

AGENDA

Meeting: **Cabinet**
Place: **Council Chamber - County Hall, Bythesea Road, Trowbridge, BA14 8JN**
Date: **Tuesday 4 February 2020**
Time: **10.00 am**

Please direct any enquiries on this Agenda to Stuart Figini, of Democratic Services, County Hall, Trowbridge, direct line 01225 718221 or email stuart.figini@wiltshire.gov.uk

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

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

Membership:

Cllr Philip Whitehead	Leader of the Council and Cabinet Member for Economic Development
Cllr Richard Clewer	Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing, Climate Change and Military-Civilian Integration
Cllr Allison Bucknell	Cabinet Member for Communications, Communities, Leisure and Libraries
Cllr Ian Blair-Pilling	Cabinet Member for IT, Digitalisation and Operational Assets
Cllr Pauline Church	Cabinet Member for Children, Education and Skills
Cllr Simon Jacobs	Cabinet Member for Finance and Procurement
Cllr Laura Mayes	Cabinet Member for Adult Social Care, Public Health and Public Protection
Cllr Toby Sturgis	Cabinet Member for Spatial Planning, Development Management and Investment
Cllr Bridget Wayman	Cabinet Member for Highways, Transport and Waste

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

The full constitution can be found at [this link](#). Cabinet Procedure rules are found at Part 7.

For assistance on these and other matters please contact the officer named above for details

Part I

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

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

1 **Apologies**

2 **Minutes of the previous meeting** (*Pages 5 - 22*)

To confirm and sign the minutes of the Cabinet meeting held on 7 January 2020, previously circulated.

3 **Declarations of Interest**


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

4 **Leader's announcements**


5 **Public participation and Questions from Councillors**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Questions may also be asked by members of the Council. Written notice of questions or statements should be given to Stuart Figini of Democratic Services stuart.figini@wiltshire.gov.uk 01225 718221 by 12.00 noon on 29 January 2020. Anyone wishing to ask a question or make a statement should contact the officer named above.

6 **Wiltshire Council's Budget 2020/21 and Medium Term Financial Strategy 2020/21 - 2024/25** (*Pages 23 - 72*)

 Report by Chief Executive Officers Alistair Cunningham and Terence Herbert

7 **Capital Strategy** (*Pages 73 - 106*)

 Report by Chief Executive Officers Alistair Cunningham and Terence Herbert

8 **Treasury Management Strategy** (*Pages 107 - 148*)

Report by Chief Executive Officers Alistair Cunningham and Terence Herbert

9 **Wiltshire Housing Site Allocations Plan** (*Pages 149 - 358*)

 Report by Chief Executive Officer Alistair Cunningham

10 **Trowbridge Bat Mitigation Strategy Supplementary Planning Document**
(Pages 359 - 514)

 Report by Chief Executive Officer Alistair Cunningham

11 **Introduction of District Level Licencing for Great Crested Newts, Wiltshire**
(Pages 515 - 524)

Report by Chief Executive Officer Alistair Cunningham

12 **Budget Monitoring, Performance & Risk Management 2019/20 Q3** (Pages
525 - 572)

Report by Chief Executive Officers Alistair Cunningham and Terence Herbert

13 **Streetworks Permitting System** (Pages 573 - 674)

 Report by Chief Executive Officer Alistair Cunningham

14 **Insurance Cover Tender** (Pages 675 - 682)

 Report by Chief Executive Officer Alistair Cunningham

15 **School Admission Policies 2021-2022** (Pages 683 - 760)

Report by Chief Executive Officer Terence Herbert

16 **Urgent Items**

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

Part II

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

NONE

Cabinet

MINUTES OF THE CABINET MEETING HELD ON 7 JANUARY 2020 AT THE KENNET ROOM, COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Philip Whitehead (Chairman), Cllr Richard Clewer (Vice-Chairman), Cllr Allison Bucknell, Cllr Ian Blair-Pilling, Cllr Simon Jacobs, Cllr Toby Sturgis and Cllr Bridget Wayman

Also Present:

Cllr David Halik, Cllr Brian Mathew, Cllr Ian Thorn, Cllr Clare Cape, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Horace Prickett, Cllr Jonathon Seed, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

1 Apologies

Apologies were received from Cllr Laura Mayes and Cllr Pauline Church.

2 Minutes of the Previous Meeting

The minutes of the meeting held on 10 December 2019 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 10 December 2019.

3 Declarations of Interest

The following declarations of interest were received:

1. Cllr Richard Clewer, Cllr Bridget Wayman and Cllr Ian Thorn, declared interests in relation to agenda items 11 and 15 – Stone Circle Company Business Plans – as they are Directors of the Company. All the Councillors left the meeting during the item's consideration.
2. Alistair Cunningham, Executive Director, declared interests in relation to agenda items 11 and 15 – Stone Circle Company Business Plans – as he is a Director of the Company. He left the meeting during the item's consideration.
3. Dr Carlton Brand, Executive Director, declared an interest in relation to agenda item 9 – Provision of Loan Facility for Wiltshire College – as he is

a Governor of the College. He left the meeting during the item's consideration.

4 **Leader's announcements**

The Leader informed the Cabinet that following a series of surveys and investigations, the swimming pool section of Clarendon Leisure Centre, Trowbridge, had been closed from 23 December 2019. The building was closed due to concerns over its structural integrity and would not be reopened until these issues had been addressed. Some minor works were being undertaken in the next couple of weeks to allow the sports hall element of the Centre to reopen.

Funding is being allocated to complete significant remedial structural works on the main pool side structure, and this would be completed for the summer.

5 **Public participation and Questions from Councillors**

1. Stephen Eades read out a statement, copy attached as an appendix to these minutes, about the planning application to build an ATT gasification Incinerator at Westbury.

Cllr Sturgis, as Cabinet member for Spatial Planning, Development Management and Investment provided a verbal response at the meeting, a copy of which is attached as an appendix to these minutes.

The Leader thanked Mr Eades for his question and explained that a written response would be sent to him in due course.

2. Adrian Temple Brown read out a statement and asked a question, copy attached as an appendix to these minutes, about the climate emergency and the rise in average temperatures.

The Leader thanked Mr Temple Brown for his question and explained that a written response would be sent to him in due course.

6 **Strategic Depot Implementation Plan**

Cllr Ian Blair-Pilling, Cabinet Member for IT, Digitalisation and Operational Assets introduced the report which set out the strategic direction for the depot review, which included an update on the first phase of that review, detail of the projected service need and objectives for Phase 2.

Cllr Blair-Pilling referred to the objectives detailed in the report for Phase 2 and emphasised that works to be undertaken at the depots would result in a reduction of the Council's carbon footprint. He indicated that the scope of the

review would be enhanced with the inclusion of a review of Household Recycling Centres in specific locations.

Colin Gale asked for further information about the proposed review of Household Recycling Centres as indicated in the report. The Leader confirmed that a future Depot Strategy would contain the detail requested and this would be available in 6 to 12 months.

In response to questions from Cllr Ian Thorn about the potential income from the sites and the scrutiny process, Cllr Blair-Pilling reported that the income from sites was still to be determined. The Leader explained that the detail contained in the report referred to maintenance works being undertaken at a number of depots to comply with Environment Agency licences, whilst a Depot Strategy was being prepared. Cllr Bob Jones MBE confirmed that the Environment Select Committee would have involvement in the preparation of the Strategy prior to its consideration at a future Cabinet meeting.

In response to questions from Cllr Jon Hubbard about, proposals for the number of depots, vehicle movements and potential increases in carbon footprint, Cllr Blair-Pilling explained that the proposals for Phase 1 would result in a decrease in the number of operational depots from 12 to 10. Vehicle movements would be kept to a minimum as the depots are located throughout the county to enable efficient delivery of services, reasonable response times and minimised distances travelled to deliver services.

The Leader requested that any proposals to close a Salt Store, for example Semington, that the salt stock is finished before the Store is closed rather than the salt stock being transferred to another Store.

Resolved:

- 1. To note the progress on phase one of the depot review.**
- 2. To note the service demands and agree these should form the basis of the future solution for the depot portfolio.**
- 3. To agree that the objectives of the Phased approach.**
- 4. To agree the overall strategic approach of identifying sites in the north and south of the County, as part of Phase 2.**
- 5. To agreed that the household recycling centres should be included in the rationalisation review, allowing for options to be considered in a wider context.**
- 6. To agreed that the waste transfer station solutions should be considered, as part of Phase 2.**
- 7. To agree to an additional budget allocation of £3.500m for new projects.**

Reason for decision:

To establish the implementation of the strategic depot review so as to facilitate the optimum use of Council assets whilst balancing service needs and future operational market requirements.

7 Porton Science Park - Phase Two

Cllr Philip Whitehead, Leader of the Council and Cabinet Member for Economic Development introduced a report seeking Cabinet's endorsement of funding for a second phase of development at Porton Science Park, to help achieve the long-term vision for growing high value activity in the defence and health/life sciences sectors at this centre of excellence.

The Leader explained that the first phase of the Porton Science Park became operational in January 2018 and was now at 90% capacity. The Park was proving to be very successful, although it was essentially a workspace focussed facility with no readily available business support on offer, and lacked meeting, conferencing and collaborative space. Phase 2 would deliver a research and innovation facility linked to the Porton Campus, providing the much-needed facilities and would be partially financed by a European Regional Development Funding grant.

Cllr Ian Thorn, Leader of the Liberal Democrat Group, who welcomed the proposals. In response to questions from Cllr Thorn about the yield, profitability and risks of Phase 2 and whether there was an opportunity to scrutinise the proposals, the Leader and Executive Director explained that Phase 1 generated a return on investment, risks had been mitigated by the use of EU funding and there were plans to recruit a Director to manage the facility. It is expected that Scrutiny would have involvement at the appropriate time.

In response to a question from Cllr Mike Hewitt about the widest use of conferencing facilities, in addition to those 'on-site', the Leader confirmed that this was the case.

Resolved: To endorse:

- 1. the funding of £2,500,000.00 capital to enable the draw-down of match European funding for the costs of building a 20,000 sq ft (1858 sqm) Innovation centre at Porton Science Park, and to provide specialist business support, training and development on-site.**
- 2. an additional £2,500,000.00 capital to fund an additional 1858 sqm, enabling a larger 3716 sqm building to be constructed, which will provide grow-on space, additional employment from the scheme and enable an economy of scale. As with the first phase building at Porton, the additional space will be built as a shell, with a reduced**

price per sqm charged to reflect the fit-out costs the tenant will bear.

Reason for decision:

- 1. To progress delivery of Porton Science Park, in partnership with Dstl and PHE.*
- 2. To ensure that businesses at Porton Science Park do not need to travel out of the SWLEP area for innovation support because this project will provide free access to this in situ.*
- 3. To offer flexible space for meetings and a collaborative laboratory space supported by existing ultrafast broadband provision, as well as creative and recreational space to support networking.*
- 4. To build on existing innovation assets at Porton Science Campus (including the specialist technology which may be made available at Dstl and PHE) and directly develop opportunities for exchange between small and medium sized enterprises and larger research bodies in the area.*
- 5. To establish links to higher education institutions, researchers and academics on a national basis, as well as Catapult centres and other centres of excellence.*
- 6. To increase demand from the SME business base for research and development activity by lowering the barrier to entry and providing an affordable space for these activities to be undertaken.*
- 7. To enhance innovation capacity within SWLEP based SMEs including the ability to undertake end-to-end research and development for new products and process innovations, including opportunities to work in collaboration with research institutes.*

8 Wiltshire Council Adoption Service: 2019/20 Q1-2, 6 Month Report

Cllr Peter Hutton, Portfolio Holder for Children's Safeguarding, presented a report which provided an interim six-month report about the performance of the Adoption Service of Wiltshire Council.

Cllr Hutton explained that it was a statutory requirement that the Adoption Service provided regular assurance reports to the Council. This is achieved through annual year-end report, supported by a brief six-month update relating to quarters 1 and 2. The report detailed the following two main areas of focus, as there was a need for continual improvement regarding the Adoption Service:

- The need for timeliness of the assessment of adopters and their match with a child to be adopted; and
- The need for timeliness of the adoption of children with complex needs.

The report recognised the Government's commitment to improving adoption services in terms of numbers of children being adopted and the timeliness of matches for children requiring adoptive placements, the development of the Adoption Service, within the broader context of the development and implementation of Adoption West.

Cllr Hutton referred to the annual comparative performance figures and how they are measured using the Adoption Scorecard, which for Wiltshire Council showed overall continued improvement.

Cllr John Hubbard, Chair of the Children's Select Committee, welcomed the report and informed the Cabinet that Adoption West, the regional response to developing collaborative arrangements to improve performance by 6 local authorities, would now be the subject of a new scrutiny regime between the 6 partners. Cllr Hubbard explained that he was currently the interim Chair of the Interim Scrutiny Committee and that Wiltshire Council would be allocated 2 places on the Committee.

Resolved: That the Adoption Service 2018 Q1-2 6 month report be noted and adopted.

Reason for Decision:

Wiltshire Council is an Adoption Agency registered with Ofsted. The 2014 Adoption Minimum Standards (25.6) and 2013 Statutory Guidance (3.93 and 5.39) describe the information that is required to be regularly reported to the executive side of the local authority to provide assurance that the adoption agency is complying with the conditions of registration whilst being effective and achieving good outcomes for children and service users.

9 **Provision of Loan Facility for Wiltshire College**

Cllr Simon Jacobs, Cabinet Member for Finance and Procurement, presented a report seeking a loan facility to Wiltshire college to enable them to complete their campus redevelopment.

Cllr Jacobs reported that Wiltshire College had asked the Council to consider offering a further loan facility to cover the refinancing of their current loan and to make up the shortfall on their first loan of £65,000. The first loan was agreed by Cabinet in July 2019 and would enable the College to redevelop their Salisbury and Lackham College campus.

In response to a questions from Cllr Ian Thorn, Chairman of the Financial Planning Task Group, about the value of assets offered as security against the loan and the interest rate of the loan, the Leader, Cllr Jacobs and Director of Housing and Commercial Development confirmed that the value of assets offered as security would cover any default in repayments of the loan, and in the unlikely event of any default, the assets would not impact on the education

offered. The interest rate offered reflected the current competitive market rate for the refinancing of the loan.

The Leader confirmed that the Financial Planning Task Group would have the opportunity to review all the relevant information in connection with the loan.

Cllr Jon Hubbard, Chair of the Children's Select Committee, suggested that Wiltshire College should be encouraged to consider the provision of education in locations around the county that they did not currently provide an education offer at. Cllr Jacobs confirmed that this was a direction of travel that the Council would wish to consider.

The Leader indicated that the partnership work is ongoing but would not form part of the discussions in relation to the loan arrangements.

Resolved:

- 1. To agree to provide a loan facility of up to £6.312 million to Wiltshire college subject to obtaining required security for the loan and proof of cash flow to repay the loan.**
- 2. Subject to agreeing to provide the loan facility agree to include a capital allocation of £6.312m in the 2020/21 capital programme**
- 3. To delegate the detail of the security required and the commensurate interest to be charged on the loan to the Director of Finance and Procurement in consultation with the Cabinet Member for Finance, Procurement, Transformation and Operational Assets.**
- 4. To delegate to the Director of housing and commercial development the authority to secure the charge on the security offered by Wiltshire college for the loan.**
- 5. To delegate to the Director of Housing and commercial development in consultation with the Cabinet Member for Finance and procurement authority to negotiate an option on Wiltshire College land in return for the loan facility.**

Reason for Decision:

The proposals will provide a loan facility to enable Wiltshire college to refinance their current loan portfolio. In turn this will enable the Wiltshire College to offer courses to the benefit of young people in Wiltshire as well as enable the Council to generate a return on the loan commensurate with the risk that is presented. The Council will seek to negotiate an option to further its strategic interests and enable the Chippenham Futures project in return for the loan facility.

(Note: Dr Carlton Brand, Executive Director, declared an interest in relation to agenda item 9 – Provision of Loan Facility for Wiltshire College – as he is a Governor of the College. He left the meeting during the item’s consideration.)

10 **Acquisition of Land at Horton Road Devizes**

Cllr Philip Whitehead, Leader of the Council and Cabinet Member for Economic Development presented a report which detailed a proposal to acquire land at Horton Road, Devizes and sell individual parcels to interested companies to construct employment facilities.

The Leader explained that it was proposed that the Council acquires the whole site, together with the adjoining skid pan owned by the Office of the Police and Crime Commissioner. Any remaining land could be developed for employment purposes by the Council as an investment.

The Leader also explained that the recommendations no longer required approval by Full Council as the Cabinet had authority to make a final decision about the purchase of the land.

Resolved:

- 1. That the Council acquires, subject to the grant of planning permission for employment purposes, the land at Horton Road Devizes, including the skid pan.**
- 2. To dispose of individual plots to companies to enable employment development to take place.**
- 3. To construct employment units on any remaining land as a commercial investment.**

Reason for Decision:

To enable employment development to take place thereby safeguarding and creating jobs in accordance with ‘Growing the Economy’ section of the Council’s Business Plan.

11 **Stone Circle Company Business Plans**

Cllr Simon Jacobs, Cabinet Member for Finance and Procurement presented a report which detailed the proposed business plans for the Stone Circle Companies beginning in the financial year 2020/21.

Cllr Jacobs explained that the shareholder agreement between the Council and the companies requires the companies to present proposed business plans three months before the forthcoming financial year. The boards of the three

companies met on 17 December 2019 to consider the business plans for 2020/21.

In addition, the report detailed proposals for the establishment of a new trading company within the Stone Circle Holding Company Ltd called Stone Circle Energy Company Ltd. The company would facilitate the sale of energy generated from the installation of photovoltaic cells at a Council park and ride scheme subject to due diligence and production of an acceptable business plan.

Resolved:

- 1. To agree the business plan for Stone Circle Holding Company Limited beginning in 2020/21 based on the business plans for the subsidiary companies.**
- 2. To agree the year one business plan for Stone Circle Housing Company Limited as set out at Appendix A in the exempt part of the agenda.**
- 3. Subject to Cabinet agreeing the Stone Circle housing company business plan at 1 and 2 above, to agree the loan agreement required.**
- 4. To support Stone Circle Housing Company Limited's proposal to establish a shared ownership product and to agree to receive a detailed proposal as to how such a scheme would operate.**
- 5. To agree the business plan of Stone Circle Development Company Limited as set out at Appendix B in the exempt part of the agenda.**
- 6. Subject to Cabinet agreeing the Stone Circle development company business plan at 5 above, to agree the loan facility required.**
- 7. Subject to agreeing Stone Circle Development Company Limited's business plan at 5 above, to agree to enter into sale contracts conditional upon obtaining planning consent for the following Council owned sites; Marlborough former resource centre, Ashton Street resource centre, Royal Wootton Bassett former depot and Calne Priestly Grove as set out in appendix B1 in the exempt part of the agenda.**
- 8. To agree to delegate the decision to dispose of the New Zealand Avenue site to Stone Circle Development Company subject to Stone Circle Development Company Limited providing an acceptable project plan, to the Director of Finance and Procurement and the Director of Commercial, Housing and Commercial Development, in consultation with the Cabinet Member for Finance and Procurement and Cabinet Member for Spatial Planning Development Management and Investment.**

- 9. To agree that the Council's legal services provide conveyancing and associated development legal services to Stone Circle Development Company Limited and the resourcing contract between the Council and the company is amended accordingly.**
- 10. To agree to delegate authority to agree the project plan for each development proposed by Stone Circle Development Company Limited, to the Director of Finance and Procurement and the Director of Commercial, Housing and Commercial Development, in consultation with the Cabinet Member for Finance and Procurement and Cabinet Member for Spatial Planning, Development Management and Investment.**
- 11. To agree to establish Stone Circle Energy Company Limited as a subsidiary of Stone Circle Holding Company Limited and the shareholders agreement and articles of association as at appendix C of the report.**
- 12. Subject to agreeing to establish Stone Circle Energy Company Limited, at 11 above, to agree to recruit an independent director to the company and delegate the appointment to Executive Director of Children and Education.**
- 13. To agree remuneration for Directors of Stone Circle Energy Company Limited of £2,000 per directorship for independent directors and Councillors who do not receive additional allowances that would reflect the work of the company.**
- 14. Subject to agreeing to establish Stone Circle Energy Company Limited, to note the Stone Circle Energy Company limited business plan as at appendix D in the exempt part of the agenda and, to delegate to the Director of Finance and Procurement, in consultation with the Cabinet member Finance and Procurement authority to agree the business plan.**
- 15. To agree to include £200,000 capital allocation in the 2020/21 capital programme as loan finance for Stone Circle Energy Company Limited to be released subject to production of acceptable project plan as required by the shareholder agreement,**
- 16. To agree to delegate authority to agree a conditional sale contract for development proposed by Stone Circle Energy Company Limited on Council land to the Director of Finance and Procurement, in consultation with the Cabinet Member for Finance and Procurement and Cabinet Member for Spatial Planning, Development Management and Investment.**
- 17. To agree to delegate authority to agree the project plan for development proposed by Stone Circle Energy Company Limited to the Director of Finance and Procurement and Director of Housing**

and commercial development, in consultation with the Cabinet Member for Finance and Procurement.

18. To agree to delegate authority to conclude detailed contract arrangements with the Stone Circle Companies including changes to the resourcing contract to the Director of Housing and Commercial Development in consultation with the Director of Finance and Procurement and the Director of Legal, Electoral and Registration Services.

Reason for Decision:

The proposals aim at complying with the shareholder agreement the Council has with the Stone Circle Companies to agree the business plans and consequent actions that the Council needs to consider.

(Note:

1. Cllr Richard Clewer, Cllr Bridget Wayman and Cllr Ian Thorn, declared an interest in relation to this item as they are Directors of the Company. All the Councillors left the meeting during the item's consideration.
2. Alistair Cunningham, Executive Director, declared an interest in relation to this item as he is a Director of the Company. He left the meeting during the item's consideration.)

12 **Urgent Items**

There were no urgent items.

13 **Exclusion of the Press and Public**

Resolved:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Numbers 14 and 15 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

14 **Acquisition of Land at Horton Road Devizes**

Cllr Philip Whitehead, Leader of the Council and Cabinet Member for Economic Development presented a report which highlighted further detailed financial information in relation to the purchase of the land at Horton Road, Devizes.

The Leader explained that he was the member for the Urchfont and The Cannings Division and that in order to avoid any possible conflicts of interest arising during the completion of the necessary legal transactions, that the Deputy Leader should also be included at recommendation 2 below.

The Leader also explained that the recommendations no longer required approval by Full Council as the Cabinet had authority to make a final decision about the purchase of the land at Horton Road.

Resolved:

- 1. Approve the acquisition of the land at Horton Road Devizes from BSL together with the adjoining Skid Pan.**
- 2. Authorise the Executive Director, Growth, Investment and Place (or as permitted by the scheme of delegation) to agree terms for the completion of necessary legal transactions and documents in consultation with the Leader of the Council and Deputy Leader of the Council.**
- 3. Approve the funding of the acquisition as set out in the Financial Implications section detailed in the report.**

Reason for Decision:

To enable employment development to take place thereby safeguarding and creating jobs in accordance with 'Growing the Economy' section of the Council's Business Plan.

15 **Stone Circle Business Plans**

Cllr Simon Jacobs, Cabinet Member for Finance and Procurement presented the appendices to the Stone Circle Companies report considered at minute number 11 above.

Resolved: To note the following appendices:

- **Appendix A - Stone Circle housing company business plan**
- **Appendix A1 – Stone circle housing company shared ownership model business plan**
- **Appendix B – Stone Circle development company business plan**
- **Appendix B1 – Stone Circle development company site development programme and appraisals**
- **Appendix D – Stone circle energy company indicative business plan**

Reason for Decision:

The proposals aim at complying with the shareholder agreement the Council has with the Stone Circle Companies to agree the business plans and consequent actions that the Council needs to consider.

(Note:

1. Cllr Richard Clewer, Cllr Bridget Wayman and Cllr Ian Thorn, declared an interest in relation to this item as they are Directors of the Company. All the Councillors left the meeting during the item's consideration.
2. Alistair Cunningham, Executive Director, declared an interest in relation to this item as he is a Director of the Company. He left the meeting during the item's consideration.)

(Duration of meeting: 10.00 - 11.45 am)

These decisions were published on 9 January 2020 and will come into force on 17 January 2020.

The Officer who has produced these minutes is Stuart Figini of Democratic Services, direct line 01225 718221, e-mail stuart.figini@wiltshire.gov.uk

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

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Wiltshire Council

Cabinet

7 January 2020

Statement from Stephen Eades
Agenda Item 5 – Public Participation

**To Councillor Toby Sturgis – Cabinet Member for Spatial Planning,
Development Management and Investment**

Statement

The Leader has told me the Council takes its responsibilities very seriously. It has consulted Public Health England; the Environment Agency and no objections have been raised. No one has raised a JR challenge, and to revoke consent would lead to a compensation claim. So, the planning decision stands.

None of this makes sense.

The Council has an overriding legal duty of care, particularly to protect public health and safety under CP42 on incinerators and CP54 and 55 on air quality.

The atmospheric emissions will be highly toxic. They'll contain tiny particles, all toxically contaminated and 16 tonnes will be emitted into Westbury's air annually.

The housing estate on the White Horse escarpment is at the same height as the top of the chimney. When the wind blows from the incinerator residents will be inhaling this poison. Not for one day, but for 25 years.

In 2017 PHE and the EA wrote a report. It said these tiny particles go straight into the lung and the very smallest straight into the bloodstream. New evidence from the USA shows they also go straight into the brain. In 2018 DEFRA said that this risk is more significant than previously thought.

In the planning hearing last year did the Council raise any of this with PHE and the EA? No.

Did the Council ask the EA if it could control this under the Environmental Permit? No.

On the point that there has been no JR challenge - seriously, who can afford to do that?

It is said the Council cannot revoke for fear of a compensation claim. People's health will be badly injured by this planning decision. So, would the consent holder make such a claim? No, it would amount to tainted money.

Councillors, your shame is not in making the wrong decision. Your shame is in denying the evidence behind that wrong decision. It's time to think again. Westbury is waiting.

Response

I am responding as the Cabinet member responsible for development management.

I confirm the Strategic Planning committee had a comprehensive report on this application with responses from the relevant statutory experts. The council has not been advised that any of these bodies has changed their view, no legal challenge has been made nor has central government called -in the decision. In these circumstances there are no grounds to justify revoking the planning permission.

Wiltshire Council

Cabinet

7 January 2020

Statement and Question from Adrian Temple Brown

Agenda Item 5 – Public Participation

To Councillor Richard Clewer – Deputy Leader of the Council and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing, Climate Change and Military-Civilian Integration

Statement

Good Morning Councillors,

I hope you had a good Christmas and are looking forward to the New Year. I found it quite a difficult Christmas this year, there was plenty in the media and on the news about the climate crisis. I hope that a lot of you watched some of that on the television and had time to reflect and maybe even reached for your PCs to do a little research, as I requested at the last cabinet meeting I came to.

Question

I would like to know if each member of this cabinet accepts the climate crisis science as endorsed by 11,000 scientists in November 2019 and understands the link between the exponential rise in global atmospheric CO2 levels and the exponential rise in global average temperature?

Response

At its meeting held on 26 February 2019 full Council acknowledged the climate emergency and resolved to seek to make the county of Wiltshire carbon neutral by 2030. Cabinet collectively has confirmed its commitment to supporting the motion and has subsequently resolved to make Wiltshire Council carbon neutral by 2030. Decisions made to date and work reported to full Council by Cabinet demonstrate this commitment. As explained by the leader of the council at the Cabinet meeting held on 7 January 2020, Cabinet members collectively agree on any decisions to be made, based on all relevant information available to them at that time.

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AGENDA ITEM

WILTSHIRE COUNCIL

Overview & Scrutiny – 28 January 2020

Cabinet – 4 February 2020

Council – 25 February 2020

Subject: Wiltshire Council's Budget 2020/21 and Medium Term Financial Strategy 2020/21 – 2024/25

**Cabinet Members: Councillor Philip Whitehead- Leader of the Council
Councillor Simon Jacobs - Cabinet Member for Finance**

Key Decision: Key

EXECUTIVE SUMMARY

The report presents members with the proposed 2020/2021 Budget and Medium Term Financial Strategy 2020/21 to 2024/25.

The report sets out, for approval by cabinet, the budget setting proposals and gives the details that feed into the budget setting reports.

Reasons for Proposals

To enable the Cabinet to recommend to Council to:

- Set its revenue and housing revenue accounts budgets and levels of reserves and Council Tax for the financial year 2020/21;
- Provide the Council with a strong financial plan for sustainable delivery of services in 2020/21;
- Provide the Council with a Medium Term Financial strategy to drive long term financial sustainability and delivery of the business plan; and
- Meet its strategic financial objectives.

PROPOSALS

It is proposed that Cabinet recommends to Council that it:

- a. Agrees the budget for 2020/21;
- b. Approves the growth and savings proposals summarised in the report to provide a net revenue budget for 2020/21 of £344.023 million;

c. Agrees to:

- i. Set the Council's total net expenditure budget for 2020/21 at £344.023 million;
 - ii. Set a Council Tax increase of 1.99% and Social Care Levy increase of 2%;
 - iii. Delegate changes in fees and charges as set out in Section 9;
 - iv. Set a 2.7% increase for social dwelling rents (CPI plus 1%);
 - v. Set the Housing Revenue Account (HRA) Budget for 2020/21 at £30.302 million expenditure; and
 - vi. All service charges related to the HRA being increased to recover costs, capped at increase of £5 per week for those not on housing benefits and garage rents increased by 1.7% (CPI).
- d. Endorse the Medium Term Financial Strategy and receive regular updates on delivery against strategy to Cabinet; and
- e. Notes the budget gap of £69.527 million for MTFs period 2021/22 – 2024/25.

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WILTSHIRE COUNCIL

Overview & Scrutiny – 28 January 2020

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Purpose of Report & Background

1. This report sets out the Council's budget 2020/21 and Medium Term Financial Strategy 2020/21- 2024/25 (MTFS). It highlights expenditure and income from 2020/21 to 2024/25.
2. This report sets out an updated Financial Strategy that covers the five years 2020-25. It reflects the current Government funding announcements and is attached at Appendix A to this report.
3. This Council's strategic aims and priorities drive the medium term financial planning process, with changes in resource allocation determined in accordance to policies and priorities. A key focus for the Council is to ensure a strong sustainable financial base exists in these challenging times. This report builds on the Update to the Medium Term Financial Strategy that was presented to Cabinet on 10 December 2019 and the Council's Business Plan.
4. The key changes reflect the revised forecast for the increasing demand for care for the vulnerable, including adults and children with complex care needs and special educational needs and the delay in Government determining a new fairer funding settlement.
5. This report considers:
 - Delivering the Council's Business Plan priorities– Section 2
 - The Council's Medium Term Financial Strategy – Section 3
 - Funding Position – Section 4
 - Budget Summary 2020/21 – Section 5
 - Budget Pressures – Section 6
 - Savings – Section 7
 - Other Changes – Section 8
 - Fees & charges, capital, housing and schools' proposals – Section 9
 - Assessment of reserves – Section 10

- Budget Assumptions & Business Risk – Section 11
 - Budget Consultation – Section 12
 - Consideration of other factors and implications – Section 13
6. Due to the lead time to produce the budget setting papers, all reports are presented in the Council structure as at 31 December 2019. As in previous years, budgets will be recast before start of the 2020/21 financial year to reflect any structural changes and include the allocation of growth and savings to individual services.

SECTION 2 DELIVERING THE COUNCIL'S BUSINESS PLAN PRIORITIES

Service Planning

7. The Business Planning process for 2020/21 and future years is currently being undertaken alongside the development of the MTFs to ensure that the Corporate Priorities are expressed in financial terms in the MTFs and all the priorities are fully resourced. The Business Planning process links service activity from across all council services to the council's Business Plan ensuring that activity is planned against all the Council's stated strategic objectives.
8. Major strategic projects have been mapped against the Council's business and financial plans. Potential national and international developments have also been taken into account and, where appropriate, new risks assessed.
9. Recent cross-council work has identified the outcomes that will help deliver the council's priorities in the next three to five years. Work is ongoing to define the actions, projects and changes that will be required. These actions, once defined, can be used as the base for building outcome/activity based budgets for 2021/22 and beyond.
10. Over the last decade the council, in collaboration with its public and voluntary sector partners, has improved people's lives, strengthened communities and helped businesses to develop and relocate in Wiltshire. Looking ahead to the next decade, we plan to continue that success.
11. The Council's 2017-27 Business Plan sets out our priorities and how we will deliver them working closely with local communities and partners; as well as investing in technology to make it easier for residents and businesses to engage with us and resolve matters more quickly. The Council's key priorities are:
- Growing the economy
 - Strong communities
 - Protecting those who are most vulnerable
 - An innovative and effective council

SECTION 3 THE COUNCIL'S MEDIUM TERM FINANCIAL STRATEGY

Medium Term Financial Strategy

12. As part of our strong financial management the Council has a Medium Term Financial Strategy that is updated annually as part of the process of setting the Council Tax levels. The Medium Term Financial Strategy (MTFS) sets out both the process and assumptions in aligning the council's financial resources with its business plan.
13. Movements and forecasts in future years can be summarised in the table below:

	2020/21	2021/22	2022/23	2023/24	2024/25	Total 2020/21 - 2024/25
	£m	£m	£m	£m	£m	£m
Opening Position	332.378	344.023	353.436	364.011	374.902	332.378
Budget Pressures (Section 6)	34.214	29.219	24.959	24.705	26.644	139.741
Savings Required (Section 7)	(14.683)	(26.196)	(15.384)	(14.814)	(16.428)	(87.505)
Other Changes (Section 8)	(7.886)	6.390	1.000	1.000	1.000	1.504
Closing Position/ Forecast Funding available (Section 4)	344.023	353.436	364.011	374.902	386.118	386.118

14. A detailed MTFS is attached at Appendix A, with a 2020/21 high level summary in Appendix B and below.

SECTION 4 FUNDING POSITION

Level of Funding

15. The Council draws its funding from two main sources – local taxation and Government grants. The Council no longer receive any Revenue Support Grant (RSG). The main areas of Government grant are:
- Baseline Funding - Business Rates Retention Scheme (BRRS);
 - Additional ring fenced grants, such as Public Health;
 - New Homes Bonus; and
 - Other one off grants, such as social care, rural support grant etc.

16. The local taxation funding expected in 2020-25 is as follows:

	2020/21	2021/22	2022/23	2023/24	2024/25
	£m	£m	£m	£m	£m
Income / Funding					
Recurring Funding					
Council Tax (1.99% increase and 1% demographic growth)	(260.830)	(269.288)	(278.055)	(287.084)	(296.382)
Social Care Levy (2% growth 2020/21 only)	(23.893)	(23.893)	(23.893)	(23.893)	(23.893)
Business Rates Retention (3% growth)	(56.600)	(60.255)	(62.063)	(63.925)	(65.843)
Collection Fund	(2.700)	0.000	0.000	0.000	0.000
Total Forecast Funding	(344.023)	(353.436)	(364.011)	(374.902)	(386.118)

17. The Government confirmed there will be no real changes to the current one-year financial settlement 2020-21 in the settlement announcement on 19 December 2019.
18. The projected increase in Council Tax is set just below the government referendum limit of 2%. Additionally, the overall Council tax base has seen another increase, as set out in the December report to Cabinet. It is assumed these growth streams continue for the length of the MTFs.
19. The Government announced the Council could raise an additional levy of 2% this year in order to contribute towards the continued increasing costs of adult social care.
20. Business Rates are collected from local businesses, calculated based on the Valuation Office value of the businesses multiplied by the annual rate set by Government. The business rate increase is based on an increase in both numbers of local businesses and the annual Government multiplier.
21. The Government is currently undertaking a Fairer Funding reviewing of local government funding and a review of the localisation of Business Rates. The delayed consultations are expected this year. The aim of the review is to recognise that the way local authorities receive government funding is over a decade old, and a new baseline for funding allocations to local authorities based on an up-to-date assessment of relative needs and resources, using the best available evidence is needed. At this stage no change has been made to the Medium Term Financial Strategy given the uncertainty of the outcome of Government's review however there is an assumption that the additional funding for social care will remain within on-going funding regardless of any changes that might be seen from any Fair Funding review. The Council will continue to be updated of any changes, which are forecast to announced in 2020.

SECTION 5 BUDGET SUMMARY 2020/21

2020/21 Council Tax calculation

22. The overall net budget position for 2020/21 is reflected in this report:

2020/21 Revised Base Budget	332.378
Plus Budget pressures (Section 6)	34.214
Less Savings (Section 7)	(14.683)
Less Other changes (Section 8)	(7.886)
Net budget requirement	344.023
Financed by	
Amount funded through Council Tax	(260.830)
Social Care Levy	(23.893)
Business Rates Retention	(56.600)
Collection Fund Surplus	(2.700)
Total Financing (Section 4)	(344.023)
Gap remaining	0.000

Medium Term Financial Strategy by Directorate for 2020/21

23. This is shown by directorate in the table below

	Adult Care & Public Health Services	Children & Education Services	Growth, Investment & Place Services	Corporate	Total
2019/20 Revised base Budget	155.929	78.621	100.852	(3.024)	332.378
Budget Pressures	13.035	6.596	4.646	9.937	34.214
Savings	(8.861)	(1.820)	(1.547)	(2.455)	(14.683)
Other Changes	0.000	0.000	0.000	(7.886)	(7.886)
2020/21 Budget	160.103	83.397	103.951	(3.428)	344.023
% Change	2.68%	6.07%	3.07%	13.36%	3.50%

SECTION 6 BUDGET PRESSURES

Growth and challenges to our spending

24. At present, the scale of cost pressures facing the Council is more than the projected increase in income.
25. The reason we recognise investment, growth and pressures is so that we understand the scale of the task. If a service had the same cash budget as the previous year, that service would still have to make savings to standstill as pay costs or contract prices may have risen.
26. There are significant cost pressures arising from changing demographics and a growing population. These lead to an increase in demand and costs for adult and children services, as well as other services across the Council.
27. This results in a gross funding requirement in 2020/21 to meet all of these challenges of £34.214 million. Looking ahead the growth and pressures on spend will continue at similar levels, however, as set out below the adult and children's transformation programmes are designed deliver efficiencies. Other programmes around community responsibility, digital and commercial will address need to address the other pressures.
28. The breakdown of budget pressures and growth is below. A full list and detail is included at Appendix C. This growth table shows the forecast increase required in each year.

	2020/21	2021/22	2022/23	2023/24	2024/25
	£m	£m	£m	£m	£m
Budget pressures & growth					
Adult Care & Public Health	10.275	8.988	9.697	10.638	10.638
ICT	2.448	0.661	0.718	0.366	0.383
Legal & Elections (one off growth)	0.312	1.000	(1.000)		
Children & Families	6.596	3.870	4.244	4.728	5.211
Economy & Development	0.500				
Highways & car parks	0.830	0.472	0.592	0.599	0.611
Waste (including increased demand)	2.045	1.286	1.325	1.366	1.409
Strategic Assets & Facility Management	0.250	0.351	0.366	0.385	0.401
Communities & Neighbourhood	1.021	0.384	0.398	0.462	0.476
Corporate growth					
Pay growth	5.013	4.928	5.057	5.192	5.192
Climate Change Team	0.350				
Economic Development South Wiltshire	0.200				
External footpaths and cycle paths	0.100				
Capital Financing to fund capital programme	4.274	7.279	3.562	0.969	2.323
Total Budget Pressures	34.214	29.219	24.959	24.705	26.644

SECTION 7 SAVINGS

Level of savings

29. The Council's financial plan identifies a need to find £14.683 million of savings in 2020/21. £3.849 million of savings were approved at budget setting in 2019/20. This leaves £10.834 million of new savings identified in the 2020/21 budget setting process.
30. A full list of savings is included at Appendix D.
31. These savings have been assessed and considered realisable, although there may be some further movement in some as work progresses which means a small element could need to be found from other areas.
32. The Council has introduced a saving delivery group to monitoring and track savings proposals to ensure that they are delivered and review impact on services.
33. In future years of the MTFs (2021/22-2024/25) a budget gap of £69.527million remains with savings that will need to be identified to address this gap. Actions to address the budget gap are being assessed and will include such actions as service transformation, commercialisation, and income generation alongside service efficiencies.

SECTION 8 OTHER CHANGES

34. As well as budget pressures and savings, the Council also forecasts some changes in grants and draw from reserves. These mainly reflect changes in grants the Council has received from Central Government. A summary is included below:

Changes in Grants	2020/21	2021/22	2022/23	2023/24	2024/25
	£m	£m	£m	£m	£m
Changes in New Homes Bonus Received	(0.380)	1.000	1.000	1.000	1.000
Additional Adult Grant Received	(6.457)				
Additional top up of General Reserves		1.400			
One off Draw from Earmarked reserves	0.851	0.674			
Removal of Rural Support Grant		3.316			
Additional Business Rate Grants	(1.900)				
Total	(7.886)	(6.390)	1.000	1.000	1.000

SECTION 9 FEES & CHARGES, CAPITAL, HOUSING AND SCHOOLS' PROPOSALS

Fees and charges

35. As part of budget setting, it is assumed that most discretionary fees and charges will be increased on average by +5%. Other fees have been based on statutory national levels (where set by statute) or individual agreements.
36. As per 2019/20, it is proposed that detailed individual fees & charges are delegated to appropriate budget managers. The detailed fees and charges booklet will be updated before the beginning of the new financial year.
37. Demand is mostly assumed to remain unchanged as the increase in the fees and charges have been assessed as tolerable. All other fees and charges proposal are assessed as deliverable at this stage but will also be monitored throughout the year.

Capital

38. This reports show significant additional revenue costs to fund capital financing. This reflects the additional investment in capital schemes arising from the Capital Strategy report, which is elsewhere on the agenda.

Dedicated Schools Grant (DSG)

39. The DfE issued the revenue funding settlement for schools on the 19 December 2019. The provisional Dedicated Schools Grant (DSG) allocation for Wiltshire Council is £374.503 million. This is an increase of £22.857 million compared with 2019/20. The increase reflects the impact of the increase to schools' block funding for the national funding formula (NFF) incorporating the additional funding pledged by the government, the overall increase in the numbers of pupils to be funded from the schools' block, and the impact of the funding uplift through the NFF for the High Needs Block.
40. The split of funding between the blocks is as follows:

	<u>2019-20</u>	<u>2020-21</u>	<u>Increase</u>
	<u>£m</u>	<u>£m</u>	<u>£m</u>
Schools Block	275.215	293.143	17.928
Central Services Block	2.570	2.480	(0.090)
High Needs Block	47.092	51.996	4.904
Early Years Block	26.769	26.884	0.115
Total Funding	351.646	374.503	22.857

41. The High Needs block has been allocated as per the baselines notified to local authorities in September 2019. These baselines are calculated according to the national funding formula for high needs, the greatest percentage of which is allocated according to historic spend. The basic entitlement amount reflects the numbers of pupils in special schools has been updated to reflect the October 2019 census and the import/export adjustment.
42. The uplifted funding reflects Wiltshire's share of the additional 2020-21 funding announced in August 2019 for High Needs pupils; £4.441 million awarded to Wiltshire as part of the additional £680m distributed to local authorities to acknowledge and go some way towards closing the gap between demand and funding levels. Wiltshire's demand however remains in excess of the high needs block allocation. This reflects the experience of the majority of other local authorities. On 16th January 2020, Schools Forum agreed a transfer of 0.7% (£2.065 million) from Schools Block to support high needs pupils. Transfers over 0.5% require a disapplication to the Secretary of State. This was submitted immediately following schools forum and the decision is awaited but it is anticipated this will be approved. In addition to this, Schools Forum have set the growth fund at the DfE calculated level of £2.6 million. This is £1.6 million more than the estimated requirement. Therefore, the underspend is available to offset high needs block overspends in 2020-21 financial year whilst limiting transfers from Schools block.
43. Following the SEN restructure in November 2019, a wide range of challenging recovery plans are proposed and will be taken forward in partnership with heads through a high needs block recovery group. Key to this is successfully implementing the inclusion agenda in mainstream schools. Schools Forum continue to work with officers on monitoring progress moving forward and national lobbying for increased funding continues.

Housing Revenue Account

44. The Housing Revenue Account (HRA) is a separate account that all local authorities with housing stock are required to maintain by law. This account accumulates and reports all transactions relating to, or associated with, local authority-owned housing. It is ring fenced which means that money cannot be paid into or out of it from the General Fund. In addition, it is not legal to run a deficit on the account.
45. The 30-year business plan aims to deliver a substantial increase in the amount of money available to be invested in capital works on existing dwellings and to deliver new housing to replace properties that have been sold under the Government's Right to Buy scheme and to address housing need.

Rent setting 2020/21

46. 2020/21 will be the first year when the rent setting process will revert to increasing by CPI plus 1%. For September 2019 this increase will be for 1.7% CPI plus 1%age point – totalling 2.7% increase. Previously the Chancellor of the Exchequer's announcement from Autumn 2015 was followed which reduced the rent by 1% for each year from April 2016 to March 2020.

47. For 2-bedroom properties, the average 2019/20 rent (social and sheltered) was £86.88 per week which will increase to an average of £89.25 for 2020/21. For 3-bedroom properties, the increase would be from £94.53 to £97.08.

Garage rents and service charges 2020/21

48. It is proposed to increase garage rents by 1.7% (CPI as at September 2019).
49. It is proposed that service charges are increased to recover costs but capped at no more than £5 per week increase for those not receiving housing benefits. This will be the last year of this cap and it will not be applied for subsequent years.

Budget impact

50. Details of the revised budget are shown in Appendix E.

Council Tax Setting

51. The council is required to set a Council Tax sufficient to balance the Collection Fund account it maintains. Details are included in Appendix F, which sets out the Section 151 Officer's assessment of the major areas of risk in the 2020/21 budget.
52. The precept for Wiltshire Police and Dorset and Wiltshire Fire and Rescue Service has yet to be finalised and approved for 2020/21, and as such no change to the Council Tax element for these precepts has yet been made in this report. These figures will be tabled at Full Council.
53. There are 252 parishes and town councils in Wiltshire. Each of these bodies has precepting powers and we are currently waiting to hear back from all of these bodies. Given the scale of the number of such councils, the detailed effect for each will be set out in an appendix to Full Council to show the movement for each parish and town on top of that for Wiltshire Council, the fire and police organisations.

SECTION 10 ASSESSMENT OF RESERVES

General Fund Reserves

54. A key part of the Council's Medium Term Financial Strategy is holding a minimum levels of reserves to minimise risk of unmanageable overspends and deal with unexpected events, without tying up funds unnecessarily.
55. The Council's general Fund reserves are currently at £15.100 million (4.3% of net spend). This level has been recognised as just adequate. The Medium Term Financial Strategy includes the maintenance of reserves for 2020/21 and an increase to 5% in the MTFS period.
56. Wiltshire Council has a low level of reserves compared to other Councils.
57. As part of the budget setting process, the levels of balances and reserves are reviewed and determined ensuring that the level is justifiable in the context of local

circumstances. The Section 151 officer (Director of Finance) has reviewed the level in order to ensure a prudent level of balances that reflects a full risk assessment commensurate with the risks that the Council faces and the context within which the authority operates. Further details are included in Section 25 report in Appendix F.

58. The base budget is forecast to increase each year, so Council will need to increase reserves each year to maintain level of general fund reserves as a percentage of net spend. As shown below, this would mean contribution to reserves of £1.400 million in years 2021/22 to 2024/25 to ensure that the general fund reserve is maintained to at least the 5% threshold recommended by the Director of Finance. Scenario modelling is included below. This budget papers assume Scenario 3.

General Fund Reserves. Absolute position as at:	31 March 2021 £ million	31 March 2022 £ million	31 March 2023 £ million	31 March 2024 £ million	31 March 2025 £ million
Net budget	344.023	353.436	364.011	374.902	386.118
Scenario 1					
Opening General Fund Reserve	15.100	15.100	15.100	15.100	15.100
Contribution to general fund reserves	0.000	0.000	0.000	0.000	0.000
Closing General Fund Reserve	15.100	15.100	15.100	15.100	15.100
General Reserves as % net budget	4.39%	4.27%	4.15%	4.03%	3.91%
Scenario 2					
Opening General Fund Reserve	15.100	15.100	15.550	16.000	16.475
Contribution to general fund reserves	0.000	0.450	0.450	0.475	0.475
Closing General Fund Reserve	15.100	15.550	16.000	16.475	16.950
General Reserves as % net budget	4.39%	4.40%	4.40%	4.39%	4.39%
Scenario 3					
Opening General Fund Reserve	15.100	15.100	16.500	17.900	19.300
Contribution to general fund reserves	0.000	1.400	1.400	1.400	1.400
Closing General Fund Reserve	15.100	16.500	17.900	19.300	20.700
General Reserves as % net budget	4.39%	4.67%	4.92%	5.15%	5.36%

59. A significant reliance on reserves would not be a sustainable strategy as reserves are one off funding and when used are gone forever.

60. Our earmarked reserves including items such as schools and PFI are fully committed.

61. The forecast levels of ear marked reserves are set out below as at March 2019 and the forecast for future years over the period of the MTFS.

Earmarked Reserves. Absolute position as at:	31March 2021	31 March 2022	31 March 2023	31 March 2024
Locally Managed Schools Balances	(5,778)	(4,778)	(4,778)	(4,778)
Insurance Reserve	(3,414)	(3,414)	(3,414)	(3,414)
PFI Reserve	(2,900)	(2,600)	(2,300)	(2,000)
Revenue Grants Earmarked Reserve	(1,675)	(1,675)	(1,675)	(1,675)
PFI Housing Scheme Earmarked Reserve	(2,550)	(2,450)	(2,350)	(2,250)
Gain share income	(3,100)	(3,100)	(3,100)	(3,100)
Total	(19,417)	(18,017)	(17,617)	(17,217)

SECTION 11 BUDGET ASSUMPTION & BUSINESS RISK

Interest Rates

62. Investment income returns are budgeted at 0.75% for 2020/2021. The cost of borrowing for Wiltshire Council is 3.74%, however the average cost of new borrowing would be 3.12% (assume 25 year PWLB rates).

Inflation

63. The Consumer Price Index (CPI) has been hovering around the Bank of England's target of 2% during 2019, but fell again in October 2019 to 1.5%. It is likely to remain close to or under 2% over the next two years and so it does not pose any immediate concern to the MPC at the current time. However, if there was a no deal Brexit, inflation could rise towards 4%, primarily because of imported inflation on the back of a weakening pound. Additionally, the Government recently announced a 6.2% increase in the national living wage (NLW), which will increase cost pressures, especially in social care.

Pay and related costs

64. The cost of implementing the new pay and grading model together with the anticipated incremental progression is estimated to be £5.013 million. As a result of the completion of negotiations last year with the trade unions the additional estimated cost of implementing the new national pay and grading model has been built into the 2020/21 budget plan. There is also a financial impact for schools.

Budget pressures and delivery of 2019/20 budget

65. The delivery of the 2019/20 budget is monitored closely, and Cabinet receive regular updates on its revenue, capital, schools and housing budgets. The timing and level of transparency of these reports has again significantly improved throughout the year. Actions to mitigate service pressures have been taken throughout the year.
66. The latest forecast at Period 9 (December 2019) as set out at Cabinet on 4 February agenda reports forecast year-end break even budget, after appropriate action. It remains vitally important that all approved savings plans are delivered as not delivering savings would add to the level of savings required during 2020/21 and future years.

Business Transformation

67. The Council has embarked on an ambitious business transformation to ensure continual improvement on the efficiency of ways of working. This includes digitalisation of services and transforming how we deliver services. It is proposed that these areas will provide significant savings in future years of the Medium Term Financial Strategy.

