiltshire Council services can be made available on request in other languages and formats such as large print and audio.

Please contact the council by telephone: 0300 456 0100, or email: customerservices@wiltshire.gov.uk

Wiltshire Council

Council

10 May 2016

Executive Decisions Taken Under Special Urgency Provision – Annual Report

1 Background

1.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 came into force on 10 September 2012. The Regulations deal with access to meetings and documents of the Executive. Regulation 9 details rules to be followed in publicising key decisions and requires all key decisions to be publicised 28 days in advance of the decision being taken. This Council's definition of what constitutes a key decision is as follows:

- any decision which would result in the closure of an amenity or total withdrawal of a service;
- any restriction of service greater than 5% measured by reference to current expenditure or hours of availability to the public;
- any action incurring expenditure or producing savings greater than 20% of budget service areas against which the budget is determined by Full Council;
- any decision in accordance with the Council's Financial Regulations (Part 9), involving financial expenditure of £500,000 or above, with the exception of operational expenditure by Corporate Directors identified within the approved budget and policy framework.
- Any proposal to change the Council's policy framework
- any contract (or programme) which:
 - ❖ exceeds an annual value of £1 million or the total contract value; or
 - ❖ exceeds £4million including any optional extension period; or
 - ❖ involves the transfer of 50 or more employees in or out of the council; or
 - ❖ relates to a matter which is commercially, politically or strategically sensitive.
- Any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions

- 1.2 Where it is impracticable for key decisions to be publicised 28 clear days before they are made, special rules apply. Under Regulation 10, key decisions may be taken so long as the following steps are undertaken:
- The Proper Officer has informed the Chairman of the Overview and Scrutiny Management Committee; and
 - The Proper Officer has made a notice in the prescribed form available for inspection by the public. The notice must set out details of the decision to be made and why the rule on giving 28 days notice has not been complied with
 - The notice is published on the Council's website.
 - The above steps must be taken at least 5 clear days before the key decision is taken.
- 1.3 In cases where a key decision is required to be taken even sooner and it is impracticable to wait for the requisite five clear days Regulation 11 - Special Urgency rules applies. This states that a decision may only be made where the decision maker has obtained agreement from the Chairman of the Overview and Scrutiny Management Committee or in their absence, the Chairman of the Council and in their absence, the Vice-Chairman of Council, that the matter is urgent and cannot be reasonably deferred. Upon securing agreement, a notice to this effect must be published on the Council's website.
- 1.4 At relevant intervals determined by the Council, which must be at least annually, the Leader of the Council is required to submit a report to Council setting out the key decisions taken under the special urgency rule. The report must include particulars of the decision made.

2 Issues for Consideration

- 2.1 At the time of writing this report, the Leader has confirmed that one decision has been made using the special urgency provision since the last annual report to Council on the 12 May 2015, details attached as an Appendix.
- 2.2 The intent of the Regulations is to make provision for urgent decisions to be made whilst ensuring as far as possible that transparency, accountability and scrutiny is maintained.
- 2.3 The Council has taken steps to ensure transparency is maintained by ensuring that where decisions are taken under these special provisions, an email is sent to all members of the Council providing them with a link to the notice published on the Council's website which gives details of the decision to be taken and the reason for urgency.
- 2.4 In order to ensure Council is aware of decisions taken using the special urgency provisions at the earliest opportunity, Council has previously agreed that these are reported to the next ordinary meeting of the Council. In addition,

an annual report will also be presented to Council giving details of such decisions taken in the preceding year.

3 Other Options Considered and Rejected

3.1 None.

4 Financial Implications

4.1 None.

5 Legal Implications

5.1 The proposals in this report ensure that the Council complies with the requirements of the relevant legislation.

6 Equalities Impact of the Proposal

6.1 None.

7 Environmental Impact of the Proposals

7.1 None.

8. Public Health Implications

8.1 None.

9. Safeguarding Implications

9.1 None.

10. Procurement Implications

10.1 None

11. Recommendation

11.1 That Council notes this report, and that one decision has been taken under the special urgency provision in the period since the last report on the 12 May 2015.