Business Risks

68. As discussed in the growth section above, there are significant cost pressures arising from changing demographics and a growing population. These leads to increase demand and costs for adult and children services, as well as other services across the Council.
69. The delivery of savings continues to remain a major risk. Regular monitoring and reporting is in place to mitigate against this. The size of the budget savings has increased the risk, and any non achievement would require in year compensating savings to be identified.
70. Many of the saving proposals include service transformation. This will be closely review and monitored to identify both cost and performance implications of the changes
71. The United Kingdom's withdrawal from the European Union, together with other global financial issues, will have financial implications. These will be closely monitored and considered. It is too early to estimate the full extent of any financial impact arising from these changes.
72. There is still uncertainty in the overall Local Government finance position. The government has promised to consult on a fairer funding model from local government. This included business rates retention, changes to new homes bonus, reductions in ring fenced grants and possible new burdens. This means the Council faces a challenging time in balancing the budget and developing the medium term financial strategy.
73. Changes in service provision has meant that in some areas the capacity to deliver future changes will need to be closely monitored.

SECTION 12 BUDGET CONSULTATION

Consultation

74. The council carried out informal consultation inviting the public of Wiltshire to attend a series of public events - Focusing on the Future - that took place throughout January 2020 in Devizes, Chippenham, Trowbridge and Salisbury.
75. Consultations are held in January and February. These include Schools Forum, Housing Board, Business, Overview and Scrutiny Management Committee, and Finance Task Group. Detailed feedback will be taken to Full Council.

SECTION 13 CONSIDERATION OF OTHER FACTORS AND IMPLICATIONS

Fairness, Equality & Diversity

76. The Council's budget planning framework is supported by the development of Equality Impact Assessments (EIAs) for the budget proposals, identifying possible disproportionate impact in relation to the protected characteristics as described within the Equality Act 2010. The EIAs will also identify potential mitigation where applicable
77. The Council maintains its strong commitment to equality, believing that all groups and individuals within the community and its workforce have equal opportunity to benefit from the services and employment it provides. EIAs help the Council to arrive at informed decisions and to make the best judgements about how to target resources.
78. An overall Equality Impact Assessment has been completed for the budget and this is included in Appendix G.

Conclusions

79. The Council's budget for 2020/21 and Medium Term Financial Strategy 2020/21 – 2024/25 sets a clear direction for the coming years, and the budget proposals within that are robust. The Council is assessed as financially viable and resilient with sound and strong financial standing in terms of its current financial management and opportunities for further savings and income generation; albeit with low levels of reserves.
80. However, it should be noted that there are requirements for significant budget savings of £85.500 million in period 2020/21 – 2024/25. £14.700 million will be delivered in 20/21 with £73.000 million still to find in future years. The council needs to begin planning for identification and delivery of these savings as early as possible, ensuring that every penny it spends is matched to its priorities and specific outcomes.

Overview & Scrutiny Engagement

81. The proposals will also be subject to review and scrutiny by a range of stakeholders, including elected members through the scrutiny process, Trade Unions and Business through meetings with them, Housing Panel's consideration of the HRA proposals and Schools Forum consideration of the Dedicated Schools Grant changes.

Safeguarding Implications

82. Safeguarding remains a key priority for the Council and this report reflects the additional investment support the ongoing spend in adult care, looked after children and safeguarding.

Public Health Implications

83. Changes in public health grant are included in this report to set public health base budgets in line with the grant. Delivery plans are currently being developed.

Procurement Implications

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

Environmental and Climate Change Considerations

85. The plan and budget have been developed to support strong, resilient communities in Wiltshire. The budget includes growth for a Climate Change Team and additional footpath & cycle path funding and there is significant investment to reflect the additional revenue cost of Capital schemes. Further detail of specific schemes can be found in the Cabinet October Wiltshire Council Carbon Reduction report.
86. The Council declared a Climate emergency. Following the production of a climate change strategy, all implication, including financial implications, will be considered and reported through the appropriate governance processes.

Financial implications

87. This is the subject of the report. In accordance with Section 25 of the Local Government Act 2003 and CIPFA Code of Practice Appendix F sets out the Section 151 Officer's assessment of the major areas of risk in the 2020/21 base budgets / Medium Term Financial Plan, and recommended budget options. It is presented in order to provide elected members with assurances about the robustness of assumptions made, and to assist them in discharging their governance and monitoring roles during the forthcoming year.

Legal Implications

88. The Monitoring Officer considers that the proposals, together with this report, fulfil the statutory requirements set out below with regard to setting the amount of Council Tax

for the forthcoming year and to set a balanced budget:

- Section 30(6) Local Government Finance Act 1992 ('the 1992 Act') requires that Council Tax must be set before 11 March, in the financial year preceding that for which it is set.
- Section 32 of the 1992 Act sets out the calculations to be made in determining the budget requirements, including contingencies and financial reserves.
- Section 33 of the 1992 Act requires the Council to set a balanced budget.
- Section 25(1) Local Government Act 2003 ('the 2003 Act') requires the Chief Finance Officer of the Council to report to it on (a) the robustness of the estimates made for the purposes of the calculations; and (b) the adequacy of the proposed financial reserves.
- Section 25(2) the 2003 Act requires that when the Council is considering calculations under Section 32, it must have regard to a report of the Chief Finance Officer concerning the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves.
- The Local Authorities (Functions & Responsibilities) (England) Regulations 2000 (as amended) set out the respective functions of Council and of the Cabinet. With regard to the setting of the budget and Council Tax for the forthcoming year, the Regulations provide that the Cabinet formulates the plan or strategy (in relation to the control of the Council's borrowing or capital expenditure) and the preparation of estimates of the amounts to be aggregated in making the calculations under Section 32 of the 1992 Act. However, the adoption of any such plan or strategy/calculations is the responsibility of full Council.

89. The legislation that governs local government is changing significantly and the business plan will be kept under review to see if changes are needed as the changes in legislation are made available and clarified.

HR advice

90. Changes to the national pay spine in Spring 2019 led to local negotiations with trade unions to develop a new pay and grading model for the council. As a result of those negotiations a new pay and grading model was implemented in April 2019. The on-going and additional financial impact of this has been built into the 2020/21 budget plan. There is also a financial impact for schools.

PROPOSALS

91. It is proposed that Cabinet recommends to Full Council that it:
- a. Agrees the budget for 2020/21;
 - b. Approves the growth and savings proposals summarised in the report to provide a net revenue budget for 2020/21 of £344.023 million;
 - c. Agree to:

- i. Set the Council's total net expenditure budget for 2020/21 at £344.023 million;
 - ii. Set a Council Tax increase of 1.99% and Social Care Levy increase of 2%;
 - iii. Delegate changes in fees and charges as set out in Section 9;
 - iv. Set a 2.7% increase for social dwelling rents (CPI plus 1%);
 - v. Set the Housing Revenue Account (HRA) Budget for 2020/21 at £30.302 million expenditure;
 - vi. All service charges related to the HRA being increased to recover costs, capped at increase of £5 per week for those not on housing benefits and garage rents increased by 1.7% (CPI);
- d. Endorse the Medium Term Financial Strategy and receive regular updates on delivery against strategy to Cabinet; and
 - e. Notes the budget gap of £69.527 million for MTFS period 2021/22 – 2024/25.

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Appendices:

Appendix A: MTFS Financial Model 2020-25
Appendix B: 2020/21 High Level Summary
Appendix C: Summary of Budget Pressures
Appendix D: Summary of Savings
Appendix E: Housing Revenue Account (HRA) Budget
Appendix F: Section 151 Officer's assessment – section 25 report
Appendix G: Budget Equality Impact Assessment

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APPENDIX A MTFS Financial Model 2020-25

MTFS Financial Model	2019-2020 Approved Financial Plan	2020-2021	2021- 2022	2022- 2023	2023- 2024	2024- 2025
	£m	£m	£m	£m	£m	£m
Income / Funding						
Recurring Funding						
Council Tax Requirement	(252.580)	(260.830)	(269.288)	(278.055)	(287.084)	(296.382)
Social Care Levy	(18.417)	(23.893)	(23.893)	(23.893)	(23.893)	(23.893)
Rates Retention	(58.500)	(56.600)	(60.255)	(62.063)	(63.925)	(65.843)
Collection Fund	(2.881)	(2.700)				
Total Funding (= A)	(332.378)	(344.023)	(353.436)	(364.011)	(374.902)	(386.118)
Total Projected Non recurring Funding (MEMO ONLY)						
Specific Grants						
New Homes Bonus	(11.474)	(11.854)	(10.854)	(9.854)	(8.854)	(7.854)
NHS Funding for social care	(9.100)	(9.100)	(9.100)	(9.100)	(9.100)	(9.100)
s31 Grant	(8.202)	(10.102)	(10.102)	(10.102)	(10.102)	(10.102)
Local services support grant	(0.200)	(0.200)	(0.200)	(0.200)	(0.200)	(0.200)
Business rate levy account surplus	(0.874)					
Rural Support Grant	(3.316)	(3.316)				
Total Projected Non recurring Funding	(33.166)	(34.572)	(30.256)	(29.256)	(28.256)	(27.256)
Total Projected Recurring Expenditure						
Adult Care, Public Health, ICT & Legal Services						
Base budget	155.929	155.929	160.103	170.622	179.977	190.981
Growth & Pressures		13.035	10.649	9.415	11.004	11.021
Savings		(8.861)	(0.130)	(0.060)		
Total Adult Care, Public Health, ICT & Legal Services	155.929	160.103	170.622	179.977	190.981	202.002
Children & Education, Corporate Services & HR						
Base budget	78.621	78.621	83.397	85.857	88.641	93.369
Growth & Pressures		6.596	3.870	4.244	4.728	5.211
Savings		(1.820)	(1.410)	(1.460)		
Total Children & Education, Corporate Services & HR	78.621	83.397	85.857	88.641	93.369	98.580
Growth, Investment & Place Services & Finance						
Base budget	100.852	100.852	103.951	106.289	108.890	111.702
Growth & Pressures		4.646	2.493	2.681	2.812	2.897
Savings		(1.547)	(0.155)	(0.080)		
Total Growth, Investment & Place Services & Finance	100.852	103.951	106.289	108.890	111.702	114.599
Corporate & Corporate Centre						
Base budget	(3.024)	(3.024)	(3.428)	15.169	24.788	31.949
Growth & Pressures		9.937	12.207	8.619	6.161	7.515
Savings		(2.455)				
Other changes		(7.886)	6.390	1.000	1.000	1.000
Total Corporate & Corporate Centre	(3.024)	(3.428)	15.169	24.788	31.949	40.464
Assume Balance Gap Delivered Year Before		0.000	0.000	(24.501)	(38.285)	(53.099)
Councils Projected Budget Requirement (= B)	332.378	344.023	377.937	377.795	389.716	402.546
Income / Expenditure GAP before Cost Reduction Plan (C= A-B)	0.000	0.000	24.501	13.784	14.814	16.428
INDICATIVE COST REDUCTION PLAN						
Savings to be found from other areas		0.000	(24.501)	(13.784)	(14.814)	(16.428)
TOTAL COST REDUCTION PLAN		0.000	(24.501)	(13.784)	(14.814)	(16.428)

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APPENDIX B Wiltshire Council Financial Plan 2020-21

Service Line	Revised 2019-20 Net Base Budget	Total Growth	Total Savings	Other Changes	Base Budget after savings 2020-21	Change 2019-20 to 2020-21	Change 2019-20 to 2020- 21
	£m	£m	£m	£m	£m	£m	%
Adult Care & Public Health Services							
Access & Reablement							
Adults 18+	48.833	6.403	(5.700)		49.536	0.703	
Learning Disabilities & Mental Health							
Mental Health	18.280	0.598	(0.120)		18.758	0.478	
Learning Disabilities	51.906	2.299	(0.699)		53.506	1.600	
Commissioning - Adults							
Adults Commissioning	22.974	0.975	(0.692)		23.257	0.283	
Public Health							
Public Health	1.418		(1.000)		0.418	(1.000)	
Digital & Information							
Information Services	8.791	2.448	(0.648)		10.591	1.800	
Legal, Electoral & Registration							
Legal, Electoral & Registration	3.727	0.312	(0.002)		4.037	0.310	
Children & Education Services							
Commissioning - Childrens							
Commissioning - Childrens	4.519	0.140			4.659	0.140	
Family & Children Services							
Childrens Social Care	42.254	2.242	(1.086)		43.410	1.156	
0-25 Service: Disabled Children & Adults	19.287	4.214	(0.541)		22.960	3.673	
Education & Skills							
School Effectiveness	3.248		(0.045)		3.203	(0.045)	
Funding Schools	0.000				0.000	0.000	
Corporate Services							
Corporate Services	4.917		(0.025)		4.892	(0.025)	
Communications	1.202		0.000		1.202	0.000	
Human Resources & Org Development							
Human Resources & Org Development	3.194		(0.123)		3.071	(0.123)	
Growth, Investment & Place Services							
Economic Development & Planning							
Economic Development & Planning	2.282	0.500	(0.025)		2.757	0.475	
Highways & Environment							
Highways	19.356	0.830	(0.088)		20.098	0.742	
Car Parking	(6.532)				(6.532)	0.000	
Waste & Environment	39.994	2.045			42.039	2.045	
Housing & Commercial Development							
Housing Services	4.157		(0.238)		3.919	(0.238)	
Strategic Asset & Facilities Management	12.051	0.250	(0.516)		11.785	(0.266)	
Communities & Neighbourhood							
Libraries, Heritage & Arts	5.270	0.402	(0.022)		5.650	0.380	
Leisure	(0.193)		(0.538)		(0.731)	(0.538)	
Transport	17.580	0.521	(0.020)		18.081	0.501	
Public Protection	0.547	0.098	0.000		0.645	0.098	
Finance							
Finance & Procurement	7.040		(0.100)		6.940	(0.100)	
Revenues & Benefits - Subsidy	(0.700)				(0.700)	0.000	
Corporate							
Corporate Directors							
Members	0.899				0.899	0.000	
Corporate Directors	2.231	0.350			2.581	0.350	
Councils Net Spend on Services	338.532	24.627	(12.228)	0.000	350.931	12.399	4%

APPENDIX B Wiltshire Council Financial Plan 2020-21

Service Line	Revised 2019-20 Net Base Budget	Total Growth	Total Savings	Other Changes	Base Budget after savings 2020-21	Change 2019-20 to 2020-21	Change 2019-20 to 2020- 21
	£m	£m	£m	£m	£m	£m	%
Movement To/ From Reserves	(0.651)			(0.023)	(0.674)	(0.023)	
Capital Financing	18.874	4.274			23.148	4.274	
Corporate Levies	6.525		(0.400)		6.125	(0.400)	
Restructure & Contingency	2.264	0.300	(2.055)		0.509	(1.755)	
Employee costs	0.000	5.013			5.013	5.013	
Corporate Investment & Costs	27.012	9.587	(2.455)	(0.023)	34.121	7.109	26%
New social care grants				(6.457)	(6.457)	(6.457)	
New Homes Bonus	(11.474)			(0.380)	(11.854)	(0.380)	
Other Grants	(7.802)			(1.900)	(9.702)	(1.900)	
Local services support grant	(0.200)				(0.200)	0.000	
Business rate levy account surplus	(0.874)			0.874	0.000	0.874	
Rural Services Grant	(3.316)				(3.316)	0.000	
NHS Funding for social care	(9.100)				(9.100)	0.000	
Other Grants no longer received	(0.400)				(0.400)	0.000	
Un-ringfenced Specific Grants	(33.166)	0.000	0.000	(7.863)	(41.029)	(7.863)	24%
Councils Budget Requirement	332.378	34.214	(14.683)	(7.886)	344.023	11.645	4%
Funding	Funding	Funding Movement		Funding Movement	Funding	Funding Movement	Funding change
Council Tax Requirement	(252.580)	(8.250)		(8.250)	(260.830)	(8.250)	
Social Care Levy	(18.417)	(5.476)		(5.476)	(23.893)	(5.476)	
Rates Retention	(58.500)	1.900		1.900	(56.600)	1.900	
Collection Fund	(2.881)	0.181		0.181	(2.700)	0.181	
Total Funding	(332.378)	(11.645)		(11.645)	(344.023)	(11.645)	4%
GAP (Funding v Budget Requirement)	0.000	0.000	0.000	0.000	0.000	0.000	

Appendix C Summary of Budget Pressures

Ref.	Budget Pressures summary	Budget Pressure Description	Final Total (£m)
GA1	Adults Contract Inflation	Major contract inflation covering approximately 5,000 packages of care	4.256
GA2	Adults Demographics	Based on ONS growth on forecast year end placement figures	2.363
GA3	Additional Placement pressures	Full year effect of on-going costs due to additional demand and costs	2.556
GA4	Cessation of Independent Living Fund	Central Government grant no longer received	1.100
GA5	ICT contract inflation	Major contract inflation	2.448
GA6	Legal and Coroner's demand and Electoral Services' reduction in income	Additional resource to meet increased demand in Legal Services children's social care cases and Coroner's service and reduction in Electoral Services' income	0.212
GA7	Community Governance Review	Cost of Community Governance Review	0.100
	Adult Care, Public Health, ICT & Legal Total		13.035
GC1	Children's Demographics	Base growth costed: SEN at 10% LAC growth at 2%, Care Leavers 6% & asylum seeking children at 19%	1.872
GC2	Children's Contract Inflation	Major contract inflation	0.665
GC3	Children's Transport	Additional cost of providing children's transport in line with SEN demand	1.221
GC4	Children's Grant Changes	Two central Government grants no longer received	0.320
GC5	Children's Price & volume pressures	On-going additional costs due to demand exceeding that planned & increased complexity of cases	2.518
	Children & Education, Corporate Services & HR Total		6.596
GG1	Economic Development contract (one off)	One off rebasing of income targets	0.500
GG2	Highways contract	Major contract inflation including street lighting energy	0.830
GG3	Waste contract	Major contract inflation including landfill tax increase and move to new contracts which includes building of MRF and more recycling	2.045
GG4	SAFM Growth	Major contract inflation including business rates and energy	0.250
GG5	Libraries contract (one off)	One off rephasing of 18/19 savings target to allow for strategy development and consultation in relation to review and devolve libraries to communities, increasing further volunteers and securing greater efficiencies in sites	0.402
GG6	Transport contract	Major contract inflation and adjustment to base for use of S106 funding	0.521
GG7	Public Protection contract	Prior year unachievable savings targets reversal in relation to income and efficiencies	0.098
	Growth, Investment & Place Services & Finance Totals		4.646
GX1	Climate Change Budget	Growth in climate change team	0.350
GX2	Capital Financing Growth	Extra cost of the capital programme growth	4.274
GX3	Economic Development South Wiltshire	Growth in economic development in South Wiltshire	0.200
GX4	Highways (one off)	Fund posts to maximise external footpath & cycle path funding	0.100
GX5	Pay Growth	Staffing inflation for pay award, increments & pension costs	5.013
	Corporate Total		9.937
	Total Budget Pressures		34.214

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APPENDIX D Summary of savings proposals

Reference	Savings Name	Saving Description	Savings Counted 20-21 (£m)
ACPH-1	Reablement	Increased savings arising from the Wiltshire Council Reablement programme	1.846
ACPH-2	Hospital Discharges	Extension of current Reablement to include Pathway 3 Social Care Discharge work (Hospital Discharges).	1.000
ACPH-3	CHC Care Packages - Adult Care	Review complex high cost package of care in line with Continuing Health care funding & joint funding policies 2020/21. Saving to be achieved across directorates	1.000
ACPH-4	Public Health Grant	Align public health spend (including overheads) with level of grant	1.000
ACPH-5	Digital & Information	Savings within Digital & Information (Including reviews of licenses, capitalisation of software, SIP Trunks etc)	0.648
ACPH-6	Adult Care Commissioning	Savings within Adult Care Commissioning (Including changes to Direct Payments, VCS Grant funding)	0.469
ACPH-7	Access & Reablement	Savings within Access & Reablement (Including reviews of Direct Payments, optimisation of care funding)	0.400
ACPH-8	Partners4Change	To continue to work with Partners 4 Change to manage demand more effectively. Saving is across directorates	0.200
ACPH-9	Learning Disabilities & Mental Health	Savings within LD & Mental Health (Including reviews of CTPLD Transport arrangements)	0.120
		Adult Care & Public Health Total	6.683
CAE-1	Family & Children Services	Savings within Family & Children Services (Including contributions to PAUSE programme, increased digital innovation)	0.212
CAE-2	Education & Skills	Savings within Education & Skills (Including reduced funding for supporting schools converting to academies & conference expenditure)	0.045
CAE-3	Reduce Printing	Reduce printing and move to digital platforms	0.025
CAE-4	HR Traded Services	Increased traded income from access to staff benefits by Town and Parish councils – Wiltshire Rewards for example	0.010
		Children & Education Services Total	0.292
GIP-1	Leisure VAT Changes	VAT reclamation resulting from change in HMRC guidance relating to Local Authority Leisure services	0.528
GIP-2	Housing & Commercial Development	Savings within Housing & Commercial Development (Including reviews of Housing Contracts, increased commercial rents & reduction in BID levies)	0.289
GIP-3	Rental of Council Buildings	Additional income from occupation of Council buildings	0.250
GIP-4	Discretionary Housing Payments	Funding of Rent In Advance and deposit payments via Discretionary housing payment budget	0.160
GIP-5	Housing Benefit Subsidy	Removal of housing benefit subsidy rent limitation	0.100
GIP-6	Communities & Neighbourhood	Savings within Communities & Neighbourhood (Including Rights of Way contract and Tree Maintenance provision and in-house transport provision)	0.052
GIP-7	Electronic Publication of Planning Decisions	Publication of planning decisions on the website	0.025
		Growth, Investment & Place Totals	1.404
CORP-1	Upfront Pension Payments	Saving arising from the opportunity to pay pension payments to Wiltshire Pension Fund upfront	0.500
CORP-2	Carbon Reduction Scheme	Cessation of central government Carbon Reduction Scheme	0.400

Reference	Savings Name	Saving Description	Savings Counted 20-21 (£m)
CORP-3	Purchase of annual leave	Centralise the savings from salary deductions arising the purchase of annual leave scheme	0.270
CORP-4	Staff Mileage & Travel	Reduction in business travel budgets overall and change travel and expenses policy	0.660
CORP-5	Agency / Consultancy	Reduce agency/consultant spend	0.375
CORP-6	Training & Conferences	Centralisation of training budgets from service budgets and release savings through consistent management of the whole training budget and ensuring that approval of training and development requests is aligned with business priorities or is mandatory	0.250
		Corporate & Cross Cutting Total	2.455
		Total Savings identified 2020/21	10.834
Prior Year Savings			
PY-1	Reablement	Increased Savings from In-House Reablement (in addition to new saving above)	2.154
PY-2	Stronger Families	Changes to delivery of Stronger Families service, including benefits arising from No Wrong Door	0.874
PY-3	Young Adult Provision	Savings arising from recommissioning of the service provision for vulnerable young adults	0.541
PY-4	Human Resources & Org Development	Savings within HR & OD (Including increased income from trading)	0.113
PY-5	Strategic Asset & Facilities Management	Savings within SAFM (Including increased commercial rents, Depot strategy)	0.155
PY-6	Salisbury Asset Transfer	Final year revenue savings arising from Salisbury Asset Transfers	0.088
PY-7	Care Skills Partnership	Changes to the funding of the Care Skills Partnership	0.020
PY-8	Occupational Health	Increased trading of Occupational Health Service	0.004
PY-9	Housing - Removal	Removal of a prior year saving	(0.100)
		Total Savings agreed in Prior Years	3.849
		Total Savings	14.683

APPENDIX E Housing Revenue Account Budget

2018-19 Actual Outturn £	Service	2019-20 Budget £	2020-21 Proposed Budget £
	HRA Expenditure		
333,825	Provision for Bad Debt	370,000	370,000
3,672,220	HRA Interest	3,799,000	3,799,000
12,153,331	HRA Depreciation	10,162,000	10,162,000
5,486,511	HRA Revenue Contribution to Capital	6,326,600	7,050,800
4,709,369	Repairs and Maintenance	5,623,200	5,589,100
29,835	Supervision & Management Special	(1,600)	128,700
2,907,248	Supervision & Management General	3,202,350	3,202,340
29,292,339		29,481,550	30,301,940
	Housing Income		
165,410	Interest	140,000	140,000
24,743,182	Rents	24,412,100	25,174,600
4,383,747	Contribution from (+)/to (-) Reserves	4,929,450	4,987,340
29,292,339		29,481,550	30,301,940
0	Total Housing Revenue Account	0	0

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APPENDIX F Local Government Act 2003: Section 25

Introduction

1. Section 25 of the Local Government Finance Act 2003 requires that when a local authority is agreeing its annual budget and the Council Tax precept, the Chief Finance Officer must report to it on the following matters:
 - The robustness of the estimates made for the purposes of the Council Tax requirement calculations
 - The adequacy of the proposed financial reserves
2. The Council is required to have due regard to this report when making decisions on the budget.
3. In determining the opinion, the Chief Finance Officer (CFO) has considered the financial management arrangements and control frameworks that are in place, the underlying budget assumptions, the adequacy of the business planning process, the financial risks facing the Council and the level of reserves.
4. In the context of this opinion section 25 of the Local Government Act 2003 focusses primarily on the forthcoming budget year 2020/21 and the risks and uncertainties within that timeframe. However, future uncertainties particularly relevant to longer term delivery of recurrent savings and ongoing pressures of increasing demands on services must also be considered alongside the need to maintain adequate reserves and balances in the medium term.

Robustness of Estimates

Financial management and control frameworks

5. The external auditors are expected to give an unqualified opinion on the accounts for the Council and the pension fund for 2018/19. This reflects the fact that the authority has proper and robust financial management and controls in place for that year. There have not been any significant changes to the financial management and control environment since 2018/19. The conclusions are based upon whether the organisation has proper arrangements in place for securing financial resilience and for challenging how it secures economy, efficiency and effectiveness.
6. The Director of Finance has responsibility for ensuring that an effective system of internal control is in place and identify any areas for improvement where appropriate. The Audit Committee receives regular updates on internal controls as well as the Annual Governance Statement which clearly identifies the strength of the governance arrangements in place on an annual basis and approves improvement plans where relevant.

7. All members and officers are required to work within the governance framework of the Council which is set out in the Constitution, Contract Standing Orders and Financial Regulations and supported by policies and procedures. The Council requires officers to complete mandatory training on an annual basis to ensure that officers are fully up to date on latest governance and legislative frameworks
8. There is rigorous system for budget monitoring and reporting, with Cabinet and the Overview and Scrutiny Management Committee receiving regular reports throughout the financial year. Mitigation plans are submitted where there are variances between budget and actual spend or income. Finance officers review and challenge budget managers regarding forecasts on a monthly basis and senior management receive full monthly budget reports to review and challenge as necessary.

Medium Term Financial Strategy (MTFS)

9. The MTFS has been reviewed in full and updated for future years including an extension to cover a 5 year period. It includes all known changes to funding levels as well as estimates for those funding streams for which we have not received confirmation. All estimates have been triangulated as far as is possible.
10. All current savings have been tested for deliverability and where adjustments have been required these have been made and substitute savings have been identified where current savings have not been fully deliverable.
11. Financial risks have been assessed and quantified where appropriate, either provision has been made or mitigations have been identified. The key risks in the budget are mainly in relation to demand led budgets in particular Social Care, Waste and Dedicated Schools Grant (DSG), all of which are under significant pressure in the current year. There are mitigation plans in place to manage these pressures, although the DSG deficit remains a concern.
12. The construction of the budget for 2020/21 and examination and validation of the budget proposals has been subject to challenge by the Council's Leadership Team, Heads of Finance and service directors. Further scrutiny of the MTFS and budget proposals has been undertaken by the Financial Planning Task Group which is a cross party subcommittee of the Overview and Scrutiny Management Committee.

Budget Assumptions

Government Grant and Business Rates

13. At this stage no change has been made to the Medium Term Financial Strategy given the uncertainty of the outcome of Government's Fairer Funding review however there is an assumption that the additional funding for social care will remain within on-going funding and the Rural Support Grant has been assumed to not continue as a prudent assumption regardless of any changes that might be seen from any Fair Funding review. The Council will continue to be updated of any changes, which are forecast to be announced in 2020.
14. Whilst the final settlement is likely to be confirmed in February 2020, it should be noted that at the time of writing this report further details on a number of grants are still to be confirmed. Any additional monies received from final settlements, unless ring-fenced, will be set aside in the General Fund reserves.
15. Business Rates assumptions are considered robust and a prudent approach has been taken in respect of the increase attributable to the number of local businesses. A more confident forecast will be known following the submission of the NNDR forms to MHCLG, for both the estimates for 2020/21 and the outturn position for 2019/20 (which are due at the end of January and Spring 2020 respectively).

Council Tax

16. The assumptions on income from Council Tax over the MTFS period are considered prudent with a modest growth in tax base and an assumed increase in Council Tax up to the referendum levels. For 2020/21 this includes a specific levy for Social Care the funding of which is all allocated to Adults Services.

Interest Rates

17. Investment income returns are budgeted at 0.75% for 2020/2021. The current cost of borrowing for Wiltshire Council is 3.74%, however the average cost of new borrowing would be 3.12% (assume 25 year PWLB rates).

Inflation.

18. The Consumer Price Index (CPI) has been hovering around the Bank of England's target of 2% during 2019, but fell again in October 2019 to 1.5%. It is likely to remain close to or under 2% over the next two years and so it does not pose any immediate concern to the MPC at the current time. However, if there was a no deal Brexit, inflation could rise towards 4%, primarily because of imported inflation on the back of a weakening pound.

Capital Strategy

19. The summary of the programme shown in the main MTFS report indicates the capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.
20. The additional investment in capital schemes arising from the Capital Strategy for 2020/21 results in significant additional revenue costs to fund capital financing. These are included within the MTFS. In future years the additional cost of borrowing continues to add pressure to the revenue budget

HRA

21. The Housing Revenue Account (HRA) is a separate account that all local authorities with housing stock are required to maintain by law. This account accumulates and reports all transactions relating to, or associated with, local authority-owned housing. It is ring fenced which means that money cannot be paid into or out of it from the General Fund. In addition, it is not legal to run a deficit on the account. There is significant capital expenditure planned in future years that results in pressure within the revenue account.
22. The 30-year business plan aims to deliver a substantial increase in the amount of money available to be invested in capital works on existing dwellings and to deliver new social housing to replace properties that have been sold under the Government's Right to Buy scheme.

Dedicated Schools Grant

23. The Dedicated Schools Grant is a ring-fenced grant to fund activity relating to the provision of education services. As a result of this ring-fencing the assumption within the MTFS is that any deficit position does not impact on the general resources available to the council in terms of the general fund revenue account and any deficit reserve.
24. The DSG deficit will have a standalone approved recovery plan. At the point of writing this report the proposed recovery plan is due to be considered by Schools Forum at their meeting on 16 January. The approved plan will be submitted to the Department for Education (DfE) in June 2020.

Financial Risks

25. There are significant cost pressures arising from changing demographics and a growing population. These lead to increased demand for adult and children services, as well as other services across the Council. These pressures have been built into the budget and will continue to be reviewed to ensure the assumptions remain robust and financial impacts can be reported, and management action taken if necessary however risk remains on the ability to manage this pressure.

26. The Delivery of Savings continues to remain a major risk. Regular monitoring and reporting is in place to mitigate against this. The size of the budget savings has increased the risk, and any non-achievement would require in year compensating savings to be identified. There are no longer any available reserves to manage the budget and no in-year contingency budget available for managing the financial impact of non-delivery of savings.
27. Many of the saving proposals include service transformation. This will be closely review and monitored to identify both cost and performance implications of the changes as well as the delivery of the financial benefits. Transformation costs are being funded by flexible capital receipts on a one-off basis. The value of future year savings is significant, and the council needs to begin planning for identification and delivery of these savings as early as possible, ensuring that every penny it spends is matched to its priorities and specific outcomes.
28. The United Kingdom's withdrawal from the European Union, together with other global financial issues, will have financial implications. These will be closely monitored and considered. It is too early to estimate the full extent of any financial impact arising from these changes.
29. There is still uncertainty in the overall Local Government finance position. The government has promised to consult on a fairer funding model from local government. This included business rates retention, changes to new homes bonus, reductions in ring fenced grants and possible new burdens. There is also no clear plan for a sustainable approach for funding social care. This means the Council faces a challenging time in balancing the budget and developing the medium term financial strategy.
30. Service changes have meant that in some areas the capacity to deliver future changes will need to be closely monitored.

Adequacy of Reserves

31. Sections 32 and 43 of the Local Government Finance Act 1992 requires a local authority to have due regard to the level of balances and reserves needs for meeting future estimates of future expenditure when calculating the Council Tax requirement. Further to this a local authority is not permitted to allow its spending to exceed its available resources which would result in a deficit.

32. Balances and reserves are held for three primary purposes:

- A working balance to help cushion the impact of cash flows
- A contingency to cushion the impact of unexpected events and emergencies
- Earmarked reserves to meet known and predicted liabilities

33. As part of the budget setting process, the levels of balances and reserves is reviewed and determined ensuring that the level is justifiable in the context of local circumstances. The Section 151 officer (Director of Finance) has reviewed the level in order to ensure a prudent level of balances that reflects a full risk assessment commensurate with the risks that the Council faces and the context within which the authority operates.

34. The level of general balances will be approved by Council alongside the level of Council Tax. The Council's external auditor reviews the level of balances and reserves as part of their annual conclusion of Value for Money (sustainable resource deployment - financial resilience).

35. The delivery of the 2019/20 budget is monitored closely, and Cabinet received regular updates on its revenue, capital, schools and housing budgets. The latest forecast at Period 9 (December 2019) as set out at cabinet on 4 February 2020 agenda reports forecast year-end balanced budget, after appropriate action. It remains vitally important that all approved savings plans are delivered as not delivering services would add to the level of savings required in 2020/21 budget setting process.

36. The Medium Term Financial Strategy for 5 year period has been reviewed and all assumptions validated to ensure that levels of future demand on services, inflation factors as well as deliverability of existing and future savings are prudent and de risked as far as possible. The MTFS has no drawdown of reserves other than those specified from earmarked reserves.

37. The Risk Assessed Levels of Balances for 2019/20 and future years are assessed as just adequate however a planned increase is recommended and it is the view of the Chief Finance Officer that an increase to the level of these balances to the sector wide best practice level of 5% by the end of the period is required to help provide more mitigation against the risk and uncertainties that the Council faces. The possible scenarios can be seen in section 10 of the main MTFS report.

38. The forecast levels of earmarked reserves are set out in the main MTFS report and forecast balances for future years over the period of the MTFS are shown. As can be seen the level of earmarked reserves is reducing. Although pressures such as demand, and demography are built into the revenue budget there is no capacity within earmarked reserves to fund transformational activity should the assumptions on pressures be too low.

Conclusion

39. On the basis of the above, the Section 151 Officer's advice is that the level of reserves, following the strategic approach to increase over the MTFS period, is adequate, the financial standing of the Council is sound in the context of the key risks and that the proposed budget is robust and achievable. The Council is assessed as financially viable and resilient with sound and strong financial standing in terms of its current financial management and opportunities for further savings and income generation; albeit with low levels of reserves.

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APPENDIX G Cumulative Equality Impact Assessment (EqIA)

Budget Proposals 2020/21 Onwards

Context

This EqIA identifies those areas in the 2020/21 budget which may affect equality and aims to describe their potential equality impact when taken together.

Our approach for assessing the equality impact of savings proposals is an ongoing process. At this stage the analysis is high-level and indicative and as individual proposals are further developed and implemented they will be subject to further assessment. Where a proposal could have a medium or high impact on a protected group the council undertakes a full equalities impact assessment (EqIA). This will quantify the likely impact of a proposal, ensure consultation with those potentially affected and produce a plan to deliver the best outcome. This report is not intended to act as a substitute for individual assessments where these are required.

The Council continues to face substantial pressure on its budgets and at the same time demand for services is rising. This means we need to reduce and reprioritise our spending. In doing so, we will take positive steps to mitigate the impact of budget reductions on the vulnerable. By anticipating any negative effects, we can take early action to minimise the effect on our communities.

We have a legal obligation under the Equalities Act 2010 to pay 'due regard' to nine protected characteristics when carrying out our annual budget planning process. These are: age, gender, gender reassignment, disability, religion & belief, race, sexual orientation, marriage & civil partnership, and pregnancy & maternity.

This means that decision makers must be able to evidence that they have considered any impact of the proposals under consideration on people who share the protected characteristics before decisions are taken – including decisions relating to how they act as employers; how they develop, evaluate and review policy; how they design, deliver and evaluate services, and how they commission and procure from external providers.

Summary of Impact

The budget includes twenty-six savings proposals for 2020/21 onwards. This assessment of these proposals found that:

None of the proposals are assessed as potentially having a high adverse impact on protected groups

Three proposals expect a medium adverse impact on some or all protected groups – these require a full EqIA

One proposal expects a low adverse impact on some or all protected groups

Ten proposals were considered to potentially have a positive impact on a people belonging to a group with a protected characteristic

The remainder identify no adverse equality impacts from the savings proposals.

The main groups impacted by the proposals are age, disability and race.

Equality and Inclusion in Wiltshire

The council is firmly committed to the principles of equality and inclusion in both employment and service provision. We are keen to celebrate the diversity of people who live and work in Wiltshire.

This means making our services accessible to all, treating people fairly and providing a fully inclusive working environment.

We oppose all forms of unlawful and unfair discrimination and are committed to building a workforce which broadly reflects the diversity of the local community. By working with partner agencies, organisations and community groups, we can promote equality and inclusion within Wiltshire.

In November 2019 Wiltshire Council adopted its new Equality & Inclusion Objectives and Action Plan. The objectives for 2019-22 are:

- 1. Equality considerations are embedded in the council's leadership, partnership and organisational commitment and complement the council's [equality vision](#) and [statutory duties](#)**
- 2. Build community resilience through understanding and listening to the voices and diversity of Wiltshire, with regard to all protected characteristics, with a focus on strengthening engagement with previously under-represented groups such as Lesbian, Gay, Bisexual, BME and Trans communities**
- 3. Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future**
- 4. Ensure equality considerations are built into the council's approach to customer access and service delivery which will ensure that our Services are fully accessible for all our communities and customers**
- 5. Ensure the Accessibility Strategy is implemented by engaging more schools and communities in robustly embedding their joint equality responsibilities and actions towards children and young people**

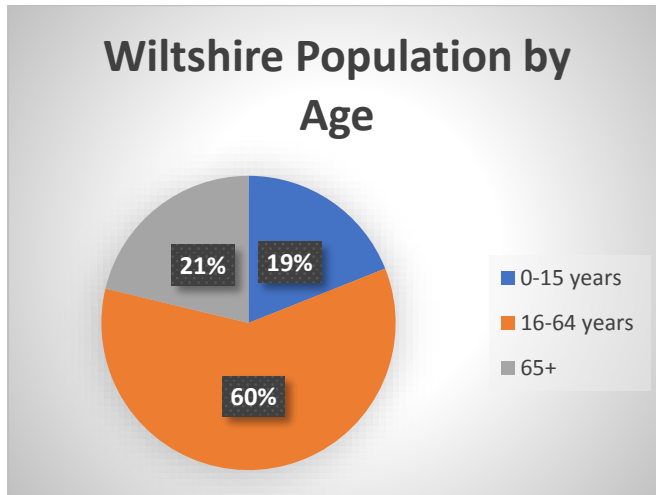
Growth

In addition to making savings, external factors such as inflation on contracts, increased demand due to demographic changes (children's and adults' services) and reduction or cessation of Government grants have put further pressure on the council's budget.

To relieve these pressures, there will be growth in some areas of the budget. As a result, it is expected that there will be an overall positive impact on service users, particularly children and young people, older people, and disabled people.

Savings - Details of impact by protected characteristic

Age



Population projections for Wiltshire show an increasing proportion of people in the 65+ age bracket, with a decrease in working age (16-64) and under 16 remaining about the same. The percentage of the population in the 85+ and 90+ age range is expected to increase at the highest rate.

The proposals identified as having a potential adverse impact on people due to their age are:

APCH7 Access & Reablement (Low impact)

This proposal is to review direct payment accounts to make sure individuals have the correct funds available to them.

There should be no impact on the care and support individuals receive. This work will ensure that the contingency funds available are correct.

APCH 6 Adult Care Commissioning (medium impact)

Wiltshire Council's Community Commissioning team currently provides a Community Day Service Grant to 26 local groups. The grants are provided as a contribution towards the group's core costs which include venue hire and to pay a coordinator to facilitate the effective delivery of the service.

A cessation in funding is proposed, with 10% of funding reserved in order to provide additional support to these identified persons utilising the Three Conversations approach and reduce the impact on this group.

A full EqIA will be carried out on this proposal.

APCH5 Digital & Information (medium impact)

As many user based software tools move from perpetual license (a one off purchase at the start) to subscription licenses (a recurring annual charge) the cost these tools is increasing significantly. As a result it has become worthwhile for the Council to implement alternative cheaper tools from alternative suppliers.

The impact on users will not be known until alternative tools/products are evaluated. The production of an EQIA will need to be undertaken as part of the alternative tool selection.

APCH4 Public Health Grant

A full EqIA will be needed

Disability

It is estimated that 23,599 people in Wiltshire have a moderate physical disability and a further 7,157 have a severe disability. By 2021 it is estimated the number of those with a moderate disability will increase to 23,973 and the number of those with a severe disability will increase to 7,372.

Hearing impairment is also thought to be increasing. 56,154 adults are estimated to have a moderate or severe hearing impairment in 2017 and this is likely to increase to 62,167 by 2021. An increase will also be seen in the number of people with a moderate or severe visual impairment, from 9,046 in 2017 to 10,149 in 2021. A needs assessment looking at young people with both special educational needs and disabilities and those who are looked after in care is currently being created.

The proposals identified as having a potential adverse impact on people due to disability are:

APCH7 Access & Reablement (Low impact)

As above

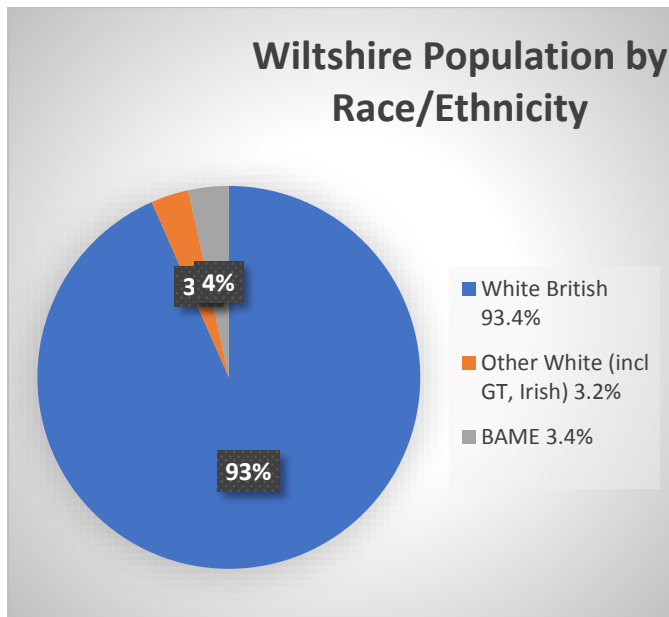
APCH5 Digital & Information (medium impact)

As above

APCH4 Public Health Grant

As above

Race



The figures shown above are from the 2011 Census. It is likely that the BAME population in the county has increased in the last 9 years, as has the other white category, largely due to immigration from eastern Europe.

The proposals identified as having a potential adverse impact on people due to race are:

APCH7 Access & Reablement (Low impact)

As above

APCH5 Digital & Information (medium impact)

As above

APCH4 Public Health Grant

As above

Religion & Belief

The religious make up of Wiltshire is 64.0% Christian, 26.0% No religion, 0.4% Muslim, 0.3% Buddhist, 0.3% Hindu, 0.1% Jewish, 0.1% Sikh, 0.1% Agnostic. The remaining 8.7% chose not to respond.

There are no equality impacts identified for this group, other than savings APCH 4 and APCH5 for the reasons explained above.

Sex/Gender

In the 2011 census the population of Wiltshire was 470,981 and is made up of approximately 51% females and 49% males.

There are no equality impacts identified for this group, other than savings APCH4 and APCH5 for the reasons explained above.

Sexual orientation

The data available for people in Wiltshire who identify as Lesbian, Gay or Bisexual; is limited. The national data puts an estimate of approximately 6% of the population being LGB.

There are no equality impacts identified for this group, other than savings APCH4 and APCH5 for the reasons explained above.

Gender reassignment

The data available for people in Wiltshire who have undergone Gender Reassignment (or identify as transgender) is limited.

There are no equality impacts identified for this group, other than savings APCH 4 APCH5 for the reasons explained above.

Marriage & Civil partnership

In 2011 the population of Wiltshire residents who were married was 43%, with 0.1% having entered into a civil partnership.

There are no equality impacts identified for this group, other than savings APCH4 and APCH5 for the reasons explained above.

The detail of equality impacts for each savings proposal is set out in the table below. As noted above, these impacts are indicative, each proposal will have equality impacts monitored as they develop and where new impacts are identified these will be taken into account.

Appendix G /detail

Key:

No impact	Positive Impact	Low adverse impact	Medium Adverse Impact (Full EqIA required)	High Adverse Impact (Full EqIA required)
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Ref	Name	Impact of Protected characteristics										Increase in charge or Fee?	Details of Impact and Mitigation
		Age	Disability	Race	Religion or Belief	Sex	Maternity/Pregna	Gender reassignment	Sexual Orientation	Marriage or civil partnership	Other		
APCH-1	Reablement											No	Positive impact on service users and partners including care providers.
APCH-2	Reablement - Hospital Discharges											No	Positive impact on service users and partners including care providers.
APCH-3	CHC Care Packages – Adult Care											No	Positive impact for all service users
APCH-4	Public Health Grant											No	Full Equalities Impact Assessment is required to be completed.

Ref	Name	Impact of Protected characteristics										Increase in charge or Fee?	Details of Impact and Mitigation
		Age	Disability	Race	Religion or Belief	Sex	Maternity/Pregna	Gender reassignment	Sexual Orientation	Marriage or civil partnership	Other		
APCH-5	Digital & Information											Yes	The impact on users will not be known until alternative tools/products are evaluated. The production of an EQIA will need to be undertaken as part of the alternative tool selection.
APCH-6	Adult Care Commissioning											Yes	There is the potential for a reduced level of service or a different approach required. Service Users may receive a reduced level of service and some may need to pay a contribution for remaining services.
APCH-7	Access & Reablement											No	Those customers involved will have a disability this is the indicator of inclusion. There is not mitigating action to be undertaken as consent will be obtained. There should be no impact on the care and support individuals receive.

Ref	Name	Impact of Protected characteristics										Increase in charge or Fee?	Details of Impact and Mitigation	
		Age	Disability	Race	Religion or Belief	Sex	Maternity/Pregna	Gender reassignment	Sexual Orientation	Marriage or civil partnership	Other			
														This work will ensure that the contingency funds available are correct.
APCH-8	Partners4Change												No	There will be positive impacts on individuals and their families who require support from social care. This way of working is aligned to the NHS 10 year plan which has prevention and early intervention as a key
APCH-9	Learning Disabilities & Mental Health												No	Positive impact for all service users
CAE-1	Family & Children Services												No	No equality impacts
CAE-2	Education & Skills												No	No equality impacts
CAE-3	Reduce Printing												No	No equality impacts
CAE-4	HR Traded Services												No	No equality impacts

Ref	Name	Impact of Protected characteristics										Increase in charge or Fee?	Details of Impact and Mitigation
		Age	Disability	Race	Religion or Belief	Sex	Maternity/Pregna	Gender reassignment	Sexual Orientation	Marriage or civil partnership	Other		
GIP-1	Leisure VAT Changes											No	The proposal for any VAT reclaim over and above £528k to be reinvested in improvements to our leisure facilities and leisure offer will deliver preventative services to maintain the health and wellbeing of Wiltshire's residents.
GIP-2	Housing & Commercial Development											Yes	No equality impacts
GIP-3	Rental of Council Buildings											No	No equality impacts
GIP-4	Discretionary Housing Payments											No	No equality impacts
GIP-5	Housing Benefit Subsidy											No	No equality impacts
GIP-6	Communities & Neighbourhood											Yes	This should be a positive impact, as new vehicles will be used. Service users should also see a more consistent

Ref	Name	Impact of Protected characteristics										Increase in charge or Fee?	Details of Impact and Mitigation	
		Age	Disability	Race	Religion or Belief	Sex	Maternity/Pregna	Gender reassignment	Sexual Orientation	Marriage or civil partnership	Other			
														maintenance programme and consistency of work delivered through the contract.
GIP-7	Electronic Publication of Planning Decisions												No	No equality impacts
CORP-1	Upfront Pension Payments												No	No equality impacts
CORP-2	Carbon Reduction Scheme												No	No equality impacts
CORP-3	Purchase of annual leave												No	No equality impacts
CORP-4	Staff Mileage & Travel												No	No equality impacts
CORP-5	Agency / Consultancy												No	No equality impacts
CORP-6	Training & Conferences												No	No equality impacts

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Wiltshire Council

Cabinet

4 February 2020

Subject: Capital Strategy 2020/2021

Cabinet member: Councillor Simon Jacobs Cabinet Member for Finance and Procurement

Key Decision: Key

Executive Summary

This report presents the Capital Strategy for 2020/2021 as well as sets the Capital Programme for 2020/2021 with future years projected to 2029/2030.

The Capital Strategy, including the Flexible Capital Receipts Strategy is an annual requirement that must be authorised by Full Council.

The purpose of the Capital Strategy is to clearly set out the priorities and framework within which Wiltshire Council determines its resourcing priorities for capital investment, decides the level of borrowing, the affordability of the borrowing and sets the level of the risk appetite.

Proposals

Cabinet is requested to recommend that Full Council:

- a) Adopts the Capital Strategy 2020/2021
- b) Approves the Capital Programme 2020/2021-2029/2030
- c) Adopts the non-financial investment indicators (paragraph 84)

Reasons for Proposals

To enable the Council to agree a Capital Strategy for 2020/2021, approve the Capital Programme 2020/2021-2029/2030 and set non-financial investment indicators that comply with statutory guidance and reflect best practice.

Alistair Cunningham
Chief Executive Officer – Place

Terence Herbert
Chief Executive Officer – People

Wiltshire Council

Cabinet

4 February 2020

Subject: Capital Strategy 2020/2021

Cabinet member: Councillor Simon Jacobs Cabinet member for Finance and Procurement

Key Decision: Key

PURPOSE OF REPORT

1. This report asks the Cabinet to consider and recommend that the Council approve the Capital Strategy for 2020/2021; the Capital Programme 2020/2021-2029/2030 and the associated non-financial investment indicators.

BACKGROUND

2. The Prudential code for Capital Finance in Local Authorities (2017) introduced a new requirement for Local Authorities to prepare an annual Capital Strategy to be authorised by Full Council.
3. The purpose of the Capital Strategy is to clearly set out the priorities and framework within which Wiltshire Council determines its resourcing priorities for capital investment, decides the level of borrowing, the affordability of the borrowing and sets the level of the risk appetite.
4. “The Capital Strategy is intended to give a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services along with an overview of how associated risk is managed and the implications for future sustainability.” (Para 21 Prudential code)
5. The Capital Strategy does not duplicate more detailed policies, procedures or plans; it is intended to sit above and reference these to allow those seeking more detail to know where to find it.
6. This strategy also encompasses the requirements of the new legislation regarding Non-Financial Assets which are held primarily or partially to generate a profit such as investment property portfolios. These requirements are clearly set out in the statutory guidance on Local Government Investments (3rd edition).
7. Capital Expenditure is defined within the Chartered Institute of Public Finance and Accountancy’s (CIPFA) Accounting Code of Practice as;

“...Expenditure that results in the acquisition, construction, or the enhancement of non-current assets (tangible or intangible) in accordance with proper practices... All other expenditure must be accounted for as revenue expenditure unless specifically directed by the Secretary of State. “

CAPITAL EXPENDITURE

Capital Programme

8. The Capital Programme is approved by Full Council annually. The proposed Capital Programme 2020/2021-2029/2030 is attached in full as Appendix A and totals £898.330 million over this 10-year period. Appendix A is the combination of:
 - Appendix B – approved capital schemes (including any budgetary/funding amendments, re-profiling and extension into future years) which totals £746.310 million
 - Appendix C – capital programme pipeline schemes (these will require approval of an appropriate business case in order to access the funding and be moved to the approved capital programme before any expenditure can be incurred) which total £152.020 million
9. The Capital Programme sets out the capital projects that the Council plans to invest in over the next 10 years from 2020/2021 to 2029/2030; the amount of budget per project per year and the indicative sources of funding.
10. The Capital Programme has been reviewed and all figures validated, amended and reprofiled in consultation with Capital Project Leads where necessary.
11. The revenue impacts (e.g. external interest payable and Minimum Revenue Provision (MRP)) of the proposed capital programme 2020/2021-2029/2030 have been factored into the 2020/2021 revenue budget setting process and MTFS (inclusive of capital programme pipeline schemes).
12. The current Flexible Use of Capital Receipts Directive allows revenue costs of transformation of services to be capitalised up until 2021/2022. A review of services currently undergoing transformation has been carried out and the forecast associated costs have been added to the Capital Programme 2020/2021-2029/2030 to be funded from flexible capital receipts as part of the council's Flexible Capital Receipts Strategy. This allows for revenue savings to be realised or non-recurring revenue growth to be avoided.
13. The key objectives of Wiltshire Council's Capital Programme are to ensure;
 - Capital assets are used to support the delivery of corporate priorities and council services (including the Housing Revenue Account (HRA)) in line with the Council's 4 key business plan priorities;
 - Expenditure is aligned to the Council's Asset Management Plan and HRA Business Plan to ensure that buildings and infrastructure, such as schools, roads

and housing dwellings are fit for purpose and in a suitable condition to deliver services to the communities they serve;

- All investments are affordable, sustainable and financially prudent;
- Expenditure supports and enhances service delivery and/or generates revenue savings or income streams.

14. In setting the Capital Programme, the Council will strongly consider projects that can generate new or additional future on-going income revenues to replace reducing grant funding and enable services that are required by the community to be provided. Opportunities will also be explored to develop new ways of relieving future pressures.
15. The Council will look to maximise opportunities to secure external funds and work with partners, both private and other government agencies, to increase the overall level of investment within Wiltshire to support priorities and economic development.
16. Capital projects within the Capital Programme are aligned to the Council's key priorities as set out in the Wiltshire Council Business Plan 2017-2027. These key priorities are:

- **Growing the Economy (£508.559 million in the period 2020/2021-2029/2030)**

We want to continue sustainable growth in our communities, and grow the skills of the local workforce so that we can continue to attract and retain high value businesses in Wiltshire. To do that we also recognise we need to have high quality schools, colleges and Higher Education provision, good transport networks and employment sites, as well as sufficient housing in clean, safe and attractive environments.

Capital projects include Chippenham Station Hub; Regeneration of the Maltings and Central Car Park, Salisbury; Council House Build Programme; Refurbishment of the Council's Housing Stock; Highways Structural Maintenance; and LED Street Lighting.

- **Stronger Communities (£132.529 million in the period 2020/2021-2029/2030)**

We want people in Wiltshire to be encouraged to take responsibility for their well-being, build positive relationships and to get involved, influence and take action on what's best for their own communities – we want residents to succeed to the best of their abilities and feel safe where they live and work.

Capital projects include Health & Wellbeing Centres; Schools Basic Need; Special Schools and Schools Maintenance & Modernisation.

- **Protecting Those Who Are Most Vulnerable (£32.287 million in the period 2020/2021-2029/2030)**

We want to build communities that enable all residents to have a good start in life, enjoying healthy and fulfilling lives through to a dignified end of life. We will provide people with the opportunities and skills to achieve this by investing in early intervention, prevention and promoting community inclusivity. Where care is

needed, health and social care will be delivered seamlessly to the highest standards. For the most vulnerable we will work closely with health and the voluntary sector to provide appropriate, local, cost efficient and good quality care packages, support and facilities.

Capital projects include Disabled Facilities Grants and Adult Care Transitions.

- **An Innovative and Effective Council (£224.955 million in the period 2020/2021-2029/2030)**

Looking ahead, we must continue to be innovative in how we work. Doing things differently means that some difficult decisions will need to be made in order that the rising demand for some services can be met. We will also focus on generating income by adopting a more commercial approach in what we do and seizing the opportunity to work with businesses for mutual benefits. By working closely with communities, businesses and public sector partners we can achieve so much more and together we can make Wiltshire an even better place in which to live, work and visit. We will continue to make Wiltshire a special place where communities are strong, more connected and able to cope with any challenges they face.

Capital projects include those that are cross-cutting; aiming to transform services or facilitating a more commercial approach such as a Housing Company; Commercial Investment; Carbon Reduction; Operational Property Energy Efficiency and Generation; and a number of ICT related schemes such as ICT Get Well and ICT Applications, which includes the replacement of the Enterprise Resource Planning (ERP) System.

17. A copy of the Capital Programme 2020/2021-2029/2030 is attached as Appendix A. The following table provides a summary of the Capital Programme:

Business Plan Priority	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	TOTAL	
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	%
Growing the Economy	135.461	57.583	62.854	63.108	30.580	31.070	31.543	31.618	32.114	32.628	508.559	56.6
Stronger Communities	44.708	18.984	17.413	15.112	13.062	4.750	4.700	4.650	4.600	4.550	132.529	14.8
Protecting the Vulnerable	3.922	4.365	3.000	3.000	3.000	3.000	3.000	3.000	3.000	3.000	32.287	3.6
An Innovative and Effective Council	77.443	48.895	43.328	36.973	3.741	2.915	2.915	2.915	2.915	2.915	224.955	25.0
TOTAL	261.534	129.827	126.595	118.193	50.383	41.735	42.158	42.183	42.629	43.093	898.330	100.0

18. The Capital Programme for 2020/2021 proposes a total value of £261.534 million of capital works. This maintains a long-term Capital Programme of £898.330 million for the period 2020/2021 to 2029/2030.

19. Major schemes (approved and pipeline) over the period 2020/2021-2029/2030), consisting of 59% of the overall Capital Programme are as follows:

Capital Scheme	BUDGET						FUNDING					
	2020/2021	2021/2022	2022/2023	2023/2024	Future Years 2024/2025 to 2029/2030	TOTAL	Grants & Contributions	HRA	Capital Receipts	Borrowing	Borrowing	TOTAL
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Regeneration of the Maltings and Central Car Park, Salisbury	36.889	0.000	0.000	0.000	0.000	36.889	0.000	0.000	0.000	31.200	5.689	36.889
Council House Build Programme (Phase 3.1/3.2)	18.718	18.754	0.000	0.000	0.000	37.472	6.235	24.267	6.970	0.000	0.000	37.472
HRA – Refurbishment of Council Stock	11.017	11.344	11.336	11.788	76.633	122.118	0.000	122.118	0.000	0.000	0.000	122.118
Commercial – Housing Company	15.000	10.000	10.000	10.000	0.000	45.000	0.000	0.000	0.000	45.000	0.000	45.000
Commercial – Commercial Investment	12.500	12.500	12.500	12.500	0.000	50.000	0.000	0.000	0.000	50.000	0.000	50.000
Structural Maintenance	13.139	13.139	13.139	13.139	78.834	131.390	131.390	0.000	0.000	0.000	0.000	131.390
Housing Infrastructure Fund (HIF)	5.000	5.000	32.500	32.500	0.000	75.000	75.000	0.000	0.000	0.000	0.000	75.000
Special Schools	1.652	7.984	8.513	7.262	7.262	32.673	0.000	0.000	0.000	0.000	32.673	32.673
TOTAL	113.915	78.721	87.988	87.189	130.568	530.542	212.625	146.385	6.970	126.200	38.362	530.542

20. Further detail on these major schemes is as follows:

Regeneration of the Maltings and Central Car Park, Salisbury

This scheme relates to acquisition and further development of The Maltings and Central Car Park in Salisbury and was approved by Cabinet in October 2019. The regeneration of the Maltings and Central Car Park site is a long-standing policy objective of the Council. It is also a priority action for the Swindon and Wiltshire Local Enterprise Partnership (SWLEP). The total budget for this scheme over the period 2020/2021-2029/2030 is £36.889 million and will be funded by external borrowing which is to be funded by revenue savings generated by the service.

Council House Build Programme (Phase 3.1/3.2)

This scheme relates to further phases of the Council House Build Programme aligned to the remodelled Housing Revenue Account (HRA) business plan 2020-2050 and was approved by Cabinet in October 2019. The total budget for this scheme over the period 2020/2021-2029/2030 is £37.472 million and will be funded

by a mixture of grants & contributions, HRA capital receipts or by the HRA, either directly or via external borrowing (funded by the HRA).

HRA - Refurbishment of Council Stock

This scheme is the cyclical repairs and maintenance on the council's housing stock e.g. bathrooms, kitchens, roofs boilers etc. The total budget for this scheme over the period 2020/2021-2029/2030 is £122.118 million in line with the HRA business plan.

Commercial - Housing Company

This scheme relates to the setting up of a local housing company (Stone Circle) within Wiltshire to meet a range of strategic housing needs facing the council that cannot easily be addressed by the Council's current approaches. Accommodation to meet the needs of specific vulnerable households in a timely manner from the existing housing stock in Wiltshire is not a priority for the Council's registered provider partners. The Council procures accommodation for homeless households that is costly and the quality and cost could be improved by private rented sector accommodation provided by a local housing company.

The Council has a successful programme of asset disposal. Over the next three years the Council estimates that it may be able to offer to the market sites capable of residential development which subject to planning permission could deliver over 500 units of accommodation. If the Council were to establish a local development company not only would it enable the strategic housing needs across the County to be better met it would also increase the potential return that could be generated from the developments.

A number of Local Authorities have established wholly owned local housing companies and development companies and there is a track record and body of professional advice to help establish such bodies.

The total budget for this scheme over the period 2020/2021-2029/2030 is £45.000 million and will be funded by external borrowing which is to be funded by revenue savings generated by the service.

The regeneration of the east wing site in Trowbridge will include residential development. To date demolition has been funded by one Public estate funding. It is intended to transfer the residential development opportunity to Stone Circle development company so as to safeguard the funding. Transfer of the opportunity will be subject to requirements of the Council's shareholders agreement with Stone Circle development company.

Commercial - Commercial Investment

This scheme relates to the investment estate within Wiltshire. This includes investment in our existing estate as well as new investment in order to maximise revenue generation. The total budget for this scheme over the period 2020/2021-2029/2030 is £50.000 million and will be funded by external borrowing which is to be funded by revenue savings generated by the service.

Structural Maintenance

This scheme includes the resurfacing of roads, reactive patching, surface dressing, drainage and pothole repairs. The total budget for this scheme over the period 2020/2021-2029/2030 is £131.390 million and is funded by external grants from Central Government.

Housing Infrastructure Fund (HIF)

This scheme relates to the delivery of significant infrastructure works, employment land and housing development in and around Chippenham. The total budget for this scheme over the period 2020/2021-2029/2030 is £75.000 million and is funded by external grants from Central Government following a successful application to Central Government's Housing Infrastructure Fund (HIF). Further details on this scheme are detailed in the Cabinet report of October 2019.

Special Schools

This scheme relates to the proposed provision in a new centre of excellence for pupils with special needs and disabilities. It will be developed at Rowdeford near Devizes to match the excellent facilities at Exeter House, Salisbury.

The purpose-built special school will address the demand needs for additional SEND places for Wiltshire while providing:

- Outstanding teaching from well-trained, well-paid, caring, specialist and dedicated staff
- Attractive buildings - safe, friendly, calm and engaging places with wide corridors and lots of natural light
- Strong links with mainstream schools, with a special outreach provision (or resource base) in at least one primary and one secondary school in each key locality
- New world class facilities and support: hydro-pools, sensory rooms, physio, open outdoor space, speech and language therapy, family care
- Strong and vibrant community links – with cafés, community gardens and public playing fields – with inclusive businesses and civic spaces and services that facilitate and advocate independent living for all
- Improved inclusion and outcomes for children with SEND at secondary age
- Effective links with specialist nurseries, offering children with special needs seamless attention from the time they are tots to their teenage years
- Good transport routes and means of transport between the sites, central to the home locations of children and young people with SEND

The total budget for this scheme over the period 2020/2021-2029/2030 is £32.673 million and is funded by external borrowing; the revenue costs associated with this external borrowing have been included in the Medium-Term Financial Strategy (MTFS).

Capital Programme - Pipeline

21. The Capital Programme is approved annually at the budget setting meeting by Full Council.
22. All amendments to the Capital Programme in year must be approved per Financial Regulations and the Scheme of Delegation and are reported to Cabinet as part of the budget monitoring reporting process.
23. Capital Pipeline Schemes (per Appendix C) have not yet been formally approved but have been included in the overall Capital Programme for financial transparency and prudence and for Council to agree the overall financial envelope.
24. Significant capital pipeline schemes in the period 2020/2021-2029/2030 include:
 - Housing Infrastructure Fund - £75.000 million (see further detail in paragraph 20)
 - Other Capital Schemes to be Confirmed - £29.934 million. This is currently unallocated capital funding to allow in-year flexibility to fund new schemes and/or pressures that arise post budget setting. This allocation has been included within the programme to ensure that the revenue costs of this capital financing (if required) are covered within the Medium Term Financial Strategy. The following schemes are expected to come forward and may draw down on this unallocated funding:
 - Drainage and Flood Alleviation programme
 - Costs associated with decanting and moving of services linked to implementation of the Depot Strategy
 - Household Recycling Centre Developments (Churchfields and Stanton St Quintin)
 - Major Roads Network
 - Leisure Transformation
25. All Capital Pipeline schemes must provide full business cases for consideration and approval including the following minimum information, in order to gain formal approval to access funding and be moved into the approved Capital Programme before any expenditure may be incurred:
 - A description of the scheme;
 - The estimated financial implications, both capital and revenue, to be signed off by Accountancy;
 - The expected outputs, outcomes and contribution to the Councils Key Priorities per the Business Plan;
 - Any urgency considerations (e.g. statutory requirements or health and safety issues).

26. Business Cases will only be considered in the following circumstances:

- To meet strategic business plan objectives
- To meet statutory obligations for e.g. new schools' places;
- To maximise use of existing assets in order to reduce revenue costs;
- To deliver long term sustainable savings;
- To meet Health and Safety requirements;
- 'Invest to save' proposals to pump prime the delivery of revenue savings;
- To create sustainable income streams – Business Rates and Council Tax;
- To earn income – Rents, Interest and Dividends;
- To address major infrastructure investment and deliver wider economic growth;
- Where new projects are funded by external sources.

27. In completing Capital Bid forms, realistic estimates of phasing of capital spend between years must be used. There should be robust evidenced estimates based on identifiable project milestones and timescales which will be subject to scrutiny. Bids must also indicate on the Capital Bid form how the project meets Council priorities.

28. During the autumn Directors and Members meet to discuss the proposals, prioritising them against the strategic aims of the Council and assessing their affordability against risks and future funds that may become available. These proposals along with the approved Capital Programme are then presented to Cabinet in February and referred to Full Council for approval; thereby setting the full capital programme for the next 10 years.

Capital Financing

29. The Capital Programme financing can be summarised as follows:

	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	2024 2025	2025/ 2026	2026/ 2027	2027/ 2028	2028/ 2029	2029/ 2030	TOTAL	
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	%
Grants & Contributions	55.302	32.839	57.570	57.520	24.970	24.920	24.870	24.820	24.770	24.720	352.301	39.2
HRA	29.842	25.990	11.534	11.788	11.760	12.250	12.723	12.798	13.294	13.808	155.787	17.3
Flexible Use of Capital Receipts	5.190	3.318	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	8.508	1.0
Capital Receipts	8.612	2.180	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	10.792	1.2
Borrowing (Funded by service revenue savings)	66.048	29.774	29.950	25.900	0.000	0.000	0.000	0.000	0.000	0.000	151.672	16.9
Borrowing	96.540	35.726	27.541	22.985	13.653	4.565	4.565	4.565	4.565	4.565	219.270	24.4
TOTAL	261.534	129.827	126.595	118.193	50.383	41.735	42.158	42.183	42.629	43.093	898.330	100.0

30. The Council seeks to utilise a wide range of funding to support its Capital Programme, maximising external funding opportunities, such as grants and contributions, and limiting internal sources, such as revenue funding. Capital funding sources are described below.

31. **Grants & Contributions** - Grant funding is one of the largest sources of financing for the Capital Programme. The majority of grants are awarded by Central Government departments, but some are received from other external bodies. Grants can be specific to a scheme, have conditions attached (such as time and criteria restrictions), or are for general use. S106 deposits account for the majority of capital contribution funding; these deposits are ringfenced for particular projects as defined in the individual S106 agreements. Community Infrastructure Levy (CIL) can be used to fund capital expenditure in line with the council's CIL policy.

32. **HRA** – Capital expenditure for the Housing Revenue Account (HRA) is ringfenced from general fund capital expenditure and is financed by a combination of HRA borrowing and use of the major repairs reserve.

33. **Flexible Use of Capital Receipts** – Central Government issued a directive that allows Local Authorities further flexibility regarding the use of capital receipts from the sale of their own assets to help fund the revenue costs of transformation projects and release savings.

34. **Capital Receipts** - The income received over the value of £0.010 million from the disposal of Fixed Assets or the repayment of loans for capital purposes is defined as a capital receipt. They can normally¹ only be used to fund capital expenditure or repay debt. Some capital receipts have additional restrictions on their use. The Council seeks to obtain the highest possible receipt achievable from each disposal after considering wider community or service benefits and ring-fences receipts generated from the disposal of HRA assets to fund HRA projects.

¹ The Secretary of state can issue directives to allow exceptions to this rule such as the "Flexible use of Resources directive".

35. **Borrowing (funded by service revenue saving)** – There are a small number of schemes in the Capital Programme that are funded by borrowing where the anticipated revenue saving arising from the capital investment will be utilised to fund the costs of borrowing. These schemes, and the associated amount of borrowing to be funded from savings and income generated are (currently no schemes have been identified as being funded in this manner post 2023/2024):

Capital Schemes	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	TOTAL
	£m	£m	£m	£m	£m
Regeneration of the Maltings and Central Car Park, Salisbury	31.200	0.000	0.000	0.000	31.200
LED Street Lighting	6.148	3.074	0.000	0.000	9.222
Commercial – Housing Company	15.000	10.000	10.000	10.000	45.000
Commercial – Commercial Investment	12.500	12.500	12.500	12.250	50.000
Commercial – Local Development Company	0.990	4.200	7.450	3.400	16.040
Commercial - Loans	0.210	0.000	0.000	0.000	0.210
TOTAL	66.048	29.774	29.950	25.900	151.672

36. **Borrowing** - The Council can determine the level of its borrowing for capital financing purposes, based upon its own views regarding; the affordability, prudence and sustainability of that borrowing, in line with the CIPFA Prudential Code for Capital Finance. Borrowing levels for the Capital Programme are therefore constrained by this assessment and by the availability of the revenue budget to meet the cost of this borrowing which is built into the Council's Medium-Term Financial Strategy (MTFS).
37. **Revenue Funding** - The Council can use revenue resources to fund capital projects on a direct basis. However, given the pressures on the revenue budget of the Council, there are currently no plans to finance any of the current capital programme by revenue funding and it is unlikely that the Council will choose to undertake this method of funding in the future if other sources are available.

Flexible Capital Receipts Strategy

38. Qualifying expenditure is that which is:

- designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners; and
- is properly incurred by the Authorities for the financial years that begin on 1 April 2016, 1 April 2017, 1 April 2018, 1 April 2019, 1 April 2020 and 1 April 2021 (a condition of this direction that expenditure can only be funded from capital receipts which have been received in the years to which this direction applies)

39. As there is no guarantee that this directive will be extended past 2021/2022, the draft capital programme 2020/2021-2029/2030 assumes that the directive ends in 2021/2022, therefore all schemes funded by the flexible use of capital receipts must be completed or be funded from revenue by/from 2022/2023 onwards.

40. All surplus capital receipts have been earmarked to fund potential transformational projects as follows:

Capital Schemes	2020/2021			2021/2022		
	Approved	Pipeline	Total	Approved	Pipeline	Total
	£m	£m	£m	£m	£m	£m
Service Devolution & Asset Transfer	0.243	0.000	0.243	0.000	0.000	0.000
Transformation Schemes in Children's Services	0.675	0.000	0.675	0.000	0.000	0.000
Adult Care Transitions	0.054	0.000	0.054	0.000	0.000	0.000
Organisational Development & People Change	0.000	1.000	1.000	0.000	1.000	1.000
Business Intelligence	0.000	1.000	1.000	0.000	0.000	0.000
Fostering Excellence	0.000	0.868	0.868	0.000	1.365	1.365
Other Transformational Schemes (to be confirmed – including Adults Transformation)	0.000	1.350	1.350	0.000	0.953	0.953
TOTAL	0.972	4.218	5.190	0.000	3.318	3.318

41. Delivery plans for each pipeline transformational scheme will need to be agreed by the council's Corporate Leadership Team. These plans will need to include details on the expected levels of revenue savings that the scheme will generate and/or details in relation to the transformation of service delivery to reduce costs and/or

transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners

42. The Flexible Use of Capital Receipts directive requires that a progress update is reported as part of this strategy. The following table sets out the actual and estimated spend for approved schemes:

Capital Schemes	2018/2019 (Actual)	2019/2020 (Estimate)	2020/2021 (Estimate)
	£m	£m	£m
Service Devolution & Asset Transfer	0.022	0.463	0.243
Digitisation	0.133	0.000	0.000
Transformation Schemes in Children's Services	0.000	1.995	0.675
IT Applications (Adult Care Liquid Logic)	0.313	0.937	0.000
Adult Care Transitions	0.000	0.086	0.054
Adults Transformation Phase 2	0.731	0.870	0.000
Total	1.199	4.351	0.972

43. Further details on these schemes is as follows:

Service Devolution & Asset Transfer

This scheme relates to the transformation of delivery of various services from Wiltshire Council to local town and parish councils. A recurring revenue saving target of £0.400 million was approved as part of 2019/2020 budget setting. £0.110 million of this target is expected to be delivered in 2019/2020 per 2019/2020 budget monitoring reporting, with the remainder being delivered in 2020/2021.

Digitisation

This scheme related to funding of an interim Director to lead on the council's Digitisation Programme. A recurring revenue saving target of £0.300 million was approved as part of 2019/2020 budget setting. Work is ongoing to enable the delivery of this savings target.

Transformation Schemes in Children's Services

This scheme relates to a number of schemes that are transformational schemes intended to reduce costs on pressured budgets rather than to deliver recurring revenue savings.

IT Applications (Adult Care Liquid Logic)

This scheme relates to the implementation of the new Adult Care Liquid Logic system to improve the accuracy of records and improve efficiencies in respect of current processes rather than to deliver recurring revenue savings. Adult Care Liquid Logic is a sub-scheme of the IT Applications scheme.

Adult Care Transitions

This scheme relates to the transition of care in respect of children with special educational needs into adult care learning disability services with the aim of ensuring that placements are fit for purpose and cost effective rather than to deliver recurring revenue savings.

Adults Transformation Phase 2

This scheme relates to the transformation of adult social care services to meet the vision; be fit for service user purpose and to deliver the performance improvement and cost reduction required over the period 2019-2023. In House Reablement has delivered £3.776 million of resulting savings in 2019/2020.

Capitalisation

44. The Council has a set of Accounting Policies that are approved annually by the Audit Committee that set out the Council's approach to capitalisation and are based upon guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and take account of local circumstances.
45. The approved Accounting Policies are published within the Statement of Accounts and include policies on all the key accounting matters that affect the figures and disclosures in the statements.
46. Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred.

Asset Management Plan

47. The council's Asset Management Plan sets out the strategic approach to managing the council's land and property assets and brings together the relevant asset management policy frameworks. These frameworks support the overall approach of managing assets by portfolio and include areas such as disposals and acquisitions, as well as active management of the council's operational, commercial, and rural stock.

48. Wiltshire Council has a strategic and commercial approach to managing assets, this will be clearly set out in the Asset Management Plan. The council shares resources with other public services and uses technology, buildings and other assets flexibly to maximise value and reduce costs.
49. We develop community campuses and hubs in towns across Wiltshire to enable public services to co-locate and improve customer service. This development programme also helps us reduce the numbers of buildings we own and their associated repair and maintenance costs.
50. As buildings are freed up we create opportunities for commercial lettings of spare space or development opportunities for jobs and homes. Any capital receipts are re-invested in improving facilities elsewhere, or used for enabling strategic land purchases for development, employment, investment or transformation.

Restrictions on Borrowing

51. In October 2018, Central Government announced a policy change of abolition of the HRA debt cap effective from 29 October 2018.

DEBT AND BORROWING AND TREASURY MANAGEMENT

Debt & Borrowing

52. The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, known as the Capital Financing Requirement (CFR), has not been fully funded) with loan debt as cash supporting the Council's reserves, balances and cash flow have been used as a temporary measure (internal borrowing). This strategy is prudent, as investment returns are low and counterparty risk is still an issue that needs to be considered. This also drives the Council's assessment of investment in relation to the liquidity of investments.
53. The following table shows the Council's projection of external debt and internal borrowing over the next 3 years:

	2020/2021	2021/2022	2022/2023
	£m	£m	£m
CFR – General Fund	581.433	622.590	655.556
CFR – HRA	126.558	141.399	141.784
Gross Borrowing – Gen Fund	440.866	504.366	561.587
Gross Borrowing – HRA	120.694	135.535	135.920
CFR not funded by gross borrowing – General Fund	140.567	118.224	93.969
CFR not funded by gross borrowing – HRA	5.864	5.864	5.864

54. Against this background and the risks within the economic forecast, caution will be adopted with the 2020/2021 treasury operations. The Director of Finance &

Procurement will, through delegation and reporting, monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- a) if it was considered that there was a significant risk of a sharp fall in long and short-term rates, e.g. due to a marked increase of risks around relapse into recession or of risks of deflation, then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
- b) if it was considered that there was a significant risk of a much sharper rise in long and short-term rates than that currently forecast, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.

Minimum Revenue Provision (MRP) Policy

55. The minimum revenue provision (MRP) is the amount set aside for the repayment of the debt as a result of borrowings made to finance capital expenditure.
56. The Council sets its MRP Policy annually as part of the Treasury Management Strategy; however summarised version is set out below.
57. MRP charges should reflect the economic benefit the Council gets from using the asset to deliver services over its useful life. This ensures the Council Tax payers are being charged each year in line with asset usage and prevents current taxpayers meeting the cost of future usage or future Council Tax payers being burdened with “debt” and the costs of that debt, relating to assets that are no longer in use.
58. The Treasury Management Strategy 2020/2021 recommends that Council approve the following MRP Policy:
59. The proposed MRP policy for 2020/2021 is as follows:
 - a. In respect of the Council’s supported borrowing: MRP will be provided for in accordance with existing practice outlined in the former regulations but on a 2% straight-line basis, i.e. provision for the full repayment of debt over 50 years.
 - b. MRP for capital expenditure incurred wholly or partly by unsupported (prudential) borrowing or credit arrangements: equal Instalments to be determined by reference to the expected life of the asset. Asset life is deemed to begin once the asset becomes operational. MRP will commence from the financial year following the one in which the asset becomes operational.
 - c. MRP in respect of unsupported (prudential) borrowing: equal Instalments taken to meet expenditure, which is treated as capital expenditure by virtue of either a capitalisation direction or regulations, will be determined in accordance with the asset life method as recommended by the statutory guidance.

- d. The Council retains the right to make additional voluntary payments to reduce debt if deemed prudent.
- e. Where the Council issues capital loans to third parties (including to its own commercial companies), the expectation is that the funds lent will be re-paid in full at a future date. Therefore, no MRP will set aside in respect of these loans. MRP will however need to be applied as appropriate if it is determined at any point that any such loan will not be re-paid in full. The position of each loan will be reviewed on an annual basis by Chief Finance Officer.

Treasury Management Indicators

- 60. The following Treasury Management Indicators are set within the Treasury Management Strategy 2020/2021 which is approved by Full Council annually. Further details are included in the Treasury Management Strategy 2020/2021.

Operational Boundary

- 61. The operational boundary is the limit beyond which external debt is not normally expected to exceed.
- 62. The operational boundary is a key management tool for monitoring the Authority's expected level of borrowing. It is essential to ensure that borrowing remains within the limits set and to take appropriate action where any likely breach is anticipated. Monitoring will take place through the year and will be reported to Cabinet.
- 63. The operational boundary limits as set out in the Treasury Management Strategy 2020/2021 are as follows:

Operational Boundary	2020/2021	2021/2022	2022/2023
	£m	£m	£m
General Fund	605.014	648.173	679.137
HRA	126.558	141.399	141.784
Other Long-Term Liabilities	0.200	0.200	0.200
TOTAL	731.772	789.772	821.121

Authorised Limit for External Debt

- 64. The authorised limit is the statutory limit determined under section 3 (1) of the Local Government Act 2003, and represents a limit beyond which external debt is prohibited. It reflects the level of debt which, while not desired, could be afforded in the short term, but is not sustainable in the long term.
- 65. The authorised limit is the operational boundary, including an allowance for unplanned and irregular cash movements. This allowance is difficult to predict,

Cabinet previously approved an amended allowance of 2.5% in the Treasury Management Strategy 2012/2013 at its meeting on 15 February 2012 which has been utilised annually ever since.

66. The authorised limits set out in the Treasury Management Strategy 2020/2021 are as follows:

Authorised Limit	2020/2021	2021/2022	2022/2023
	£m	£m	£m
General Fund	620.139	664.377	696.115
HRA	126.558	141.399	141.784
Other Long-Term Liabilities	0.200	0.200	0.200
TOTAL	746.897	805.976	838.099

Decisions/Risk

67. The Treasury Management Strategy 2020/2021 (see separate report) requests approval for the following:

- The Director of Finance and Procurement has delegated authority to vary the amount of borrowing and other long term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary
- The Director of Finance and Procurement has authority to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio
- Short term cash surpluses and deficits continue to be managed through temporary loans, deposits and money market funds
- Any surplus cash balances not required to cover borrowing are placed in the most appropriate specified or non-specified investments, particularly where this is more cost effective than short term deposits and the Director of Finance and Procurement has the authority to select such funds

68. Prudential indicators are monitored throughout the year, particularly against the two borrowing limits (operational boundary and authorised limit. Cabinet are kept informed of any issues that arise, including any potential or actual breaches of these indicators through the Treasury Management bi annual reporting process.

Scrutiny

69. The Capital Strategy is considered by the council's Financial Planning Task Group. Regular reports on the monitoring of expenditure against the approved capital programme are taken to Cabinet throughout the year.
70. The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly.

71. The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals.
- a) Treasury Management Strategy Statement, including prudential and treasury indicators, which covers the following,
 - the capital plans (including prudential indicators);
 - a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
 - the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
 - an investment strategy (the parameters on how investments are to be managed).
 - b) Mid-year Treasury Management Report, which will update members with the progress of the capital position, amending prudential indicators as necessary, and whether any policies require revision.
 - c) Annual Treasury Report, which provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

COMMERCIAL ACTIVITY

Non- Financial Investments

72. The Prudential Code issued by CIPFA requires that a council should not borrow more than, or in advance of need purely to profit from the investment of the extra sums borrowed. This Statutory Guidance requires that where borrowing in advance is enacted by a council that the rationale for the decision is clearly set out to ensure that external auditors, tax payers and interested parties are able to hold the council to account for the reasons for the borrowing. This will be included in the decision-making process.
73. Non-financial investments are those that are primarily held to generate a profit. Where the council holds a non-financial investment, due consideration will be given to the asset being able to retain sufficient value to provide security of investment using the fair value model in accordance with international Accounting Standard 40: Investment Property.
74. Assets that generate revenue income solely through fees and charges for discretionary services levied under section 93 of the Local Government Act 2003 will not be classified as non-financial investments for the purposes of this strategy.
75. Where there are several different objectives, when a decision is being taken to acquire an asset and the asset is not solely held for yield, then the asset will be categorised in accordance with the type of contribution made by that asset as follows:

- Yield/Profit
- Regeneration
- Economic benefit/business rates growth
- Responding to local market failure
- Treasury management

76. Assets classified as contributing to regeneration or local economic benefit will demonstrate that the investment forms part of a project within the Local Plan.

77. In advance of entering into any such investment the council will explicitly assess the risk of any loss which will make clear:

- The assessment of the market within which it is competing
- The nature of that competition and the future expected evolution of the market
- Any barriers to entry and exit of the market and any ongoing investment requirements
- The use of external advisors, explicitly:
 - Treasury Management advisors
 - Property Investment advisors – Red Book valuation & Ancillary valuations, Income & Lease risk assessment
 - Further specialist advisors – Market and Competitor assessments, Full Structural Buildings Survey, Vendor assessment & rationale for disposal
 - Specialist advisors to support s151 assessment of the potential investment
- The management arrangements for the use of external advisors
- The credit ratings issued by the credit rating agencies where this is relevant, the frequency which these are monitored and what action is to be taken should these ratings change
- The further sources of information used to assess and monitor the risk

78. The Council will look to invest in good quality commercial properties, to add to the current investment portfolio and to seek higher yields, which can provide secure and sustainable returns in accordance with the Statutory Guidance on Local Government Investments. The Council will adopt a balanced portfolio approach to investment, management and turnover of properties in order to ensure risk is balanced across its investments. This will take into account the type of properties acquired and their location in particular.

79. As an asset class, investment property provides a better total return in terms of both rental income and capital appreciation than cash investments, whilst also maintaining a high level of security. Whilst property values can be subject to short term fluctuations, values are typically stable or rising over the medium to long term. However, it is noted that property is a longer-term investment with monies tied up in the property assets not normally accessible in the short term.

80. It should be noted that the definition of investment includes loans made by the council to any wholly-owned companies in the future or associates, to a joint venture or a third party.

81. The criteria to be applied to the purchase of any properties for investment purposes under this strategy are clearly defined and agreed. The main criteria agreed are:

Type – Properties will be acquired at prices supported by independent valuations, with the objective of developing and retaining a balanced investment portfolio;

Return - Investment properties acquired generate an initial net yield of a minimum of 2%. The net yield to be calculated taking into account all costs associated with acquisition;

Occupancy - Properties being acquired should be occupied by tenants with suitable financial covenant strength and on a lease (or equivalent) agreement with no less than three years term unexpired;

Maintenance - Properties will be maintained during the period of ownership to a standard that will maximise rental income streams and sale value at disposal; and

Location - Acquisitions are not limited to being located within the Wiltshire Council area where they are acquired, with the purpose of generating income which can be reinvested into public services. It is anticipated that in Council area purchases will form the main, initial focus of the Strategy.

82. Income generated from investment income currently represents less than 1% of the Council's gross income which supports the delivery of core services. Whilst it is intended that increased investment in this area will provide a valuable source of income, the overall investment programme will support less than 2% of the Council's gross annual expenditure.

83. The Statutory Guidance on Local Government Investments requires that a range of indicators is presented to allow members and other interested parties to understand the total exposure from borrowing and investment decisions. These will cover both the current position and the expected position assuming all planned investments for the following year are completed. The indicators do not take account of Treasury Management investments which are managed under the Treasury Management Strategy unless these are expected to be held for more than 12 months.

84. The indicators are set out in the table below:

Indicators	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
<p>1.Gross debt (in relation to commercial investments) to Net Service Expenditure limit</p> <p>Gross debt as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</p>	9%	15%	23%	29%	28%
<p>2.Commercial Income to Net Service Expenditure</p> <p>Dependence on non-fees and charges income to deliver core services. Fees and charges should be netted off gross service expenditure to calculate NSE.</p>	1.0%	1.0%	1.0%	1.0%	1.0%
<p>3.Investment Cover ratio limit</p> <p>The total net income from property investments, compared to the interest expense.</p>	0	3.2	2.5	1.6	1.3
<p>4.Loan to asset value ratio</p> <p>The amount of debt compared to the total investment property asset value</p>	0.6	0.7	0.8	0.8	0.8

<p>5.Target income returns (after MRP & Interest) Net revenue income compared to equity. This is a measure of achievement of the portfolio of properties.</p>	2.0%	2.0%	2.0%	2.0%	2.0%
<p>6.Income Return on other Property Fund Investments As a measure against other investments and against other council's property portfolios.</p>	3.8%	3.8%	3.8%	3.8%	3.8%
<p>7.Gross Income Net Income The income received from the investment portfolio at a gross level and net level (less interest, MRP and operational costs) over time.</p>	11.5%	6.2%	4.1%	3.2%	3.2%
<p>8.Operating costs % of Income The trend in operating costs of the non-financial investment portfolio over time, as the portfolio of non-financial investments expands</p>	10%	10%	10%	10%	10%
<p>11.5%</p>	<p>4.9%</p>	<p>2.4%</p>	<p>1.2%</p>	<p>0.6%</p>	

<p>9. Vacancy levels and Tenant exposures for non-financial investments</p> <p>Monitoring vacancy levels (voids) ensure the property portfolio is being managed (including marketing and tenant relations) to ensure the portfolio is productive as possible.</p>	5%	5%	5%	5%	5%
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85. For non-financial assets, the council is required to consider security by reference to the value of the asset relative to purchase price and to set out plans to recoup the investment where realising the asset would not recoup the sums invested. In the period immediately after purchase, it is expected that the costs directly attributable to the purchase of the asset will be greater than the realisable value of the asset. In this situation, the strategy will disclose the period expected for it to take for the increase in asset values to provide security for the sums invested and the assumptions underpinning that expectation.
86. The liquidity of the non-financial investment portfolio will be considered over the repayment period of any debt taken out to acquire the assets. Further to this, to manage the risk of delivery of value over the lifetime of the assets, consideration of the trade-offs between accepting capital loss and refinancing debt incurring additional debt servicing costs where relevant.

OTHER LONG-TERM LIABILITIES

87. All long-term liabilities (amounts the Council owes or anticipates owing others due for payment in excess for 1 year) are reported on the Council's Balance Sheet and associated notes as part of the Statement Accounts which are subject to scrutiny by the Audit Committee and audit by appointed external auditors.
88. The Council's long-term liabilities predominantly consist of long term borrowing and the pension fund liability.
89. The Council's long term borrowing position is reported to Members twice a year as part of the Treasury Management Strategy reporting process.
90. The pension fund liability is updated annually as part of the Statement of Accounts per the annual report the Council receives from its pension actuary Hymans Robertson.

KNOWLEDGE AND SKILLS

91. The Capital Strategy has been developed by Officers of the Council, who have relevant knowledge and technical skills. In addition, external advice and management is employed by the Council procuring and appointing suitably qualified advisors and managers to support the development, operation and design of the programmes.

Treasury Management Consultants

92. The Council uses Link Asset Services as its external treasury management advisors.

93. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

94. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed, documented, and subjected to regular review.

Other Consultants

95. In addition to Treasury Management Consultants, the Council will use external consultancy services where there is a requirement to do so. Further details on use of consultants for commercial investments are detailed in paragraph 77.

Training

96. In order to ensure that members and Statutory Officers have appropriate capacity and skills regarding their involvement in the investment decision making the following steps are required:

- Training given to Members in all aspects of the Statutory Guidance, the assessment of individual investments and risk.
- Technical training given to Statutory officers and those officers negotiating commercial deals in the technical fields of investment evaluation and requirements of the statutory guidance and prudential code.
- Briefings to members of the relevant committees in advance of any investment decision making prior to a decision being brought forward to the committee covering all aspects of the assessment as well as the strategic fit.

97. The Corporate Governance arrangements around decisions on non-financial investments will follow the rigour of our normal committee arrangements. The relevant Cabinet Members will be fully briefed in terms of the full details of the assessment including external advisor reports. Scrutiny will review all such individual decisions in advance of a Cabinet decision.

Overview and Scrutiny Engagement

98. The Financial Planning Task Group will consider this report on 23 January 2020, with any comments reported at the Cabinet meeting.

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

101. None have been identified as arising directly from this report. Any procurement resulting from allocating this capital through an outsourced solution will follow the Part 10 Procurement and Contract Rules.

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

103. The capital expenditure budgets approved by Cabinet in 2019/2020 in relation to Carbon Reduction and Operational Energy Efficiency and Generation are included within the Capital Programme set out in Appendix A.

Risk Assessment

104. A full risk assessment of the revenue budget, reserves which covers the affordability of the capital programme proposals is included in the revenue budget setting report.

Financial Implications

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

106. The revenue implications (Minimum Revenue Provision and External Interest) of funding the capital programme have been estimated and have been included in the council’s 2020/2021 revenue budget setting report as well as in the Medium-Term Financial Strategy and are summarised as follows:

	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
	£m	£m	£m	£m	£m
Revenue Cost of Capital Financing	23.148	30.427	33.989	34.958	37.281

Workforce Implications

107. Staff who are working on capital programmes will be funded from the capital programme for the duration of the programme of work and therefore will be funded temporarily. This means that there may be implications for those staff in terms of job security and continuity of employment at the end of the programme of work. However, the council has in place robust policies and procedures to support this.

Legal Implications

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

Proposals

109. Cabinet is requested to recommend that Full Council:

- a) Adopts the Capital Strategy 2020/2021
- b) Approves the Capital Programme 2020/2021-2029/2030
- c) Adopts the non-financial investment indicators (paragraph 84)

Deborah Hindson
Interim Director Finance and Procurement

Alistair Cunningham
Chief Executive Officer – Place

Terence Herbert
Chief Executive Officer – People

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Background Papers

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

Treasury Management Strategy 2020/2021

Appendices

Appendix A – Capital Programme 2020/2021-2029/2030 (including Capital Programme Pipeline)

Appendix B – Capital Programme 2020/2021-2029/2030

Appendix C – Capital Programme Pipeline 2020/2021-2029/2030

Appendix A - Capital Programme 2020/2021 - 2029/2030 (including Capital Programme Pipeline)

Scheme name	Business Plan Priority	Budget											Total Financing										
		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Budget	Grants	Contributions	HRA	Capital Receipts	Borrowing - Funded by Revenue Saving in service	Borrowing	Total Funding				
Growth, Investment & Place																							
A350 West Ashton/Yarnbrook Junction Improvements	Growing the Economy	3,379,663	0	0	0	0	0	0	0	0	0	0	0	0	3,379,663	0	0	0	0	0	3,379,663	3,379,663	
Chippenham Station HUB	Growing the Economy	12,236,003	0	0	0	0	0	0	0	0	0	0	0	0	12,236,003	0	0	0	0	0	12,236,003	12,236,003	
Porton Science Park	Growing the Economy	5,000,000	0	0	0	0	0	0	0	0	0	0	0	0	5,000,000	0	0	0	0	0	5,000,000	5,000,000	
Regeneration of the Maltings and Central Car Park, Salisbury	Growing the Economy	36,889,180	0	0	0	0	0	0	0	0	0	0	0	0	36,889,180	0	0	0	0	31,200,000	5,689,180	36,889,180	
Wiltshire Ultrafast Broadband	Growing the Economy	1,129,243	318,750	0	0	0	0	0	0	0	0	0	0	0	1,447,993	1,447,993	0	0	0	0	0	1,447,993	
Boscombe Down	Growing the Economy	962,651	0	0	0	0	0	0	0	0	0	0	0	0	962,651	0	0	0	0	0	962,651	962,651	
Other Economic Development Schemes	Growing the Economy	3,000,000	0	0	0	0	0	0	0	0	0	0	0	0	3,000,000	0	0	0	3,000,000	0	0	3,000,000	
LEU Street Lighting	Growing the Economy	6,147,500	3,073,750	0	0	0	0	0	0	0	0	0	0	0	9,221,250	0	0	0	0	9,221,250	0	9,221,250	
Council House Build Programme	Growing the Economy	10,746,815	272,500	197,500	0	0	0	0	0	0	0	0	0	0	11,216,815	1,162,473	130,000	9,402,012	522,330	0	0	11,216,815	
Council House Build Programme (Phase 3, 1/3, 2)	Growing the Economy	18,717,700	18,754,300	0	0	0	0	0	0	0	0	0	0	0	37,472,000	4,270,000	1,965,000	24,267,100	6,969,900	0	0	37,472,000	
Social Care Infrastructure & Strategy	Growing the Economy	634,062	0	0	0	0	0	0	0	0	0	0	0	0	634,062	634,062	0	0	0	0	0	0	634,062
HRA - Refurbishment of Council Stock	Growing the Economy	11,017,000	11,344,000	11,336,000	11,788,000	11,760,000	12,250,000	12,723,000	12,798,000	13,294,000	13,808,000	122,118,000	122,118,000	0	0	122,118,000	0	0	0	0	0	122,118,000	
Commercial - Housing Company	Innovative and Effective Council	15,000,000	10,000,000	10,000,000	10,000,000	0	0	0	0	0	0	0	0	0	45,000,000	0	0	0	0	45,000,000	0	45,000,000	
Commercial - Commercial Investment	Innovative and Effective Council	12,500,000	12,500,000	12,500,000	12,500,000	0	0	0	0	0	0	0	0	0	50,000,000	0	0	0	0	50,000,000	0	50,000,000	
Commercial - Local Development Company	Innovative and Effective Council	990,000	4,200,000	7,450,000	3,400,000	0	0	0	0	0	0	0	0	0	16,040,000	0	0	0	0	16,040,000	0	16,040,000	
Commercial - Loans	Innovative and Effective Council	210,000	0	0	0	0	0	0	0	0	0	0	0	0	210,000	0	0	0	0	210,000	0	210,000	
Disabled Facilities Grants	Protecting the Vulnerable	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	30,000,000	30,000,000	0	0	0	0	0	0	0	0	30,000,000	
Facilities Management Works	Innovative and Effective Council	2,535,000	2,285,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	20,820,000	20,820,000	0	0	0	0	0	0	20,820,000	0	20,820,000	
Depot & Office Strategy	Innovative and Effective Council	4,100,000	5,050,000	0	0	0	0	0	0	0	0	0	0	0	9,150,000	0	0	0	0	0	9,150,000	9,150,000	
Bridges	Growing the Economy	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	30,000,000	30,000,000	0	0	0	0	0	0	0	0	30,000,000	
Integrated Transport	Growing the Economy	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	21,810,000	21,810,000	0	0	0	0	0	0	0	0	21,810,000	
Structural Maintenance	Growing the Economy	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	131,390,000	131,390,000	0	0	0	0	0	0	0	0	131,390,000	
Fleet Vehicles	Innovative and Effective Council	1,250,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	5,750,000	5,750,000	0	0	0	0	0	0	5,750,000	0	5,750,000	
Waste Services	Growing the Economy	750,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	5,250,000	5,250,000	250,000	0	0	0	0	0	0	0	5,000,000	
ICT Get Well	Innovative and Effective Council	1,432,500	1,332,500	1,312,500	4,772,422	0	0	0	0	0	0	0	0	0	8,849,922	0	0	0	0	0	0	0	8,849,922
ICT Business as Usual	Innovative and Effective Council	874,835	865,555	865,555	1,635,750	0	0	0	0	0	0	0	0	0	4,241,695	0	0	0	0	0	0	0	4,241,695
ICT Applications	Innovative and Effective Council	7,321,399	3,910,801	3,396,258	74,915	0	0	0	0	0	0	0	0	0	14,703,373	0	0	0	0	0	0	0	14,703,373
ICT Other Infrastructure	Innovative and Effective Council	200,000	0	0	0	0	0	0	0	0	0	0	0	0	200,000	0	0	0	0	0	0	0	200,000
Microsoft Cloud Navigator	Innovative and Effective Council	710,000	0	0	0	0	0	0	0	0	0	0	0	0	710,000	0	0	0	0	0	0	0	710,000
Wiltshire Online	Growing the Economy	530,813	0	0	0	0	0	0	0	0	0	0	0	0	530,813	0	0	0	0	0	0	0	530,813
Housing Infrastructure Fund (HIF)	Growing the Economy	5,000,000	5,000,000	32,500,000	32,500,000	0	0	0	0	0	0	0	0	0	75,000,000	75,000,000	0	0	0	0	0	0	75,000,000
Community Projects	Stronger Communities	400,000	0	0	0	0	0	0	0	0	0	0	0	0	400,000	0	0	0	0	0	0	0	400,000
Salisbury Future High Streets	Growing the Economy	1,000,000	0	0	0	0	0	0	0	0	0	0	0	0	1,000,000	0	0	0	0	0	0	0	1,000,000
Carbon Reduction	Innovative and Effective Council	4,800,000	0	0	0	0	0	0	0	0	0	0	0	0	4,800,000	0	0	0	0	0	0	0	4,800,000
North Wiltshire Schools PFI Playing Fields	Stronger Communities	300,000	0	0	0	0	0	0	0	0	0	0	0	0	300,000	0	0	0	0	0	0	0	300,000
Capital Receipt Enhancement	Innovative and Effective Council	150,000	150,000	0	0	0	0	0	0	0	0	0	0	0	300,000	0	0	0	300,000	0	0	0	300,000
Operational Property Energy Efficiency and Generation	Innovative and Effective Council	1,800,000	1,700,000	1,700,000	0	0	0	0	0	0	0	0	0	0	5,200,000	0	0	0	0	0	0	0	5,200,000
Park & Ride Solar Panel Canopies	Innovative and Effective Council	1,200,000	1,200,000	1,100,000	0	0	0	0	0	0	0	0	0	0	3,500,000	0	0	0	0	0	0	0	3,500,000
Growth, Investment & Place Services Total		194,234,364	104,277,156	106,677,813	100,991,087	36,080,000	36,570,000	37,043,000	37,118,000	37,614,000	38,128,000	728,733,420	728,733,420	295,714,528	2,345,000	165,787,112	10,782,230	151,671,250	112,423,300	728,733,420			
Children & Education																							
Area Boards and LPSA PRG Reward Grants	Stronger Communities	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	8,000,000	8,000,000	0	0	0	0	0	0	0	0	8,000,000	
Health and Wellbeing Centres - Live Schemes	Stronger Communities	17,739,569	5,000,000	3,000,000	2,000,000	0	0	0	0	0	0	0	0	0	27,739,569	0	0	0	0	0	0	0	27,739,569
Fitness Equipment for Leisure Centres	Stronger Communities	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	2,500,000	2,500,000	0	0	0	0	0	0	0	0	2,500,000	
Access and Inclusion	Stronger Communities	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000	1,000,000	0	0	0	0	0	0	0	0	0	1,000,000
Basic Need	Stronger Communities	18,980,934	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	0	19,880,934	0	0	0	0	0	0	0	19,880,934
Devolved Formula Capital	Stronger Communities	600,000	550,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	5,150,000	5,150,000	0	0	0	0	0	0	0	0	0	5,150,000
New Schools	Stronger Communities	34,490	0	0	0	0	0	0	0	0	0	0	0	0	34,490	34,490	0	0	0	0	0	0	34,490
Schools Maintenance & Modernisation	Stronger Communities	4,230,226	2,900,000	2,850,000	2,800,000	2,750,000	2,700,000	2,650,000	2,600,000	2,550,000	2,500,000	28,530,226	28,530,226	0	0	0	0	0	0	0	0	0	28,530,226
Special Schools	Stronger Communities	1,652,000	7,984,000	8,513,000	7,262,000	7,262,000	0	0	0	0	0	0	0	0	32,673,000	0	0	0	0	0	0	0	32,673,000
Early Years & Childcare	Stronger Communities	330,272	0	0	0	0	0	0	0	0	0	0	0	0	330,272	271,816	58,456	0	0	0	0	0	330,272
SEND Capital	Stronger Communities	515,328	0	0	0	0	0	0	0	0	0	0	0	0	515,328	515,328	0	0	0	0	0	0	515,328
Schools Capital Maintenance	Stronger Communities	1,000,000	1,000,000	1,000,000																			

Appendix A - Capital Programme 2020/2021 - 2029/2030 (including Capital Programme Pipeline)