Robin Townsend

Associate Director – Corporate Function and Procurement and Programme Office

Report author: Yamina Rhouati, Democratic Governance Manager

Background Papers: None

Appendix – Details of special urgent decisions

This page is intentionally left blank

Executive Decisions Taken Under Special Urgency Provision – Annual Report

Date of decision	Decision Maker	Item	Decision made	Reason for urgency
15 September 2015	Cabinet Capital Assets Committee	Expansion of St Leonards CE VA Primary School – Award of Contract	To approve “Award of Building Contract” through the SCAPE minor works framework to Kier Construction Limited for the expansion of Bulford St Leonards CE VA Primary School to 1.5 Forms of Entry (FE) (80 additional places)	The reason for urgency is to obtain approval (contract regulations require any contracts valued at more than £1m going through Cabinet, in this case, CCAC) before the end of the month. This would enable the contract to be let in order for the school places to become available by September next year. Any delay would jeopardise this progressing within this timescale.

The requirements of Regulation 11 – Special Urgency provision were complied with.

This page is intentionally left blank

Wiltshire Council

Annual Council

10 May 2016

Extended Leave of Absence – Councillor Helen Osborn

Purpose of Report

1. To ask Council to consider a request from Councillor Helen Osborn for an extension of office beyond the six month period of non-attendance due to ill health.

Main considerations of the Council

2. Under Section 85 (1) of the Local Government Act 1972, if a member of a local Authority fails throughout a period of six consecutive months, from the date of his or her last attendance to attend any meeting of the authority or as a representative of the authority on an outside body, he or she shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the Authority.

Background

3. As members will be aware, Councillor Helen Osborn, who represents Trowbridge Lambrook Division, is presently recovering from surgery and at the time of writing this report remains in hospital. Councillor Helen Osborn has also suffered the recent loss of her husband, the late Wiltshire Councillor Jeff Osborn.
4. Councillor Helen Osborn has not been able to attend any Council or Committee meetings since the Trowbridge CATG meeting on 14 December 2015 and has requested Council to approve an extension to the usual six month rule to enable her to remain in office.
5. Council can only consider approval of any reasons for non-attendance before the end of the relevant six month period, which would be 13 June 2016. This Annual Council meeting would be the last opportunity for Council to consider such a request before the expiry of the relevant six month period.
6. Subject to membership changes made at this meeting, Councillor Helen Osborn currently serves as a full member of the Children's Select Committee, the Safeguarding Children and Young People Panel and Trowbridge Area Board. Councillor Helen Osborn also serves as a substitute member on the Audit Committee, Health Select Committee and Overview and Scrutiny Management Committee. Councillor Helen Osborn also represents the Council

on the Trowbridge Local Youth Network and the Wiltshire Victoria County History Committee.

7. Councillor John Knight is looking after the needs of Councillor Helen Osborn's division in her absence with this having been agreed with their respective Group Leaders. This also applies to being able to act on matters of planning call-in following agreement with the Chairman of the Western Area Planning Committee.

Safeguarding Implications

8. Not applicable.

Public Health Implications

9. Not applicable.

Equalities Impact

10. Not applicable.

Environment and Climate Change considerations

11. Not applicable.

Risk Assessment

12. Not applicable.

Financial Implications

13. Not applicable.

Procurement Implications

14. None

Legal implications

15. Section 85(1) of the Local Government Act 1972 enables a local authority to approve the reason(s) for non-attendance of a Member at any meeting of the authority throughout a period of six consecutive months, provided that approval is given by the authority before the expiry of the six month period.
16. If the approval of Council is not given at this meeting and given that Councillor Helen Osborn is not well enough to resume her duties as a member of the Council before the expiry of the six month period, Councillor Helen Osborn would be disqualified from office as a Councillor. Council is unable to grant retrospective approval.

Proposals

- (a) That Council approves the request from Councillor Helen Osborn for an extension beyond the six month period of non-attendance on the grounds of ill health.**
- (b) That such an extension be granted until the end of October 2016 which would allow for any request for a further extension being considered by Council at its meeting on 18 October 2016. In the event of that meeting either being cancelled or postponed, such an extension to remain in place until after the next available meeting of the Council.**

Robin Townsend
Associate Director, Corporate Function, Procurement and Programme Office

Report author: Yamina Rhouati, Democratic Governance Manager

Background Papers

None

This page is intentionally left blank