Scheme name	Business Plan Priority	Budget										Total Financing							
		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Budget	Grants	Contributions	HRA	Capital Receipts	Borrowing - Funded be Revenue Saving in service	Borrowing	Total Funding
Organisational Development & People Change	Innovative and Effective Council	1,000,000	1,000,000	0	0	0	0	0	0	0	0	2,000,000	0	0	0	0	0	0	2,000,000
Business Intelligence	Innovative and Effective Council	1,000,000	0	0	0	0	0	0	0	0	0	1,000,000	0	0	0	0	0	0	1,000,000
Fostering Excellence	Protecting the Vulnerable	868,000	1,365,000	0	0	0	0	0	0	0	0	2,233,000	0	0	0	0	0	0	2,233,000
Other Transformational Schemes (to be confirmed - including Adults Transformation)	Innovative and Effective Council	1,350,713	953,010	0	0	0	0	0	0	0	0	2,303,723	0	0	0	0	0	0	2,303,723
Transformational Schemes Total		5,190,413	3,318,010	0	0	0	0	0	0	0	0	8,508,423	0	0	0	0	0	0	8,508,423
Capital Programme Total		261,533,596	129,827,166	126,594,813	118,193,087	50,383,000	41,735,000	42,158,000	42,183,000	42,629,000	43,093,000	898,329,662	349,897,322	2,403,456	155,787,112	10,792,230	151,671,250	219,269,869	898,329,662

Appendix B - Capital Programme 2020/2021 - 2029/2030

Scheme name	Business Plan Priority	Budget										Total Budget	Total Financing											
		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030		Grants	Contributions	HRA	Capital Receipts	Borrowing - Funded by Revenue Saving in service	Borrowing	Total Funding					
Growth, Investment & Place																								
A350 West Ashton/Yarnbrook Junction Improvements	Growing the Economy	3,379,663	0	0	0	0	0	0	0	0	0	0	0	0	3,379,663	0	0	0	0	0	0	3,379,663	3,379,663	
Chippenham Station HUB	Growing the Economy	12,236,003	0	0	0	0	0	0	0	0	0	0	0	0	12,236,003	0	0	0	0	0	0	12,236,003	12,236,003	
Regeneration of the Maltings and Central Car Park, Salisbury	Growing the Economy	36,889,180	0	0	0	0	0	0	0	0	0	0	0	0	36,889,180	0	0	0	0	0	31,200,000	5,689,180	36,889,180	
Wiltshire Ultrafast Broadband	Growing the Economy	1,129,243	318,750	0	0	0	0	0	0	0	0	0	0	0	1,447,993	1,447,993	0	0	0	0	0	0	1,447,993	
Boscombe Down	Growing the Economy	962,651	0	0	0	0	0	0	0	0	0	0	0	0	962,651	0	0	0	0	0	0	962,651	962,651	
LED Street Lighting	Growing the Economy	8,147,500	3,073,750	0	0	0	0	0	0	0	0	0	0	0	9,221,250	0	0	0	0	0	9,221,250	0	9,221,250	
Council House Build Programme	Growing the Economy	10,746,815	272,500	197,500	0	0	0	0	0	0	0	0	0	0	11,216,815	1,162,473	130,000	9,402,012	522,330	0	0	11,216,815		
Council House Build Programme (Phase 3.1/3.2)	Growing the Economy	18,717,700	18,754,300	0	0	0	0	0	0	0	0	0	0	0	37,472,000	4,270,000	1,965,000	24,267,100	6,969,900	0	0	37,472,000		
Social Care Infrastructure & Strategy	Growing the Economy	634,062	0	0	0	0	0	0	0	0	0	0	0	0	634,062	634,062	0	0	0	0	0	0	634,062	
HRA - Refurbishment of Council Stock	Growing the Economy	11,017,000	11,344,000	11,336,000	11,788,000	11,760,000	12,250,000	12,723,000	12,798,000	13,294,000	13,808,000	14,302,000	14,800,000	15,300,000	158,118,000	0	0	122,118,000	0	0	0	0	158,118,000	
Commercial - Housing Company	Innovative and Effective Council	15,000,000	10,000,000	10,000,000	10,000,000	0	0	0	0	0	0	0	0	0	45,000,000	0	0	0	0	0	45,000,000	0	45,000,000	
Commercial - Commercial Investment	Innovative and Effective Council	12,500,000	12,500,000	12,500,000	12,500,000	0	0	0	0	0	0	0	0	0	50,000,000	0	0	0	0	0	50,000,000	0	50,000,000	
Commercial - Local Development Company	Innovative and Effective Council	11,650,000	400,000	0	0	0	0	0	0	0	0	0	0	0	12,050,000	0	0	0	0	0	12,050,000	0	12,050,000	
Commercial - Loans	Innovative and Effective Council	210,000	0	0	0	0	0	0	0	0	0	0	0	0	210,000	0	0	0	0	0	210,000	0	210,000	
Disabled Facilities Grants	Protecting the Vulnerable	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	30,000,000	30,000,000	0	0	0	0	0	0	30,000,000	
Facilities Management Works	Innovative and Effective Council	2,535,000	2,285,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	20,820,000	0	0	0	0	0	0	20,820,000	0	20,820,000	
Depot & Office Strategy	Innovative and Effective Council	3,600,000	2,050,000	0	0	0	0	0	0	0	0	0	0	0	5,650,000	0	0	0	0	0	0	5,650,000	5,650,000	
Bridges	Growing the Economy	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	30,000,000	30,000,000	0	0	0	0	0	0	0	30,000,000	
Integrated Transport	Growing the Economy	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	2,181,000	21,810,000	21,810,000	0	0	0	0	0	0	0	21,810,000	
Structural Maintenance	Growing the Economy	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	13,139,000	131,390,000	131,390,000	0	0	0	0	0	0	0	0	131,390,000
Waste Services	Growing the Economy	750,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	5,250,000	0	250,000	0	0	0	0	0	5,000,000	5,250,000	
ICT Get Well	Innovative and Effective Council	1,432,500	1,332,500	1,312,500	4,772,422	0	0	0	0	0	0	0	0	0	8,849,922	0	0	0	0	0	0	8,849,922	8,849,922	
ICT Business as Usual	Innovative and Effective Council	865,555	865,555	865,555	1,635,750	0	0	0	0	0	0	0	0	0	4,232,415	0	0	0	0	0	0	4,232,415	4,232,415	
ICT Applications	Innovative and Effective Council	7,321,399	3,910,801	3,396,258	74,915	0	0	0	0	0	0	0	0	0	14,703,373	0	0	0	0	0	0	14,703,373	14,703,373	
ICT Other Infrastructure	Innovative and Effective Council	200,000	0	0	0	0	0	0	0	0	0	0	0	0	200,000	0	0	0	0	0	0	200,000	200,000	
Microsoft Cloud Navigator	Innovative and Effective Council	710,000	0	0	0	0	0	0	0	0	0	0	0	0	710,000	0	0	0	0	0	0	710,000	710,000	
Wiltshire Online	Growing the Economy	530,813	0	0	0	0	0	0	0	0	0	0	0	0	530,813	0	0	0	0	0	0	530,813	530,813	
Community Projects	Stronger Communities	400,000	0	0	0	0	0	0	0	0	0	0	0	0	400,000	0	0	0	0	0	0	400,000	400,000	
Carbon Reduction	Innovative and Effective Council	4,800,000	0	0	0	0	0	0	0	0	0	0	0	0	4,800,000	0	0	0	0	0	0	4,800,000	4,800,000	
North Wiltshire Schools PFI Playing Fields	Stronger Communities	300,000	0	0	0	0	0	0	0	0	0	0	0	0	300,000	0	0	0	0	0	0	300,000	300,000	
Operational Property Energy Efficiency and Generation	Innovative and Effective Council	1,800,000	1,700,000	1,700,000	0	0	0	0	0	0	0	0	0	0	5,200,000	0	0	0	0	0	0	5,200,000	5,200,000	
Growth, Investment & Place Services Total		187,785,064	90,627,156	65,127,813	64,591,087	35,580,000	36,070,000	36,543,000	36,618,000	37,114,000	37,628,000	38,142,000	38,656,000	39,170,000	627,684,140	220,714,628	2,345,000	155,787,112	7,492,230	147,681,250	93,664,020	627,684,140		
Children & Education																								
Area Boards and LPSA PRG Reward Grants	Stronger Communities	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	8,000,000	0	0	0	0	0	0	8,000,000	8,000,000		
Health and Wellbeing Centres - Live Schemes	Stronger Communities	17,739,569	0	3,000,000	2,000,000	0	0	0	0	0	0	0	0	0	22,739,569	0	0	0	0	0	22,739,569	22,739,569		
Basic Need	Stronger Communities	16,080,934	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	19,680,934	19,680,934	0	0	0	0	0	0	19,680,934	
Devolved Formula Capital	Stronger Communities	600,000	550,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	5,150,000	5,150,000	0	0	0	0	0	0	0	5,150,000	
New Schools	Stronger Communities	34,490	0	0	0	0	0	0	0	0	0	0	0	0	34,490	34,490	0	0	0	0	0	0	34,490	
Schools Maintenance & Modernisation	Stronger Communities	4,230,226	2,900,000	2,850,000	2,800,000	2,750,000	2,700,000	2,650,000	2,600,000	2,550,000	2,500,000	2,450,000	2,400,000	28,530,226	28,530,226	0	0	0	0	0	0	0	28,530,226	
Special Schools	Stronger Communities	1,652,000	7,984,000	8,513,000	7,262,000	7,262,000	0	0	0	0	0	0	0	0	32,673,000	0	0	0	0	0	0	32,673,000	32,673,000	
Early Years & Childcare	Stronger Communities	330,272	0	0	0	0	0	0	0	0	0	0	0	0	330,272	271,816	58,456	0	0	0	0	0	330,272	
SEND Capital	Stronger Communities	515,328	0	0	0	0	0	0	0	0	0	0	0	0	515,328	515,328	0	0	0	0	0	0	515,328	
Children & Education Services Total		41,982,819	12,634,000	16,063,000	13,762,000	11,712,000	4,400,000	4,350,000	4,300,000	4,250,000	4,200,000	4,150,000	4,100,000	4,050,000	117,653,819	54,182,794	58,456	0	0	0	63,412,569	117,653,819		
Transformational Schemes																								
Service Devolution & Asset Transfer	Innovative and Effective Council	242,700	0	0	0	0	0	0	0	0	0	0	0	0	242,700	0	0	0	0	0	0	0	242,700	
Transformational Schemes in Children's Services	Stronger Communities	675,000	0	0	0	0	0	0	0	0	0	0	0	0	675,000	0	0	0	0	0	0	0	675,000	
Adult Care Transitions	Protecting the Vulnerable	54,000	0	0	0	0	0	0	0	0	0	0	0	0	54,000	0	0	0	0	0	0	0	54,000	
Transformational Schemes Total		971,700	0	0	0	0	0	0	0	0	0	0	0	971,700	0	0	0	0	0	0	0	0	971,700	
Capital Programme Total		230,739,603	103,261,156	81,190,813	78,353,087	47,292,000	40,470,000	40,893,000	40,918,000	41,364,000	41,828,000	42,292,000	42,716,000	43,134,000	746,309,659	274,897,322	2,403,456	155,787,112	7,492,230	147,681,250	157,076,589	746,309		

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Appendix C - Capital Programme Pipeline 2020/2021 - 2029/2030

Scheme name	Business Plan Priority	Budget										Total Budget	Total Financing						Total Funding
		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030		Grants	Contributions	HRA	Capital Receipts	Borrowing - Funded by Revenue Saving in service	Borrowing	
Growth, Investment & Place																			
Porton Science Park	Growing the Economy	5,000,000	0	0	0	0	0	0	0	0	0	5,000,000	0	0	0	0	0	5,000,000	5,000,000
Other Economic Development Schemes	Growing the Economy	3,000,000	0	0	0	0	0	0	0	0	0	3,000,000	0	0	0	3,000,000	0	0	3,000,000
Commercial - Local Development Company	Innovative and Effective Council	-10,660,000	3,800,000	7,450,000	3,400,000	0	0	0	0	0	0	3,990,000	0	0	0	0	3,990,000	0	3,990,000
Depot & Office Strategy	Innovative and Effective Council	500,000	3,000,000	0	0	0	0	0	0	0	0	3,500,000	0	0	0	0	0	3,500,000	3,500,000
Fleet Vehicles	Innovative and Effective Council	1,250,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	5,750,000	0	0	0	0	0	5,750,000	5,750,000
ICT Business as Usual	Innovative and Effective Council	9,280	0	0	0	0	0	0	0	0	0	9,280	0	0	0	0	0	9,280	9,280
Housing Infrastructure Fund (HIF)	Growing the Economy	5,000,000	5,000,000	32,500,000	32,500,000	0	0	0	0	0	0	75,000,000	75,000,000	0	0	0	0	0	75,000,000
Salisbury Future High Streets	Growing the Economy	1,000,000	0	0	0	0	0	0	0	0	0	1,000,000	0	0	0	0	0	1,000,000	1,000,000
Capital Receipt Enhancement	Innovative and Effective Council	150,000	150,000	0	0	0	0	0	0	0	0	300,000	0	0	0	300,000	0	0	300,000
Park & Ride Solar Panel Canopies	Innovative and Effective Council	1,200,000	1,200,000	1,100,000	0	0	0	0	0	0	0	3,500,000	0	0	0	0	0	3,500,000	3,500,000
Growth, Investment & Place Services Total		6,449,280	13,650,000	41,550,000	36,400,000	500,000	500,000	500,000	500,000	500,000	500,000	101,049,280	75,000,000	0	0	3,300,000	3,990,000	18,759,280	101,049,280
Children & Education																			
Health and Wellbeing Centres - Live Schemes	Stronger Communities	0	5,000,000	0	0	0	0	0	0	0	0	5,000,000	0	0	0	0	0	5,000,000	5,000,000
Fitness Equipment for Leisure Centres	Stronger Communities	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	2,500,000	0	0	0	0	0	2,500,000	2,500,000
Access & Inclusion	Stronger Communities	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000	0	0	0	0	0	1,000,000	1,000,000
Schools Capital Maintenance	Stronger Communities	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0	0	0	0	0	5,000,000	0	0	0	0	0	5,000,000	5,000,000
Children & Education Services Total		1,350,000	6,350,000	1,350,000	1,350,000	1,350,000	350,000	350,000	350,000	350,000	350,000	13,500,000	0	0	0	0	0	13,500,000	13,500,000
Corporate																			
Other Capital Schemes to be confirmed	Innovative and Effective Council	18,776,000	3,248,000	2,504,000	2,090,000	1,241,000	415,000	415,000	415,000	415,000	415,000	29,934,000	0	0	0	0	0	29,934,000	29,934,000
Corporate Services Total		18,776,000	3,248,000	2,504,000	2,090,000	1,241,000	415,000	415,000	415,000	415,000	415,000	29,934,000	0	0	0	0	0	29,934,000	29,934,000
Transformational Schemes																			
Organisational Development & People Change	Innovative and Effective Council	1,000,000	1,000,000	0	0	0	0	0	0	0	0	2,000,000	0	0	0	0	0	0	2,000,000
Business Intelligence	Innovative and Effective Council	1,000,000	0	0	0	0	0	0	0	0	0	1,000,000	0	0	0	0	0	0	1,000,000
Fostering Excellence	Protecting the Vulnerable	868,000	1,365,000	0	0	0	0	0	0	0	0	2,233,000	0	0	0	0	0	0	2,233,000
Other Transformational Schemes (to be confirmed - including Adults Transformation)	Innovative and Effective Council	1,350,713	953,010	0	0	0	0	0	0	0	0	2,303,723	0	0	0	0	0	0	2,303,723
Transformational Schemes Total		4,218,713	3,318,010	0	0	0	0	0	0	0	0	7,536,723	0	0	0	0	0	0	7,536,723
Capital Programme Pipeline Total		30,793,993	26,566,010	45,404,000	39,840,000	3,091,000	1,265,000	1,265,000	1,265,000	1,265,000	1,265,000	152,020,003	75,000,000	0	0	3,300,000	3,990,000	62,193,280	152,020,003

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Wiltshire Council

Cabinet

4 February 2020

Subject: Treasury Management Strategy 2020/2021

Cabinet member: Councillor Simon Jacobs – Cabinet Member for Finance and Procurement

Key Decision: Non Key

Executive Summary

This report presents the Treasury Management Strategy for 2020/2021 including:

- a) Prudential and Treasury Indicators for the next three years
- b) Debt management decisions required for 2020/2021 that do not feature within the Prudential or Treasury Indicators (paragraphs 72 to 76)
- c) Minimum Revenue Provision Policy 2020/2021
- d) Annual Investment Strategy for 2020/2021

This report has been prepared in accordance with CIPFA Code of Practice for Treasury Management in the Public Services 2011, as revised December 2017. Any relevant changes within the code of practice have been reflected within the Treasury Management Strategy 2020/2021.

Proposals

The Cabinet is requested to recommend that the Council:

- a) Adopt the Minimum Revenue Provision Policy (paragraph 32 – 34)
- b) Adopt the Prudential and Treasury Indicators (paragraphs 24 – 31, 40 – 48 and Appendix A)
- c) Adopt the Annual Investment Strategy (paragraph 77 onwards).
- d) Delegate to the Director of Finance and Procurement the authority to vary the amount of borrowing and other long-term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary
- e) Authorise the Director of Finance and Procurement to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long-term portfolio
- f) Agree that short term cash surpluses and deficits continue to be managed through temporary loans, deposits and money market funds
- g) Agree that any surplus cash balances not required to cover borrowing are placed in the most appropriate specified or non-specified investments, particularly where this is more cost effective than short term deposits and delegate to the Director of Finance and Procurement the authority to select such funds
- h) Adopt the Third Party Loans Policy (paragraph 93 and Appendix F)

Reasons for Proposals

To enable the Council to agree a Treasury Management Strategy for 2020/2021 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

Alistair Cunningham
Chief Executive Officer – Place

Terence Herbert
Chief Executive Officer - People

Wiltshire Council

Cabinet

4 February 2020

Subject: Treasury Management Strategy 2020/2021

Cabinet member: Councillor Simon Jacobs – Cabinet Member for Finance and Procurement

Key Decision: Non Key

PURPOSE OF REPORT

1. This report asks the Cabinet to consider and recommend that the Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2020/2021.

Background

2. The Council is required to operate a balanced budget. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in appropriately risk assessed counterparties or instruments commensurate within the Council's risk appetite set out in the Strategy, providing adequate liquidity initially before considering investment return.
3. The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.
4. The contribution that the treasury management function makes to the Council is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day to day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and

balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

5. Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day to day treasury management activities. Further details on non-financial investments are given in the Capital Strategy 2020/2021.
6. CIPFA defines treasury management as:

“The management of the local authority’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

Reporting Requirements - Capital Strategy

7. The CIPFA revised 2017 Prudential and Treasury Management Codes require for 2019/2020, all local authorities to prepare an additional report, the capital strategy, which will provide the following,
 - a high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
 - an overview of how the associated risk is managed
 - the implications for future financial sustainability
8. The aim of the capital strategy is to ensure that all members fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.
9. The capital strategy is reported separately from the Treasury Management Strategy Statement; non-treasury investments will be reported through the former. This ensures the separation of the core treasury function under security, liquidity and yield principles, and the policy and commercialism investments usually driven by expenditure on an asset.
10. The capital strategy will show,
 - The corporate governance arrangements for these types of activities;
 - Any service objectives relating to the investments;
 - The expected income, costs and resulting contribution;
 - The debt related to the activity and the associated interest costs;
 - The payback period (MRP policy);

- For non-loan type investments, the cost against the current market value;
 - The risks associated with each activity.
11. Where a physical asset is being bought, details of market research, advisers used, (and their monitoring), ongoing costs and investment requirements and any credit information will be disclosed, including the ability to sell the asset and realise the investment cash.
 12. Where the Council has borrowed to fund any non-treasury investment, there should also be an explanation of why borrowing was required and why the MHCLG Investment Guidance and CIPFA Prudential Code have not been adhered to.
 13. If any non-treasury investment sustains a loss during the final accounts and audit process, the strategy and revenue implications will be reported through the same procedure as the capital strategy.
 14. To demonstrate the proportionality between the treasury operations and the non-treasury operations, high level comparators are shown throughout this report.

Reporting Requirements – Treasury Management Reporting

15. Each year, the Council is required to receive and approve, as a minimum, three main reports, which incorporate a variety of policies, estimates and actuals.
 - a) Treasury Management Strategy Statement including prudential and treasury indicators, which covers the following,
 - the capital plans (including prudential indicators);
 - a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
 - the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
 - an investment strategy (the parameters on how investments are to be managed).
 - b) Mid-year Treasury Management Report, which will update members with the progress of the capital position, amending prudential indicators as necessary, and whether any policies require revision.
 - c) Annual Treasury Report, which is an outturn position document that provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy for the financial year.

Treasury Management Strategy 2020/2021

16. The strategy for 2020/2021 covers two main areas,

Capital Issues

- the capital expenditure plans and the associated prudential indicators;
- the minimum revenue provision (MRP) policy.

Treasury Management Issues

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- the policy on use of external service providers.

17. These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, MHCLG Guidance, the CIPFA Treasury Management Code and MHCLG Investment Guidance.

Training

18. The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. Training will be arranged as required.

19. The training needs of treasury management officers are periodically reviewed.

Treasury Management Consultants

20. The Council uses Link Asset Services - Treasury Solutions, as its external treasury management advisors.

21. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

22. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.
23. The scope of investments within the Councils operations now includes both conventional treasury investments (the placing of residual cash from the Council's functions), and more commercial type investments, such as investment properties. The commercial type investments may require specialist advisers, and the Council will appoint external advisors appropriate to the activity.

Capital Prudential Indicators (2020/2021 – 2022/2023)

24. The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

Capital Expenditure

25. This indicator shows the anticipated level of capital expenditure for the five years 2018/2019 to 2022/2023. The Capital Programme 2020/2021 will be submitted to Cabinet and Council in February 2020. The estimates for future years are based on indicative figures as part of the Capital Programme, and are therefore subject to change.

Capital Expenditure	2018/2019 Actual £million	2019/2020 Estimate £million	2020/2021 Estimate £million	2021/2022 Estimate £million	2022/2023 Estimate £million
General Fund	91.313	129.100	192.352	72.756	85.111
Housing Revenue Account (HRA)	14.980	14.858	40.482	30.371	11.534
Commercial Activities/Non-financial investments*	0.000	4.585	28.700	26.700	29.950
Total	106.293	148.543	261.534	129.827	126.595

* Commercial activities/non-financial investments relate to areas such as capital expenditure on investment properties, loans to third parties etc.

26. The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Financing of Capital Expenditure	2018/2019 Actual £million	2019/2020 Estimate £million	2020/2021 Estimate £million	2021/2022 Estimate £million	2022/2023 Estimate £million
Capital Receipts	11.602	8.779	8.612	2.180	0.000
Flexible Use of Capital Receipts	0.000	4.351	5.190	3.318	0.000
Capital Grants & Contributions	78.159	75.623	55.302	32.839	57.570
Capital Reserves	0.000	0.000	0.000	0.000	0.000
Revenue	0.000	0.000	0.000	0.000	0.000
HRA (excluding borrowing)	14.499	10.635	14.148	11.149	11.149
Total Financing (non-borrowing)	104.260	99.388	83.252	49.486	68.719
HRA Borrowing	0.00	0.000	14.694	14.841	0.385
Net Financing Need (Borrowing) – General Fund	2.033	49.155	162.588	65.500	57.491
Net Financing Need (Borrowing) – Total	2.033	49.155	177.282	80.341	57.876
Total Financing	106.293	148.543	261.534	12.827	126.595

The Council's Borrowing Need (the Capital Financing Requirement)

27. The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure which has not immediately been paid for, through a revenue or capital resources, will increase the CFR.
28. The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with the asset life, and so charges the economic consumption of capital assets as they are used.
29. The CFR includes any other long-term liabilities (e.g. PFI schemes, finance leases). While these increase the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility by the lease PFI, PPP lease provider, and so the Council is not required to separately borrow for these schemes. The Council currently has £72.395 million of such schemes within the CFR.

30. The CFR projections are summarised in the table below,

	2018/2019 Actual £million	2019/2020 Estimate £million	2020/2021 Estimate £million	2021/2022 Estimate £million	2022/2023 Estimate £million
CFR – General Fund	402.122	436.906	581.433	622.590	655.556
CFR – HRA	119.864	111.865	126.558	141.399	141.783
Total CFR	521.986	548.771	707.991	763.989	797.399
Movement in CFR	(17.342)	26.785	159.222	55.998	33.350
Represented by					
Net Financing Need (General Fund)	2.033	49.155	162.588	65.500	57.491
Net Financing Need (HRA)	0.000	0.000	14.694	14.841	0.385
Total Net Financing Need	2.033	49.155	177.282	80.341	57.876
Less MRP/VRP	(10.988)	(10.789)	(14.479)	(18.762)	(20.945)
Less Other Long Term Liabilities (PFI)	(3.351)	(3.581)	(3.581)	(3.581)	(3.581)
Less Other Financing Movements	(5.036)	(8.000)	0.000	(2.000)	0.000
Movement in CFR	(17.342)	26.785	159.222	55.998	33.350

31. A key aspect of the regulatory and professional guidance is that elected members are aware of the size and scope of any commercial activity in relation to the Council's overall financial position. The capital expenditure figures shown in paragraph 25 above and these details demonstrate the scope of this activity and, by approving these figures, consideration is given to the scale, proportionate to the Council's remaining activity.

Minimum Revenue Provision (MRP) Policy Statement

32. The minimum revenue provision (MRP) is the amount set aside for the repayment of the debt as a result of borrowings made to finance capital expenditure.
33. The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the MRP), although it is also allowed to undertake additional voluntary revenue payments (VRP) if required.
34. MHCLG regulations have been issued which require full Council to approve an MRP statement in advance of each year. The following MRP policy (section a-d) was approved in October 2017 following a full review. It is recommended that Council approves the same MRP policy with the addition of section e for 2020/2021:

- a. In respect of the Council's supported borrowing: MRP will be provided for in accordance with existing practice outlined in the former regulations but on a 2% straight-line basis, i.e. provision for the full repayment of debt over 50 years.
- b. MRP for capital expenditure incurred wholly or partly by unsupported (prudential) borrowing or credit arrangements: equal Instalments to be determined by reference to the expected life of the asset. Asset life is deemed to begin once the asset becomes operational. MRP will commence from the financial year following the one in which the asset becomes operational.
- c. MRP in respect of unsupported (prudential) borrowing: equal Instalments taken to meet expenditure, which is treated as capital expenditure by virtue of either a capitalisation direction or regulations, will be determined in accordance with the asset life method as recommended by the statutory guidance.
- d. The Council retains the right to make additional voluntary payments to reduce debt if deemed prudent.
- e. Where the Council issues capital loans to third parties (including to its own commercial companies), the expectation is that the funds lent will be re-paid in full at a future date. Therefore, no MRP will set aside in respect of these loans. MRP will however need to be applied as appropriate if it is determined at any point that any such loan will not be re-paid in full. The position of each loan will be reviewed on an annual basis by Chief Finance Officer.

Borrowing

35. The capital expenditure plans set out in paragraph 25 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Council's capital strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury/prudential indicators, the current and projected debt positions and the annual investment strategy.

Current Portfolio Position

36. The overall treasury management portfolio as at 31 March 2019 and for the position as at 30 November 2019 are shown below for both borrowing and investments.

Treasury Portfolio				
	Actual 31/03/2019 £million	Actual 31/03/2019 %	Current 30/11/2019 £million	Current 30/11/2019 %
Treasury Investments				
Banks	48.000	47.10	66.000	50.57
Local Authorities	39.000	38.27	10.000	7.66
Money Market Funds	14.907	14.63	54.502	41.76
Total Treasury Investments	101.907	100.00	130.502	100.00
Treasury Borrowing				
PWLB	282.123	82.22	282.123	82.22
LOBOs	61.000	17.78	61.000	17.78
Total External Borrowing	343.123	100.00	343.123	100.00
Net Treasury Investments/ (Borrowing)	(241.206)		(212.621)	

37. The Council's forward projections for borrowing are summarised in the tables below. These tables show the actual external gross debt, against the underlying capital borrowing need (the CFR), highlighting any over or under borrowing, for both the general fund and the HRA.

External Debt General Fund	2018/2019 Actual £million	2019/2020 Estimate £million	2020/2021 Estimate £million	2021/2022 Estimate £million	2022/2023 Estimate £million
Debt at 1 April	209.123	229.123	278.278	440.866	504.366
Expected Change in Debt	20.000	49.155	162.588	63.500	57.491
Debt at 31 March	229.123	278.278	440.866	504.366	561.587
CFR	402.122	436.906	581.433	622.590	655.556
PFI Liability	72.395	68.814	65.233	61.652	58.071
Under/ (Over) Borrowing	100.604	89.814	75.334	56.572	35.898

External Debt HRA	2018/2019 Actual £million	2019/2020 Estimate £million	2020/2021 Estimate £million	2021/2022 Estimate £million	2022/2023 Estimate £million
Debt at 1 April	118.810	114.000	106.000	120.694	135.535
Expected Change in Debt	(4.810)	(8.000)	14.694	14.841	0.385
Debt at 31 March	114.000	106.000	120.694	135.535	135.920
CFR	119.864	111.864	126.558	141.399	141.784
Under/ (Over) Borrowing	5.864	5.864	5.864	5.864	5.864

- 38. Within the range of prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2020/2021 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.
- 39. The Director of Finance and Procurement confirms that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this report.

Treasury Indicators: Limits to Borrowing Activity

Operational Boundary

- 40. The operational boundary is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under borrowing by other cash resources.
- 41. The operational boundary is based on a prudent estimate of the most likely maximum level of external borrowing for both capital expenditure and cash flow purposes, which is consistent with other budget proposals.
- 42. The basis of the calculation for HRA borrowing 2020/2021 is the HRA CFR.

Operational Boundary	2019/2020 £million	2020/2021 £million	2021/2022 £million	2022/2023 £million
General Fund Debt	488.951	605.014	648.173	679.137
HRA Debt	123.122	126.558	141.399	141.784
Other Long-Term Liabilities	0.200	0.200	0.200	0.200
Total	612.273	731.772	789.772	821.121

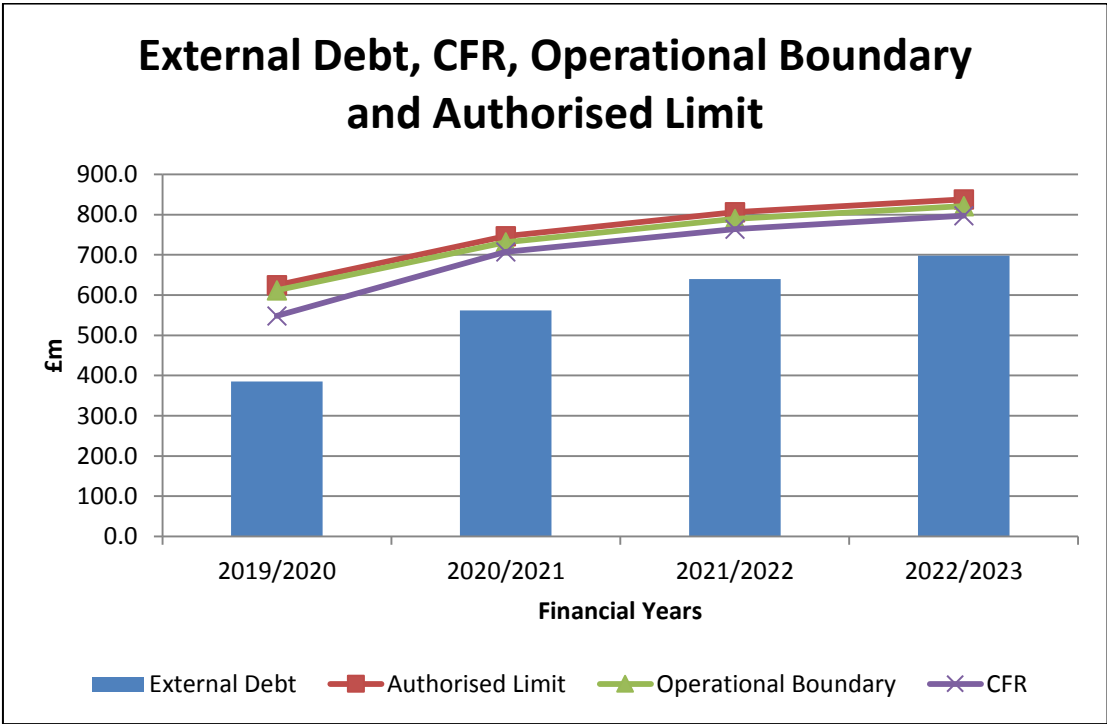
Authorised Limit for External Debt

- 43. The authorised limit for debt is a key indicator which represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

- 44. The authorised limit is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils’ plans, or those of a specific council, although this power has not yet been exercised.
- 45. The authorised limit is the operational boundary, including an allowance for unplanned and irregular cash movements.
- 46. It is proposed that an allowance of 2.5% is continued for General Fund borrowing for 2020/2021 to 2022/2023, but this will be kept under review. The allowance provides for the possibility of additional borrowing during the year as a result of Government support for further schemes and provides headroom where the projection proves too optimistic (payments made earlier or receipt of income delayed against that forecast).
- 47. There is no allowance in respect of HRA borrowing, so it has been decided that this borrowing should not exceed the CFR.

Authorised Limit	2019/2020 £million	2020/2021 £million	2021/2022 £million	2022/2023 £million
General Fund Debt	501.175	620.139	664.377	696.115
HRA Debt	123.122	126.558	141.399	141.784
Other Long-Term Liabilities	0.200	0.200	0.200	0.200
Total	624.497	746.897	805.976	838.099

- 48. The following bar/line graph shows external debt against the CFR, operation boundary and authorised limit.



Monitoring and Reporting of the Prudential Indicators

49. Progress will be monitored throughout the year, particularly against the two borrowing limits (operational boundary and authorised limit) above. Cabinet will be kept informed of any issues that arise, including potential or actual breaches.
50. The elements within the Authorised Limit and the Operational Boundary, for borrowing and other long-term liabilities require the approval of the Council. In order to give operational flexibility, members are asked to delegate to the Director of Finance and Procurement, the ability to effect movements between the two elements where this is considered necessary. Any such changes will be reported to members.
51. The operational boundary is a key management tool for in-year monitoring. It will not be significant if the operational boundary is breached temporarily on occasions due to variations in cash flow. However, a sustained or regular trend above the operational boundary is considered significant and will lead to further investigation and action as appropriate.
52. Any breach of the operational boundary will be reported to members at the earliest meeting following the breach. The authorised limit will in addition need to provide headroom over and above the operational boundary, sufficient for unusual cash movements, for example, and should not be breached.

Borrowing Strategy

53. The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement) has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow have been used as a temporary measure (internal borrowing). This strategy is prudent, as investment returns are low and counterparty risk is still an issue that needs to be considered.
54. Against this background and the risks within the economic forecast, caution will be adopted with the 2020/2021 treasury operations. The Director of Finance and Procurement will, through delegation and reporting, monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:
 - a) if it was considered that there was a significant risk of a sharp fall in long and short-term rates, (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.

- b) if it was considered that there was a significant risk of a much sharper rise in long and short-term rates than that currently forecast, perhaps arising from an acceleration in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than projected to be in the next few years.

55. Any decisions will be reported to Cabinet at the earliest meeting following the decision.

Rate and Timing of Borrowing

56. In 2020/2021 one (HRA PWLB) loan of £4 million will mature and become repayable (March 2021). This loan may be refinanced in 2021 depending on the Council's overall internal borrowing position, and the nature of the current economic climate.

57. The timing of any borrowing is crucial in terms of interest rates and the potential to minimise interest costs. Prior to any actual borrowing the treasury team will, in conjunction with our treasury advisers, proactively manage the interest rate position, using all information available to inform the borrowing decision.

58. It is, of course, not always possible to obtain the lowest rates of interest, as there is a risk that unforeseen events can significantly alter the level of rates, however, ongoing active monitoring of rates will mitigate against this risk.

59. In supporting the capital programme, the Council will consider all borrowing options, such as:

- a) internal borrowing, using medium term cash balances;
- b) fixed rate Public Works Loan Board (PWLB) borrowing;
- c) long term fixed rate market loans.

60. The decision will be made whilst maintaining an appropriate balance between PWLB and market debt in the debt portfolio.

Sources of Borrowing/Types of Borrowing

61. Following the decision by the PWLB on 9 October 2019 to increase the margin over gilt yields by 100 basis points to 180 basis points on loans lent to local authorities, consideration will also be given to sourcing funding at cheaper rates from the following,
- Local Authorities (primarily shorter dated maturities)
 - Financial Institutions (primarily insurance companies and pension funds but also some banks)
 - Municipal Bond Agency (no issuance at present, but there is potential)
62. The degree which any of these options proves cheaper than PWLB certainty rate is still evolving at this current time, but our advisors will keep the Council informed.

Lender Option Borrower Option (LOBO) Market Loans

63. Wiltshire Council currently has borrowings of £61 million in LOBO loans.
64. There are two main types of LOBO loan (of which the Council has both in its portfolio)
- a) a loan with an 'initial period' at a relatively low rate of interest, on the completion of which, the rate will automatically increase to a 'secondary rate' under the terms of the loan agreement. The interest rate is then subject to 'call option dates' at certain predetermined stages (e.g. every six months, every five years) over the life of the loan, at which time the lender has the option to set a revised interest rate and the borrower has the option to repay the loan without penalty;
 - b) a loan subject to 'call option dates' only (i.e. there is no 'secondary rate') at which time the lender has the option to raise the interest rate and the borrower has the option to repay the loan without penalty.
65. If the lender exercises his option to revise the interest rate at one of the 'call option dates', the Council's strategy is that it will always exercise its option to repay the loan. Consideration will then be given to refinancing the debt where the overall level of debt prior to the repayment needs to be maintained.
66. In the current market of relatively low interest rates and very little significant upward movement in rates predicted in the near future, it is unlikely that the loans would be called in the short to medium term.

Short Term Cash Deficits

67. Temporary loans, where both the borrower and lender have the option to redeem the loan within twelve months, are used to offset short term revenue cash deficits. They may also be used to cover short term capital requirements until longer term loans become more cost effective. The majority of these loans will be at fixed interest rates, maturing on specific dates. The strategy is that the Council shall utilise temporary loans for any short-term cash deficits that arise in respect of revenue and/or capital.

Short Term Cash Surpluses

68. It is anticipated that temporary short term (up to three months) cash surpluses will arise regularly during the year, due to timing differences between income streams and payments. Investment of these surpluses will be in specific investments (e.g. short-term Sterling investments of less than one year). Such investments will normally be short term deposits maturing on specific dates that reflect cash flow requirements at the date the deposit is made. However, under certain market conditions, money market funds will be used, particularly if they provide improved returns.

Longer Term Cash Surpluses (over three months, up to one year)

69. Some cash surpluses, for example core revenue balances, net creditors, accrued reserves and special funds such as those for insurance and PFI can be invested on a long-term basis. These cash surpluses may be used for capital financing requirements, where longer term interest rates mean that it is less cost effective to take out longer term loans.
70. Improved returns may be obtained by placing these surpluses in money market funds. The Director of Finance and Procurement has delegated authority to select money market funds and appoint external cash managers within the current approved strategy and it is proposed that this authority is retained.
71. The proposed Investment Strategy for 2020/2021 continues to include the use of unspecified investments (e.g. more than 12 months to maturity and for which external professional advice is required) that the Council's treasury adviser may recommend for investment of longer term cash surpluses.

Policy on Borrowing in Advance of Need

72. The Prudential Code issued by CIPFA requires that a council should not borrow more than, or in advance of need purely to profit from the investment of the extra sums borrowed. This Statutory Guidance requires that where borrowing in advance is enacted by a council that the rationale for the decision is clearly set out to ensure that external auditors, tax payers and interested parties are able to hold the council to account for the reasons for the borrowing. This will be included in the decision-making process.

Debt Rescheduling

73. As short term borrowing rates will be cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the debt repayment cost (i.e. premiums for early repayment).

74. The reasons for any rescheduling to take place will include:

- a) the generation of cash savings and/or discounted cash flow savings;
- b) helping to fulfil the treasury strategy;
- c) enhancing the balance of the portfolio (the maturity profile and/or the balance of volatility).

75. Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt early as short term rates on investments are likely to be lower than rates paid on current debt.

76. All rescheduling will be reported to members in a treasury report at the earliest meeting following its action.

Annual Investment Strategy

Investment Policy – Management of Risk

77. The MHCLG and CIPFA have extended the meaning of investments to include both financial and non-financial investments. This report deals solely with financial investments, (managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets, are covered in the Capital Strategy (a separate report).
78. Council's investment policy has regard to the following,
- MHCLG Guidance on Local Government Investments ("the Guidance")
 - CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 ("the Code").
 - CIPFA Treasury Management Guidance Notes 2018.
79. The Council's investment priorities will be security first, portfolio liquidity second, then yield (return).
80. The above guidance from the MHCLG and CIPFA place a high priority on the management of risk. The Council has adopted a prudent approach to managing risk and defines its risk appetite by the following means,
- a) Minimum acceptable credit criteria are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
 - b) Other information ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as credit default swaps and overlay that information on top of the credit ratings.
 - c) Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

- d) The Council has defined the list of types of investment instruments that the treasury management team are authorised to use. There are two lists in Appendix B under the categories of 'specified' and 'non-specified' investments.
- a) Specified Investments are those with a high level of credit quality and subject to a maturity limit of one year.
 - b) Non-specified investments are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use. Once an investment is classified as non-specified, it remains so until maturity. i.e. an 18 month deposit would still be non-specified even if it only has 11 months left to maturity.
- e) Non-specified investments limit. The Council has determined that it will limit the maximum total exposure to non-specified investments to be £30 million, in line with the limits for investments for longer than 365 days.
- f) Lending Limits, (amounts and maturity) for each counterparty will be set through applying the matrix table in paragraph 86 and 91.
- g) The Council will set a limit for the amount of its investments which are invested for longer than 365 days (see paragraph 106)
- h) Investments will only be placed with counterparties from countries with a specified minimum sovereign rating (see paragraph 97)
- i) The Council has engaged external consultants (see paragraph 20) to provide expert advice on how to optimise an appropriate balance on security, liquidity and yield, given the risk appetite of the Council in the context of the expected level of cash balances and need for liquidity throughout the year.
- j) All investments will be denominated in sterling.
- k) As a result of the change in accounting standards from 2018/2019 under IFRS 9, the Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. (In November 2018, the MHCLG concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years commencing from 1 April 2018)

81. The Council will also pursue value for money in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance (see paragraph 102). Regular monitoring of investment performance will be carried out during the year.
82. Property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.
83. The Council will consider an investment in the CCLA Property Fund (a fund tailored to Local Authorities), and investment limits have been set as per non-specified investments. This would provide additional diversification of the Council's investments and the potential for earning a higher investment yield on the core investment balance.

Changes in Risk Management Policy from 2019/2020

84. There have been no changes in the Risk Management Policy from last year.

Creditworthiness Policy

85. The Council applies the creditworthiness service provided by Link Asset Services. This service employs a sophisticated modelling approach, utilising credit ratings from the three main credit rating agencies - Fitch, Moodys and Standard & Poors. The credit ratings of counterparties are supplemented with the following overlays:
- Credit watches and credit outlooks from credit rating agencies;
 - CDS spreads to give early warning of likely changes in credit ratings;
 - Sovereign ratings to select counterparties from only the most creditworthy countries.
86. The above modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

Colour	Maximum Investment
Yellow	5 years
Dark Pink	5 years (for ultra-short dated bond funds with a credit score of 1.25)
Light Pink	5 years (for ultra-short dated bond funds with a credit score of 1.5)
Purple	2 years
Blue	1 year (only applies to nationalised or semi nationalised UK banks)
Orange	1 year
Red	6 months
Green	100 days
No colour	not to be used

87. The Link Asset Services creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.
88. Typically, the minimum credit ratings criteria the Council use will be a Short Term rating (Fitch or equivalent) of F1 and a Long Term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances, consideration will be given to the whole range of ratings available, or other topical market information, to support their use.
89. All credit ratings will be monitored daily. The Council is alerted to changes to ratings of all three agencies through its use of the Link Asset Services' creditworthiness service.
- If a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
 - In addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a daily basis via its Passport website, provided exclusively to it by Link Asset Services. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.
90. Sole reliance will not be placed on the use of this external service. In addition, the Council will also use market data and market information, information on any external support for banks to help support its decision making process.
91. In addition to the above criteria, the following limits will be applied to the total cumulative investments placed with an individual institution (or group of institutions where there is common ownership):

Monetary Limit	Counterparties
Up to £15 million	UK incorporated banks with a long term credit rating of at least AA
	Overseas banks that have a long term credit rating of at least AA
	Multilateral development banks
	Local authorities and other public bodies
	Money market funds
Up to £12 million	Government backed UK banks and UK building societies and their subsidiaries
Up to £10 million	UK incorporated banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);
	Overseas banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy)
	UK Building societies with long term credit rating of at least A
	Government backed overseas banks and their subsidiaries

Changes in Creditworthiness Policy from 2019/2020

92. The following criteria has been changed from last year,

- a. Due to operational requirements, monetary lending limits for HSBC were adjusted to distinguish between potential fixed term investments and operational balances held within the Council's bank account. The following limits were approved by Full Council on 26 November 2019.
 - £10.000 million with HSBC in respect of fixed term investments
 - £10.000 million with HSBC in respect of balances held on an overnight basis.

Third Party Loans

93. The Council has the power to lend monies to third parties. Appendix F sets out the Council's framework within which it may consider advancing loans to third party organisations.

UK Bank – Ring Fencing

94. The largest UK banks, (those with more than £25 billion of retail/Small and Medium Sized Enterprise (SME) deposits), as required, by UK law, to separate core retail banking services from their investment and international investment activities. This is known as 'ring-fencing'. While smaller banks with less than £25 billion in deposits are exempt, they can choose to opt up. Several banks are very close to the threshold already and so may come into scope in the future regardless.

95. Ring-fencing is a regulatory initiative created in response to the global financial crisis. It mandates the separation of retail and SME deposits from investment banking, to improve the resilience and resolvability of banks by changing their structure. In general, simpler, activities offered from within a ring-fenced bank, (RFB), will be focused on lower risk, day-to-day core transactions, whilst more complex and “riskier” activities are required to be housed in a separate entity, a non-ring-fenced bank, (NRFB). This is intended to ensure that an entity’s core activities are not adversely affected by the acts or omissions of other members of its group.
96. While the structure of the banks included within this process may have changed, the fundamentals of credit assessment have not. The Council will continue to assess the new-formed entities in the same way that it does others and those with sufficiently high ratings, (and any other metrics), will be considered for investment purposes.

Other Limits

97. Due care will be taken to consider the exposure of the Council’s total investment portfolio to non-specified investments, countries, groups and sectors.
 - a. Non-specified investment limit. The Council has determined that it will limit the maximum total exposure to non-specified investments as being £30 million.
 - b. Country limit. The Council has determined that it will only use approved counterparties from the UK and countries with a minimum sovereign credit rating of AA- from Fitch (or equivalent). The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix C. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.
 - c. Other limits. Limits in place above will apply to a group of counterparties.

Investment Strategy

98. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short term interest rates (i.e. rates for investments up to 12 months)
99. Greater returns are usually obtainable by investing for longer periods. While most cash balances are required to manage the ups and downs of cash flow, where cash sums can be identified that could be invested for longer periods, the potential value from longer term investments will be carefully assessed.

- If it is thought that Bank Rate is likely to rise significantly within the time horizon being considered, then consideration will be given to keeping most investments as being short term
- Conversely, if it is thought that Bank Rate is likely to fall within that time period, consideration will be given to locking in higher rates currently obtainable, for longer periods.

Investment Returns Expectations

100. On the assumption that the UK and EU agree a Brexit deal, including the terms of trade, by the end of 2020, then bank rate is forecast to increase slowly over the next few years to reach 1.00% by quarter 1 of 2023.

101. Bank rate forecasts for financial year ends are as follows,

Year	Bank Base Rate
2020/2021	0.75%
2021/2022	1.00%
2022/2023	1.00%

102. The suggested budgeted investment earnings rates for returns on investments places for periods up to about 3 months during each financial year are as follows:

Year	Budgeted Earnings Rate
2019/2020	0.75%
2020/2021	0.75%
2021/2022	1.00%
2022/2023	1.25%
2023/2024	1.50%
2024/2025	1.75%
Later Years	2.25%

103. The overall balance of risks to economic growth in the UK is probably to the downside due to the weight of all the uncertainties over Brexit, as well as a softening global economic picture.

104. The balance of risks to increases in Bank Rate and the shorter term PWLB rates are broadly similar to the downside.

105. In the event that a Brexit deal is agreed with the EU and approved by Parliament, the balance of risks to economic growth and to increases in Bank Rate is likely to change to the upside.

Investment Treasury Indicator and Limit

106. This investment treasury indicator limits the total funds invested for greater than 365 days. These limits are set with regard to the Council’s liquidity requirements and to reduce the need for any unnecessary borrowing. They are based on the availability of funds after each year end.

107. The Council is asked to approve the treasury indicator and limit:

Upper Limit for Principal Sums Invested for longer than 365 days			
	2020/2021	2021/2022	2022/2023
Principal Sums Invested > 365 Days	£30m	£30m	£30m
Current Investments > 365 Days maturing in each year	£0m	£0m	£0m

108. For its cash flow generated balances, the Council will seek to utilise its HSBC overnight investment instant access account, money market funds and short dated deposits (overnight to 100 days) in order to benefit from the compounding of interest.

Investment Risk Benchmarking

109. The Council will use an investment benchmark to assess the investment performance of its investment portfolio of the relevant LIBID rate (dependant on the average duration of the fund).

End of Year Investment Report

110. At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

Overview and Scrutiny Engagement

111. The Financial Planning Task Group will consider this report on 23 January 2020, with any comments reported to the Cabinet meeting.

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

116. Wiltshire Council will not intentionally invest in any investment that is not ethical and would not be consistent with our environmental and social policy objectives.

117. Where appropriate, the Council will consider investments that deliver environmental and social benefits, whilst maintaining our Security, Liquidity and Yield criteria.

Risks Assessment

118. The primary treasury management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of its investment counterparties.

119. The Prudential & Capital Indicators and the Annual Investment Strategy take account of the forecast movement in interest rates and allow sufficient flexibility to be varied if actual movements in interest rates are not in line with the forecast.

120. The Council's treasury adviser is currently reporting the following in terms of investment and borrowing rates,

- a) Investment returns are likely to remain low during 2020/2021 with little increase in the following two years. However, if major progress is made with an agreed Brexit, then there is upside potential for earnings.
- b) Borrowing interest rates were on a major falling trend during the first half of 2019/2020 but then jumped up by 100 basis points (bps) in October 2019. The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the past few years. However, the unexpected increase of 100 bps in PWLB rates requires a major rethink of local authority treasury management strategy and risk management.
- c) Now that the gap between longer term borrowing rates and investment rates has materially widened, and in the long term Bank Rate is not expected to rise above 2.5%.

- d) While the Council will not be able to avoid borrowing to finance new capital expenditure, to replace maturing debt and the rundown of reserves, there will be a cost of carry (the difference between higher borrowing costs and lower investment returns), to any new short or medium term borrowing that causes a temporary increase in cash balances, and this position will, most likely, incur a revenue cost.

Financial Implications

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

Workforce Implications

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

Legal Implications

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

Options Considered

124. Future consideration will be given to alternative borrowing and investment options to improve the cost effectiveness of and return on treasury activities for the Council.

125. The options in relation to the revenue and capital budgets in these proposals are fully consistent with the figures included within the budget considerations.

Proposals

126. The Cabinet is requested to recommend that the Council approves and adopts the Treasury Management Strategy for 2020/2021, as follows,

- a. Adopt the Minimum Revenue Provision Policy (paragraphs 32 – 34)
- b. Adopt the Prudential and Treasury Indicators (paragraphs 24 – 31, 40 – 48 and Appendix A)
- c. Adopt the Annual Investment Strategy (paragraph 77 onwards)
- d. Delegate to the Director of Finance and Procurement the authority to vary the amount of borrowing and other long term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary

- e. Authorise the Director of Finance and Procurement to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio
- f. Agree that short term cash surpluses and deficits continue to be managed through temporary loans, deposits and money market funds
- g. Agree that any surplus cash balances not required to cover borrowing are placed in the most appropriate specified or non-specified investments, particularly where this is more cost effective than short term deposits and delegate to the Director of Finance and Procurement the authority to select such funds.
- h. Adopt the Third Party Loans Policy (paragraph 93 and Appendix F)

Deborah Hindson
Interim Director, Finance and Procurement

Alistair Cunningham
Chief Executive Officer – Place

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Background Papers

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

None.

Appendices

Appendix A Prudential and Treasury Indicators 2020/2021, 2021/2022 & 2022/2023
Appendix B Specified and non-specified Investments
Appendix C Approved countries for investments
Appendix D Treasury Management Scheme of Delegation
Appendix E Role of the Section 151 Officer
Appendix F Third Party Loans Policy

Capital Prudential and Treasury Indicators for 2020/2021 – 2022/2023

1. The Prudential and Treasury Management Codes and Treasury Guidelines require the Council to set a number of Prudential and Treasury Indicators for the financial year ahead. This appendix sets out the indicators required by the latest code.

Affordability Prudential Indicators

2. The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators,

Ratio of Financing Costs to Net Revenue Stream

3. This indicator identifies the trend in the cost of capital (borrowing and other long-term obligation costs net of investment income) against the net revenue stream

	2018/2019 Actual (%)	2019/2020 Estimate (%)	2020/2021 Estimate (%)	2021/2022 Estimate (%)	2022/2023 Estimate (%)
General Fund	5.9	5.8	6.8	8.8	9.8
HRA	14.4	14.1	13.4	15.9	18.6

4. The estimates in financing costs above include current commitments and the proposals in this budget report.

Maturity Structure of Borrowing

5. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.
6. In order to protect the Council from interest rate risk and to safeguard the continuity of treasury management financing costs, the following limits have been adopted.

Maturity Structure of Fixed Interest Rate Borrowing 2020/2021		
	Lower (%)	Upper (%)
Under 12 months	0	25
12 months to 2 years	0	25
2 years to 5 years	0	45
5 years to 10 years	0	75
10 years and above	0	100

7. In addition to the indicators (above) it is considered prudent that, under normal circumstances, no more than 15% of long term loans, excluding LOBO loans, should fall due for repayment within any one financial year and 25% in the case of LOBO loans, where maturity is deemed to be the “next call option date”.

Treasury Management Practice (TMP) 1 Credit and Counterparty Risk Management

Specified Investments.

1. All such investments will be sterling denominated, with maturities up to a maximum of 1 year, meeting the minimum 'high' quality criteria.

Non-Specified Investments.

2. These are any investments which do not meet the specified investment criteria.
3. A maximum of £30 million will be held in aggregate non-specified investments.

Credit and Counterparty Risk

4. A variety of instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made, it will fall into one of the above categories.
5. The criteria applying to institutions or investment vehicles are as follows,

	Minimum credit criteria/ colour band	Maximum maturity period
Specified Investments		
DMADF – UK Government	N/A	6 months
UK Government Gilts	UK sovereign rating	12 months
UK Government Treasury Bills	UK sovereign rating	12 months
Bonds issued by multilateral development banks	AAA	6 months
Money Market Funds CNAV	AAA	Liquid
Money Market Funds LVNAV	AAA	Liquid
Money Market Funds VNAV	AAA	Liquid
Ultra Short Dated Bonds (1.25)	AAA	
Ultra Short Dated Bonds (1.5)	AAA	
Local Authorities	N/A	12 months
Term Deposits with Banks and Building Societies	Blue	12 months
	Orange	12 months
	Red	6 months
	Green	100 days
	No Colour	Not for use
Certificates of Deposit or Corporate Bonds	Blue	12 months
	Orange	12 months
	Red	6 months
	Green	100 days

	No Colour	Not for use
Gilt Funds	UK sovereign rating	
Non-Specified Investments		
Term Deposits with Banks and Building Societies	Purple Yellow	2 years 5 years
UK Government Gilts	UK sovereign rating	50 years
Property Fund (CCLA)	N/A	N/A

6. The criteria in this appendix are intended to be the operational criteria in normal times. At times of heightened volatility, risk and concern in financial markets, this strategy may be amended by temporary operational criteria further limiting investments to counterparties of a higher creditworthiness and / or restricted time limits.

Accounting treatment of investments.

7. The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by this Council. To ensure that the Council is protected from any adverse revenue impact, which may arise from these differences, we will review the accounting implications of new transactions before they are undertaken.

Monitoring of Investment Counterparties

8. The credit rating of counterparties will be monitored regularly. The Council receives credit rating information (changes, rating watches and rating outlooks) from Link Asset Services as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Director of Finance and Procurement, and if required new counterparties which meet the criteria will be added to the list.

Approved Countries for Investments

This list is based on those countries which have sovereign ratings of AA- or higher (the lowest rating from Fitch, Moody's and S&P is shown) and also, (except - at the time of writing - for Hong Kong, Norway and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the Link Asset Services credit worthiness service.

Rating	Country
AAA	Australia
	Canada
	Denmark
	Germany
	Luxembourg
	Netherlands
	Norway
	Singapore
	Sweden
	Switzerland
AA+	Finland
	U.S.A.
AA	Abu Dhabi (UAE)
	France
	Hong Kong
	U.K.
AA-	Belgium
	Qatar

Treasury Management Scheme of Delegation

Full Council

1. Receiving and reviewing reports on treasury management policies, practices and activities;
2. Budget consideration and approval;
3. Approval of annual strategy.

Cabinet

1. Approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
2. Budget consideration and proposal;
3. Approval of the division of responsibilities;
4. Receiving and reviewing regular monitoring reports and acting on recommendations;

Scrutiny – Finance Task Group

1. Reviewing the treasury management policy and procedures and making recommendations to the responsible body.

The Treasury Management Role of the Section 151 Officer

1. Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
2. Submitting regular treasury management policy reports;
3. Submitting budgets and budget variations;
4. Receiving and reviewing management information reports;
5. Reviewing the performance of the treasury management function;
6. Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
7. Ensuring the adequacy of internal audit, and liaising with external audit;
8. Approving the selection of external service providers and agreeing terms of the appointment.
9. Preparation of a capital strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long term timeframe (say 20+ years – to be determined in accordance with local priorities.)
10. Ensuring that the capital strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
11. Ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the Council
12. Ensure that the Council has appropriate legal powers to undertake expenditure on non-financial assets and their financing
13. Ensuring the proportionality of all investments so that the Council does not undertake a level of investing which exposes the Council to an excessive level of risk compared to its financial resources
14. Ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long term liabilities
15. Provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees

16. Ensuring that members are adequately informed and understand the risk exposures taken on by the Council
17. Ensuring that the Council has adequate expertise, either in house or externally provided, to carry out the above
18. Creation of Treasury Management Practices which specifically deal with how non-treasury investments will be carried out and managed.

Third Party Loans Policy

1. Government changes in the way councils are funded has prompted local authorities to look at more innovative ways of supporting business plan objectives.
2. The primary aims of any investment, in order of priority, are the security of its capital, liquidity of its capital and to obtain a return on its capital commensurate with levels of security and liquidity. These aims are crucial in determining whether to proceed with a potential loan.
3. Whilst the Council does not wish to become a commercial lender in the market place it can use its ability to borrow, at relatively economic rates, to support the delivery of improved outcomes for the residents of Wiltshire. At the same time this will facilitate the creation of a relatively modest income stream to support the Council's overall financial resilience. All third party loans must demonstrate alignment to the Council's core objectives and priorities.
4. The intention of this policy is therefore to establish a framework within which the Council may consider advancing loans to third party organisations.

Types of Loan

Loans Defined as Capital Expenditure

5. The acquisition of share capital or loan capital in any corporate body is defined as capital expenditure under Regulation 25(1) (d) of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003.
6. A loan, grant or financial assistance provided by this Council to another body will be treated as capital expenditure if the Council would define the other bodies use of those funds as capital had it undertaken the expenditure itself.
7. Loans of this nature will be included in the Council's approved capital programme.
8. The Council's Minimum Revenue Provision (MRP) Policy sets out the MRP requirements in respect of capital loans.

Other Loans

9. Other loans refers to loans that do not meet the definitions of capital expenditure but still support the delivery of the Council's core objectives and priorities. Examples of this type of loan include working capital loans to the Council's Local Authority Trading Companies (LATC's) and loans to Wiltshire Schools to enable Academy conversion.

Loan Framework

10. All loans, with the exception of loans to Wiltshire Schools to enable Academy conversion, must be secured against an asset or guaranteed by a public sector organisation with tax raising powers.
11. The maximum loan to value will not exceed 80%.
12. The maximum duration of the loan will be 25 years but the loan period must not exceed the useful life of the asset.
13. An independent valuation of the asset upon which the loan is secured will be undertaken by the Council.
14. A robust business case must be developed that demonstrates that the loan repayments are affordable.
15. The on-going value of the asset(s) that the loan has been secured against will be valued on a 5 year basis. A charge to revenue may be required if the equity value falls below the debt outstanding or if it becomes clear that the borrowing organisation is unable to service the debt.
16. Guarantees will be called upon if the lending organisation falls into arrears of more than 12 months.
17. Given the administrative costs incurred in both establishing and managing loans of this nature an administration/arrangement fee will be applied to each loan made. The arrangement fee will be no more than 1.0% of the value of the loan value.
18. All loan proposals (including any loan re-scheduling) must be agreed with the Director of Finance & Procurement in conjunction with the Council's Treasury Management team.

Limits

19. No specific maximum limits are proposed but all loans must be approved as set out above.
20. Loans less than £0.250 million will not be considered.

State Aid and Interest Rates

21. Under current EU law, State Aid rules must be taken into account whenever public money is given to an organisation that undertakes any commercial operation. State Aid is defined as an advantage in any form whatsoever conferred on a selective basis to undertakings by public authorities. Subsidies granted to individuals or general measures open to all enterprises are not covered by the State Aid prohibition.
22. The general parameters of the scheme will not permit loans to be made where the funding could be used in the delivery of commercial activities. However, not for profit organisations often undertake commercial activities in order to support the delivery of non-commercial activities. State aid can be avoided by using the Market Economy Operator (MEO) principles. If the state is acting in a way that a rational private investor would, for example in providing loans or capital on terms that would be acceptable to a genuine private investor who is motivated by return and not policy objectives, then it is not providing State Aid. This is because the beneficiary is not considered to be obtaining an advantage from the State but on the same terms that it could have obtained on the open market.
23. The actual interest rate charged on third party loans will be set with reference to the minimum permitted within State Aid rules at the time of fund advance and the Council's cost of borrowing plus an appropriate credit risk margin, whichever is higher.
24. If there is any doubt as to whether State Aid may be an issue, Legal advice must be sought.

Governance Arrangements

25. Loans Defined as Capital Expenditure require Cabinet approval in order to be added to the Capital Programme supported by a full business case.
26. The Director for Finance and Procurement has delegated authority for awarding loans to schools, in order to assist with their conversion process to become an academy. Specific delegation was awarded by Cabinet at their meeting of 17 May 2016, minute number 63.
27. All other loans must be approved by Cabinet supported by a full business case. Specific details in relation to drawdown of approved loan facilities must be specified as part of each business case.

28. Due-diligence checks will be undertaken to test the underlying assumptions set out in each business case. These checks will include but are not limited to independent credit checks and future cashflow forecasts.

Financial Risk

29. Where the Council issues capital loans to third parties (including to its own commercial companies), the expectation is that the funds lent will be re-paid in full at a future date.
30. However, the Council is required to consider the potential impairment of all loans that it issues to third parties on an annual basis to comply with International Financial Reporting Standards (IFRS 9). Where it is considered that there is a risk that any loan will not be re-paid, the Council will need to consider the level of any impairment, in full or in part) as appropriate. Impairments represent a real financial cost to the Council and are charged to the Council's General Fund revenue budget.

Exemptions

31. Exemptions to this policy may be considered but any exemption will need to be approved by Full Council.

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Wiltshire Council

Cabinet

4 February 2020

Subject: Adoption of Wiltshire Housing Site Allocations Plan

Cabinet Member: Cllr Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Investment

Key Decision: Key

Executive Summary

The Wiltshire Housing Site Allocations Plan has been prepared in accordance with the Wiltshire Core Strategy. Its purpose is to bring forward additional housing sites to ensure the delivery of the Core Strategy housing requirement (42,000 homes over the period 2006-2026) and improve supply, as well as reviewing the settlement boundaries as defined on the Council's policies map.

In July 2018, following consideration by Cabinet and approval by Council the Wiltshire Housing Site Allocations Plan was submitted to the Secretary of State for examination by an independent Inspector. Alongside the submission Plan the Council submitted a Schedule of Proposed Changes to it. In line with legislation, the Council specifically requested that the Inspector recommend any main modifications necessary to enable the Plan to be adopted.

The examination including public hearing sessions held during April 2019 has now concluded with the receipt of the Inspector's Report on 23 January 2020. The Report contains the Inspector's assessment of the Plan and has taken into consideration the Council's evidence and all representations received on the Plan during the Summer 2017 consultation and subsequent consultations on proposed modifications to it, as directed by the Inspector, during the examination in 2018 and 2019.

The Inspector's Report concludes that, with the recommended main modifications in the report being made, the Plan satisfies legislative requirements and meets the criteria for soundness in the National Planning Policy Framework. In summary the recommendations relate to: removal of sites at Market Lavington, Hullavington and Crudwell to ensure a consistent approach to site selection and national policy, with particular regard to the role of neighbourhood plans; deletion of Land east of Dene, Warminster due to impacts on heritage assets; inclusion of a new site at The Yard, Salisbury to ensure a consistent approach to site selection; inclusion of specific policies for sites that do not have one; and modifications to site specific policies to ensure effective decision making.

The Inspector has considered the proposed settlement boundaries and is satisfied with the Council's methodology. To ensure the development plan as a whole is effective he considers that the changes proposed in Appendix A of the Plan (as amended by the documents consulted on during the examination) should be made.

The Inspector's Report is final, and the examination is now closed. This leaves the Council with the choice of adopting the Plan, as amended in response to the Inspector's recommendations, or not.

In adopting the Plan, the Council can also make additional modifications to the Plan that do not materially alter its policies including factual updating, correction of typographical errors and consequential alterations to supporting text in the light of the Inspector's main modifications. These are referred to as minor additional modifications.

If adopted by the Council an adoption notice will be published providing a six week period for legal challenge during which any person or organisations may make an application to the High Court on grounds that the document is not within the appropriate power or a procedural requirement has not been complied with.

Upon adoption the Plan will become part of the statutory development plan for Wiltshire alongside the Wiltshire Core Strategy. The authority is legally bound to take planning decisions in accordance with its policies unless there are material considerations which merit setting them aside in any given case.

Proposal(s)

That Cabinet:

- (i) Notes the content of the Inspector's 'Report on the Examination of the Wiltshire Site Allocations Plan' (**Appendix 1**) and his conclusions regarding legal compliance and soundness.
- (ii) Accepts the Main Modifications set out in the Appendix to the Inspector's Report, which the Inspector considers are necessary to make the plan sound in accordance with legislation.
- (iii) Agrees that additional minor modifications are made that arose during the examination or made in the interest of accuracy and consistency, as set out in **Appendix 2**.
- (iv) Recommends to Council that the '[Wiltshire Housing Site Allocations Plan Submission draft Plan \(July 2018\)](#)', as amended by the Main Modifications as set out at (ii) above and attached in **Appendix 1** and additional minor modifications as set out in (iii) above and attached in **Appendix 2**, be adopted as part of the development plan for Wiltshire.
- (v) Delegates authority to the Director of Economic Development and Planning in consultation with the Director of Legal, Electoral and

Registration Services and the Cabinet Member for Spatial Planning, Development Management and Investment for: the Policies Map to be amended in line with the Main Modifications as identified in **Appendix 1** and the settlement boundaries, as set out in Appendix A of the 'Wiltshire Housing Site Allocations Plan Submission draft Plan (July 2018) and amended by the proposed changes made during the examination; and further minor textual changes to be made to the Wiltshire Housing Site Allocations Plan prior to publication in the interests of accuracy and consistency.

- (vi) Following approval of Council, agrees that the Director of Economic, Development and Planning in consultation with the Director for Legal, Electoral and Registration Services the Cabinet Member for Strategic Planning, Development Management and Investment undertakes the final stages associated with the formal adoption and publication of the Wiltshire Site Allocations Plan.

Reason for Proposal(s)

To progress the adoption and finalisation of the Wiltshire Housing Site Allocations Plan and changes to the settlement boundaries on the Policies Map, in accordance with the commitment made in the Council's Local Development Scheme to prepare the Plan. As the Plan has been found sound by the Inspector with the recommended main modifications, its adoption by the Council would significantly help support the delivery of housing across Wiltshire in line with the Wiltshire Core Strategy and national planning policy.

Once adopted, the Wiltshire Site Allocations Plan will form part of the Council's Policy Framework. In accordance with the Local Government Acts 1972 and 2000, and the Council's constitution it must first be approved by Cabinet before it is adopted by Council.

Alistair Cunningham
Chief Executive Officer – Place

Wiltshire Council

Cabinet

4 February 2020

Subject: Adoption of Wiltshire Housing Site Allocations Plan

Cabinet Member: Cllr Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Investment

Key Decision: Key

Purpose of Report

1. To:

- (i) Inform Cabinet of the Inspector's Report on the Examination of the Wiltshire Housing Site Allocations Plan and his conclusions regarding legal compliance and soundness.
- (ii) Seek approval that the Wiltshire Housing Site Allocations Plan, as amended by the recommended Main Modifications in the Inspector's Report and other, minor modifications that have arisen during the examination, or been made in the interest of accuracy and consistency, be recommended to Council for adoption.
- (iii) Seek approval for the Director of Economic Development and Planning, in consultation with the Director for Legal, Electoral and Registration Services and the Cabinet Member for Strategic Planning, Development Management and Investment, to undertake the final stages associated with the formal adoption by the Council of the Wiltshire Housing Site Allocations Plan.

Relevance to the Council's Business Plan

2. Adopting the Wiltshire Housing Site Allocations Plan accords with the overarching aims of the Council's Business Plan 2017-2027 including:

Growing the Economy

- bringing forward housing development where it is needed;
- ensuring the delivery of affordable homes; and
- delivery of new infrastructure to support housing (including contributions to support local schools and GP provision).

Stronger Communities

- providing good access to the countryside through improving green infrastructure connectivity; and

- increasing access to services and facilities through expanding cycling and walking routes.
3. Fundamentally, adopting the WHSAP supports the implementation of the Wiltshire Core Strategy by allocating land to boost the supply of housing in key locations across Wiltshire.

Background

4. On 10 July 2018, following consideration by Cabinet on 3 July 2018, the Council approved the submission of the draft Wiltshire Housing Site Allocations Plan (the Plan) to the Secretary of State to commence the independent examination process. The Plan was accompanied by a Schedule of Proposed Changes that were prepared, where necessary, to address the result of consultation on the Pre-Submission draft Plan published in July 2017 and concerns expressed by Cabinet to delete allocations at Market Lavington and Crudwell, ensure appropriate number of dwellings on site H2.2 'Land off the A303 at White Horse Business Park, Trowbridge' and access to site H2.12 'East of Farrells Field, Yatton Keynell'.
5. In line with legislation (Section 20 (7C), Planning and Compulsory Purchase Act 2004 as amended) and Cabinet resolution in July 2018, officers requested that the Inspector recommends any modifications needed to make the Plan sound.
6. In August 2018, the Council received a procedural letter from the Inspector outlining his initial thoughts on the materials submitted for examination. In response, the Council proposed that the Inspector examine the submitted Plan alongside its Schedule of Proposed Changes. On this basis and in the interests of fairness, the Inspector requested that the Council undertake consultation on the Schedule of Proposed Changes. Consultation was undertaken 27 September to 29 November 2018 and extended for a further period between 11 December to 22 January 2019. All representations received were then submitted to the Inspector for his consideration.
7. The examination in public (the hearing sessions) commenced on 2 April 2019 and ran for seven days. The hearings were structured around a series of agendas set by the Inspector designed to enable him to explore in more detail with the Council and invited participants matters relating to issues of legal compliance and soundness that flowed from the representations submitted on the Pre-Submission Plan, consulted on between 4 July 2017 and 22 September 2017, and the Council's Schedule of Proposed Changes.
8. Following the close of the hearing sessions the Inspector wrote to the Council in 10 June 2019 setting out his preliminary advice about the steps that should be taken to make the Plan sound. In his letter, the Inspector set out a series of Further Main Modifications (FMMs) and advice on consultation, as well as next steps.
9. The FMMs addressed soundness issues raised through the examination, including oral representations from the hearing sessions. Consultation on the

FMMs ran for six weeks from 12 September to 25 October 2019 and all comments received provided to the Inspector for his consideration.

10. The Inspector issued his Report to the Council on 23 January 2020. This is attached at **Appendix 1**.

Main Considerations for the Council

11. The Wiltshire Housing Site Allocations Plan has been prepared in accordance with the Wiltshire Core Strategy. Like the Chippenham Site Allocations Plan (adopted May 2017), its purpose is to bring forward additional housing sites to support the delivery of the Wiltshire Core Strategy housing requirement (42,000 homes over the period 2006-2026) and improve housing supply, as well as reviewing the settlement boundaries as defined on the Council's Policies Map.
12. The Plan is a development plan document. Therefore, once adopted, it will form part of the statutory development plan for Wiltshire and be used in making planning decisions alongside the Wiltshire Core Strategy.
13. The process for the preparation of development plan documents, including the examination stage by an independent Inspector appointed by the Secretary of State, is prescribed by statute and regulation. The scope of the Inspector's Report is set out at paragraph 1 of his report:

"This report contains my assessment of the Wiltshire Housing Site Allocations Plan (WHSAP) in terms of Section 20(5) of the Planning & Compulsory Purchase Act 2004 (as amended). It considers first whether the Plan's preparation has complied with the Duty to Co-operate. It then considers whether the Plan is sound and whether it is compliant with the legal requirements. The National Planning Policy Framework 2012 (paragraph 182) makes it clear that in order to be sound, a Local Plan should be positively prepared, justified, effective and consistent with national policy."

14. **Appendix 1** to this report provides the Inspector's Report in full. In accordance with legislation the Council asked the Inspector to recommend any Main Modifications necessary to rectify matters that make the Plan unsound or not legally compliant. The recommended Main Modifications (MM) are set out in full as an Appendix to the Inspector's Report. In summary they, as highlighted by the Inspector in his 'Non-Technical Summary', are:
 - The deletion of sites H1.2-H1.4 (80 homes at Market Lavington), H2.11 (50 homes at Crudwell) and H2.13 (50 homes at Hullavington) to ensure a consistent approach to site selection and national policy, with particular regard to the role of Neighbourhood Plans.
 - The deletion of site H2.7 (100 homes at Land East of Dene, Warminster), resulting from concerns about the impacts on heritage assets.

- The inclusion of a new site at The Yard, Salisbury (10 homes) to ensure the Plan has been prepared using a consistent approach to site selection.
- The inclusion of site specific policies for all sites which do not have one. This is to ensure that all requirements of the Plan are clearly expressed and provide an effective basis for decision making.
- The modification of site specific policies to ensure all requirements are clearly expressed in the interests of effectiveness.

15. At paragraph 20 of the Report the Inspector identifies three main issues upon which the soundness of the plan depends, as follows:

- Issue 1: Is the Wiltshire Housing Site Allocations Plan consistent with the Wiltshire Core Strategy? (pages 7 to 10)
- Issue 2: Are the proposed sites justified, effective and consistent with national policy? (pages 10 to 30)
- Issue 3: Are the proposed settlement boundaries justified, effective and consistent with national policy? (pages 30 to 31)

It is against these that the need for the MMs are explained.

16. The Inspector's MMs do not materially alter the overall substance of the Plan, or the findings of the Sustainability Appraisal and Habitats Regulations Assessment both of which have been updated during the examination to support the consultations. They take into account the Council's proposed main modifications to the Plan as set out in the Schedule of Proposed Changes. In overall terms, they have been recommended to strengthen the overall effectiveness of the Plan.

17. With regard to the proposed settlement boundaries the Inspector is satisfied with the Council's methodology. To ensure the development plan as a whole is effective he considers that the changes proposed in Appendix A of the Plan as amended by the documents consulted on during the examination should be made. In line with the Council's methodology, the Council can also periodically include any additional changes to the settlement boundaries by way of factual update to reflect implemented sites on the edge of settlements.

18. The Plan as modified makes provision for the following development:

- East Wiltshire Housing Market Area (HMA):
 - Site for 270 dwellings at Ludgershall
- North and West Wiltshire HMA:
 - 6 sites for a total of 1,050 dwellings at Trowbridge;
 - 2 sites for a total of 100 dwellings at Warminster;
 - Site for 35 dwellings at Chapmanslade;
 - Site for 30 dwellings at Yatton Keynell;
 - Site for 30 dwellings at Bratton

- South Wiltshire HMA:
 - 5 sites for a total of 864 dwellings at Salisbury;
 - 2 sites for a total of 60 dwellings at Durrington.

19. In addition to the Inspector's MMs, **Appendix 2** also provides a list of additional minor modifications which can be identified at the discretion of the Council under the Planning and Compulsory Purchase Act 2004 (as amended), S23 (3(b)). These have been included for completeness and relate to typographical errors or minor factual updates, and consequential alterations to supporting text in the light of the Inspector's MMs. They have been made in the interests of accuracy and clarity and do not affect the overall soundness of the Plan.

20. The text of the Plan as proposed to be adopted has been produced at **Appendix 3**.

21. To support the implementation of the Plan and Wiltshire Core Strategy the Trowbridge Bat Mitigation Supplementary Planning Document has been prepared, which is the subject of a separate Agenda item.

Overview and Scrutiny Engagement

22. There has been no overview and scrutiny engagement.

Safeguarding Implications

23. There are no safeguarding implications arising from the proposal.

Public Health Implications

24. The Plan conforms with the policies of the Wiltshire Core Strategy and the National Planning Policy Framework, as set out in the Inspector's Report. In this regard, the housing site allocations set out within the Plan strike a balance between social, economic and environmental considerations to deliver sustainable development.

25. At the heart of sustainable development is high quality design. Well planned development, including appropriate infrastructure, supports health and well-being of local communities. For example, through the provision of green infrastructure, open space and infrastructure for cycling and walking to encourage active travel. Planning to address the housing needs of communities helps foster social well-being.

Procurement Implications

26. At this stage of the process there are no new procurement implications.

Equalities Impact of the Proposal

27. The Plan aims to positively boost the supply of housing in line with the policies of the Wiltshire Core Strategy and the National Planning Policy Framework. The public consultation processes and community involvement undertaken, including the examination hearing sessions, has ensured that everyone has had the opportunity to inform the preparation of the Plan.
28. The Plan has been subject to Equalities Impact Assessment, as required by Section 149 of the Equalities Act 2010, which was submitted to the Secretary of State as evidence to support the Plan. In addition, paragraph 158 of the Inspector's Report confirms that the Inspector has had due regard to the Act.

Environmental and Climate Change Considerations

29. Planning for development has implications for the natural, economic and social environment of Wiltshire. In line with legislative requirements, the preparation of the Plan has been informed and shaped by Sustainability Appraisal (incorporating Strategic Environmental Assessment) and Habitats Regulations Assessment processes.
30. In his Report, the Inspector has thoroughly examined the Plan in the light of both the process of assessing options undertaken through the Sustainability Appraisal (paragraphs 149 to 154 refers) and Habitats Regulations Assessment (paragraph 155), as well as the findings within these reports. In concluding on legal compliance matters, the Inspector at paragraph 154 and 155 respectively states that "*Overall, I am satisfied that the Sustainability Appraisal (SA) has sufficiently evaluated the reasonable alternatives and is suitably comprehensive, satisfactory and legally compliant*" and is satisfied that the Habitat Regulations Assessment meets the relevant statutory requirements.
31. Paragraph 156 of the Inspector's Report highlights that when considering the development plan as a whole for Wiltshire, including the Plan, that there are policies designed to ensure that the development and use of land contribute to the mitigation and adaptation of climate change. He also acknowledges that the Plan: seeks to identify sites in locations well related to settlements minimising the distance travelled; maximising opportunities to access services by means other than the car; and highlights the need and importance to address potential flood risk.
32. The final Sustainability Appraisal Report and Habitats Regulations Assessment will be prepared for Council and published at the time of adoption in line with legislative requirements.

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

33. If the proposed decision is not taken the Council would fail to meet the obligations it set itself through the Local Development Scheme to prepare the Plan. Government is monitoring the progress of local planning authorities on the performance against their timetables for preparing plans.
34. Once adopted, the Council can give full weight to the Plan in determining planning applications on the allocated sites. In turn, adopting the Plan provides greater certainty to local communities and the development industry on how the development of the allocations will take place.
35. Adoption of the Plan will provide greater certainty in terms of the supply of housing in line with the Wiltshire Core Strategy supporting the Council in maintaining a five- year housing land supply in accordance with the requirements of the National Planning Policy Framework.
36. Rejection of the Inspector's Report and recommendations at this stage would leave the Council reliant on the wider policies in the Wiltshire Core Strategy and the National Planning Policy Framework when considering planning applications across Wiltshire. This may lead to uncertainty and unplanned housing development through speculative applications due to the negative effect on the Council's housing supply. There would also be a reputational risk for the Council in not adopting the Plan, following receipt of the Inspector's Report, which the Council would find difficult to justify to the Ministry of Housing Communities and Local Government.

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

37. See legal implications below. At the point of adoption of the Plan by Council, there will follow a period of six weeks for legal challenge.
38. Identifying land for development can be contentious and there is a reputational risk from those parts of the local community who may have objected to the Plan and do not wish to see development occurring close to where they live or areas they value. While this risk is real the Council is nonetheless charged with making difficult and often controversial decisions in the interests of ensuring it updates its Local Plan and a plan led approach to development.

Financial Implications

39. The financial implications of adopting and publishing the Plan will be met from existing budget allocations for Economic Development and Planning.
40. Adoption 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 infrastructure.

Legal Implications

41. The options open to the Council at this stage in the process are set out in the Planning and Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning (Local Development) England Regulations 2012. If the Council rejects one or more of the Inspector's recommended Main Modifications, it cannot then proceed to adopt the Plan. If the Council ultimately resolves to not adopt the Plan it would need to request that it be formally withdrawn.
42. The Inspector considered legal compliance at paragraphs 147 to 158 which confirms the Plan has been prepared in a manner that demonstrates compliance with procedural requirements including: duty to cooperate, Sustainability Appraisal and Habitats Regulations Assessment being undertaken at key stages during the preparation of the Plan, and consultation statements summarising how the Council has engaged with communities and other stakeholders during the process.
43. There are legal implications associated with the adoption of the document. These are limited to the potential for high court challenge. Any such challenge would be limited in terms of scope and could only challenge whether a procedural step in the process of preparing the document has been missed or not complied with fully or the document is not within the appropriate power. Wiltshire Council Legal Services have been involved throughout the process.
44. Should the Plan be formally adopted by Council, an 'Adoption Statement' will be published in the local press covering the area advertising the availability of the Inspector's Report and the adopted Plan. If at this stage anyone wishes to lodge a judicial challenge to the document, they must do so within six weeks of the date it is adopted by the Council.

Workforce Implications

45. There is sufficient workforce to complete the final stage stages involved in adopting the Plan.

Options Considered

46. The options open to the Council are limited by legislation (see legal implications above). The Council can either:
 - (i) Adopt the Plan with the main modifications recommended by the Inspector; or
 - (ii) Resolve not to adopt the Plan.
47. In the case of (ii) the Council would need to reject the Inspector's recommendations and request to the Secretary of State that the Plan is withdrawn and prepare a new one, which would take several years to be put

in place. This would have repercussions for housing land supply paving the way for speculative rather than plan led development.

Conclusions

48. The Wiltshire Housing Site Allocations Plan has been in preparation over a number of years and involved considerable public consultation with the local community and stakeholders. It has reached the final stage in the process.
49. The examination of the Plan has concluded with the Inspector recommending that the Plan is sound, subject to incorporating the Main Modifications recommended in his Report. The Council can now therefore proceed to adopt the Plan.
50. Considering the investment to date in preparing the Plan and the importance of providing for the housing needs of Wiltshire, and demonstrating a five-year housing land supply position, it is proposed that Cabinet endorse the Inspector's Report and recommends that Council adopt the Plan.
51. Once adopted the Plan will form part of the statutory development plan for Wiltshire and have full weight in decision making. It will inform the preparation and determination of planning applications relating to the allocated sites.

Sam Fox (Director - Economic Development and Planning)

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Date of report: January 2020

Appendices

Appendix 1: Report on the Examination of the Wiltshire Housing Site Allocations Plan (including Appendix of Main Modifications)

Appendix 2: Schedule of Additional Minor Modifications

Appendix 3: Text of proposed adoption version of the Wiltshire Housing Site Allocations Plan

Background Papers

Papers to July Cabinet can be viewed via this [link](#)

Papers to July Council can be viewed via this [link](#)

[Schedule of Proposed Changes \(September 2018\)](#)

[Schedule of Further Main Modifications to the draft Wiltshire Housing Site Allocations Plan \(September 2019\)](#)

[Wiltshire Housing Site Allocations Plan webpages](#)

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**Appendix 1. Report on the Examination of the Wiltshire Housing
Site Allocations Plan**



Report to Wiltshire Council

by Steven Lee BA(Hons) MA MRPTI

an Inspector appointed by the Secretary of State

Date 23 January 2020

Planning and Compulsory Purchase Act 2004

(as amended)

Section 20

Report on the Examination of the Wiltshire Housing Site Allocations Plan

The Plan was submitted for examination on 31 July 2018

The examination hearings were held between 2 April and 16 April 2019

File Ref: PINS/Y3940/429/13

Abbreviations used in this report

AA	Appropriate Assessment
AONB	Area of Outstanding Natural Beauty
BBAB-SAC	Bath and Bradford on Avon Special Area of Conservation
CA	Community Area
DtC	Duty to Co-operate
EA	Environment Agency
FRA	Flood Risk Assessment
HMA	Housing Market Area
HRA	Habitats Regulations Assessment
LDS	Local Development Scheme
MM	Main Modification
NPPF	National Planning Policy Framework
NE	Natural England
NFDC	New Forest District Council
PPG	Planning Practice Guidance
SA	Sustainability Appraisal
SAC	Special Area of Conservation
SCI	Statement of Community Involvement
SHLAA	Strategic Housing Land Availability Assessment
SHMA	Strategic Housing Market Assessment
SPA	Special Protection Area
TBMS	Trowbridge Bat Mitigation Strategy
TA	Transport Assessment
WWSL	Wessex Water Services Ltd
WCS	Wiltshire Core Strategy
WHSAP	Wiltshire Housing Site Allocations Plan

Non-Technical Summary

This report concludes that the Wiltshire Housing Sites Allocations Plan (WHSAP) provides an appropriate basis for the planning of the County, provided that several main modifications [MMs] are made to it. Wiltshire Council has specifically requested that I recommend any MMs necessary to enable the Plan to be adopted.

All main modifications are listed in Appendix A. All have been subject to consultation and Sustainability Appraisal (SA). In some cases, I have made amendments to the Council's suggested modifications. These have not materially altered the intent of any policy. I have recommended their inclusion in the Plan after considering all the representations made in response to consultation on them.

The Main Modifications can be summarised as follows:

- The deletion of sites H1.2-H1.4, H2.11 and H2.13 to ensure a consistent approach to site selection and national policy, with particular regard to the role of Neighbourhood Plans.
- The deletion of site H2.7, resulting from concerns about the impacts on heritage assets.
- The inclusion of a new site at The Yard, Salisbury to ensure the Plan has been prepared using a consistent approach to site selection.
- The inclusion of site specific policies for all sites which do not have one. This is to ensure that all requirements of the Plan are clearly expressed and provide an effective basis for decision making.
- The modification of site specific policies to ensure all requirements are clearly expressed in the interests of effectiveness.

Introduction

1. This report contains my assessment of the Wiltshire Housing Sites Allocations Plan in terms of Section 20(5) of the Planning & Compulsory Purchase Act 2004 (as amended). It considers first whether the Plan's preparation has complied with the Duty to Co-operate (DtC). It then considers whether the Plan is sound and whether it is compliant with the legal requirements. The National Planning Policy Framework 2012 (paragraph 182) makes it clear that in order to be sound, a Local Plan should be positively prepared, justified, effective and consistent with national policy.
2. The revised National Planning Policy Framework (NPPF) was published in July 2018 and further revised in February 2019. It includes a transitional arrangement in paragraph 214 which indicates that, for the purpose of examining this Plan, the policies in the 2012 NPPF will apply. Similarly, where the Planning Practice Guidance (PPG) has been updated to reflect the revised NPPF, the previous versions of the PPG apply for the purposes of this examination under the transitional arrangement. Therefore, unless stated otherwise, references in this report are to the 2012 NPPF and the versions of the PPG which were extant prior to the publication of the 2018 NPPF.
3. The starting point for the examination is the assumption that the local planning authority has submitted what it considers to be a sound plan. The Wiltshire Housing Sites Allocations Plan (WHSAP), submitted in July 2018 is the basis for my examination.

Main Modifications

4. In accordance with section 20(7C) of the 2004 Act the Council has requested that I recommend any main modifications [MMs] necessary to rectify matters that make the Plan, as originally submitted for examination in July 2018, unsound or not legally compliant and thus incapable of being adopted. My report explains why the recommended MMs are necessary. The MMs are referenced in bold in the report in the form **MM1**, **MM2** etc, and are set out in full in Appendix 1.
5. Alongside the Submission Plan (WHSAP.01), the Council submitted a 'Schedule of Proposed Changes' (WHSAP.03). These proposed significant changes to the Plan, including the deletion of some allocated sites, and the allocation of an additional site. On my advice, the Council carried out an additional consultation from September to November 2018. Due to some potential respondents not being notified of this consultation, a further 'targeted' consultation took place between December 2018 and January 2019. This ensured that the consultation as a whole was carried out in accordance with the Statement of Community Involvement (SCI). To all intents and purposes, many of the Proposed Changes were proposed main modifications to the Plan. These Proposed Changes and responses to them were considered through the examination. Where I consider the Proposed Changes are necessary to make the Plan sound, I have recommended them.
6. Following the closure of the hearings, the Council prepared a schedule of 'Further Main Modifications' (FMM), also subject to Sustainability Appraisal (SA) and Habitat Regulations Assessment (HRA). These were consulted on between 12 September 2019 and 25 October 2019. Some of these alter in

whole or part the previously consulted on Proposed Changes. The consultation material highlighted where this was the case. As the Proposed Changes had already been consulted on, and discussed at the hearings where necessary and considered by myself, there was no necessity to re-consult on changes already considered. The interests of no party have been prejudiced by this approach.

7. I have taken account of all consultation responses in preparing this report and have made some amendments to the detailed wording of the main modifications. None of the amendments significantly alters the content or intent of the modifications as published for consultation, undermines the participatory processes or SA/HRA that has been undertaken. Where necessary I have highlighted these amendments in the report.
8. The existence of two separate schedules of modifications has the potential to cause some confusion, particularly given that some of the FMMs wholly or partly modify the Proposed Changes consulted on earlier. With this in mind, a single consolidated schedule of main modifications to the Plan, as originally submitted in July 2018, has been prepared. This has resulted in the renumbering of the modifications as originally consulted on but, other than in respect of the detailed wording amendments I have made in the light of consultation comments, their content and effect is unchanged.
9. In adopting the Plan, the Council can also make additional modifications to the Plan so long as they do not, alone or in combination, materially alter the policies of the Plan. Such changes are likely to include minor factual updating and correction of typographical errors etc. The Council consulted on several minor factual updates and consequential alterations to supporting text in its 2018 consultation on Proposed Changes. However, unless identified below, I am satisfied that these alterations to the Plan do not in fact constitute MMs and I have not recommended them as such.

Policies Map

10. The Council must maintain an adopted policies map which illustrates geographically the application of the policies in the adopted Development Plan. When submitting a local plan for examination, the Council is required to provide a submission policies map showing the changes to the adopted policies map that would result from the proposals in the submitted local plan. In this case, the submission policies map comprises the set of plans identified as Revisions to Wiltshire Policies Map as set out in WHSAP.28.01-15.
11. The policies map is not defined in statute as a development plan document and so I do not have the power to recommend main modifications to it. However, a number of the recommended MMs to the Plan's policies require further corresponding changes to be made to the policies map. In addition, there are some instances where the geographic illustration of policies on the submission policies map is not justified and changes to the policies map are needed to ensure that the relevant policies are effective.
12. A number of changes to the Policies Map were consulted on alongside the Schedule of Proposed Changes (EXAM.01). Additional changes resulting from the examination were identified as a separate appendix to the consultation on

Further Main Modifications. In this report I identify any amendments that are needed to those further changes in the light of the consultation responses.

13. When the Plan is adopted, in order to comply with the legislation and give effect to the Plan's policies, the Council will need to update the adopted policies map to include all the changes proposed and the further changes published alongside the MMs.

Assessment of Duty to Co-operate

14. Section 20(5)(c) of the 2004 Act requires that I consider whether the Council complied with any duty imposed on it by section 33A in respect of the Plan's preparation. The Council is obliged to co-operate with relevant local authorities and other prescribed bodies in relation to 'strategic' matters. These are defined as matters that would have a significant impact on at least two local planning authority areas.
15. The Council has provided statements relating to the DtC (PSCON.13, WHSAP.23). The cross boundary strategic matters which are relevant to this Plan relate mainly to the individual and cumulative impacts on the strategic road network, flooding and on biodiversity assets. The statements identify other important issues, such as the effect of development on the setting of Salisbury Cathedral. It is debatable whether some of these would constitute 'strategic matters' as defined in the Act. Nevertheless, there is evidence of long-term engagement with relevant prescribed bodies and neighbouring authorities on all of these issues.
16. While the extent and regularity of this engagement differs across organisations, I am satisfied that what has been carried out is relevant and appropriate to the scope of the Plan and its likely effects. The engagement has culminated in a range of agreed mitigation measures to address the impacts of development and/or Statements of Common Ground (SoCG) with prescribed bodies. This demonstrates on-going engagement with relevant bodies and a commitment to addressing relevant strategic matters.
17. Matters relating to meeting unmet housing needs from neighbouring authorities are outside the scope of the WHSAP and do not constitute a failure of the DtC. Other areas of concern raised are more related to general matters of engagement than any failure to comply with the DtC.
18. Overall, I am satisfied that where necessary the Council has engaged constructively, actively and on an on-going basis in the preparation of the WHSAP and that the DtC contained in Section 33A of the 2004 Act has therefore been met.

Assessment of Soundness

Background

19. The WHSAP has been prepared in the context of the Wiltshire Core Strategy (WCS) which was adopted in January 2015. The WCS sets out the overall vision and spatial strategy for the County up to 2026. It contains strategic policies which define the quantum and distribution of growth within the three

defined Housing Market Areas (HMAs) within the County and the hierarchy of settlements where development is expected to take place.

20. As set out in Section 3 of the Plan, the WHSAP has three objectives. The first relates to ensuring there is a clear definition of the extent of built-up areas through a settlement boundary review. This is dealt with under Issue 3. The second objective is to help demonstrate a rolling five-year supply of deliverable land for housing development. The third is to allocate sites at the settlements in the County that support the spatial strategy of the WCS.

Main Issues

21. Taking account of all the representations, the written evidence and the discussions that took place at the examination hearings, I have identified three main issues upon which the soundness of this Plan depends. Under these headings my report deals mainly with matters of soundness and does not respond to every point raised by representors.

Issue 1 – Is the WHSAP consistent with the Wiltshire Core Strategy?

22. Firstly, paragraph 184 of the NPPF states that local planning authorities should set out clearly their strategic policies for the area. This provides clarity with regard to the preparation of Neighbourhood Plans. The WHSAP is silent on this matter. The Council has determined that all allocations in the WHSAP should be strategic in nature. Insofar as all allocations are deemed necessary to support the WCS, and where there are no other means of meeting these objectives, then such an approach is justified. To be consistent with national policy, a main modification is therefore necessary to address this omission (**MM1**).
23. The WCS establishes a housing strategy based on an overall requirement of at least 42,000 dwellings between 2006 and 2026. This is split into three HMAs. This translates to a requirement of 5,940 in the East Wiltshire HMA (EW), 24,740 in the North & West Wiltshire HMA (N&WW) and 10,420 in the South Wiltshire HMA (SW). Taking account of completions and commitments, at the time of the examination hearings, the Council's evidence indicated a residual requirement in each HMA as follows;
 - 5 dwellings in EW;
 - 1109 dwellings in N&WW; and
 - 1331 dwellings in SW.
24. The WCS states that HMAs are the most appropriate scale at which to disaggregate housing. The HMA figures are also the basis of which any assessment of housing land supply will be assessed. In addition to these figures, the WCS also sets out a range of 'indicative' requirements for each 'Community Area' (CA) the Plan identifies. The WCS states that these figures are not meant to be prescriptive or inflexible, but that they should be considered material in defining the strategy for distribution of housing – including any assessment through subsequent plans such as the WHSAP. The indicative requirements for the CA therefore provide an important

consideration in determining the scope of the Plan and the distribution of sites across the area. However, in determining the overall consistency with the WCS, the HMA requirements take precedence.

25. When recommended main modifications on individual sites are taken into account, the WHSAP would contribute the following number of dwellings during the plan period:
 - 161 in EW;
 - 1233 in N&WW; and
 - 684 in SW.
26. This level of supply is likely to be supplemented by windfalls. There is good evidence that windfalls have been a substantial part of the housing land supply and will continue to be so. This stance was also taken by the WCS Inspector. The Council's submitted windfall estimates are based on a different methodology to that which the WCS Inspector considered appropriate. The figures produced by this, which were more optimistic, were disputed at the hearings. The Council produced a paper (EXAM.17) which compared the 'accepted' approach with their preferred approach and a third 'amended' approach.
27. This provided a range of windfall figures for each HMA. These were between 314 and 823 for East Wiltshire, 1514 and 2209 for N&WW and between 587 and 743 for SW over the remainder of the plan period. Overall, windfalls are expected to account for between 2415 and 3775 dwellings. The lowest figure for all three is derived from the WCS methodology, the highest is from the Council's revised methodology. Whatever figure is selected, this represents a significant proportion of the overall supply. This creates a degree of uncertainty and risk. Indeed, the amount of housing expected through windfall exceeds what is being allocated in this Plan. Nevertheless, there is good evidence that windfalls have been a constant source of supply during the plan period and there is compelling evidence that this will continue into the future. The WCS provides scope for this type of development and I see no reason to consider the WHSAP to be unsound on this basis.
28. EXAM.17 explains the rationale for the three different assessments of windfall. The higher figure is based on the assessment of large site windfalls over the plan period as a whole, rather than just the first five years. There is evidence of a steady supply of large site windfalls coming forward and there is no reason why these should not be included as part of the long-term assessment of provision. The figures produced are in my view based on a robust assessment and provide some comfort over the likely level of delivery.
29. Based on the supply figures set out in TOP.03C, the WHSAP would result in a small surplus in both EW and N&WW. This would be supplemented by windfalls to provide a degree of flexibility and comfort over delivery. This level of 'over supply' would not be significant or lead to any particular inconsistency with the WCS.
30. The situation in SW is different. Even with allocations, there would still be a shortfall of around 647 dwellings. The Council is essentially relying on

windfalls to make-up the shortfall. Depending on which windfall figure is used, and assuming all other commitments come forward as expected, there would either be a deficit of around 60 dwellings or a small surplus of 96 dwellings. I acknowledge that the Council's approach results in a degree of risk in terms of both meeting the overall HMA requirement and ensuring there is a five-year supply of deliverable housing land.

31. However, there are a number of reasons why, in the circumstances and context of this Plan, it is not necessary for additional housing sites to be allocated in this Plan in order for it to be sound. Firstly, any deficit is unlikely to be significant in the context of the overall housing requirement of the WCS or for the SW HMA. Secondly, and importantly, the Council is also in the process of carrying out a review of its Local Plan. This is due to be adopted in 2021. This review provides the Council with the opportunity to consider the need for additional sites, as well as assessing the scale of development required in the light of current national policy and its distribution across the County. I am also conscious of the requirement for Local Plans to be reviewed every five years and the relative age of the WCS.
32. In this context there would be little to be gained by further delaying adoption of this Plan, prolonging the uncertainty around the sites that are already allocated, particularly in EW and N&WW, and delaying the actual delivery of housing. The WHSAP provides additional housing supply and certainty with regard to allocated sites. In this context, the WHSAP is fulfilling its objectives of helping to meet the five-year supply and supporting the spatial strategy set out in the WCS.
33. At the CA level, the WHSAP would not result in an exact 'match' between the indicative requirements for each area and the planned supply. In some areas, there would still be a shortfall, while in others there will be a surplus. This is mainly as a result of development outside the scope of the Plan. Some of the shortfalls are material, particularly in Trowbridge and Salisbury. However, the WCS is clear that these figures are indicative only. It is not absolutely necessary for indicative requirements to be met for the Plan to be consistent with the WCS spatial strategy. The CA figures are helpful in guiding where the Plan should look to 'intervene' and indicating where the most appropriate locations are for development. In this regard, the distribution of development in the WHSAP still supports the strategy in the WCS, particularly in relation to the focus of development on Trowbridge and Salisbury. Where shortfalls do exist in individual CAs, this is unlikely to result in any particular impact on overall supply or delivery. This is particularly the case when considering the level of delivery proposed at the HMA level and across the County as a whole. For the Plan to be sound it is not therefore necessary to allocate additional sites within these locations.
34. It is also unnecessary to seek to meet shortfalls in one CA by increasing growth in another. For example, Salisbury and Trowbridge have been identified as sustainable locations for growth. Redistributing any 'shortfall' from these locations to other areas through the WHSAP would not necessarily result in a sustainable or WCS compliant strategy. This would, in effect, be re-drafting the broad distribution strategy, which is outside the scope of this Plan. In any event, this redistribution has already taken place to an extent, with some CAs receiving higher numbers of new dwellings than originally expected

through windfall development and/or Neighbourhood Plans. This also provides some comfort that the WHSAP would not be seen as a barrier to housing delivery or WCS compliant development taking place elsewhere. Again, in the context of the Local Plan review taking place, delaying the adoption of this Plan to address such issues would also not be justified.

35. Overall, I am satisfied that the WHSAP makes adequate provision to meet housing requirements and is consistent with the strategy set out in the WCS.

Issue 2 - Are the proposed sites justified, effective and consistent with national policy?

Sites – General Issues

36. The general process of site selection involved multiple stages of assessment, as set out in the Site Selection Process Methodology (TOP.02). The Council established at an early stage that the WHSAP would only seek to 'intervene' where it considered it necessary to do so. The initial 'screening' stage focussed on CAs where the Council identified a need for the WHSAP to 'intervene'. Areas where the indicative needs of the CA were already met were excluded from further consideration. While the WCS does not necessarily preclude additional development in these locations, narrowing the scope of search to those areas where there is a so-called 'strategic imperative' to intervene is not an unreasonable approach. In this way, the WHSAP is clearly seeking to support the spatial strategy of the WCS.
37. The second stage of the 'sifting' process involved considering constraints to development as identified in the Strategic Housing Land Availability Assessment (SHLAA) and WCS. Locations considered unsuitable for development were screened out at this stage. Locations where the Council considered there to be no need to intervene were also excluded at this stage. In line with the WCS, sites in some 'Large Villages' and 'Local Service Centres', where indicative needs were already met, or where Neighbourhood Plans were able to address local housing needs, were also excluded at this stage. However, not all Local Service Centres or Large Villages were excluded where the Council considered a need exists. Sites in 'Small Villages' were not considered as the WCS limits growth in these locations to infill only. Narrowing the scope of the Plan through stages 1 and 2 is a reasonable approach.
38. Remaining sites were then considered through the SA. Sites with major adverse effects and no satisfactory mitigation were rejected at this stage. Remaining sites were identified as 'preferred sites' and taken forward to more detailed assessment. Sites considered suitable after this assessment have been included in the Plan. The process has been thorough, and all sites have been considered on a consistent basis. Disputes about the Council's approach and findings are to be expected. These are due to differences in planning judgement and do not undermine the site selection process undertaken. I am therefore satisfied that this followed a reasonable and logical rationale in the context of the WCS and the purpose of the WHSAP.
39. Concerns have been raised that the WHSAP primarily identifies sites outside defined settlement boundaries and that this is contrary to WCS Core Policy 2.

This states that development will not be permitted outside defined settlement boundaries, except in relation to certain 'exception' policies. However, other parts of that policy, and the delivery strategy more generally, highlight the likelihood that additional housing land might be identified through subsequent plans such as the WHSAP or Neighbourhood Plans. There is nothing to suggest that all allocations in these plans would be within settlement boundaries. Moreover, the evidence does not support the idea that all housing needs could be realistically met within settlement boundaries. The WCS makes provision for this. It would not therefore be logical or practical to conclude the allocations in the WHSAP are unsound on this basis. The Development Plan should be read as a whole. In doing so, I consider it reasonably clear that Core Policy 2 does not preclude the Council from considering additional allocations outside settlement boundaries. The allocated sites are therefore not unsound on this basis.

40. Only sites H1.1, H2.1, H2.7, H2.11 and H3.1 are subject to specific policies. The remainder are addressed under general policies H1, H2 and H3. The supporting text for sites without specific policies often sets out detailed requirements or constraints that would affect the determination of any planning application. Reliance on supporting text in these circumstances would generally not form an effective means of decision making on individual applications and would be unsound. To address this, main modifications are needed to elevate much of the supporting text to policy. While in many cases this will not alter the intent of the Plan, it will ensure the Council has a clear and effective basis on which to determine applications.
41. Policies H1, H2 and H3 provide little in the way of guidance for how decision makers should react to a proposal. They are neither effective policies for the determination of planning applications for each site, nor are they consistent with paragraph 154 of the NPPF. This states that only policies that provide a clear indication of how a decision maker should react to a development should be included in the Plan. Subject to other main modifications, these policies would no longer serve any purpose. They should therefore be deleted and redrafted as supporting text (**MM12, MM21, MM96**).
42. The allocations in the WHSAP are predominantly greenfield sites on the edge of existing settlements. There will be an inevitable degree of encroachment into the open countryside and an urbanisation of existing open and undeveloped land. This is likely to result in some degree of harm to the existing character and appearance of each affected area. Nevertheless, in ensuring there is a continuing supply of housing in the area to complement that coming forward through the WCS, Neighbourhood Plans and windfall, there is a need to identify greenfield sites. The allocations are therefore sound in this regard.
43. The evidence base for the Plan and site selection process has identified a number of constraints and issues for each site that any development would need to address. A number of these apply to multiple sites. To avoid repetition, I shall address a number of these below.
44. Issues relating to biodiversity affect a number of sites across the County. Of particular note are potential impacts on the Bath and Bradford on Avon Bats Special Area of Conservation (BBAB-SAC). All sites in Trowbridge (H2.1-H2.6)

and land at Barters Farm (H2.10) have the potential to cause harm to bats. However, provided potential impacts can be avoided or adequately mitigated, then development need not be ruled out in principle. The HRA confirms that with appropriate mitigation in place, the development proposed in the WHSAP would be unlikely to lead to adverse impacts on the integrity of the BBAB-SAC. Mitigation would however be needed to address both the potential loss and/or deterioration of habitat and recreational pressures. The HRA recommends measures relating to the retention of trees and hedgerows, the provision of wide landscape buffers and landscaping and contributions to measures that will be outlined in the Trowbridge Bat Mitigation Strategy (TBMS).

45. Work is continuing on the TBMS, with the intention that it will be adopted by the Council as a Supplementary Planning Document (SPD). A draft was consulted on in February 2019. The aim of the document is to provide a detailed approach to considering the individual and cumulative impacts of development in Trowbridge. While this document is outside the scope of the examination, I am satisfied that it is being prepared in a robust fashion with the input of Natural England. There is a reasonable degree of comfort that the TBMS will therefore become a useful tool in helping to guide the particulars of any development. I have noted concerns that the TBMS is not yet finalised. Nevertheless, the Plan will make it clear that impact assessments will be required which will identify mitigation measures and the supporting text outlines the types of measures that might be expected. The Council will still therefore be able to require appropriate mitigation.
46. The TBMS does not need to be in place to determine sites are acceptable in principle. Moreover, the TBMS is not needed in order for the Council to assess the impact of development or for developers to understand what is expected of them. With or without the TBMS in place, developers will still need to demonstrate that their specific proposals will not result in unacceptable harm. The Plan already alludes to various measures, including relating to layout, landscape buffer zones, retention of mature landscaping, lighting and the need to make financial contributions toward off-site mitigation and monitoring. This is likely to include the creation of Suitable Alternative Natural Green Space(s) (SANG) and monitoring regimes. It is unlikely that all strategic off-site mitigation measures identified by the TBMS would be in place prior to the delivery of some of the housing. Nevertheless, I am satisfied that this is not an impediment to development coming forward on affected sites and that in the long term, such mitigation will be effective. Furthermore, the types of on-site measures identified provide a suitable basis on which proposals can come forward.
47. Modifications will however be needed to give greater clarity on what is likely to be required and to ensure a consistency of approach. As highlighted above, modifications are also required to elevate requirements relating to bats into policy and ensure guidance is clear and consistent. Some of the existing supporting text relating to bats is very specific, particularly with such things as the width of landscape buffer zones. There are risks that this might conflict with the final TBMS or not be the most appropriate solution for an individual site. Being inflexible in this regard might have unintended consequences in terms of ensuring the mitigation proposed is the most appropriate for the site in question. I have therefore recommended modifications to remove this level of specificity and allow some flexibility. Rather than weakening the controls,

this will allow the developers to identify bespoke proposals that are best suited to each site. This would also allow the Council to assess each mitigation scheme on its merits.

48. Sites in Salisbury, Warminster and Durrington have been identified as having potential risks associated with impacts on the River Avon Special Area of Conservation (SAC), particularly in relation to phosphates. The HRA concludes that development in these areas will need to demonstrate they will be phosphate neutral in order to ensure there will be no adverse effect on the integrity of the SAC. A 'Memorandum of Understanding' has been entered into by the Environment Agency (EA), Natural England (NE), New Forest District Council (NFDC), New Forest National Park Authority (NFNPA), Wessex Water Services Ltd (WWSL) and Wiltshire Council. An Interim Delivery Plan for Phosphate Neutral Development was published in January 2019. This sets out the types of mitigation measures that could be implemented to achieve this aim. Those that are identified as potential on-site measures are not unusual. For example, measures relating to green infrastructure, sustainable drainage, water efficiency and sewerage can all serve to mitigate any potential risks.
49. There is also a SoCG (SoCG26) between the same parties. These also describe the on- and off-site measures that will be required to ensure phosphate neutrality. The assessment of risk is robust and the protection of the River Avon SAC can be achieved without undue risk to the delivery of sites. Modifications are still necessary to ensure new site policies, where relevant, highlight the requirement for measures to protect the integrity of the River Avon SAC. Modifications to relevant supporting text are also necessary in the interests of clarity. These will ensure that developers are fully aware of their responsibilities with regard to the protection of the SAC and the Council is able to assess any impacts. Alongside relevant existing WCS policies, when modified the WHSAP should not lead to adverse effects on the integrity of the River Avon SAC.
50. The issue of flood risk was also assessed through the site analysis undertaken. The outcome of this is that the majority of sites are wholly in Flood Zone 1. Sites H2.4, H2.5, H2.6 and H2.9 are partially within Flood Zone 2 or 3. Nevertheless, it has been established that residential development need not intrude into affected parts of any site. These areas are included in the site boundaries to facilitate delivery or provide scope for mitigation measures only. In these cases, flooding issues can be dealt with on a site-by-site basis and there is no clear evidence to suggest development on these, or any other allocated site, would result in undue risk to the new dwellings or increased risk of flooding elsewhere.
51. The overall approach taken is therefore consistent with the sequential, risk-based approach in national policy. The Environment Agency has also raised no objections on this basis. However, owing to the scale of most sites, or their proximity to water courses, there will still be a need to demonstrate compliance with WCS and national policy on flooding. Modifications are therefore necessary to highlight the need for flood risk assessment and to provide certainty and consistency about what will be expected.
52. Clearly, the development proposed in the WHSAP will result in an increase in traffic, particularly in Trowbridge and Salisbury. There is evidence to suggest

that some locations in both settlements are subject to existing traffic problems. This is not unusual in large towns and cities. There are Transport Strategies in place for both Trowbridge (WHSAP.07) and Salisbury (WHSAP.08/08A). These identify the problems and outline potential mitigation measures. Subject to appropriate mitigation taking place, neither these documents, nor any other elements of the evidence base, conclude that the development proposed in the WHSAP would individually, or cumulatively with other development, result in severe transport problems. Importantly, neither the Highway Authority nor Highways England have raised any objections to the principle of development identified in the WHSAP.

53. Where necessary, the supporting text and/or policies of the Plan identify the need for measures to address the impacts of development, including new access links and improvements to existing junctions or improvements to support walking and cycling. This will usually be based on the provision of a Transport Assessment (TA) to assess the scale of any impact and suggest mitigation measures. This is not unusual. There is no clear evidence therefore that any site should be considered unsound in principle on the basis of transport impacts. This does not negate the need for such issues to be considered on a case-by-case basis, but there is adequate evidence in place to give comfort that appropriate solutions can be found to minimise the effect of development. There are instances where the Plan would be more effective if specific reference to where Transport Assessments will be expected to focus and/or where improvements will be required.
54. There is an inconsistent and sometimes unclear approach to how references to the need for infrastructure contributions are made. In places, it is implied that what is being required would go beyond the normal approach as set out in the WCS. This is not justified. A number of main modifications are therefore needed to ensure the approach is clear, consistent, justified and effective with regard to any obligations.
55. The Council has had regard to all of the above constraints in the selection of sites. Other than where specifically referred to below, I am satisfied that there is a reasonable prospect of development being able to take place without unacceptable harm. This will clearly be dependent on the nature of any proposals put forward by developers. However, these constraints are not enough to render sites unsound in principle. This does not negate the need to assess proposals on their merits and there will clearly be a need for developers to come forward with well-designed and sensitive proposals that have proper regard to the character and context of every site. The main modifications will ensure the Council has an effective means of ensuring this.
56. Main modifications **MM9, MM10, MM11** and **MM22, MM68, MM69, MM97, MM120, MM121** are necessary to address the issues raised above. Others are identified within the main modifications for individual sites where other changes are also necessary.

Sites – Specific

57. The soundness of individual sites is considered below. Where an issue is not referred to specifically then, subject to any modifications referred to in

paragraphs 36-55, it can be taken that in all other matters the site is suitable to be allocated.

East Wiltshire Housing Market Area

Tidworth Community Area

58. Land at Empress Way (H1.1), Ludgershall is identified for the development of around 270 dwellings. Part of the site is already subject to a planning permission. The lack of natural boundaries to the south can be addressed through sensitive design and layout. Development would extend no further south than development under construction to the west. In this way, it would integrate well with its surroundings.
59. The WCS identifies Ludgershall as a Market Town, and thus having potential for growth. The site itself is adjacent to an area of existing development and relatively well related to facilities in Ludgershall and public transport. The potential for improving accessibility is recognised in the policy. There are no insurmountable constraints to impede delivery and thus the site is sound in principle.
60. The policy and supporting text relating to the land for a primary school is unclear and modifications are necessary to give guidance on where in the site the land should be identified. The evidence does not support the holding of land for a primary school in perpetuity. Modifications are therefore necessary to make this clear.
61. There is nothing to suggest the proximity to a sewerage treatment plant is an impediment to development in principle. However, an odour assessment will still be needed to help guide layout and ensure a satisfactory living environment can be created. To ensure clarity, the policy and supporting text should also include reference to various requirements, including the need for a Transport Assessment (TA) and the specific assessment of trigger points for delivery of an access via Simonds Road, a flood risk assessment (FRA) and measures relating to design and layout. Main modifications to both policy and supporting text are needed to address all of these points and ensure effectiveness (**MM13 – MM16**).
62. The scope of the WHSAP established that the Council would generally not intervene at a local level where a Neighbourhood Plan was 'sufficiently progressed'. TOP.02 states that Neighbourhood Plans would only be considered 'sufficiently progressed' if they had reached Regulation 16 stage. The Market Lavington Neighbourhood Plan was not at this stage at the time of the examination hearings. Nevertheless, significant progress has been made and there is a reasonable likelihood that it will progress to examination and referendum. The most recent version of the Neighbourhood Plan, which has been subject to consultation, includes H1.3 and H1.4 but not H1.2.
63. There is a clear intent for the Market Lavington Neighbourhood Plan to allocate sites to meet local needs. This is consistent with the WCS in relation to Local Service Centres. In this context, the Council no longer considers any intervention to be necessary. The Neighbourhood Plan is therefore capable of meeting local needs. In addition, the scale or complexity of the development here is not such that a strategic allocation is necessarily required. Moreover,

other Neighbourhood Plans are in preparation elsewhere in the CA, such as West Lavington, which could contribute to meeting housing needs in the CA. Any resulting shortfall against the indicative CA requirement would not be significant. Deletion of these sites from the WHSAP would not have a materially harmful impact on housing delivery in the area.

64. In this context, to continue to allocate sites in the WHSAP for this area would be contrary to the aims of national policy, in particular paragraph 184 of the NPPF, which aims to give communities direct power to deliver the sustainable development they need. I therefore find that allocations H1.2-H1.4 are unsound and should be deleted from the Plan, with consequential changes to housing numbers and supporting text (**MM2, MM4, MM12, MM17-MM20**).

North and West Wiltshire HMA

Trowbridge Sites – General Issues

65. The spatial strategy for Wiltshire set out in the WCS identifies Trowbridge as a Principal Settlement and a focus for growth. The WCS establishes an indicative requirement of 6,810 dwellings, of which 1,649 were still to be identified outside the WCS. Revised expectations over the delivery of WCS allocations increased the residual needed to meet the indicative requirement to around 2,230. Even with the allocations in the WHSAP, the indicative requirement will not be achieved. For reasons given elsewhere, I do not consider it necessary for the Council to identify additional sites to meet this shortfall. However, to support the spatial strategy, and ensure a continuing supply of sustainable housing, it is still appropriate and necessary for the WHSAP to identify additional growth in this location.
66. The sites identified all constitute urban extensions. The WHSAP allocates six sites around the edge of the existing built-up area that would provide about 800 additional dwellings. Main modifications discussed below will increase this to 1,050. With appropriate mitigation in place, there is no clear evidence to suggest that the cumulative impact of these allocations, along with other growth planned for the areas, would be severe in relation to highways, local services and facilities or biodiversity. As well as specific modifications described for each site, consequential changes to housing numbers will have to be reflected in the Plan (**MM6, MM8**).
67. WCS Policy 29 states that an additional 950 dwellings only will be allowed to be developed once improved secondary school has been provided. The sites in the WHSAP are not subject to any phasing in relation to secondary school provision. Concerns have been raised over consistency with the WCS in this regard and ensuring sufficient school places exist. I am satisfied, however, that in seeking to ensure a continuing housing supply in Trowbridge, the growth envisaged would not result in unacceptable issues with school places in the medium to long-term. While delivery of the strategic allocation, and associated secondary school provision at Ashton Park, is slower than expected, there remains a reasonable degree of comfort that additional secondary school provision will be coming forward. The WHSAP and WCS also both include provision for funding contributions where necessary to provide for school improvements. Adequate provision is therefore in place for secondary school education.

68. The WHSAP makes provision for a new primary school on Elm Grove Farm (H2.1). The latest evidence suggests that a new school is no longer necessary and additional school places can be achieved in other ways. Again, with appropriate contributions toward primary school provision being made in line with WCS policy, there is no reason to conclude that there will be insufficient primary school places to meet the needs generated by development. Overall, the Plan is sound in this regard. Modifications are however needed to the supporting text to reflect the changes in circumstances in the town (**MM23**), in the interests of a justified plan.
69. Site H2.4 (Church Lane), H2.5 (Upper Studley) and H2.6 (Southwick Court) are closely related to each other and the Southwick Country Park. While all these are likely to come forward independently of each other, their close physical relationship could have particular implications, particularly for heritage, landscape, biodiversity and highway access if they do not take account of each other in terms of layout and the provision of mitigation measures. To be effective, each policy should make it clear that regard must be had to development taking place in other sites. Furthermore, both individual and cumulative effects on the Country Park must be taken into account.
70. This approach should not prejudice the delivery of each site. The recommended modifications make it clear that mitigation measures must be considered on a comprehensive and consistent basis. All this is likely to mean in practice is that schemes coming forward must have regard to other proposals in the development pipeline and ensure they are not mutually exclusive or prejudicial to each other.
71. Sites H2.1, H2.2, H2.3 and H2.6 are affected to one extent or another by the North Bradley and Hilperton Neighbourhood Plans. The North Bradley Plan is in preparation, whereas the Hilperton Plan is made. Trowbridge is identified as a Principal Settlement in the WCS and a focus for strategic growth. It is justifiable therefore for the WHSAP to identify land for growth. The scale of requirements for Trowbridge goes beyond what is likely to be identified in these Neighbourhood Plans. The cumulative scale, complexity and significance of the development – and the importance it has for delivering the WCS – justifies strategic allocations. Both Neighbourhood Plans also reflect the Council's intention to bring forward development in the locations identified in the WHSAP. The allocations are therefore sound in this regard.

Trowbridge – Site Specifics

72. Land at Elm Grove Farm (H2.1) is identified for 200 dwellings. While development would extend development into an open and undeveloped area, the site is largely contained by railway lines to the east and an industrial estate to the south-east. The site is in a relatively accessible location on the edge of the town and is suitable in principle. However, the removal of the school requirement provides some additional scope for development and the approximate capacity figure of 200 is no longer justified. The Council's revised assessment of 250 units is more appropriate and justified figure to use. Modifications to the policy and consequential changes to the housing numbers are therefore necessary.

73. The policy identifies the need for junction improvements, a new through road and improvements relating to walking and cycling. This should be sufficient to address any potential transport impacts. The supporting text already identifies the presence nearby of Grade II Listed Drynham Lane Farmhouse and the potential for archaeological remains on the site. The Grade II Listed Southview Farmhouse could also be affected by development of the site and thus should be referred to in the supporting text. These factors do not mean that development cannot proceed in principle, though clearly any proposal would have to have due regard to the setting of these assets. To be effective, the policy should identify these constraints.
74. While there is no longer any need for Policy H2.1 to safeguard land for a school, the policy still requires improvements to the existing Queen Elizabeth II field. This is justifiable, but it is necessary for the field to form part of the overall site. Figure 5.5 and the policies map should be amended to reflect this. Although sound in principle, modifications are therefore necessary, as described above, to ensure the policy is justified and effective (**MM24-MM31**).
75. Land off the A363 at White Horse Business Park (H2.2) is located to the west of the existing business park in the open countryside between the town and the village of North Bradley. The supporting text highlights several constraints that must be addressed, including the need to ensure development does not coalesce with North Bradley, that existing landscape features are retained, issues relating to bats, and the need to provide high quality development in what is a gateway site to the town. These are all justified and appropriate requirements.
76. The site contains heritage assets that could be affected by development. There is scope within the site to ensure a satisfactory form of development can take place which need not result in unacceptable harm to the setting of these assets. Nevertheless, they should be referred to in both policy and supporting text in the interests of clarity and effectiveness. The recommended main modifications highlight the particular importance of the Baptist Burial Ground. Seeking to enhance the setting of this asset does not conflict with national policy and reflects the nature of the site and the potential for development to facilitate improvements.
77. The Plan is currently silent on highway access. Safe and suitable access to the site could be achieved from the A363. Reference to this in policy would provide a degree of clarity. The need for any additional points of access could be considered as part of the comprehensive masterplanning of the site. The policy as modified does not preclude this. However, considering the constraints that exist, there is insufficient evidence to justify identifying a second access as a requirement of the policy.
78. The figure of 150 units does not reflect the most recent assessment of the site's capacity. In considering the site's heritage, biodiversity and layout constraints, a precautionary approach suggests modification to increase capacity to 175 would be justified. Provided that constraints can be addressed, this would not necessarily preclude additional dwellings coming forward through a comprehensive masterplan. Nevertheless, setting a figure too high in the Plan could result in undue pressure on heritage and biodiversity

assets. The site boundary does not reflect the accurate developable area. Accordingly, the policies map should be amended to ensure accuracy.

79. The site is in multiple ownerships. Considering the nature of the site, and the features it contains, it is reasonable for the policy to seek to ensure a comprehensive approach to development through some form of masterplan. It will be for the Council to determine the level of information it needs to provide sufficient comfort that the overall development will not result in harm and there is no reason this requirement should prejudice development. It should not be unduly difficult for developers of neighbouring plots to liaise with each other, and the Council, in preparing acceptable schemes. This also applies to other sites where similar requirements are in place.
80. The principle of development in this location is therefore sound. However, main modifications **MM32-MM39** are necessary to ensure site H2.2 is justified, consistent with national policy and effective.
81. Land adjacent to Elizabeth Way (H2.3) is allocated for 205 dwellings. This takes up land on what is known as the Hilperton Gap between the recently built Elizabeth Way distributor road and the edge of Trowbridge. While the development would result in an obvious narrowing of the 'gap' between settlements, the road is already a large and highly visible physical feature running through the gap. This constitutes a discernible degree of encroachment in the countryside and change in the character of the area. Development to the west of the road would still be well related to the edge of Trowbridge while ensuring that coalescence with Hilperton would not take place. Development here would therefore be a logical location for an urban extension.
82. Although the layout of development will be guided by constraints, there is no reason why new housing would need to appear disconnected or separate to Trowbridge. The supporting text sets out several necessary and justified requirements relating to design, layout, biodiversity, accessibility improvements and the protection of heritage assets. When given the status of policy, these requirements will provide an effective framework for determining applications and ensuring an appropriate form of development is delivered.
83. Now the road is complete, the site boundary no longer reflects the developable extent of the site. A small portion of the identified site also takes in an area of undeliverable garden space. This does not affect the delivery of the site as a whole, but the policies map should be amended to reflect this. The change to the extent of the site results in a larger area for development. This, coupled with an overly pessimistic view of capacity, means that the figure of 205 dwellings is not justified. A figure of 355 would be a more realistic assessment. Modifications **MM40-M47** are necessary to ensure the Plan is justified and effective.
84. Land at Church Lane (H2.4) is allocated for 45 dwellings. The site is made up of open fields between the edge of the settlement and the Lambrook Stream. These are recognised constraints relating to heritage, biodiversity and drainage. There is nothing to suggest that these would prejudice a high quality form of development in the northern part of the site. Any impact on these assets can be assessed by the Council at the time of an application. The

site would result in a relatively small and logical extension to an existing residential area. The principle of development here is sound.

85. Access from Frome Road is acceptable in principle, but alterations to create this access could have some effect on listed buildings. The policy for the site should therefore highlight the need for measures to minimise any associated paraphernalia. The supporting text should also make clear that development should avoid the paddock to the rear of the listed buildings. This will provide developers with necessary clarity and certainty over the scope of development.
86. To ensure effectiveness in relation to biodiversity and drainage mitigation, the site area should be extended to the stream. This will require consequential changes to the policies map. To provide certainty, the policy also needs to be explicit about expectations in design, layout and the relationship between development and heritage assets. While the allocation is acceptable in principle, main modifications **MM48-MM55** are necessary to ensure the Plan is effective and consistent with national policy.
87. Land at Upper Studley (H2.5) has been allocated for around 20 dwellings. Subject to appropriate mitigations relating to issues of design quality, biodiversity, access and drainage, the site represents a logical extension to Trowbridge and an opportunity to enhance the visual quality of the urban edge. The main constraints are familiar to all Trowbridge sites, but there is nothing to suggest development would result in unacceptable harm, either individually or in combination with other development. The allocation is therefore acceptable in principle.
88. The capacity assessment of 20 is also unduly pessimistic when considering the likely extent of the developable area. Such a restriction is not justified. A figure of approximately 45 dwellings is a more appropriate figure. Main modifications **MM56-MM61** are necessary to ensure a clear and effective policy framework is established, considering both the site's individual characteristics, but also the need to be mindful of the cumulative impacts of development occurring elsewhere nearby.
89. Southwick Court (H2.6) is allocated for around 180 dwellings. It comprises open fields on the edge of the settlement. The site is subject to several constraints relating to heritage, drainage and biodiversity. As a result, development is only suitable on the eastern part of the site. Although the Plan is silent on access, the Council has indicated a preference for access to be taken from Frome Road. This would result in a relatively long access road crossing the open part of the site. Achieving a satisfactory form of development will be challenging. Nevertheless, I am satisfied that with great care, there is scope for development on this site and thus the allocation is acceptable in principle.
90. The Council has taken the various constraints of the site into account in its selection and the supporting text identifies many of the measures necessary to deliver an acceptable form of development. These take account of the nature of land in the west of the site, the importance of the setting of the Southwick Court Farmstead, the need to retain as many of the natural features of the site as possible and the necessity to have regard to drainage

and biodiversity issues related to the Lambrok Stream and bats. In the interests of effectiveness, modifications will be necessary to elevate these matters into policy and to provide greater clarity on matters such as access, drainage and infrastructure. In all cases, further guidance and information on what will be expected from developers should be provided.

91. The delivery of the access road is clearly one of the most sensitive issues, as this would have to cross open land and would need to bridge the stream and take account of the water meadows. Nevertheless, the evidence is sufficient to support the view that, in principle, a satisfactory form of access could be provided. Notwithstanding the heritage issues with the site, Historic England has not objected to this allocation and has been in discussions about the measures that would need to be taken to ensure impacts are minimised. A suitable policy framework could be established to ensure the Council can adequately assess any impacts.
92. The gap to North Bradley would be reduced, but would still exist, particularly in relation to the football ground. The existing gap along Woodmarsh would also be maintained. The solar farms to the south do not alter this conclusion. While clearly not agricultural in nature, the solar panels do not have the character or permanence of residential development. They are also some distance from the southern extent of any likely development. As such, while there would be an inevitable change in the character of the area, the risk of coalescence between Trowbridge and North Bradley or Southwick would not be significant.
93. The proposed main modification as published for consultation includes reference to an emergency access from the north of the site. Concerns have been raised over this. The intent was to make it clear that no vehicular access other than an emergency access would be permitted from the north. The wording of the MM reflects this by stating that the only access from the north would be an emergency access. This excludes other forms of vehicular access. The wording of the modified policy could be interpreted to imply that the emergency access can only be taken from the north. This might be compounded by the modified supporting text relating to trees and hedgerows, which again implies that the emergency access would be from the north. There is a potential lack of clarity.
94. As a result, I have amended the wording of the proposed main modifications. This removes a specific reference to the 'north' in policy and supporting text. While an emergency access would be necessary, it does not have to be from the north. The amendments would not change the intent of the policy to any significant degree, as there would still be a requirement for an emergency access. My amendment simply makes it clear that an emergency access would be required. It would not preclude a proposal including an emergency access from the north but would also not stop alternatives being considered.
95. Overall, I am satisfied that with main modifications **MM62-MM67** in place the Plan will provide an effective framework for considering development of H2.6.

Warminster Sites – General

96. Overall, Warminster is a suitable location for development which supports the WCS. The WHSAP identifies four sites that would provide 235 additional

dwellings. Subject to the recommended main modifications below, the Plan will provide an additional 135 dwellings. This level of development is unlikely to result in any severe cumulative problems in relation to transport or local infrastructure. This would leave a shortfall against the indicative requirement, but for the reasons given above, there is no requirement to allocate additional sites.

Warminster Sites - Specific

97. Land at the East of the Dene (H2.7) is subject to several constraints relating to heritage assets. The site lies in the setting of the Grade II Listed Bishopstrow House and the Bishopstrow Conservation Area. There are other listed buildings in the vicinity of the site that would be affected by development. Views from Battlesbury Camp hillfort could also be affected by development. The Council's Heritage Impact Assessment (HIA) indicates that the significance of Bishopstrow House comes both from its aesthetic and architectural value, but also the extensive designed landscape that pre-dates the current house and the existing estate assets. The HIA concludes that limited development to the north west of the site would avoid harm to heritage assets.
98. The policy would allow for development in the more sensitive parts of the site in terms of the setting of Bishopstrow House and Bishopstrow Home Farm. Whilst the latter is a non-designated heritage asset, it nevertheless contributes positively to the setting and significance of the main House. To provide access to the developable part of the site would require a new access off Boreham Road. This would include the loss of a significant stretch of an existing high wall that is important to the character of the street and setting of the conservation area. The access road would also need to run through the southern part of the site, potentially having a detrimental impact on the setting of heritage assets. Even if similar measures to those described for sites H2.4 and H2.6 were considered, I am not convinced that the inevitable change in character would not result in unacceptable harm.
99. There is likely therefore to be a significant cumulative impact on the setting of both designated and undesignated heritage assets in the area. In allocating a site there should be reasonable certainty that potential impacts will be acceptable or able to be mitigated. This level of comfort does not exist, and serious doubts remain over whether a form of development would be possible that would not have an unacceptable degree of impact on the character, appearance or significance of heritage assets. This would be contrary to the requirements of the NPPF.
100. Notwithstanding the need for housing, I am not convinced that the benefit of development would outweigh potential harm in this location. The allocation of this site is therefore unjustified and contrary to national policy and it should be removed from the Plan along with consequential changes made to housing numbers (**MM5, MM21, MM70**).
101. An alternative approach to the site was put forward through consultation on further main modifications. This suggested reducing the allocation to the area to the north west and taking a new access from The Dene. This would involve the demolition of existing garages. This is a significantly different proposal that was not part of the submitted Plan, nor was it before me at the hearings.

While the evidence of the HIA suggests development in the north west corner would not result in the same degree of harm to heritage assets, the suitability and delivery of the access has not been tested through examination.

102. Addressing this new evidence would require the re-opening of the hearings. Before this could take place, further consultation would be required. There is no guarantee that following this course of action, the allocation would be considered sound. The delays this would cause to the adoption of the Plan, and the associated uncertainty in relation to housing delivery, are not justified by the level of development proposed. A review of the Local Plan is also already underway and this provides an opportunity for the revised site to be considered.
103. Land at Bore Hill Farm (H2.8) is allocated for around 70 dwellings. The site sits in undulating open ground between existing dwellings and commercial uses. The supporting text identifies an extant permission for B1 uses, which the Council wish to see included as part of any mix on the site. This site is adjacent to an existing bio-digester. There have been complaints about the odour from this facility, but there is nothing to suggest that these have been upheld or result in persistent long-term harm to the living conditions of residents. Nevertheless, while there is a reasonable likelihood that a satisfactory form of development could be achieved, it will still be necessary for any application to be accompanied by appropriate noise, dust and odour assessments to inform design and layout. This requirement needs to be set out in policy to be effective. There are no other overriding constraints on the site. The site boundary does not reflect the full developable area and should be amended in the interests of accuracy. Main modifications **MM71-MM74** are therefore necessary to ensure the Plan is justified and effective.
104. Land at Boreham Road (H2.9) is allocated for around 30 dwellings. Planning permission was granted for housing on this site on appeal and thus the principle of development has been established. There is nothing to suggest that the circumstances have changed since permission was granted, such that the site is no longer suitable for development. The site is near the Bishopstrow Conservation Area and adjacent to a Grade II Listed mile marker. Neither of these factors are an impediment to the principle of allocating the site. Modifications are necessary however to highlight the importance of heritage assets. There is however no justification to elevate the requirement to move the mile marker into policy, as this has already taken place. This reference should be removed.
105. The site is therefore in a suitable location for development, but modifications **MM75-MM78** are necessary to ensure the Plan is effective and consistent with national policy about flooding and heritage.

Warminster Community Area Remainder

106. Land at Barters Farm (H2.10) is allocated for 35 dwellings. The site forms part of a nursery and garden centre and is well related to existing dwellings in the village. Development would involve land that has been previously used for commercial purposes and would not extend to the north beyond existing dwellings on Wood Lane. There would be a reasonable buffer between the site and ancient woodland to the north. An acceptable form of access could be

achieved through Cleyhill Gardens and development would not result in a severe impact on the local transport network. Although small, development here would have the potential to help support local services and facilities of this Large Village. It would also contribute to meeting the indicative requirement for the Warminster CA Remainder and consequently the WCS. This is an acceptable location for development.

107. The Plan currently provides very little explanation as to what the Council expects on this site. While decision makers could rely to an extent on the WCS and national policy, the Plan should nevertheless be clear about any specific requirements as identified by the evidence base. This includes scale, the location of any access, the expectation that walking and cycling routes will be improved, the requirement for existing mature landscaping to be retained and enhanced and that there may be archaeological remains on site that should be assessed. As noted elsewhere, the potential for impacts on bats also needs to be highlighted. None of these factors render the site unsuitable for development. However, to be effective and consistent with other parts of the Plan, the policy and supporting text need to reflect this and explain what will be required, both in terms of assessment and mitigation (**MM79–MM81**).

Chippenham Community Area Remainder

108. Land at The Street, Hullavington (H2.11) is allocated for around 50 dwellings. This site is also being pursued through the Hullavington Neighbourhood Plan. This is at Regulation 16 stage and is likely to be going to referendum. The Neighbourhood Plan identifies a larger area for more dwellings. It may have been the case that when preparation of the WHSAP started, the Hullavington Plan was not at an advanced stage. However, as with other locations, it is inevitable that over time there are changes in context that need to be considered. In this case, the development proposed in Hullavington is neither of a scale nor complexity which suggests the WHSAP need 'intervene'. This is particularly the case where the Neighbourhood Plan already seeks to allocate the site. There are apparent inconsistencies between the two plans that would only be likely to result in confusion. Altering the WHSAP to be consistent with the Neighbourhood Plan would be neither necessary nor appropriate.
109. Allocating a site in this location is not therefore justified, particularly when the WHSAP would essentially be duplicating what is already being proposed for the area. Such an approach would also be inconsistent with paragraph 185 of the NPPF. It would also be inconsistent with the Council's position on other sites and locations in the WHSAP. To be sound, the site should be deleted from the Plan and consequential amendments made to the housing numbers and supporting text (**MM5, MM21, MM82**). There is no reason why this modification should prejudice the delivery of planned primary school expansion, which is also identified as an objective of the emerging Neighbourhood Plan.
110. Land east of Farrells Field, Yatton Kenynell (H2.12), is allocated for around 30 dwellings. Yatton Kenynell is classed as a Large Village which contains a small number of local facilities and services. The principle of development in this location is acceptable.

111. The site lies relatively close to the edge of the Cotswolds AONB, which takes in much of the village. There would be some visible encroachment into the countryside, but this need not be unduly harmful to the landscape character of the area or the setting of the AONB. Development would be well related to the edge of the village but would also be well screened by existing boundary treatments. To be effective however, the requirement to retain these should be elevated into policy along with other specific requirements, including those relating to access, improvements to cycling and walking routes and general matters of flood risk.
112. A satisfactory form of access for the scale of development proposed would not be achievable through Farrells Field. As such, reference to this should not be included in either policy or supporting text. A suitable access can be achieved directly from the B4309. To ensure certainty, this should be reflected in policy. The supporting text refers to the retention of a woodland corridor along the western boundary of the site. This extends either side of a farm track that runs along the boundary. However, this track is outside the ownership of the developer and is unlikely to form part of the development. Including this area in the site is not therefore justified. Reference to retaining the woodland should be removed from the Plan, along with any consequential changes to the policies map. Main modifications **MM83-MM88** are therefore necessary in the interests of effectiveness and to ensure the Plan is justified.

Malmesbury Community Area Remainder

113. Land at Ridgeway Farm (H2.13) is identified for around 50 dwellings. The Crudwell Neighbourhood Plan is in preparation, though had not reached Regulation 16 stage at the time of the WHSAP. Indicative requirements for the Malmesbury CA Remainder can largely be met without WHSAP allocations and thus there is no strategic imperative or necessity for the WHSAP to make strategic allocations in this Large Village. Moreover, the emerging Neighbourhood Plan has been consulted on and is at a stage where I am persuaded there is a clear commitment to progress the Neighbourhood Plan to referendum. There is also a clear intention for the Plan to include housing sites that will be capable of addressing local needs for the village. In these circumstances, the retention of the site would conflict with paragraph 185 of the Framework, which aims to give communities direct power to deliver the sustainable development they need. Accordingly, to be consistent with national policy, and with the Council's general approach to site selection, this site should be deleted and consequential changes made to housing numbers (**MM3, MM5, MM89**).

Westbury Community Remainder

114. Court Orchard/Cassways, Bratton (H2.14) is allocated for around 40 dwellings. A Neighbourhood Plan for Bratton was at the early stages of preparation at the time of the hearings. Unlike some others referred to, this Plan was not yet at a stage where it is clear whether it will progress toward referendum or whether it will allocate sites to meet local needs. As such, there is insufficient certainty or clarity about the Neighbourhood Plan to conclude that the allocation should be deleted. Scope exists for the WHSAP to 'intervene' in helping to meet the indicative needs of the CA remainder. In light of the

options considered, it is not unreasonable for the WHSAP to consider development in this Large Village.

115. The site is an open field on the edge of the village. It slopes steeply to the north and directly abuts housing fronting Westbury Road, Court Orchard and Rosenheim Rise. There is also housing directly opposite Westbury Road. While there would be some inevitable encroachment into the open countryside, development would not extend significantly beyond current built extent to the west. Development is likely to have some impact on the edge of the settlement, but with appropriate landscaping, design and layout, there is no reason to conclude that development would be unacceptably harmful to wider landscape character. In this regard, the supporting text refers to new woodland planting. Extensive woodland does not form part of the existing character of the area and thus there is no need to be this specific. Nevertheless, a new policy for the site should highlight the need for sensitive treatment of the edge of the village.
116. There is no clear evidence to suggest a safe and suitable form of access cannot be taken from the B0398. The anticipated increase in traffic should also not have an unacceptable impact on the local road network. The site is close to the Bratton Conservation Area and the Bratton Camp Scheduled Monument. There is no reason in principle why development should result in unacceptable harm to these heritage assets.
117. In the context of the character of the area, the Council has reassessed the site's capacity and concluded that 40 dwellings would result in too high a density. I agree that a figure of around 35 dwellings would allow for a more sensitive form of development. To ensure the policy is justified and effective, this figure should be used, with consequential amendments to the housing numbers (**MM6**). Although acceptable in principle, main modifications **MM90-MM95** are necessary to ensure the Plan is justified and effective. The Council consulted on a change to the boundary of the site as an additional modification. There is no evidence before me to conclude that change is necessary to make the Plan sound, and thus I have not recommended it as such.

South Wiltshire HMA

Salisbury Sites – General

118. Salisbury is identified as a Principal Settlement in the WCS and a focus for strategic growth. Considering the indicative requirement for the area, the level of growth anticipated and the overall supply provision in the SW HMA, seeking to increase housing delivery in this location is wholly consistent with the WCS. There is no clear evidence to suggest that all such needs could be met without additional greenfield development on the edge of the urban area.

Salisbury Sites - Specifics

119. Land at Netherhampton Road (H3.1) is allocated for around 640 dwellings, employment uses, a local centre, land for a two-form primary school and space for a country park. The allocation would extend the built form along Netherhampton Road into the open countryside. Nevertheless, the site is well related to the edge of Harnham and a main route into Salisbury itself. It is

adjacent to an industrial estate, which has recently had planning permission for residential development. The site was considered in relation to the WCS and was identified as a potential reserve site. It is in a suitable location to support the WCS spatial strategy.

120. While the development would significantly alter the urban edge, such impacts are an inevitable consequence of seeking to meet large housing needs in the area. The development would lead to additional pressures on roads and other local infrastructure, including schools, but as noted elsewhere this should not result in severe problems. The site is beyond a reasonable walking distance to most day-to-day facilities, but the provision of a primary school and local centre would provide some scope to reduce journeys over time. There is a bus stop some 600 metres from the site, which would provide some opportunities for public transport use. The scale of development is such that there may be opportunities for public transport to access the site directly once a critical mass has been established. Nevertheless, a development of this scale would inevitably lead to increased car use. However, the relative proximity of Salisbury and associated services, facilities and employment should help to ensure trip lengths are not unduly lengthy.
121. The requirements in relation to land for a primary school and country park are justified. There has been some criticism that a school in this location would generate additional traffic and additional journey lengths, particularly when considering the location of other development in Salisbury. However, there is logic in locating a primary school in proximity to the significant residential development envisaged on sites H3.1 and H3.3. This will reduce the need to travel from these sites and help offset any potential trip generation to the site from other developments elsewhere.
122. The policy is vague on the scale or type of employment land that may be required, with the supporting text suggesting this is something that could be addressed at the application stage. The evidence supporting the requirement for employment land on this site is not strong. Part of the justification is that the site would provide a possible location for business uses to decant from the Churchfields site allocated in the WCS. However, the Council has not identified a definitive amount of land or floorspace that would be needed. To leave this to the application stage would cause an unacceptable lack of clarity for developers trying to prepare a scheme. Furthermore, the Council has recently granted permission for the loss of employment land on the neighbouring site, which does not suggest strong evidence of demand. The lack of clear evidence supporting the need or guidance for employment uses leads me to conclude it is neither justified nor effective. There is also no evidence that would inform a main modification to provide clearer guidance. Accordingly, this element of policy should be deleted. There is nothing to suggest this would have any impact on the Council's employment land supply or strategy.
123. The policy requires provision of a local centre, but what this means in practice is not explained. While some on-site facilities on a site of this size are justified, the policy should provide some guidance about what would be expected. There is a lack of clarity about healthcare requirements, particularly in terms of whether additional provision is needed on site or whether off-site provision is acceptable. There is nothing to suggest the policy is seeking contributions

to healthcare over and above 'normal' contributions as required by the WCS, but equally there is no reason why this could not be provided on site. Modifications are needed to make it clear that contributions will be required in line with the WCS and could be used on- or off-site. This should provide a degree of comfort for developers and some flexibility in how needs are addressed.

124. As the site is in a sensitive location, the policy should also include more clarity over access arrangements and issues relating to design and layout. Restricting development to below the 75-metre contour will provide reasonable protection for nearby heritage assets, including Salisbury Cathedral, Old Sarum and Netherhampton Church. This will be supplemented by significant amounts of open space provision. Adequate protection of the Harnham Chalk Pit SSSI, Harnham Slope Country Wildlife Site and the River Avon SAC can be achieved, though modifications to policy and/or supporting text are necessary to ensure requirements are clear.
125. In conclusion, the allocation is in a relatively accessible location and, while it will have a significant impact on the character of the area, such change can take place without unacceptable harm. The site would provide a substantial number of new dwellings that will help bolster the supply of housing land in the area and go a substantial way to meeting the indicative requirements for Salisbury. Modifications **MM98-MM104** are necessary to ensure the policy provides a clear, comprehensive and effective policy, which is justified by the evidence. Consequential changes to supporting text to provide clarity will also be necessary.
126. Land at Hilltop (H3.2) is a small greenfield site on the edge of the settlement. Planning permission has already been granted and thus the principle of development has been established. The site is currently a vacant and overgrown plot that detracts from the character of the residential area. Development would relate well to the existing residential area and is suitably located for a small scheme. Although only for 10 dwellings, the development would still help to contribute to the overall strategic requirement for Salisbury without resulting in any unacceptable impacts.
127. There are still particular requirements which ought to be set out in policy. This includes addressing issues relating to the translocation of slow worms referenced in the supporting text. There appears to be ample scope to address this issue in the neighbouring country park or on other adjacent land. Such issues were considered in relation to the permitted scheme and not deemed prejudicial. The site is located on the brow of a hill and thus some care would be needed in relation to the scale of dwellings. The policy should make reference to this. However, there is no reason in principle why development here should be harmful to heritage assets. Main modifications are therefore necessary to ensure effectiveness (**MM105 & MM106**).
128. Land north of Netherhampton Road (H3.3) has been identified for around 100 dwellings. This would add to the westward growth of Harnham, but new houses would be well related to existing residential development to the east. It would also be well related to development associated with site H3.1 and could make use of any facilities that are included in that development. It is therefore an appropriate location for growth.

129. There are clear sensitivities associated with the setting of the Cathedral in this location. To be effective, the Plan should establish what measures will be expected to minimize impacts. This includes the provision of an open corridor to protect views of the Cathedral Spire, setting development back from the road and ensuring boundary treatments, landscaping and paraphernalia such as lighting and signage are properly considered. While some urbanisation of the Cathedral's setting is inevitable, there is ample scope within the site to ensure a sensitive form of development could come forward that need not result in undue harm.
130. The evidence also highlights the potential for archaeological finds on the site. This is not currently adequately addressed in the Plan and thus modifications are necessary to highlight this issue and what the Council will expect from proposals.
131. There are no other issues that would lead me to conclude the allocation of the site is not sound. Matters highlighted already in relation to the River Avon SAC, drainage, highways and other infrastructure can be resolved through the planning application process. Main modifications are therefore necessary to ensure the Plan is effective, but otherwise the principle of development is sound (**MM107–MM111**).
132. Land at Rowbarrow (H3.4) is allocated for around 100 dwellings. It comprises open fields adjacent to an existing area of recent residential development. As an urban extension, the site would have relatively good access to services by public transport. Some facilities are also available in the adjacent estate, including a local convenience store. The site slopes from the existing dwellings to an existing woodland belt. However, concerns over the impact on local character and the setting of the Cathedral could be adequately dealt with by good quality design and layout which takes account of the topography. The site boundary includes an area of woodland, which would be outside the developable area. The policies map should therefore be amended to reflect this.
133. The site is in a suitable location for additional growth and, subject to appropriate layout and design, there are no constraints sufficient to render the site unsuitable in principle. Main modifications **MM112–MM116** are necessary to ensure the policy framework for the site will be effective.
134. The Council proposed a modification to the Plan to include an additional site known as 'The Yard'. This came to light at the Regulation 19 consultation stage and was assessed in the same way as all other suggested sites. On this basis, the Council sought to include the site subsequent to the submission of the Plan. Planning permission already exists for the development. Not including this site in the Plan where the Council has accepted it is consistent with their site selection criteria would result in an inconsistent approach and would not be justified. I therefore consider that the site should be included, and a new allocation and policy created. As well as scale and access, the new policy should reflect the need for biodiversity issues relating to slow worms and barn owls to be considered in any proposal. There is no evidence to suggest either of these should be an impediment to development. Based on the evidence provided, excluding this site would not be justified. To be sound, the Plan should be modified to include the site as an allocation, with

consequential amendments to the housing numbers (**MM7, MM96, MM117-MM119**).

Amesbury, Bulford and Durrington

135. Land at Clover Lane, Durrington (H3.5) is allocated for around 45 dwellings. Permission already exists for 15 dwellings on the site. Durrington is identified in the WCS as a potential location for growth and there is a residual indicative need in the CA which this development would help to meet. The site takes up a long rectangular plot parallel to an allotment and a large recently built estate. This is a suitable location for a relatively small area of additional growth. Access would be taken from two points on Clover Lane. This would be acceptable from a transport perspective and would not have an unacceptable impact on the living conditions of existing residents.
136. The site is adjacent to the Durrington Conservation Area. With sensitive design and layout, there is no reason in principle why development should result in unacceptable harm to these assets. The supporting text sets out measures relating to the retention of trees and hedgerow bordering the site and improving links to High Street. These are justified requirements that for effectiveness should be included in a specific policy for the site. The site boundary does not reflect the full developable area and is not justified. The policies map should be amended to ensure accuracy and clarity. Main modifications **MM122-MM126** are necessary to ensure the Plan provides an effective framework for determining applications.
137. Land at Larkhill Road, Durrington (H3.6) is allocated for around 15 dwellings. The site wraps around and to the rear of an existing dwelling and to the rear of a veterinary practice. Although the site currently breaks up a largely continuous built-up frontage, infill development here need not have a significant impact on the character or appearance of the area. This part of Durrington is relatively close to the World Heritage Site, including Durrington Walls and Woodhenge. Development will therefore need to be subject to precautionary archaeological assessment. However, there is no reason why this should render development unacceptable in principle. These constraints should be reflected in both policy and supporting text. To be effective, main modifications are necessary to make it clear what will be expected in terms of scale, layout and design (**MM127-MM129**).
138. Subject to the main modifications outlined above, I am satisfied that the allocated sites are justified, effective and consistent with national policy.

Issue 3 – Are the proposed settlement boundaries justified, effective and consistent with national policy?

139. The Council has undertaken a thorough review of established settlement boundaries. This has been based on the methodology set out in Topic Paper 1: Settlement Boundary Review Methodology (TOP.01). The methodology used is logical, justified and soundly based.
140. The purpose of the settlement boundary is to illustrate the extent of the built form of the settlement. Allocations have been excluded at this stage. This is not an unreasonable approach. Allocations on the edge of settlements will inevitably include land which does not form part of the development.

Examples of this might be areas of public open space or landscape buffers. To include the whole of an allocation in advance of it coming forward would potentially include areas that would not normally be considered suitable for development under WCS policy. Over time, this could have the unintended consequence of establishing a principle in favour of development on land that was intended to act as mitigation for development delivered through the allocation. As settlement boundaries are subject to regular review, it is appropriate to wait until development is underway or complete to be able to fully ascertain where the extent of the built form lies.

141. WCS Core Policy 2 states that, subject to certain exceptions, development will not be permitted outside defined settlement boundaries. However, it cannot be reasonably asserted that this restriction would apply to sites allocated for development in an up-to-date development plan. As a result, excluding housing or employment allocations from settlement boundaries does not result in any uncertainty about whether development could proceed. The allocation establishes the principle of development and provides a greater degree of certainty about what will be expected than a generic 'windfall' policy. Excluding unimplemented allocations from settlements does not therefore prejudice developers' interests in any way.
142. Similarly, the extent of a planning permission does not always reflect the resulting built form. Using the 'redline' of an application may not lead to a suitable or consistent outcome in relation to settlement boundaries. If the settlement boundary were based on a permission that subsequently expired, then the revised settlement boundary also may not be appropriate. The context within which permissions are granted and the 'planning balance', can also change over time. If a permission expires, it is entirely appropriate for the Council to be able to reassess whether a new application would be successful. Including all unimplemented permissions within settlement boundaries would remove the Council's ability to assess this.
143. Being outside the settlement boundary would clearly not stop a scheme with planning permission being implemented. Should a new application be considered on the same site, then presumably the Council would take account of the planning history as a material consideration alongside any other relevant material considerations. Developers with extant permissions would therefore suffer no prejudice.
144. There is inevitably a degree of judgement as to where boundary lines should be drawn. These are judgements the Council is entitled to make. I am satisfied therefore that the process they have gone through is robust and judgements made are sound. There will always be some disagreement over where the line should be drawn, but these are not sufficient to render the Council's approach or conclusions unsound in principle.
145. As noted elsewhere, the policies map is not defined in statute as a development plan document and so I do not have the power to recommend modifications to it. However, to be consistent with the Plan's objectives and to ensure the development plan as a whole is effective, then changes to settlement boundaries proposed through this review as identified in EXAM.01 and WHSAP.03.02-46 and Appendix 1 of the Schedule of Further Main Modifications should be made.

146. In conclusion on this issue, I am satisfied that the proposed settlement boundaries are justified, effective and consistent with national policy.

Assessment of Legal Compliance

147. Other than in respect of the timetable for the examination and adoption of the Plan, the WHSAP has been prepared in accordance with the Council's Local Development Scheme (LDS) as updated in April 2019. There are no legal compliance failures in this regard.

148. The Council's Statement of Community Involvement (SCI) (SCI.01) was published in July 2015. I recognise that consultation in the Plan, which has taken place over several stages, has been for some people somewhat confusing and has included large amounts of technical and background evidence. Nevertheless, I am satisfied that each stage of consultation has been carried out in accordance with the SCI. This includes the focussed consultation of the Schedule of Proposed Changes and consultation on further main modifications.

149. There is a requirement in section 19(5) of the 2004 Act for local authorities to carry out Sustainability Appraisal (SA) as part of the preparation of a local plan. This is a systematic approach to identify, decide and evaluate the likely significant effects of the Plan and reasonable alternatives in order to promote sustainable development. The NPPF states that SAs should be proportionate and the process is an iterative one.

150. The main SA Report was produced in May 2018 and there have been subsequent revisions and addenda to consider the effects of the Schedule of Proposed Changes (WHSAP.03) and the effects of the further main modifications. The SA identified 12 SA objectives against which proposals were assessed. These are appropriate to the scope of the Plan, local context and national policy. Assessment of the Plan against objectives was undertaken by experienced assessors, with input from Council officers. I am satisfied the overall approach has been adequate.

151. There have been regular complaints throughout the examination about the accuracy or consistency of the scoring undertaken for individual sites. Disputes about such findings are nevertheless to be expected. These are often due to differences in planning opinion and do not undermine the SA process undertaken. Furthermore, the SA is not the only basis on which allocations have been made. The SA allows a range of considerations affecting sites to be assessed in a coherent way but does not remove the need for the exercise of judgement by the Council.

152. It has been argued that the SA is inadequate because it did not consider all reasonable options. This primarily relates to the initial sifting of sites. It is argued that the sites 'excluded' at an early stage should have been informed by the SA process. In the context of the WHSAP being a follow-up subordinate plan to the WCS, it is not unreasonable for the Council to have limited the scope of the site selection exercise. Sites rejected at Stages 1 and 2 of the Site Selection process were not considered to be 'reasonable alternatives' for the WHSAP to consider. As such, there is logic in them not having been considered through the SA and the SA is not flawed in this regard.

153. There has also been criticism of the methodology of assessing sites as 'more' or 'less' sustainable. Sites considered 'more' sustainable were generally taken forward for further assessment. Whether or not a site was considered more or less sustainable was based on a judgement. While it has been suggested this was arbitrary, there will always be elements of judgement in determining which sites should be taken forward for further consideration. This is part of the iterative process that is inherent in the SA and site selection process. There is nothing in this that would lead me to conclude the SA was inadequate in its approach. Again, this was not the only measure by which sites were considered. The whole of the evidence base was taken into account in deciding what sites to take forward for more detailed analysis and what to allocate. This also includes judgements about balancing any impacts and the benefits associated with development coming forward.
154. Overall, I am satisfied that the SA has sufficiently evaluated the reasonable alternatives and is suitably comprehensive, satisfactory and legally compliant.
155. The Habitat Regulations Assessment (HRA), as supplemented by revisions and addenda to consider modifications, conclude that the WHSAP would not be likely to have an adverse effect on the integrity of any European Designated site (HRA.01/02/02a/03). This included Appropriate Assessment of likely significant effects on Salisbury Plain SPA, BBAB-SAC and the River Avon SAC. This took into account recreational pressures, phosphates, water abstraction and potential habitat loss and deterioration. Reasonable and realistic mitigation measures have been identified, as referred to in the discussion of the main issues. Where necessary, these have been identified in the Plan and/or have been recommended for inclusion through main modifications. I am satisfied therefore that the HRA meets the relevant statutory requirements.
156. The Plan seeks to identify sites in locations well related to existing settlements. This should reduce the distance travelled to meet everyday needs. It also maximises opportunities to access services by means other than the car and seeks to bolster the vitality of rural communities in some cases. All site specific policies highlight the need and importance of addressing any potential flood risk. Where practical, they also seek to improve transport links, including walking and cycling. The WHSAP also forms part of the development plan as a whole for Wiltshire and all proposals will be considered against policies within it. Overall, in relation to those matters within the scope of the WHSAP, there are policies designed to ensure that the development and use of land contribute to the mitigation of, and adaptation to, climate change.
157. The WHSAP complies with all other relevant legal requirements, including in the 2004 Act (as amended) and the 2012 Regulations.
158. In reaching the conclusion above, I have had due regard to the Public Sector Equality Duty contained in the Equality Act 2010. I do not consider that my findings will impact negatively on anyone with a relevant protected characteristic in respect of the matters identified by section 149 of the Act, neither will any part of the Plan be a barrier to providing for inclusive design and accessible environments as required by the NPPF.

Overall Conclusion and Recommendation

159. The Plan has a number of deficiencies in respect of soundness for the reasons set out above, which mean that I recommend non-adoption of it as submitted, in accordance with Section 20(7A) of the 2004 Act. These deficiencies have been explored in the main issues set out above.

160. The Council has requested that I recommend MMs to make the Plan sound and capable of adoption. I conclude that with the recommended main modifications set out in the Appendix the Wiltshire Housing Site Allocation Local Plan satisfies the requirements of Section 20(5) of the 2004 Act and meets the criteria for soundness in the National Planning Policy Framework.

S J Lee

Inspector

This report is accompanied by an Appendix containing the Main Modifications.

Appendix 1: Wiltshire Housing Site Allocations Plan (WHSAP)
Consolidated Schedule of Recommended Main Modifications (December 2019)

The Main Modifications are set out in plan order. The paragraph numbers and policy references refer to the Submission version of the Wiltshire Housing Sites Allocations Plan (WHSAP) (July 2018) (WHSAP.01) and do not take account of any deletions or additions contained within these modifications. Changes to text are expressed in the conventional form of either ~~strike through~~ for deletions and underlining for additions of text. Policy wording is shown in **bold**.

Main Modification (MM) ref number	Submission Draft Plan reference	Reference Number of Proposed Change (PC) or Further Main Modification (FMM)	Main Modification												
MM1	Paragraph 1.1	FMM 1	<p>Insert the following text immediately after paragraph 1.1:</p> <p><u>The policies of this Plan are strategic in nature. As a whole, the Plan supports the delivery of the Wiltshire Core Strategy. Therefore, the site allocations in this Plan will support the delivery of housing to meet strategic needs. However, as anticipated by Core Policy 2 of the Wiltshire Core Strategy, there remains a role for parish and town councils in bringing forward neighbourhood plans to deliver non-strategic allocations to support housing supply.</u></p>												
MM2	Table 4.2	PC 7	Delete: Market Lavington.												
MM3	Table 4.3	PC 9	Delete: Malmesbury Community Area Remainder												
MM4	Table 4.4	PC 11	<p>Delete text referring to allocations at Market Lavington:</p> <table border="1"> <tr> <td rowspan="3">Market Lavington</td> <td>1089</td> <td>Southcliffe</td> <td>15</td> </tr> <tr> <td>2055 / 530</td> <td>Underhill Nursery</td> <td>50</td> </tr> <tr> <td>3443</td> <td>East of Lavington School</td> <td>15</td> </tr> </table>	Market Lavington	1089	Southcliffe	15	2055 / 530	Underhill Nursery	50	3443	East of Lavington School	15		
Market Lavington	1089	Southcliffe	15												
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	3443	East of Lavington School	15												
MM5	Table 4.5	PC 12	<p>Delete text and footnote referring to allocations at Warminster, Hullavington and Crudwell:</p> <table border="1"> <tr> <td>Warminster</td> <td>603</td> <td>East of the Dene</td> <td>100</td> </tr> <tr> <td>Hullavington</td> <td>690</td> <td>The Street</td> <td>50</td> </tr> <tr> <td>Crudwell</td> <td>3233</td> <td>Ridgeway Farm</td> <td>-50⁴³</td> </tr> </table>	Warminster	603	East of the Dene	100	Hullavington	690	The Street	50	Crudwell	3233	Ridgeway Farm	-50 ⁴³
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Crudwell	3233	Ridgeway Farm	-50 ⁴³												

			⁴³ This total includes 10 dwellings that already have planning permission																				
MM6	Table 4.5	PC 13	<p>Update housing numbers as follows:</p> <table border="1"> <tr> <td>Trowbridge</td> <td>613</td> <td>Elm Grove Farm</td> <td>200 <u>250</u></td> </tr> <tr> <td>Trowbridge</td> <td>3260</td> <td>Upper Studley</td> <td>20 <u>45</u></td> </tr> <tr> <td>Trowbridge</td> <td>298</td> <td>Land off the A363 at White Horse Business Park</td> <td>150 <u>175</u></td> </tr> <tr> <td>Trowbridge</td> <td>297/ 263</td> <td>Elizabeth Way</td> <td>205 <u>355</u></td> </tr> <tr> <td>Bratton</td> <td>321</td> <td>Court Orchard / Cassways</td> <td>40 <u>35</u></td> </tr> </table>	Trowbridge	613	Elm Grove Farm	200 <u>250</u>	Trowbridge	3260	Upper Studley	20 <u>45</u>	Trowbridge	298	Land off the A363 at White Horse Business Park	150 <u>175</u>	Trowbridge	297/ 263	Elizabeth Way	205 <u>355</u>	Bratton	321	Court Orchard / Cassways	40 <u>35</u>
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MM7	Table 4.6	PC 14	<p>Insert new row indicating the proposed new allocation at Salisbury:</p> <table border="1"> <tr> <td>Salisbury</td> <td><u>OM00</u> <u>3</u></td> <td>The Yard</td> <td><u>14</u></td> </tr> </table>	Salisbury	<u>OM00</u> <u>3</u>	The Yard	<u>14</u>																
Salisbury	<u>OM00</u> <u>3</u>	The Yard	<u>14</u>																				
MM8	Paragraph 4.52	PC 25	<p>Amend the paragraph to read:</p> <p>Unlike Chippenham however, allocations made by the Plan will not be sufficient to ensure that housing provision meets indicative requirements. Six new site allocations provide land for approximately 800 <u>1,050</u> dwellings and have the potential to increase their capacity to make the best use of land. Nevertheless, housing development at Trowbridge will fall short of the WCS indicative level of 6,810 dwellings by around 4,220 <u>1,297</u>.</p>																				
MM9	Para 5.4	PC 33 and PC 34	Amend paragraph, from third sentence, to read:																				

			<p>Most sites proposed are of more than one hectare, <u>and will therefore require a flood risk assessment (incorporating an assessment of the predicted effects of climate change) in order to ensure that there is no increase in risk of flooding on site and elsewhere, and will need to comply thereby complying with Core Policy 67 (Flood Risk) with regard to flood risk and national policy. In addition, sites proposed within Source Protection Zones (SPZ) 1 and 2 will need to comply with Core Policy 68 (Water Resources) with applications demonstrating that regard has been paid to the advice set out in the Environment Agency's groundwater protection policy. Consideration should be given to the predicted effects of climate change and proposals should allocate appropriate buffer strips where there is no adjacent built development. Natural flood management should be incorporated into planning proposals to mitigate new and existing developments.</u></p>
MM10	Add new paragraph after Paragraph 5.4	PC35	<p>Insert new paragraph to read:</p> <p><u>The Environment Agency and Natural England advise that all development within the River Avon catchment should be 'phosphate neutral' for an interim period until 2025. Beyond this time an approach will take account of water company planning, as well as latest Government policy and legislation. This is to guard against a further worsening of the condition of the River Avon Special Area of Conservation (SAC). An annex of the Nutrient Management Plan will explain measures to help deliver phosphate neutral development and how they will be delivered. Some measures are capable of being delivered as a part of housing development. Off-site measures are supported by Community Infrastructure Levy and there is also scope to improve the efficiency of sewage treatment works. The definition of 'phosphate neutral' is the additional phosphorus load generated by new development after controls at source, reduction by treatment and/or off-setting measures leading to no net increase in the total phosphorus load discharged to the River Avon SAC.</u></p>
MM11	Paragraph 5.11	PC 37	<p>Amend paragraph 5.11 to read:</p> <p>As appropriate, additional evidence will need to be prepared at a level of detail to support a planning application. Such new evidence can be used as a material consideration when considering a specific planning application. In many cases, particularly important items are referred to for each allocation. Such evidence may include, but is not limited to a Landscape and Visual Impact Assessment, site specific <u>Heritage Impact Assessment</u>, Biodiversity Report, Surface Water Management Plan <u>(incorporating a site wide, comprehensive drainage strategy)</u>, Flood Risk Assessment <u>(incorporating an assessment of the predicted effects of climate change)</u>, and Transport Statement.</p>
MM12	Policy H1, Table 5.2, Paragraph 5.13	PC 32 & PC 38 and FMM 2	<p>Amend title in third column in Table 5.2 as follows:</p> <p>No of dwellings <u>Approximate number of dwellings</u></p>

			<p>Amend table 5.2 to remove reference to allocations at Market Lavington.</p> <p>Delete the title 'Policy H1' and the shaded text box but retain the rest of the information as supporting text as part of paragraph 5.13, as follows:</p> <p>Paragraph 5.13 – Land for housing development is identified to support the role of settlements in the East Wiltshire HMA, to ensure supply, improve choice and competition in the market for land. <u>The following site is allocated for development, as shown on the Policies Map:</u></p> <p>Policy H1 Land is allocated for residential development at the following sites, as shown on the policies map: Table 5.2 <u>Housing Allocation in the East Wiltshire Housing Market Area</u></p> <table border="1" data-bbox="795 600 1738 1070"> <thead> <tr> <th>Community Area</th> <th>Reference</th> <th>Site Name</th> <th><u>Approximate number</u> No of dwellings</th> </tr> </thead> <tbody> <tr> <td>Tidworth</td> <td>H1.1</td> <td>Empress Way, Ludgershall</td> <td>270</td> </tr> <tr> <td rowspan="3">Devizes</td> <td>H1.2</td> <td>Underhill Nursery, Market Lavington</td> <td>50</td> </tr> <tr> <td>H1.3</td> <td>Southcliffe, Market Lavington</td> <td>45</td> </tr> <tr> <td>H1.4</td> <td>East of Lavington School, Market Lavington</td> <td>45</td> </tr> </tbody> </table>	Community Area	Reference	Site Name	<u>Approximate number</u> No of dwellings	Tidworth	H1.1	Empress Way, Ludgershall	270	Devizes	H1.2	Underhill Nursery, Market Lavington	50	H1.3	Southcliffe, Market Lavington	45	H1.4	East of Lavington School, Market Lavington	45
Community Area	Reference	Site Name	<u>Approximate number</u> No of dwellings																		
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	H1.4	East of Lavington School, Market Lavington	45																		
MM13	Policy H1.1	PCs 40, 41, 42, 43, 44 and FMM 3	<p>Amend policy H1.1 as follows:</p> <p>Land at Empress Way, as identified on the Policies Map, is proposed <u>allocated</u> for mixed-use development comprising the following elements:</p> <ul style="list-style-type: none"> • approximately 270 dwellings; • a connecting highways link between <u>vehicular access from</u> Empress Way and Simonds Road/New Drove, via the adjoining development at the former Granby Gardens site via the 																		

			<p><u>Granby Gardens development site, together with a connecting highways link between the two points of access;</u></p> <ul style="list-style-type: none"> • <u>1.8ha of land reserved for a two-form entry primary school in the south-eastern corner of the site; and</u> • A strong landscape framework including significant screening to the southern and eastern boundaries of the site. • <u>improvements to cycling and walking routes through the site to link into the existing network, including the retention and enhancement of public rights of way LUDG1 and LUDG2.</u> <p><u>Development proposals will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>a planning obligation to safeguard land for a primary school for an agreed period of time;</u> • <u>a transport assessment that will determine the trigger point for the delivery of the access via Simonds Road and inform detailed measures to mitigate impacts on the local road network;</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site;</u> • <u>layout and design of the development will be expected to take particular care to ensure that a suitable boundary with the open countryside is provided; and</u> • <u>layout of the development will be informed by an odour assessment, to be undertaken in consultation with Southern Water to ensure a satisfactory living environment will be created.</u> <p><u>Development will take place in accordance with a masterplan for the site approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements and opportunities, delivered to achieve the comprehensive development of the site, including the timely and coordinated provision of necessary infrastructure.</u></p>
MM14	Paragraph 5.19	PC41	<p>Amend last sentence of paragraph 5.19 to read:</p> <p>Transport assessment will <u>determine the trigger point for the delivery of the access via Simonds Road and</u> inform detailed measures to mitigate impacts on the local road network, including the A342 Andover Road, Memorial Junction and the capacity of the signals on the nearby railway bridge.</p>

MM15	Paragraph 5.20	PC 42 and FMM 4	<p>Amend paragraph 5.20 as follows:</p> <p>Development of the site will include 1.8ha reserved for a two-form entry primary school. Based on current estimates, <u>capacity within local primary schools capacity</u> will be absorbed by committed development elsewhere in the town. The need to retain the reserved land for a school will be determined as part of the application process based on demand <u>an assessment of future need for primary school places at the time of an application at that time</u>. In the event that land for a school is not required within a period to be <u>agreed with Wiltshire Council's Education Department</u>, then the land will be returned and thereby revert to <u>agricultural use</u>. Responsibility for provision of the school will lie with the Council and the process and timescale for delivery will be in agreement with the developer. The development will also be subject to the <u>normal contributions to education provision in accordance with core policies of the Wiltshire Core Strategy</u>.</p>
MM16	Paragraph 5.21	PC 40 and PC44	<p>Amend paragraph to read:</p> <p>The site design will be led by a strong landscape framework. Significant additional screening at the southern and eastern site boundaries would be required, along with landscaping and green infrastructure throughout the site as there are middle and long-distance views of the site from the south. The final design and layout should be informed by a Landscape and Visual Impact Assessment. <u>Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy</u>. Development will provide a connection to the nearest point of adequate capacity in the sewerage network, as advised by the service provider. Development layout should be informed by an <u>odour assessment, to be undertaken in consultation with Southern Water</u>.</p>
MM17	Section titled 'Devizes Community Area Remainder'	PC45	Delete section title ' Devizes Community Area Remainder ' and delete paragraphs 5.22 – 5.24.
MM18	Housing Allocation H1.2	PC46	<p>Delete section title 'H1.2 Underhill Nursery, Market Lavington'.</p> <p>Delete site boundary map at Figure 5.2.</p> <p>Delete paragraphs 5.25 to 5.33.</p>
MM19	Housing Allocation H1.3	PC47	<p>Delete section title 'H1.3 Southcliffe, Market Lavington'.</p> <p>Delete site boundary map at Figure 5.3.</p>

			Delete paragraphs 5.34 to 5.35.											
MM20	Housing Allocation H1.4	PC48	Delete section titled ' H1.4 East of Lavington School, Market Lavington '. Delete site boundary map at Figure 5.4. Delete paragraphs 5.36 to 5.37.											
MM21	Policy H2 Table 5.3 Paragraph 5.40	PC 32, PC 51 (which also relates to PC55, PC60, PC64, PC70, PC94, PC92, PC93) and FMM 5.	<p>Amend title in third column in Table 5.3 as follows:</p> <p>No of dwellings <u>Approximate number of dwellings</u></p> <p>Amend table 5.3 to amend number of dwellings proposed, and to reflect the removal of the allocations at Crudwell, East of the Dene, Warminster and Hullavington.</p> <p>Delete the title 'Policy H2' and the shaded text box but retain the rest of the information as supporting text as part of paragraph 5.40, as follows:</p> <p>Other allocations are made at Warminster, a Market Town, to support its role and at designated Large Villages in the rural parts of Chippenham, Malmesbury and Westbury Community Areas geared to support local needs in accordance with WCS Core Policy 2. <u>The following sites are allocated for development, as shown on the policies map:</u></p> <p>Policy H2 Land is allocated for residential development at the following sites, as shown on the policies map: Table 5.3 <u>Housing Allocations in the North and West Wiltshire Housing Market Area</u></p> <table border="1"> <thead> <tr> <th>Community Area</th> <th>Reference</th> <th>Site Name</th> <th><u>Approximate number</u> No of dwellings</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Trowbridge</td> <td>H2.1</td> <td>Elm Grove Farm, Trowbridge</td> <td>200<u>250</u></td> </tr> <tr> <td>H2.2</td> <td>Land off the A363 at White Horse</td> <td>450<u>175</u></td> </tr> </tbody> </table>	Community Area	Reference	Site Name	<u>Approximate number</u> No of dwellings	Trowbridge	H2.1	Elm Grove Farm, Trowbridge	200 <u>250</u>	H2.2	Land off the A363 at White Horse	450 <u>175</u>
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					Business Park, Trowbridge		
				H2.3	Elizabeth Way, Trowbridge	205 <u>355</u>	
				H2.4	Church Lane, Trowbridge	45	
				H2.5	Upper Studley, Trowbridge	20 <u>45</u>	
				H2.6	Southwick Court, Trowbridge	180	
			Warminster	H2.7	East of the Dene, Warminster	400	
				H2.8 <u>H2.7</u>	Bore Hill Farm, Warminster	70	
				H2.9 <u>H2.8</u>	Boreham Road	30	
				H2.10 <u>H2.9</u>	Barthers Farm Nurseries, Chapmanslade	35	
			Chippenham	H2.11 <u>H2.4</u> <u>0</u>	The Street, Hullavington	50	
				H2.12 <u>H2.1</u> <u>1</u>	East of Farrells Field, Yatton Keynell	30	
			Malmesbury	H2.13	Ridgeway Farm, Crudwell	50	

			Westbury H2.13H2.1 2 Off B3098 adjacent to Court Orchard / Cassways, Bratton 40-35
MM22	Paragraph 5.44, first bullet point	FMM 6	<p>Amend supporting text as follows:</p> <p>Ecology: an interconnected pattern of priority Biodiversity Action Plan (BAP) habitats such as mature hedgerows, trees and water features, along with designated woodland features around the town support significant populations of protected bat species associated with the Bath and Bradford-on-Avon Bats Special Area of Conservation (SAC). Additional housing development will increase the population of the town and thereby amplify the risk of recreational pressure on bats. To address this issue, the Habitats Regulations Assessment (HRA) for the Plan recommends developing a strategy for managing recreational pressure across the town. <u>This states that core bat habitat should be retained and buffered to protect and enhance the local features, to be identified through appropriate survey, of each site.</u> Detailed design and layout of schemes <u>will be informed by survey work in accordance with the Trowbridge Bat Mitigation Strategy (TBMS) and would need to consider additional planting and open space to protect and enhance these BAP priority habitats and thereby augment opportunities for bat foraging routes and roosting sites.</u> This could include <u>ing</u> establishing dark corridors through sites <u>to protect foraging routes and roosting areas for bats.</u> Specific measures that will be required are explained for each site and funding contributions may also be sought towards <u>the delivery of potential offsite measures and monitoring, including new woodland planting and land acquisition to create a Suitable Alternative Natural Greenspace (SANG) to alleviate recreational pressure on core bat habitat, as defined to be contained in the Trowbridge Bat Recreation Management Mitigation Strategy.</u></p>
MM23	Paragraph 5.44, second bullet point	FMM 7 and PC53 (superseded)	<p>Delete supporting text as follows:</p> <p>Education: development will increase the number of pupils needing primary school places. A local lack of capacity across the town affects proposals allocated for development. With the majority of proposed housing being directed south/south-west of the town, the evidence points directly to the need for a new primary school in this area. Therefore, in addition to land reserved for one new school, funding contributions will be sought from developers to help provide adequate capacity.</p>
MM24	Policy H2.1	PC 55 & PC 56 and FMM 8	<p>Amend policy H2.1:</p> <p>Approximately 14.43ha of land at Land at Elm Grove Farm, as identified on the Policies Map, is proposed allocated for mixed use development comprising the following elements:</p>

			<ul style="list-style-type: none"> • approximately 200 <u>250</u> dwellings; • At least 1.8ha of land for a two form entry primary school along with playing pitches; • a multi-purpose community facility <u>co-located with existing or improved open space;</u> • a <u>significantly improved and consolidated public open space area incorporating and augmenting the existing Queen Elizabeth II Field to provide a play area, junior level sports pitches and changing facilities for local community teams to utilise;</u> • a road from the A363 through to an improved junction of Drynham Lane and Wiltshire Drive; and • new <u>improvements to cycling and walking routes through the site to link into the existing network and the proposed Ashton Park Strategic Allocation site and the White Horse Business Park.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments;</u> • <u>retention and enhancement of existing hedgerows and trees as part of wider landscaping and green infrastructure requirements;</u> • <u>core bat habitat will be protected and enhanced. Design and layout will be informed by appropriate surveys, impact assessments and the Trowbridge Bat Mitigation Strategy (TBMS);</u> • <u>appropriate mitigation to protect bats, including financial contributions towards management, monitoring and any off-site measures as necessary, as informed by the TBMS; and</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site.</u> <p><u>Development will take place in accordance with a masterplan for the site approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements and opportunities, delivered to achieve the comprehensive development of the site, including the timely and coordinated provision of necessary infrastructure.</u></p>
MM25	Paragraph 5.46	FMM 9, PC 55 (and PC 54, now superseded)	Amend text as follows:

			Approximately 17.61 14.33 ha of land at Elm Grove Farm is allocated for the development of approximately 200 250 dwellings, <u>along with a multi-purpose community facility co-located with consolidated and improved public open space</u> , as shown on the Policies Map. It is well located...
MM26	Paragraph 5.47	PC 57	Insert additional text at the start of paragraph 5.47: <u>Proposals to develop the site will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy.</u> The existing natural features of the site...
MM27	Paragraph 5.48	FMM 10	Amend text: The site is in an area likely to be used by Bechstein's bats associated with the Bath and Bradford on Avon Bats SAC. Sensitive habitat features on and adjacent to the site. These would <u>will be identified through survey and assessments guided by the requirements of the TBMS and include:</u> Drynham Lane/Road, the railway line, woodland belts associated with the White Horse Business Park and the small tributary to the River Biss.
MM28	Paragraph 5.49	FMM 11 (and PC 52 now superseded)	Amend the first sentence and add text to the end of the paragraph as follows: These features should be retained and / or buffered from development (including residential gardens) by wide (10-16m) , dark (<1 lux), continuous corridors of native landscaping which will allow for their long-term protection and favourable management in order to secure continued or future use by Bechstein's bats. Development will be required to contribute towards the delivery of the Trowbridge Recreation Management Mitigation Strategy. <u>The design and layout of development, including the size and location of landscape corridors, lighting, other physical mitigation measures and management protocols, will be informed by the guidance set out in the TBMS and from appropriate surveys and assessments.</u> <u>Development may also be subject to requirements relating to off-site mitigation, management and monitoring measures as necessary.</u>
MM29	Paragraph 5.50	PC 58 and FMM 12	Amend the fifth sentence as follows: Access to the site would need to be holistically planned with upgrades required to Drynham Lane, along with the construction of a connection to the A363 designed as a through-route anticipating future traffic growth. New and improved walking and cycling routes to existing and planned local services would encourage future residents to use sustainable forms for transport. The site has medium potential for archaeological remains. Therefore any subsequent planning application should be informed by an archaeological assessment. In addition, development will need to minimise the potential to harm the

			significance of the Grade II Listed Drynham Lane Farmhouse <u>along with Grade II listed Southview Farmhouse and, where appropriate, their settings.</u> Measures may also be necessary to prevent potential noise pollution from the existing main road and railway. These considerations should be addressed through the process of detailed design and layout which should be informed through a Heritage Impact Assessment <u>by detailed assessments (including heritage) to support any subsequent planning applications.</u>
MM30	Paragraph 5.51	FMM 13	Amend text: In order to facilitate development a <u>Appropriate contributions would be likely to be sought to help fund an increase in capacity at additional local schools, capacity. Funding contributions may also be sought where needed to increase capacity at local GP surgeries and dentistry at the town in accordance with core policies of the Wiltshire Core Strategy.</u>
MM31	Figure 5.5	PC54	Amend Figure 5.5 (see end of schedule - Map 'H2.1: Elm Grove, Trowbridge')
MM32	Insert new policy	FMM 14	New policy for H2.2 as follows: <u>Land off A363 at White Horse Business Park, as identified on the Policies Map, is allocated for development comprising the following elements:</u> <ul style="list-style-type: none"> • <u>approximately 175 dwellings;</u> • <u>vehicular access from the A363;</u> • <u>development to be directed to the north and east of the site; and</u> • <u>improvements to cycling and walking routes through the site to link into the existing network.</u> <u>Development will be subject to the following requirements:</u> <ul style="list-style-type: none"> • <u>core bat habitat will be protected and enhanced. Design and layout will be informed by appropriate surveys, impact assessments and the Trowbridge Bat Mitigation Strategy (TBMS);</u> • <u>appropriate mitigation to protect bats, including financial contributions towards management, monitoring and any off-site measures as necessary, as informed by the TBMS;</u> • <u>retention and enhancement of existing hedgerows and trees as part of wider landscaping and green infrastructure requirements, incorporating open space provision. Development will be expected to enhance a key gateway approach to the town and retain visual separation between the town and North Bradley;</u>

			<ul style="list-style-type: none"> • <u>sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments. Development proposals will make a positive contribution towards conserving and enhancing the significance of the Baptist burial ground, its gateway and its setting; and</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site.</u> <p><u>Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site.</u></p>
MM33	Paragraph 5.52	PC 60	<p>Amend first sentence of paragraph 5.52 as follows:</p> <p>...land off the A363 south-west of the White Horse Business Park is allocated for the development of approximately 450 <u>175</u> dwellings, as identified on the Policies Map.</p>
MM34	Paragraph 5.54	FMM 15	<p>Amend paragraph as follows:</p> <p>The site is in an area likely to be used by Bechstein's bats associated with the Bath and Bradford on Avon Bats SAC. Sensitive habitat features on / adjacent to the site <u>will be identified through survey and assessments guided by the requirements of the TBMS</u> and include: woodland belts associated with the White Horse Business Park; a network of mature hedgerows / hedgerow trees; and the grounds of Willow Grove.</p>
MM35	Paragraph 5.55	FMM 16 (incorporating PC 52)	<p>Amend text of first sentence and add additional text to end of paragraph as follows:</p> <p>These features should be retained and / or buffered from development (including residential gardens) by wide (10-16m), dark (<1 lux), continuous corridors of native landscaping which will allow for their long-term protection and favourable management in order to secure continued or future use by Bechstein's bats. <u>The design and layout of development, including the size and location of landscape corridors, lighting, other physical mitigation measures and management protocols, will be informed by the guidance set out in the TBMS and from appropriate surveys and assessments. Development may also be subject to requirements relating to off-site mitigation, management and monitoring measures as necessary. Development will be required to contribute towards the delivery of the Trowbridge Recreation Management Mitigation Strategy.</u></p>

MM36	Existing Paragraph 5.56	PC 62	<p>Amend paragraph to read:</p> <p>Proposals would need to provide for a high quality, sustainable development that enhances a key gateway approach to the town, whilst protecting the integrity of North Bradley as a village. <u>In addition, any subsequent planning application will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters such as layout and design.</u></p>
MM37	New paragraph after paragraph 5.56	PC 61 as amended by FMM 17	<p>Add new paragraph after paragraph 5.56, as follows:</p> <p><u>As identified in the Council's Heritage Impact Assessment, the site is an historic agricultural landscape and comprises a cluster of historic farmsteads where the farm houses and ancillary buildings may be susceptible to setting change. This includes Kings Farmhouse (Grade II listed), Willow Grove (Grade II listed), Little Common Farm (non-designated asset), Manor Farmhouse (Grade II listed) and Woodmarsh Farm (non-designated asset). An area of the site is also adjacent to a Baptist cemetery with an ornamental gateway structure (Grade II listed) and curtilage listed perimeter walls. A comprehensive approach to development will need to be undertaken that makes a positive contribution towards conserving and enhancing the significance of heritage assets. At the planning application stage, the layout and design of the site must give great weight to conserving the significance of these heritage assets and their setting in order to minimise harm. The Baptist burial ground and gateway is in poor condition and in ensuring that a comprehensive approach is taken to the development of the site, a positive contribution will also be required towards conserving and enhancing the significance of this heritage asset and it's setting. It will be expected that the developer of the site will work with the Church to ensure that a positive strategy is in place to protect and enhance the Baptist burial ground and gateway. The archaeological potential of the site is likely to be high. Given the potential for heritage assets with archaeological interest to be present within the site, field evaluations will need to be carried out and taken into account in developing proposals, to minimise any conflict between the heritage asset's conservation and any aspect of the proposal.</u></p>
MM38	Paragraph 5.57	FMM 18	<p>Amend text as follows:</p> <p>In order to facilitate development a <u>Appropriate contributions would be likely to be sought to help fund an increase in capacity at additional local schools, capacity. Funding contributions may also be sought</u></p>

			where needed to increase capacity at local GP surgeries and dentistry at the town <u>in accordance with core policies of the Wiltshire Core Strategy.</u>
MM39	Figure 5.6	PC 59	Amend Figure 5.6 (see end of Schedule - Map 'H2.2: Land off A363 White Horse Business Park, Trowbridge')
MM40	Insert new policy Figure 5.7	FMM 19	<p>Insert new policy for H2.3 as follows:</p> <p><u>Land to the South West of Elizabeth Way, as identified on the Policies Map, is allocated for development comprising the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 355 dwellings;</u> • <u>vehicular access points from Elizabeth Way; and</u> • <u>improvements to cycling and walking routes through the site to link into the existing network.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>core bat habitat will be protected and enhanced. Design and layout will be informed by appropriate surveys, impact assessments and the Trowbridge Bat Mitigation Strategy (TBMS);</u> • <u>appropriate mitigation to protect bats, including financial contributions towards management, monitoring and any off-site measures as necessary, as informed by the TBMS;</u> • <u>sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments;</u> • <u>retention and enhancement of existing hedgerows and trees as part of wider landscaping and green infrastructure requirements, incorporating noise attenuation measures and open space provision; and</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site.</u> <p><u>Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site.</u></p>

MM41	Paragraph 5.58	PC 64	Amend first sentence in paragraph 5.58 as follows: ... land to the South West of Elizabeth Way is allocated for the development of approximately 205 <u>355</u> dwellings, as identified on the Policies Map.
MM42	Paragraph 5.60	FMM 20	Amend text: This site may be used by Bechstein's bats associated with the Bath and Bradford on Avon Bats SAC. Potentially sensitive habitat features on / adjacent to the site <u>will be identified through survey and assessments guided by the requirements of the TBMS and include:</u> mature trees; hedgerows; and stream (minor watercourse) at the northern end of the site.
MM43	Paragraph's 5.61 and 5.62	FMM 21	Amend and merge paragraphs 5.21 and 5.22 as follows: These features should be retained and / or buffered from development (including residential gardens) by wide (10-16m) , dark (<1 lux) , continuous corridors of native landscaping which will allow for their long-term protection and favourable management in order to secure continued or future use by Bechstein's bats. <u>The design and layout of development, including the size and location of landscape corridors, lighting and other physical mitigation measures and management protocols, will be informed by the guidance set out in the TBMS and from appropriate surveys and assessments. Development may also be subject to requirements relating to off-site mitigation, management and monitoring measures as necessary. Development will also be required to contribute towards the delivery of the Trowbridge Recreation Management Mitigation Strategy through a financial contribution or direct provision of equivalent new infrastructure over and above normal Council requirements to deliver new habitat and recreational opportunities in line with criteria in the Strategy.</u>
MM44	Paragraph 5.63	PC 66	Amend paragraph to read: An important measure will be the provision of landscaping between Elizabeth Way and new housing in order to attenuate noise and reduce the visual impact of this road. Consideration of drainage patterns and flood risk from all sources would need to inform any subsequent layout. In addition, surface water attenuation measures and improvements to existing on-site water infrastructure would need to be provided to support a comprehensive development of the site. <u>Proposals will therefore need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters of layout and design.</u>
MM45	Add to beginning of para 5.64	PC 65	Add text to beginning of paragraph 5.64:

			<u>The site comprises historic field boundaries and has high archaeological value. It is adjacent to Trowbridge (Hilperton Road) Conservation Area and to Fieldways Highfield (Grade II* listed), a country house. Fieldways Highfield and its setting will need to be conserved in a manner appropriate to its significance. The relationship between development proposals and these heritage assets will need to be rigorously addressed through detailed design including provision for open greenspace in any layout. The layout and design of the site ...</u>
MM46	Paragraph 5.66	FMM 22	Amend text as follows: In order to facilitate development a <u>Appropriate contributions would be likely to be sought to help fund an increase in capacity at additional local schools, capacity. Funding contributions may also be sought where needed to increase capacity at local GP surgeries and dentistry at the town in accordance with core policies of the Wiltshire Core Strategy.</u>
MM47	Figure 5.7	PC 63	Amend Figure 5.7 (see end of schedule – Map ‘H2.3: Elizabeth Way, Trowbridge’)
MM48	Insert new policy after Figure 5.8	FMM 23	Insert new policy for H2.4 as follows: <u>Land at Church Lane, as identified on the Policies Map, is allocated for development comprising the following elements:</u> <ul style="list-style-type: none"> • <u>approximately 45 dwellings focused towards the north of the site;</u> • <u>sensitively designed vehicular access via a new junction arrangement off the A361 that incorporates discreet lighting, signage and boundary treatments to avoid unacceptable harm to heritage assets and their settings; and</u> • <u>improve cycling and walking routes through the site to link to the existing network, including links between the site, Southwick Country Park and the existing network, including footpath TROW8.</u> <u>Development will be subject to the following requirements:</u> <ul style="list-style-type: none"> • <u>core bat habitat will be protected and enhanced. Design and layout will be informed by appropriate surveys, impact assessments and the Trowbridge Bat Mitigation Strategy (TBMS);</u> • <u>appropriate mitigation to protect bats, including financial contributions towards management, monitoring and any off-site measures as necessary, as informed by the TBMS;</u> • <u>retention and enhancement of hedgerows and trees as part of wider landscaping and green infrastructure requirements, and the creation of a publicly accessible Green Infrastructure corridor along the Lambrok Stream to protect and enhance the character,</u>

			<p><u>biodiversity value and amenity of Southwick Country Park in conjunction with development at Southwick Court and Upper Studley;</u></p> <ul style="list-style-type: none"> • <u>sensitive design and layout, which ensures the significance of heritage assets and their settings, including the contribution made by the paddock adjacent to Church Lane, are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments; and</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site.</u> <p><u>Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site. Any cumulative issues associated with heritage, landscape, biodiversity and highway access should be considered on a comprehensive and consistent basis for allocations H2.4, H2.5 and H2.6 to ensure that new development sensitively addresses the urban edge of the town.</u></p>
MM49	Paragraph 5.68	PC 68 and FMM 24	<p>Amend paragraph 5.68 to read as follows</p> <p>Development proposals would need to ensure that the significance and setting of the Grade II Listed St John's Church would be appropriately protected. To achieve this objective, access to the site would need to be secured via a new junction arrangement off the A361, rather than improvements to Church Lane. The site is adjacent to the Church of St John (Grade II listed), 344 Frome Road (Grade II Listed) and paddocks. There are key views across the site to St John's spire from Southwick Country Park. The site comprises the degraded fragmentary remains of a post medieval water meadow system. A comprehensive approach to development will need to be undertaken that makes a positive contribution towards conserving and enhancing the significance of heritage assets. Development should therefore avoid the paddock adjacent to Church Lane and the rear of listed buildings that front Frome Road. Access to the site must be sensitively designed and accommodated in manner that minimises harm to heritage assets. This would need to be secured via a new junction arrangement off the A361, rather than improvements to Church Lane.</p>
MM50	Paragraph 5.67	PC 69	<p>Add text at the end of paragraph 5.67 as follows:</p> <p>...It is an open site that slopes to the south-west towards the Lambrok Stream. <u>As parts of the site lie within Flood Zones 2 and 3, development proposals will need to be sequentially planned and supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change).</u> In</p>

			<u>addition, development proposals will need to be supported by a comprehensive drainage strategy designed to help inform site layout and provide attenuation measures, including Natural Flood Management – i.e. tree and hedgerow planting along the south-west margins of the site to slow the flow of surface water into the Lambrok Stream.</u>
MM51	Paragraph 5.69	FMM 25	Amend the paragraph as follows: ...Existing hedgerows and trees would need to be retained and enhanced through new landscaping features along the line of the Lambrok Stream. <u>The Lambrok Stream should be enhanced as a local amenity feature of the site in conjunction with development proposed at Southwick Court and Upper Studley.</u> Such features would need to be of sufficient scale to protect and enhance the character and amenity provided by Southwick Country Park. Links between the site, the Country Park and existing built form would be achieved through improvements to footpath TROW8.
MM52	Paragraph 5.70	FMM 26	Amend paragraph as follows: The site is in an area likely to be used by Bechstein's bats associated with the Bath and Bradford on Avon Bats SAC. Sensitive habitat features on / adjacent to the site <u>will be identified through survey and assessments guided by the requirements of the TBMS and include: Framfield; boundary hedgerows / tree lines; and the Lambrok Stream.</u>
MM53	Paragraph 5.71	FMM 27	Amend text of first sentence and add additional text to end of paragraph as follows: These features should be retained and / or buffered from development (including residential gardens) by wide (10-16m) , dark (<1 lux), continuous corridors of native landscaping which will allow for their long-term protection and favourable management in order to secure continued or future use by Bechstein's bats. <u>The design and layout of development, including the size and location of landscape corridors, lighting and other physical mitigation measures and management protocols, will be informed by the guidance set out in the TBMS and from appropriate surveys and assessments. Development may also be subject to requirements relating to off-site mitigation, management and monitoring measures as necessary. Development will be required to contribute towards the delivery of the Trowbridge Bat Mitigation Strategy.</u>
MM54	Paragraph 5.72	FMM 28	Amend text: In order to facilitate development a <u>Appropriate contributions would be likely to be sought to help fund an increase in capacity at additional local schools, capacity. Funding contributions may also be sought</u>

			where needed to increase capacity at local GP surgeries and dentistry at the town <u>in accordance with core policies of the Wiltshire Core Strategy.</u>
MM55	Figure 5.6		Amend Figure 5.6 (see end of Schedule – Map ‘H2.4: Church Lane, Trowbridge’)
MM56	Insert new policy	FMM 29	<p>New policy for H2.5 as follows:</p> <p><u>Land at Upper Studley, as identified on the Policies Map, is allocated for development comprising the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 45 dwellings;</u> • <u>vehicular access via a new junction arrangement off the A361; and</u> • <u>improvements to cycling and walking routes through the site to link into the existing network.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>core bat habitat will be protected and enhanced. Design and layout will be informed by appropriate survey, impact assessments and the Trowbridge Bat Mitigation Strategy (TBMS);</u> • <u>appropriate mitigation to protect bats, including financial contributions towards management, monitoring and any off-site measures as necessary, as informed by the TBMS;</u> • <u>an attractive frontage to A361 and enhancement of this approach to the town;</u> • <u>retention and enhancement of existing hedgerows and trees as part of wider landscaping and green infrastructure requirements, and the creation of a publicly accessible Green Infrastructure corridor along the Lambrok Stream to protect and enhance the character, biodiversity and amenity provided by Southwick Country Park in conjunction with development at Southwick Court and Church Lane; and</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site.</u> <p><u>Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site. Any cumulative issues associated with heritage, landscape, biodiversity and highway access should be considered on a comprehensive</u></p>

			<u>and consistent basis for allocations H2.4, H2.5 and H2.6 to ensure that new development sensitively addresses the urban edge of the town.</u>
MM57	Paragraph 5.73	PC 70	Amend first sentence of paragraph 5.73 to read: Approximately 2.33 <u>2.27</u> ha of land at Upper Studley is allocated for the development of approximately 20 <u>45</u> dwellings, as identified on the Policies Map.
MM58	Paragraph 5.73	PC 71	Add text to end of paragraph 5.73 as follows: <u>...The land slopes towards the stream and is bound to the south by tall, mature poplar trees. As parts of the site lie within Flood Zones 2 and 3, development proposals will need to be sequentially planned and supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change). In addition, development proposals will need to be supported by a comprehensive drainage strategy designed to help inform site layout and provide attenuation measures, including Natural Flood Management – i.e. tree and hedgerow planting along the southern margins of the site to slow the flow of surface water into the Lambrok Stream.</u>
MM59	Paragraph 5.74	FMM 30	Amend first sentence and add additional text to the end of the paragraph as follows: An objective of detailed design and layout will be to provide an attractive frontage to Firs Hill <u>the A361, and that enhances this approach to the town with vehicular access to the A361 along with cycling and walking routes into Trowbridge.</u> The existing natural features of the site are significant in the landscape and would be incorporated within a detailed layout and Lambrok Stream should be enhanced as a local amenity feature of the site in conjunction with development proposed <u>allocated</u> at Southwick Court <u>and Church Lane.</u>
MM60	Paragraph 5.76	FMM 31	Amend text of first sentence and add additional text to end of paragraph as follows: These features should be retained and / or buffered from development (including residential gardens) by wide (10-16m) , dark (<1 lux) , continuous corridors of native landscaping which will allow for their long-term protection and favourable management in order to secure continued or future use by Bechstein's bats <u>The design and layout of development, including the size and location of landscape corridors, lighting and other physical mitigation measures and management protocols, will be informed by the guidance set out in the TBMS and from appropriate surveys and assessments. Development may also be subject to requirements relating to off-site mitigation, management and monitoring measures as necessary. Development will be required to contribute towards the delivery of the Trowbridge Bat Mitigation Strategy.</u>

MM61	Insert new paragraph after 5.76	FMM 32	<p>Insert new paragraph as follows:</p> <p><u>The masterplan of the site and those prepared to guide the development of neighbouring sites H2.4 and H2.6 must take a joined-up approach towards addressing necessary infrastructure and cumulative issues associated with heritage, landscape, biodiversity and highway access through layout and design. Appropriate contributions would be likely to be sought to help fund an increase in capacity at local schools, GP surgeries and dentistry in the town in accordance with core policies of the Wiltshire Core Strategy.</u></p>
MM62	<p>Insert new policy</p> <p>Figure 5.10</p>	FMM 33	<p>New policy for H2.6 as follows:</p> <p><u>Land at Southwick Court, as identified on the Policies Map, is allocated for development comprising the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 180 dwellings;</u> • <u>a sensitively designed vehicular access from the A361 and road across the site that minimises intrusion within the historic landscape. Signage should be kept to a minimum and particular attention given to reducing any adverse impacts of lighting;</u> • <u>a controlled emergency vehicular access; and</u> • <u>improvements to cycling and walking routes through the site to link in to the existing network.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>core bat habitat will be protected or enhanced. Design and layout will be informed by appropriate survey, impact assessments and the Trowbridge Bat Mitigation Strategy (TBMS);</u> • <u>appropriate mitigation to protect bats, including financial contributions towards management, monitoring and any off-site measures as necessary, as informed by the TBMS;</u> • <u>sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. New homes will be situated to the east of the Lambrok Stream and adjacent to the existing urban area in a manner that respects both the topography of the land and existing urban form to the immediate north. Land to the west of the Lambrok Stream will remain open and free from residential development. This shall be informed by appropriate heritage and archaeological assessments;</u> • <u>a comprehensive approach to landscaping to enhance the urban edge of the town and in so doing protect and enhance the setting of Southwick Court Farmstead;</u>

			<ul style="list-style-type: none"> • <u>retention and enhancement of existing hedgerows and trees as part of wider landscaping and green infrastructure requirements, and the creation of a publicly accessible green corridor along the Lambrok Stream to protect and enhance the character and amenity provided by Southwick Country Park; and</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site.</u> <p><u>Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site. Any cumulative issues associated with heritage, landscape, biodiversity and highway access should be considered on a comprehensive and consistent basis for allocations H2.4, H2.5 and H2.6 to ensure that new development sensitively addresses the urban edge of the town.</u></p>
MM63	Paragraph 5.78	PC 72 and FMM 34	<p>Amend paragraph 5.78 to read:</p> <p>The area is of historic significance as water meadows (non-designated heritage asset) associated with the Grade II* Listed Southwick Court Farmstead that lies to the south of the site. The Southwick Court Farmstead is a heritage asset of significant importance. It is a medieval, manorial farmstead that includes <u>a farmhouse, gatehouse and bridge juxtaposed with later post-medieval/modern additions surrounded by a moat.</u> An essential objective of detailed design will be to minimise harm to its significance. The setting to this heritage asset will be preserved, to the greatest extent possible, informed by the Councils Heritage Impact Assessment and the results of <u>further more detailed heritage assessment work to support any subsequent planning application. Heritage Impact Assessment.</u> Taking account of the weight attached to the significance of the assets, alone and in combination, any residual harm would require a clear and convincing justification <u>within any subsequent planning application</u> and should not be substantial. The social, environmental and economic advantages of the development, including the provision of homes along with significant improvements to biodiversity and provision of open space <u>will achieve substantial public benefits.</u> A <u>sensitively designed, comprehensive development scheme will need to minimise harm by ensuring ensure</u> that new homes are directed to the east of the Lambrok Stream and built in a manner that respects both the topography of the land and existing urban form to the immediate north. Land to the west may become either formal or informal open space or remain in agricultural use, but will not be developed for new homes. The character of the area will therefore help to retain the high significance of <u>Southwick Court and associated this heritage assets.</u> The strategy for accessing the site must respect the significance of Southwick Court and the wider historic landscape it occupies. The road across the site and junction off the A361 (Frome Road) will therefore need to be sensitively designed and built in a manner</p>

			<u>that acknowledges the requirement to minimise intrusion within the historic landscape. Signage and lighting will be kept to a minimum and particular attention given to reducing any adverse impacts of lighting throughout the development. In addition, the creation of any access specifically for emergency vehicles will need to be sensitively designed to ensure that the removal of any existing trees/hedgerows is kept to a minimum and must have regard to biodiversity, landscape and heritage assets.</u>
MM64	Paragraph 5.79	PC 73	Add text to end of paragraph 5.79, as follows: ...The Lambrok Stream and its respective flood plain should be enhanced as a local amenity feature of the site in conjunction with development proposed at Upper Studley above. <u>As parts of the site lie within Flood Zones 2 and 3, development proposals will need to be sequentially planned and supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change). In addition, development proposals will need to be supported by a comprehensive drainage strategy designed to help inform site layout and provide attenuation measures, including Natural Flood Management – i.e. tree and hedgerow planting along the northern margins of the site to slow the flow of surface water into the Lambrok Stream and associated field drainage systems.</u>
MM65	Paragraph 5.81	FMM 35	Amend text as follows: The site is in an area likely to be used by Bechstein's bats associated with the Bath and Bradford on Avon Bats SAC. Sensitive habitat features on / adjacent to the site <u>will be identified through survey and assessments guided by the requirements of the TBMS and include: boundary hedgerows / tree lines; Axe and Cleaver Lane; the Lambrok Stream; and the moat and grounds at Southwick Court.</u>
MM66	Paragraph 5.82	FMM 36	Amend text of first sentence and add additional text to end of paragraph as follows: These features should be retained and / or buffered from development (including residential gardens) by wide (10-16m) , dark (<1 lux), continuous corridors of native landscaping which will allow for their long-term protection and favourable management in order to secure continued or future use by Bechstein's bats. <u>The design and layout of development, including the size and location of landscape corridors, lighting, other physical mitigation measures and management protocols, will be informed by the guidance set out in the TBMS and from appropriate surveys and assessments. Development may also be subject to requirements relating to off-site mitigation, management and monitoring measures as necessary. Development will be required to contribute towards the delivery of the Trowbridge Bat Mitigation Strategy.</u>
MM67	Paragraph 5.84	FMM 37	Amend text:

			In order to facilitate development, a The masterplan of the site and those prepared to guide the development of neighbouring sites H2.4 and H2.5 must take a joined-up approach towards addressing necessary infrastructure and cumulative issues associated with heritage, landscape, biodiversity and highway access through layout and design. In order to facilitate development a Appropriate contributions would be likely to be sought to help fund an increase in capacity at additional local schools, capacity. Funding contributions may also be sought where needed to increase capacity at local GP surgeries and dentistry at the town in accordance with core policies of the Wiltshire Core Strategy.
MM68	Paragraph 5.87	PC 75	Amend paragraph 5.87 as follows: Development could contribute cumulatively towards adverse impacts on the qualifying features of the River Avon SAC through increased phosphate loading and habitat loss/damage. However, the scale of development is within the thresholds set down in As such, a Nutrient Management Plan <u>seeks to for the river that</u> avoids the likelihood of adverse effects. Nevertheless, impacts are kept under review and this situation may change. <u>For an interim period, developments within the River Avon SAC catchment should be phosphate neutral, which will be defined in a Memorandum of Understanding with Natural England and Environment Agency. Measures will therefore need to be in place to ensure that developments do not contribute to a net increase in phosphates for the River Avon SAC.</u> Housing developers might consider how schemes can offset the additional phosphate loading resulting from new homes and specific measures will be set out in an annex to the Nutrient Management Plan.
MM69	New paragraph under 5.87	PC 74	Add new paragraph under 5.87 as follows: <u>Developments will be required to address any direct or indirect cumulative impacts on the A36.</u>
MM70	Policy H2.7 Figure 5.11 Paragraphs 5.88-5.92	FMM 38	Delete heading 'H2.7 East of Dene, Warminster' and Figure 5.11 'H2;7 East of the Dene, Warminster'. Delete Policy H2.7 and supporting paragraphs 5.88-5.92
MM71	Insert new policy Figure 5.12	FMM 39	Insert new policy for H2.8 as follows: <u>Land at Bore Hill Farm, as identified on the Policies Map, is allocated for development comprising the following elements:</u> <ul style="list-style-type: none"> • <u>approximately 70 dwellings;</u> • <u>vehicular access from Deverill Road;</u> • <u>B1 employment, located between the bio-digester and residential development; and</u>

			<ul style="list-style-type: none"> <u>improvements to cycling and walking routes through the site to link into existing network (including WARM60).</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> <u>noise, dust and odour assessments to inform design and layout to separate the built form and sensitive land uses from the adjoining waste management facility. Development will not be permitted where assessments conclude that a satisfactory living environment for future residents cannot be created.</u> <u>screening will be provided that has given due consideration to the operational waste management facility (bio-digester). Additional landscape screening at site boundaries to preserve the amenity of adjoining residential dwellings; and</u> <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform design and layout of the site so that surface water is controlled and does not exacerbate flooding off-site.</u> <p><u>Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site.</u></p>
MM72	Paragraph 5.94	PC 80	<p>Amend paragraph to read:</p> <p>The site is formed of land between the A36 and Deverill Road which lies adjacent to the Bore Hill Farm bio-digester. <u>Considering the site context, any subsequent development proposals (e.g. layout and screening) will need to take account of potential issues associated with the operational waste management facility, these may include: noise, dust and odour.</u> There is some limited screening on the north boundary with existing development at Bradley Close and Ludlow Close. Additional landscape screening at the site boundaries would be required to preserve and maintain the living conditions of adjoining residential dwellings. Vehicular access will be provided from Deverill Road, and connection to and improvement of public right of way WARM60 should be provided. <u>In addition, development proposals will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change).</u></p>
MM73	Paragraph 5.96	FMM 40	<p>Amend final sentence at end of paragraph as follows:</p> <p>Future development of the site shall be brought forward in such a way that ensures the residential and employment uses on the site are compatible. In line with WCS Core Policy 41, opportunities should be</p>

			<p>explored for new development to use energy generated by the adjoining biodigester. In order to facilitate development, appropriate contributions would be likely to be sought to help fund additional local school capacity. Funding contributions may also be sought where needed to increase capacity at local GP surgeries at the town. Appropriate contributions may also be sought to help fund an increase in capacity at local schools, GP surgeries and dentistry in the town in accordance with core policies of the Wiltshire Core Strategy.</p>
MM74	Figure 5.12	PC79	Amend Figure 5.12 (see end of schedule – Map 'H2.8: Bore Hill Farm, Warminster')
MM75	Insert new policy	PC 81 & PC 82 and FMM 41	<p>Insert new policy for H2.9 as follows:</p> <p><u>Land at Boreham Road, as identified on the Policies Map, is allocated for development comprising of the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 30 dwellings;</u> • <u>access will be provided from Boreham Road; and</u> • <u>improvements to cycling and walking routes through the site to link into the existing network including the reconstruction of pedestrian footways onto Boreham Road.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments;</u> • <u>measures to safeguard protected species and habitats of importance for biodiversity, including the retention and enhancement of trees and hedgerows as wildlife corridors as informed by an ecological assessment; and</u> • <u>measures to protect the integrity of the River Avon SAC, with particular regard to phosphate discharge into the River Avon and its tributaries. This will be informed by appropriate survey and impact assessment; and</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform design and layout of the site so that surface water is controlled and does not exacerbate flooding off-site.</u> <p><u>Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.</u></p>

MM76	Paragraph 5.99	PC 81	<p>Amend paragraph to read:</p> <p>Whilst situated outside the Bishopstrow Conservation Area, the site is considered to lie within the setting of this designated heritage asset. Development of the site would therefore need to respond positively to its surroundings and have due regard to the special character or appearance of the Conservation Area. A Heritage Impact Assessment <u>In line with national policy, an assessment of heritage assets and their significance (including the contribution made by their setting) would be required in order to support any subsequent proposals, including the design of mitigation measures. The setting of heritage assets will be protected so as to ensure, as far as practicable, there will be no substantial harm to their significance.</u></p>
MM77	Paragraph 5.100	PC 82	<p>Delete paragraph 5.100 and replace with text to read:</p> <p>Development of the site would need to be supported and informed by a Drainage Strategy and water infrastructure capacity assessment. Where necessary, details relating to the reinforcement of existing foul/storm water drainage arrangements would need to be submitted with any subsequent planning application. Drainage measures for the attenuation and management of surface water would need to be capable of achieving greenfield, or better, infiltration rates. Parts of the site lie within Flood Zones 2 and 3. Therefore development proposals will need to be sequentially planned and supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change). In addition, development proposals will need to be supported by a comprehensive drainage strategy and water infrastructure capacity assessment. Where necessary, details relating to the reinforcement of existing foul/storm water drainage arrangements will need to be submitted with any subsequent planning application.</p>
MM78	Paragraph 5.101	FMM 42	<p>Amend supporting text as follows:</p> <p>Vehicular access would be achieved from Boreham Road. Details relating to the provision of the junction arrangements; relocation of Grade II Listed milestone marker; culvert arrangements; closure of existing agricultural field gate and reconstruction of pedestrian footways onto Boreham Road would need to be submitted with any planning application. In order to facilitate development, a Appropriate contributions would be likely be sought to help fund an increase in capacity at additional local school capacity. Funding contributions may also be sought where needed to increase capacity at local GP surgeries at the town. <u>Appropriate contributions sought to help fund an increase in capacity at local schools, GP surgeries and dentistry in the town in accordance with core policies of the Wiltshire Core Strategy.</u></p>
MM79	Insert new policy	FMM 43	<p>Insert new policy for H2.10 as follows:</p>

	Figure 5.14		<p><u>Land at BarTERS Farm, as identified on the Policies Map, is allocated for development comprising the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 35 dwellings;</u> • <u>vehicular access from Cleyhill Gardens; and</u> • <u>improvements to cycling and walking routes through the site to link into the existing network including CHAP14.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>retention and enhancement of trees and hedgerows as part of wider landscaping and green infrastructure requirements;</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform design and layout of the site so that surface water is controlled and does not exacerbate flooding off-site;</u> • <u>an ecological assessment to inform design and layout of the development, along with on and off-site mitigation and monitoring measures as appropriate due to its location within the core buffer area of the Bath and Bradford on Avon Bats Special Area of Conservation (SAC); and</u> • <u>an archaeological assessment to inform site layout.</u> <p><u>Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.</u></p>
MM80	Paragraph 5.103	PC 83 and PC 84	<p>Add text to the end of paragraph 5.103 to read:</p> <p>... impacting on ecological features such as Ancient Woodland that lies on the periphery of much of the settlement. <u>Public right of way CHAP14 runs along the northern boundary of the site. This will be retained and enhanced through the development of the site. Considering the size of the site, any subsequent planning application will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters such as layout and design.</u></p>
MM81	Insert new paragraph after 5.103	FMM 44	<p>Insert new paragraphs after paragraph 5.103 as follows:</p>

			<p><u>The site is within the core buffer area of the Bath and Bradford On Avon Bats Special Area of Conservation (SAC), as set out in Planning Guidance, and therefore there may be potential for bats to use the site and so mitigation measures such as new tree/hedgerow planting may be necessary. An ecological assessment will be required to identify potential impacts and set out appropriate mitigation. This may include the need to make financial contributions in relation to off-site mitigation measures. There is also potential for archaeological remains, therefore this too would need full assessment.</u></p> <p><u>Additional screening on the site boundaries will be required in order to preserve and maintain landscape quality and edge of settlement setting, and to protect the amenity of adjoining residential dwellings.</u></p> <p><u>In order to facilitate development, appropriate contributions would likely be sought to help fund an increase in capacity at local schools, GP surgeries and dentistry in the town in accordance with core policies of the Wiltshire Core Strategy.</u></p>
MM82	<p>Policy H2.11</p> <p>Figure 5.15</p> <p>Paragraphs 5.104 to 5.107.</p>	FMM 45	<p>Delete heading 'H2.11 The Street, Hullavington' and Figure 5.12 'H2.11 The Street, Hullavington',</p> <p>Delete Policy H2.11 and supporting paragraphs 5.104-5.107</p>
MM83	<p>Insert new policy</p> <p>Figure 5.16</p>	FMM 46	<p>Insert new policy for H2.12 as follows:</p> <p><u>Land to the east of Farrells Field, Yatton Keynell as identified on the Policies Map, is allocated for development comprising the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 30 dwellings;</u> • <u>vehicular access from B4039; and</u> • <u>improvements to cycling and walking routes through the site to link into the existing network.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>retention and enhancement of trees and hedgerows as part of wider strategic landscaping and green infrastructure requirements, incorporating open space provision;</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off site; and</u>

			<ul style="list-style-type: none"> • <u>an integrated water infrastructure strategy to ensure the provision of adequate and appropriate infrastructure for water supply and waste water, both on and off site.</u> <p><u>Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.</u></p>
MM84	Paragraph 5.109	PC 89 and FMM 47	<p>Amend supporting text after the first sentence of paragraph 5.109 as follows:</p> <p>...land, as shown on the Policies Map. <u>Considering the size of the site any subsequent planning application will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters such as layout and design. In addition, as the site lies within Groundwater Protection Zone 2 development proposals will need to comply with Core Policy 68 (Water resources) with applications demonstrating that regard has been paid to the advice set out in the Environment Agency's groundwater protection policy. An integrated water infrastructure strategy will be provided in advance of development to ensure the provision of adequate and appropriate infrastructure for water supply and waste water, both on and off-site. It is The site is well located with regard to local services and facilities. The site it is in agricultural use and represents the continuation of recent development in this part of the settlement.</u></p>
MM85	Paragraph 5.110	PC 90	<p>Amend text to read:</p> <p>A woodland corridor along the western boundary should be retained as a wildlife corridor. Retention of the existing boundary vegetation...</p>
MM86	Paragraph 5.110	PC 91	<p>Amend text to read:</p> <p>...on site would provide screening to reduce the effect on adjacent visual receptors and be in keeping with the existing landscape character. Access would be taken from Farrell Fields and t <u>The possibility to link to adjacent footpaths should be explored.</u></p>
MM87	Add new paragraph after 5.110	FMM 48	<p>Insert new text after paragraph 5.110</p> <p><u>Appropriate contributions would be likely to be sought to help fund an increase in capacity at local schools, GP surgeries and dentistry in the town in accordance with core policies of the Wiltshire Core Strategy.</u></p>

MM88	Figure 5.16	PC 88	Amend Figure 5.16 (see end of schedule – Map ‘H2.12: East of Farrells Field, Yatton Keynell’)
MM89	Housing Allocation H2.13	PC 92	Delete section titled ‘Malmesbury Community Area Remainder’ and ‘H2.13 Ridgeway Farm, Crudwell’. Delete Figure 5.17; delete paragraphs 5.111 to 5.114. Re-number subsequent paragraphs.
MM90	Insert new policy	FMM 49	<p>Insert new policy for H2.13 as follows:</p> <p><u>Land at Court Orchard/Cassways, as identified on the Policies Map, is allocated for development comprising of the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 35 dwellings;</u> • <u>vehicular access from B3098; and</u> • <u>improvements to cycling and walking routes through the site to link into the existing network including BRAT24 and BRAT25.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>development will be informed by an ecological assessment detailing suitable mitigation measures to ensure the safeguarding of protected species and habitats of importance for biodiversity;</u> • <u>retention and enhancement of trees and hedgerows on the site boundaries as part of wider landscaping and green infrastructure requirements. Development will be expected to take particular care to ensure that a suitable boundary with the open countryside is provided that protects or enhances landscape quality and the setting of the edge of the settlement;</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform design and layout of the site so that surface water is controlled and does not exacerbate flooding off site; and</u> • <u>sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments.</u> <p><u>Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.</u></p>

MM91	Paragraph 5.116	PC 94	Amend first sentence of paragraph 5.116 to read: ... Court Orchard/Cassways is allocated for the development of approximately 35 40 dwellings, as identified on the Policies Map.
MM92	Paragraph 5.117	FMM 50	Add additional text at end of paragraph as follows: The site comprises a roughly rectangular field that slopes down towards the north. The site is situated on the edge of Bratton and is within a Special Landscape Area. A part of the site also adjoins the Bratton Conservation Area. <u>In addition, due to the proximity of Bratton Camp Scheduled Monument and the prehistoric / medieval potential at this location, heritage and archaeological assessments will be required to support a planning application.</u>
MM93	Paragraph 5.119	FMM 51	Additional text added to paragraph as follows: Additional screening at the site boundaries would be required to preserve and maintain enhance the landscape quality, Conservation Area and edge of settlement setting, and to protect the amenity of adjoining residential dwellings. A new visual boundary to the settlement will need to be established along the site's western edge and new woodland planting will be a substantial part of a scheme. <u>This should respect the existing landscape value and character of the area, while ensuring a suitable transition between the village and open countryside.</u>
MM94	5.120	PC 95	Amend paragraph to read: Part of the site is susceptible to surface water flooding and a flood risk assessment will have to pay particular regard to this and inform the design of the site. <u>Considering the size of the site and the fact that part of the land is susceptible to surface water flooding, any subsequent planning application will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters such as layout and design.</u>
MM95	Insert new paragraph after 5.121	FMM 52	Insert new paragraph after paragraph 5.121 as follows: <u>Appropriate contributions would be likely to be sought to help fund an increase in capacity at local schools, GP surgeries and dentistry in the town in accordance with core policies of the Wiltshire Core Strategy.</u>

MM96	<p>Policy H3</p> <p>Table 5.4</p> <p>Paragraph 5.124</p>	PC 32 & PC 96 and FMM 53	<p>(PC32) Amend title in third column in Table 5.4 as follows:</p> <p>No of dwellings <u>Approximate number of dwellings</u></p> <p>Delete the title 'Policy H3' and the shaded text box but retain the rest of the information as supporting text as part of paragraph 5.124, as follows:</p> <p>Other allocations are made at Durrington, a Market Town with Amesbury and Bulford, to supports its role. <u>The following sites are allocated for development:</u></p> <p>Policy H3 Land is allocated for residential development at the following sites, as shown on the policies map:</p> <p>Table 5.4 Housing Allocations in the South Wiltshire Housing Market Area</p> <table border="1" data-bbox="754 624 1718 1318"> <thead> <tr> <th>Community Area</th> <th>Reference</th> <th>Site Name</th> <th>No of dwellings <u>Approximate number of dwellings</u></th> </tr> </thead> <tbody> <tr> <td rowspan="5">Salisbury</td> <td>H3.1</td> <td>Netherhampton Road, Salisbury</td> <td>640</td> </tr> <tr> <td>H3.2</td> <td>Hilltop Way</td> <td>10</td> </tr> <tr> <td>H3.3</td> <td>North of Netherhampton Road</td> <td>100</td> </tr> <tr> <td>H3.4</td> <td>Land at Rowbarrow</td> <td>100</td> </tr> <tr> <td><u>H3.5</u></td> <td><u>The Yard, Hampton Park</u></td> <td><u>14</u></td> </tr> <tr> <td rowspan="2">Amesbury</td> <td>H3.6</td> <td>Clover Lane, Durrington</td> <td>45</td> </tr> <tr> <td>H3.7</td> <td>Larkhill Road, Durrington</td> <td>15</td> </tr> </tbody> </table>	Community Area	Reference	Site Name	No of dwellings <u>Approximate number of dwellings</u>	Salisbury	H3.1	Netherhampton Road, Salisbury	640	H3.2	Hilltop Way	10	H3.3	North of Netherhampton Road	100	H3.4	Land at Rowbarrow	100	<u>H3.5</u>	<u>The Yard, Hampton Park</u>	<u>14</u>	Amesbury	H3.6	Clover Lane, Durrington	45	H3.7	Larkhill Road, Durrington	15
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	H3.7	Larkhill Road, Durrington	15																											
MM97	Paragraph 5.128	PC 98	Amend 3 rd bullet point to read:																											

			<p>“Biodiversity: development could contribute cumulatively towards adverse impacts on the qualifying features of the River Avon SAC through increased phosphate loading and habitat loss / damage. However, the scale of development is within thresholds set down in a As such, the Nutrient Management Plan <u>seeks to for the river that</u> avoids the likelihood of adverse effects. Nevertheless, impacts are kept under review and this situation may change. <u>For an interim period, developments within the River Avon SAC catchment should be phosphate neutral, which will be defined in a Memorandum of Understanding with Natural England and Environment Agency.</u> Measures will therefore need to be in place to ensure that <u>developments do not contribute to a net increase in phosphates for the River Avon SAC.</u> Housing developers might consider how schemes can offset the additional phosphate loading resulting from new homes and specific measures will be set out in an annex to the Nutrient Management Plan.</p>
MM98	Policy H3.1	PC 102 and FMM 54	<p>Amend Policy H3.1 as follows:</p> <p><u>Approximately 63ha of Land at Netherhampton Road, as identified on the Policies Map, is proposed allocated for mixed-use development comprising the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 640 dwellings;</u> • <u>sensitively designed vehicular access from the A3094 Netherhampton Road with minimal signage and lighting to ensure views of Salisbury Cathedral spire are not subject to unacceptable harm;</u> • Land for employment (B1, B2 and B8 uses of the Use Classes Order) • <u>measures to positively support walking, cycling and public transport use between the site and Salisbury, including improvements to bridleway NHAM10;</u> • <u>at least 1.8ha of land for a two-form entry primary school along with playing pitches;</u> • <u>a local centre of an appropriate scale to provide local access to services and facilities; and</u> • <u>a Country Park of at least 10ha in size, located in the east and south of the site, with associated parking and facilities, provision of strategic landscaping and appropriately located public open space and green infrastructure throughout the rest of the site.</u> <p>Development will be subject to the following requirements:</p> <ul style="list-style-type: none"> • <u>design and layout to be guided by appropriate heritage and archaeological assessments;</u> • strategic landscaping and open space provision. A <u>all built development to be located below the 75m contour and a Country Park to be located in the east and south of the site;</u> • <u>provision made for transport network improvements necessary to accommodate the scale of development envisaged, as identified through a comprehensive transport assessment;</u> • Provision of sufficient school and contributions towards education and on or off-site <u>healthcare capacity to meet the needs created by the development;</u>

			<ul style="list-style-type: none"> • measures to safeguard the interest of Harnham Hill Chalk Pit SSSI and Harnham Slope County Wildlife Site; • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design of the site so that surface water is controlled and does not exacerbate flooding off site;</u> • <u>measures to protect the integrity of the River Avon SAC, with particular regard to phosphate discharge into the River Avon and its tributaries. This will be informed by appropriate survey and impact assessment;</u> • <u>provision made for improvements to local sewerage systems, informed by a water infrastructure capacity appraisal; and</u> • <u>surface water management, to include comprehensive surface water drainage measures (including a sustainable drainage system), that achieves equivalent or less better than current greenfield rates of run-off.</u> <p><u>Development will take place in accordance with a masterplan for the site approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site.</u></p>
MM99	Paragraph 5.129	FMM 55	<p>Amend supporting text as follows:</p> <p>Approximately 63ha of land to the south of Netherhampton Road, as shown on the Policies Map, is allocated for development of approximately 640 dwellings, employment land and a new two-form of entry primary school and a local centre of an appropriate scale to provide local access to services and facilities, <u>including a convenience store and potentially healthcare facilities if provided on-site. An impact assessment will be required in line with Core Policy 38 of the Wiltshire Core Strategy.</u></p>
MM100	Paragraph 5.129	PC 99	<p>Amend 2nd and 3rd sentences of paragraph 5.129 to read:</p> <p>All built development will be below the 75 70m contour and a scheme will include a country park and extensive planting. Development of this site represents necessary growth to support the delivery of housing at Salisbury and thereby <u>contribute towards</u> maintain a 5-year housing land supply position within the South Wiltshire Housing Market Area.</p>
MM101	Paragraph 5.131	FMM 56	<p>Add new sentences at the end of the paragraph as follows:</p> <p><u>Development will also increase demand for primary health care facilities (GP services) in Salisbury. Additional provision would need to be provided to address limited capacity and support planned growth.</u></p>

			<u>This may be delivered on-site or off-site by funding contributions towards and/or provision of health facilities, in accordance with Core Policies of the Wiltshire Core Strategy.</u>
MM102	Paragraph 5.132	FMM 57	Delete paragraph as follows: The site will include an element of employment alongside other uses. Evidence does not suggest a specific quantum of employment land. The site has a strategic role as a possible destination for the relocation of businesses to allow the redevelopment of the Churchfields strategic allocation of the WCS. A scale and form of employment would be a matter for discussion with relevant stakeholders as a part of preparing a masterplan for the site but would be delivered in the form of serviced land.
MM103	Paragraph 5.134	FMM 58	Amend paragraph as follows: <u>The archaeological potential of the site is demonstrably high. The site includes prehistoric barrows, field systems and enclosures and very high archaeological potential. However, the site is large, and the exact extent of work is uncertain. At the planning application stage, the layout and design of the development will need to give great weight to conserving heritage assets and their setting in a manner proportionate to their significance. The site has been subject to archaeological assessment, geophysical survey and evaluation trenching, with archaeological interest shown to be present across the site. These investigations should inform a the masterplan for the site and an archaeological assessment would be required to support a subsequent planning application.</u>
MM104	Paragraph 5.138	PC 103	Amend paragraph to read: A water infrastructure capacity appraisal will be needed to confirm the scope and extent of works to service new development. This should include the capacity of local sewer systems. A detailed flood risk assessment would be required in order to identify a set of appropriate sustainable drainage measures. Bearing in mind the size of the site, any subsequent planning application will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters such as layout and design. Sufficient land would need to be set aside for robust surface water management, to include a comprehensive Surface Water Drainage Scheme measures (including a Sustainable Drainage System) that results in run-off rates equalling, or greater than bettering current greenfield infiltration rates.
MM105	Insert new policy Figure 5.20	FMM 59	Insert new policy for H3.2 as follows: <u>Land at Hilltop Way, as identified on the Policies Map, is allocated for development comprising the following elements:</u>

			<ul style="list-style-type: none"> • <u>approximately 10 dwellings;</u> • <u>vehicular access via Hilltop Way; and</u> • <u>the public right of way forming the northern boundary of the site should be maintained and its route enhanced.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>identification and establishment of a suitable receptor site for the translocation of slow worms in the adjacent country park, to be agreed with the Council's ecologist. Development shall not take place until the receptor site has been agreed and translocation has taken place to the satisfaction of the Council's ecologist; and</u> • <u>appropriate location of new dwellings and high-quality design including landscaping and open space to mitigate impacts on skyline views.</u> <p><u>Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.</u></p>
MM106	Paragraph 5.141	FMM 60	<p>Amend paragraph text as follows:</p> <p>The site has been shown to have a high population of reptiles (Sslow Wworms) and these will need to be re-colonised on a suitable receptor site within the Country Park, prior to development taking place. It will be important to demonstrate that the mitigation proposals are consistent with Laverstock and Ford Parish Council's wider aims for the Country Park.</p>
MM107	Insert new policy	FMM 61	<p>Insert new policy for H3.3 as follows:</p> <p><u>Land North of Netherhampton Road, as identified on the Policies Map, is allocated for development comprising the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 100 dwellings;</u> • <u>vehicular access to the site from A3094 Netherhampton Road; and</u> • <u>improvements to cycling and walking routes through the site to link into the existing network.</u> <p><u>Development will be subject to the following requirements:</u></p>

			<ul style="list-style-type: none"> • <u>sensitive high-quality design and layout which ensures the significance of heritage assets and their settings are not subject to unacceptable harm, in particular the setting of Salisbury Cathedral spire. This will be achieved through:</u> <ul style="list-style-type: none"> ○ <u>the use of appropriate heritage and archaeological assessments to guide development;</u> ○ <u>a comprehensive approach to landscaping, green infrastructure and open space, including provision of an open corridor through the site to retain important views;</u> ○ <u>sensitive treatment of site boundaries. Development will be expected to take particular care to ensure a suitable boundary and transition between the open countryside and the City;</u> ○ <u>development which respects the scale, massing and built form of the local area and the setting of the Cathedral;</u> ○ <u>development along Netherhampton Road being set back, but providing an active frontage; and</u> ○ <u>sensitive use of lighting and signage with regard to infrastructure and highway elements throughout the development.</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design of the site so that surface water is controlled and does not exacerbate flooding off site;</u> • <u>no adverse impacts on the water quality of the River Avon SAC from surface water runoff during the construction and operational phases;</u> • <u>measures to protect the integrity of the River Avon SAC, with particular regard to phosphate discharge into the River Avon and its tributaries. This will be informed by appropriate survey and impact assessment;</u> • <u>sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments; and</u> • <u>provision made for transport network improvements necessary to accommodate the scale of development envisaged, as identified through a comprehensive transport assessment.</u> <p><u>Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site.</u></p>
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MM108	Paragraph 5.143	PC 105 and FMM 62	<p>Amend paragraph text as follows:</p> <p><u>Land north of Netherhampton Road is allocated for the development of approximately 100 dwellings on 5.6ha of land as shown on the Policies Map. It is reasonably well located with regard to services and facilities. The site is well contained in terms of visual impacts on the wider landscape. The extent of possible flood risks areas will need to be carefully surveyed so that development avoids them. A detailed flood risk assessment would be required in order to identify a set of appropriate sustainable drainage measures. The site is wholly located within Flood Zone 1, although its northern boundary is also the boundary to the adjacent area of land that lies within Flood Zone 2. Due to its size, development proposals will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change). In addition, development proposals will need to be supported by a comprehensive drainage strategy to address issues of surface water flooding and to ensure that, given the site's proximity to the River Avon and to Flood Zone 2, there are no adverse impacts on the water quality of the River Avon SAC from surface water runoff during the construction and operational phases.</u></p>
MM109	Paragraph 5.144	PC 104 and FMM 63	<p>Amend paragraph as follows:</p> <p>The area is sensitive in terms of the setting to the Cathedral and views towards it. Open space along the southern boundary will maintain views of the Cathedral spire travelling east. Design and layout taking account of a Heritage Impact Assessment would be capable of preventing development from having a harmful influence. Proposals would need to provide for high quality, sustainable development that enhances an important approach to the City and provides links to nearby rights of way.</p> <p><u>Long views to the historic City of Salisbury and Salisbury Conservation Area including the spire of Salisbury Cathedral (Grade I listed) are available across the site from the A3094, and at closer range from within the site itself. At the planning application stage, the layout and design of the site would need to give great weight to conserving the significance of these heritage assets and their setting. Development proposals would need to be sensitively designed to ensure that views of the Spire are not significantly compromised. Design and layout would also need to positively address the objectives of the City of Salisbury Conservation Area Appraisal and Management Plan to minimise harm. Proposals would therefore need to provide for high quality, sustainable development that enhances an important approach to the City and provides links to nearby rights of way. To achieve these outcomes, development proposals will meet the development principles set out in policy. In addition, the design and layout of a scheme should positively respect the significance of heritage assets. This could be achieved through several measures including, for example:</u></p> <ul style="list-style-type: none"> • <u>the sensitive use of highway surfacing, materials, signage and lighting;</u>

			<ul style="list-style-type: none"> • <u>the use of focal buildings and appropriate features to define the transition from open countryside to urban form; and</u> • <u>a strategy for open space that could provide a heritage trail to link with existing footpaths in the area.</u>
MM110	Insert new paragraph after 5.144	FMM 64	<p>Insert new paragraph after 5.144 as follows:</p> <p><u>The site has been subject to archaeological assessment, geophysical survey and evaluation trenching, with archaeological interest shown to be present across the site. The archaeological potential of the site is demonstrably high. Development proposals will need to provide for a sensitive design and layout, that ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments.</u></p>
MM111	Paragraph 5.145	PC 106 and FMM 65	<p>Amend paragraph 5.145 as follows:</p> <p>...Funding contributions may also be sought where needed to increase capacity at local GP surgeries in the city, <u>in accordance with core policies of the Wiltshire Core Strategy. Transport assessment will be required to support any planning application and provision made for transport network improvements necessary to accommodate the scale of development.</u></p>
MM112	Insert new policy	FMM 66	<p>Insert new Policy H3.4 as follows:</p> <p><u>Land at Rowbarrow, as identified on the Policies Map, is allocated for development comprising the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 100 dwellings;</u> • <u>vehicular access from the Odstock Road to the west; and</u> • <u>improvements to cycling and walking routes through the site to link into the existing network.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments;</u> • <u>a strong landscape framework that maintains and enhances the existing woodland belts, including open space provision in the southern part of the site and a green corridor extending along the southern boundary of the site from the existing beech tree shelterbelt;</u>

			<ul style="list-style-type: none"> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design of the site so that surface water is controlled and does not exacerbate flooding off site; and</u> • <u>provision made for transport network improvements necessary to accommodate the scale of development envisaged, as identified through a comprehensive transport assessment.</u> <p><u>Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site.</u></p>
MM113	Paragraph 5.147	PC 110	<p>Amend paragraph to read:</p> <p>Development will need to preserve the contribution made by the site to the setting and therefore the importance of the Woodbury Ancient Villages Scheduled Monument. If necessary, land will need to be set aside from development. <u>In line with national policy, Detailed design and layout will be guided by an assessment of heritage assets and their significance (including the contribution made by their setting). Heritage Impact Assessment.</u> Scheduled monument consent will be required. The site also has high archaeological potential.</p>
MM114	Para 5.148	PC 109	<p>Amend paragraph 5.148 to read:</p> <p>This is a sloping and quite prominent site. In combination with Heritage Impact Assessment, development will need to take place within a strong landscape framework that maintains and enhances the existing woodland belts affecting the site. Containment provided by the beech shelterbelt on the southern boundary should extend as a green corridor from the end of the shelterbelt eastwards towards the existing Rowbarrow housing development and woodland around the Milk & More Salisbury Depot. <u>This green corridor should include copses, groups of trees and individual specimen trees. The arrangement of any proposed development and open space on the site should provide a setting for public rights of way in the area and maintain their views of the Salisbury cathedral spire and this could be achieved through careful street alignment and locating open space in the southern part of the site. The sloping buffer of land on the northern edge of the site should be enhanced with tree planting and the landscape buffer along Rowbarrow (road) retained.</u></p>
MM115	Paragraph 5.149	FMM 67	<p>Amend last sentence of paragraph as follows:</p> <p>In addition, <u>Appropriate contributions may also be sought where needed to increase capacity at local GP surgeries in the city, in accordance with core policies of the Wiltshire Core Strategy.</u></p>

MM116	Figure 5.22	PC 108	Amend Figure 5.22 (see end of Schedule - Map 'H3.4: Land at Rowbarrow, Salisbury')
MM117	Insert new site allocation and new policy after paragraph 5.149	FMM 68 and PC111	<p>After paragraph 5.149 add in new site allocation, as set out below:</p> <p>Insert new heading, <u>H3.5 The Yard, Hampton Park, Salisbury</u></p> <p>Insert new Policy H3.5 as follows:</p> <p><u>Land at The Yard, Hampton Park, as identified on the Policies Map, is allocated for development comprising the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 14 dwellings; and</u> • <u>vehicular access via the existing track onto Roman Road, with a new pedestrian and cycle access route provided through to Neal Close.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>landscaping strategy and infrastructure to ensure any development appears as a natural extension to Hampton Park. Hedgerows around the site should be maintained and enhanced where possible;</u> • <u>identification and establishment of a suitable receptor site for the translocation of slow worms in the adjacent country park, or other suitable location, to be agreed with the Council's ecologist. Development shall not take place until the receptor site has been agreed and translocation has taken place to the satisfaction of the Council's ecologist;</u> • <u>a Precautionary Working Method for birds, including barn owl; and</u> • <u>measures to address contamination as informed by an assessment of the sites condition.</u> <p><u>Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.</u></p>
MM118	New supporting text	PC 111 and FMM 69	<p>Insert supporting text as follows:</p> <p><u>The Yard, Hampton Park is allocated for the development of approximately 14 dwellings on approximately 1.31 ha of land as shown on the Policies Map. The site lies adjacent to the settlement boundary and existing residential development and would deliver a relatively small number of dwellings to help contribute towards the overall remaining indicative housing requirement for Salisbury.</u></p>

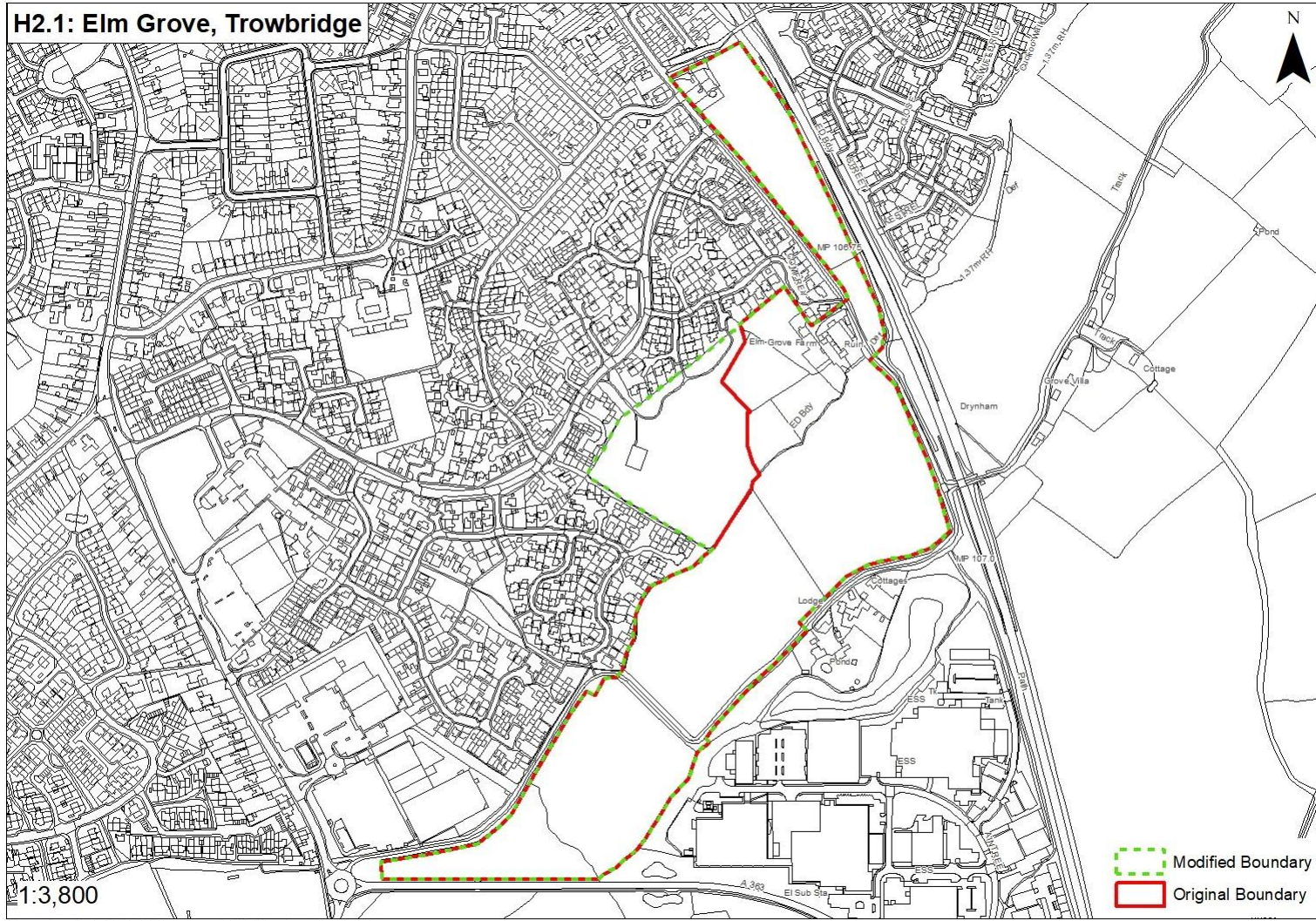
			<p><u>The site has previously been used for agricultural storage purposes, is fairly flat, and comprises small parcels of rough grassland and a large disused agricultural storage building. Access to the site would be achieved via Neal Close.</u></p> <p><u>This site is within the Special Landscape Area and in a rural fringe setting, adjacent to the Country Park. Access to the Country Park should be provided from this site and a robust landscape strategy and infrastructure is required to allow any development to appear as a natural extension to Hampton Park.</u></p> <p><u>Hedgerows around the site have the potential to be of importance for bat commuting and should be maintained where possible. There is a high population of slow worms to be translocated off site, which may be within the adjacent Country Park or other suitable location. Given the potential scale of the translocation, any receptor site will need to provide suitable habitat conditions for the species. Translocation shall not occur until a suitable receptor site has been secured and a scheme for this work is agreed with the Council ecologist through the planning application process. No development shall take place until the translocation scheme has been implemented in full. Consideration also needs to be given to the site's potential use as a roost site for barn owls through a Precautionary Working Method for birds.</u></p> <p><u>As this site has previously been used for agricultural storage purposes, an assessment of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses should be carried to inform the planning application.</u></p>
MM119	New site plan	PC 111	Insert new site figure (see end of schedule – Map 'H3.5: The Yard, Salisbury')
MM120	Paragraph 5.150	FMM 70	<p>Add additional text to end of paragraph as follows:</p> <p>...Provision of housing at Durrington would positively contribute towards the delivery of this objective by ensuring the viability of existing services and creating demand for an improved local offer. <u>Developers of the allocated sites will be expected to contribute financially towards capacity improvements in local schools and health care provision in accordance with core policies of the Wiltshire Core Strategy.</u></p>
MM121	Add new paragraph after Paragraph 5.152	PC 113	<p>Add new paragraph after Paragraph 5.152 to read:</p> <p><u>Development could contribute cumulatively towards adverse impacts on the qualifying features of the River Avon SAC through increased phosphate loading and habitat loss/damage. As such, a Nutrient Management Plan seeks to avoid the likelihood of adverse effects. Nonetheless, impacts are kept under review and this situation may change. For an interim period, developments within the River Avon SAC catchment should be phosphate neutral, which will be defined in a Memorandum of Understanding with Natural England and Environment Agency. Measures will therefore need to be in place to ensure that developments do not contribute to a net increase in phosphates for the River Avon SAC. Housing developers might consider how schemes can offset the additional phosphate loading resulting from new</u></p>

			<u>homes and specific measures will be set out in the annex to the Nutrient Management Plan.</u>
MM122	Insert new policy	FMM 71	<p>Insert new policy for H3.5 as follows:</p> <p><u>Land at Clover Lane, Durrington, as identified on the Policies Map, is allocated for development comprising the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 45 dwellings;</u> • <u>vehicular access from Clover Lane;</u> • <u>improvements to cycling and walking routes through the site to link into the existing network, including to High Street; and</u> • <u>incorporation of any rights of access to the paddock and stables to the north of the site.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>sensitive design and layout, which ensures the significance of designated and non-designated heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments;</u> • <u>retention and enhancement of existing trees and hedgerows within extended green infrastructure corridors as part of wider landscaping to contribute to biodiversity, and provide appropriate screening to adjacent properties; and</u> • <u>a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform design and layout of the site so that surface water is controlled and does not exacerbate flooding off-site.</u> <p><u>Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.</u></p>
MM123	Paragraph 5.154	FMM 72	<p>Add additional text to end of paragraph as follows:</p> <p>Vehicular access would be from the existing residential road network using Clover Lane. Pedestrian and cycle permeability through the site must be incorporated in the layout, including a direct link for pedestrian and cycle access through to the High St. <u>Any access rights from High Street through to the stables and paddock adjacent to the site should be incorporated into the design and layout of the site.</u></p>

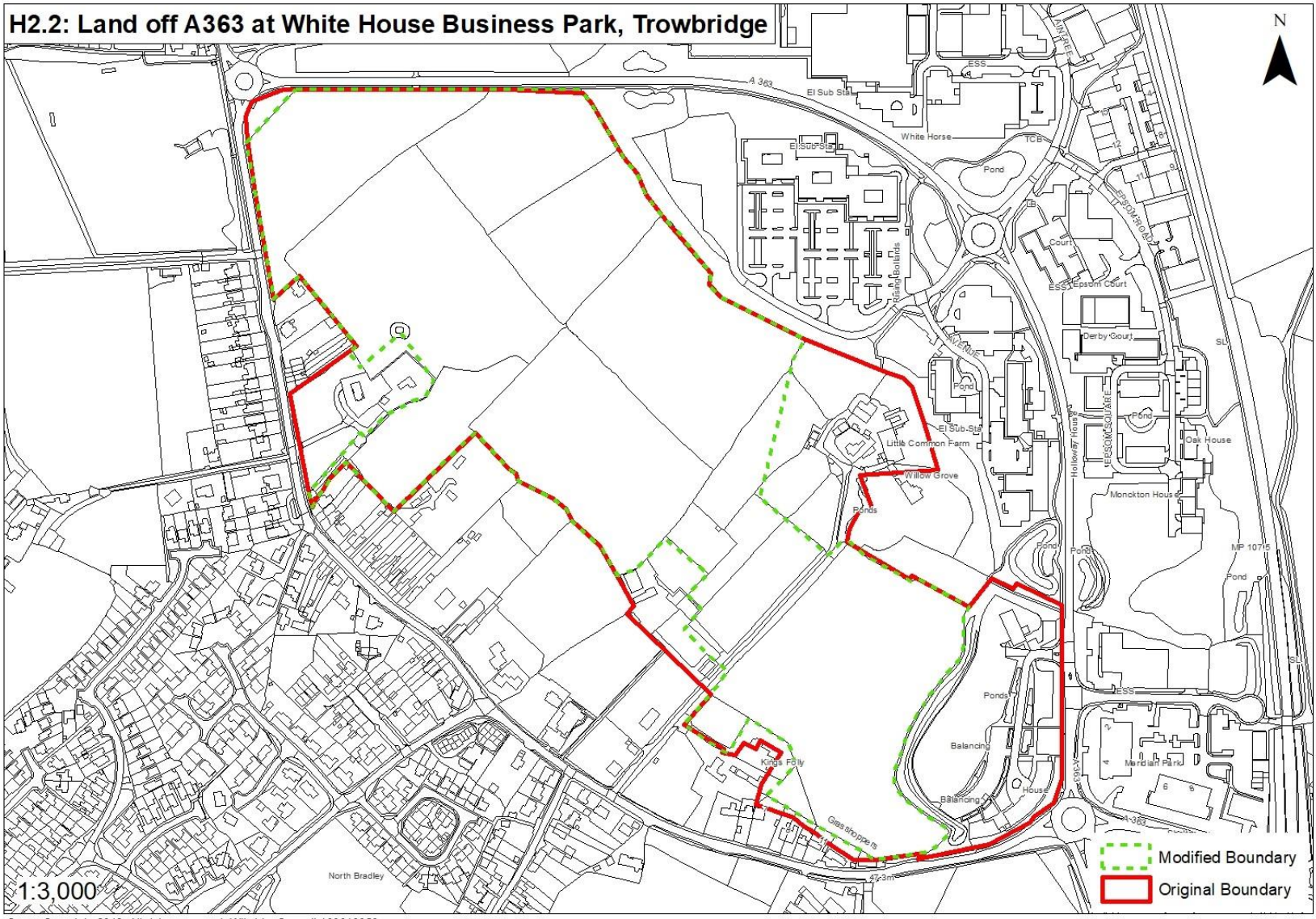
MM124	Paragraph 5.155	PC 115 and FMM 73	<p>Amend supporting text as follows:</p> <p>The site lies adjacent to the Durrington Conservation Area to the east and a number of Listed Buildings (<u>Durrington Manor, Grade II listed and The Red House, Grade II listed</u>) and <u>undesigned heritage assets (Manor Cottage and important cobb walls)</u>. Detailed design and layout would need to preserve or enhance the character <u>or appearance</u> of the Conservation Area and this is particularly important for the eastern portion of the site. Development should minimise the potential for harm to the significance of Listed Buildings and the Conservation Area <u>and should be designed in a sensitive and appropriate manner taking into consideration non-designated heritage assets, designated assets and objectives set out in the Durrington Conservation Area Appraisal. The cobb wall at the eastern boundary of the site will need careful consideration within the proposed layout. In line with national policy, detailed design and layout will be guided by an assessment of heritage assets and their significance (including the contribution made by their setting). Informed by a Heritage Impact Assessment these considerations should be resolved through the detailed design and layout of the scheme.</u></p>
MM125	Paragraph 5.156	PC 116 and FMM 74	<p>Amend paragraph as follows:</p> <p>There is a tree belt adjacent to the northern boundary of the site which is protected by a group Tree Preservation Order and there are substantial hedgerows to the western boundaries <u>and trees adjacent to the southern boundary at its eastern end</u>. Mature trees and hedgerows must be retained as important features of the site, and additional green infrastructure should be incorporated to enhance and protect these <u>existing features both within and adjacent to the site</u> in order to ensure a soft edge to the open countryside <u>maintain the role of the trees in contributing to biodiversity and the character of this part of Durrington</u> ensure a soft edge to the open countryside and to ensure appropriate screening between the new development and adjacent residential development and allotments. A layout can link into open space to the south east of the site.</p> <p><u>Considering the size of the site and history of surface water flooding on site and in the surrounding area, a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters such as layout and design will be required. In addition, as the site lies within Groundwater Protection Zone 1 development proposals will need to comply with Core Policy 68 (Water resources) with applications demonstrating that regard has been paid to the advice set out in the Environment Agency's groundwater protection policy.</u></p>
MM126	Figure 5.23	PC 114	Amend Figure 5.23 (see end of schedule – Map 'H3.5: Clover Lane, Durrington')
MM127	Insert new policy	FMM 75	Insert new policy as follows:

	Figure 5.24		<p><u>Land at Larkhill Road, Durrington, as identified on the Policies Map, is allocated for residential development comprising the following elements:</u></p> <ul style="list-style-type: none"> • <u>approximately 15 dwellings.</u> <p><u>Development will be subject to the following requirements:</u></p> <ul style="list-style-type: none"> • <u>sensitive design and layout, which ensures the archaeological potential of the site is addressed through the planning application process. This shall be informed by appropriate archaeological assessment; and</u> • <u>layout and design in line with character and pattern of frontage development on Larkhill Road, with gardens or open space to the south of the site serving as a soft edge to the countryside.</u> <p><u>Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.</u></p>
MM128	Paragraph 5.157	PC118	<p>Add new sentences to end of paragraph:</p> <p><u>As the site lies within Groundwater Protection Zone 1 development proposals will need to comply with Core Policy 68 (Water resources) with applications demonstrating that regard has been paid to the advice set out in the Environment Agency's groundwater protection policy.</u></p>
MM129	New para after 5.158	FMM 76	<p>Insert new paragraph after paragraph 5.158:</p> <p><u>Due to the location in close proximity to the World Heritage Site, including Durrington Walls and Woodhenge, archaeological assessment will be required and must inform development proposals and any necessary mitigation.</u></p>

Inset Map Amendments

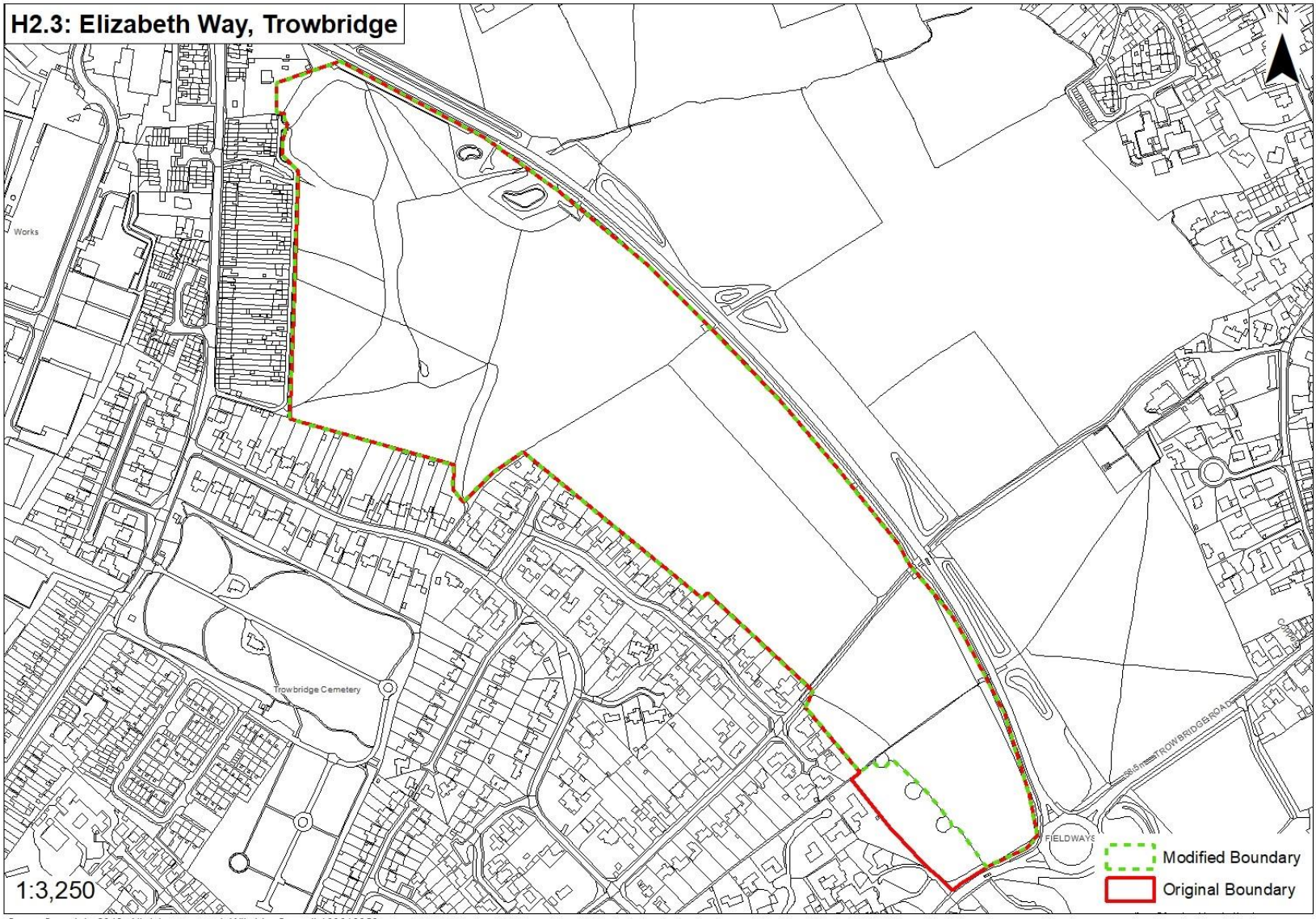


H2.2: Land off A363 at White House Business Park, Trowbridge



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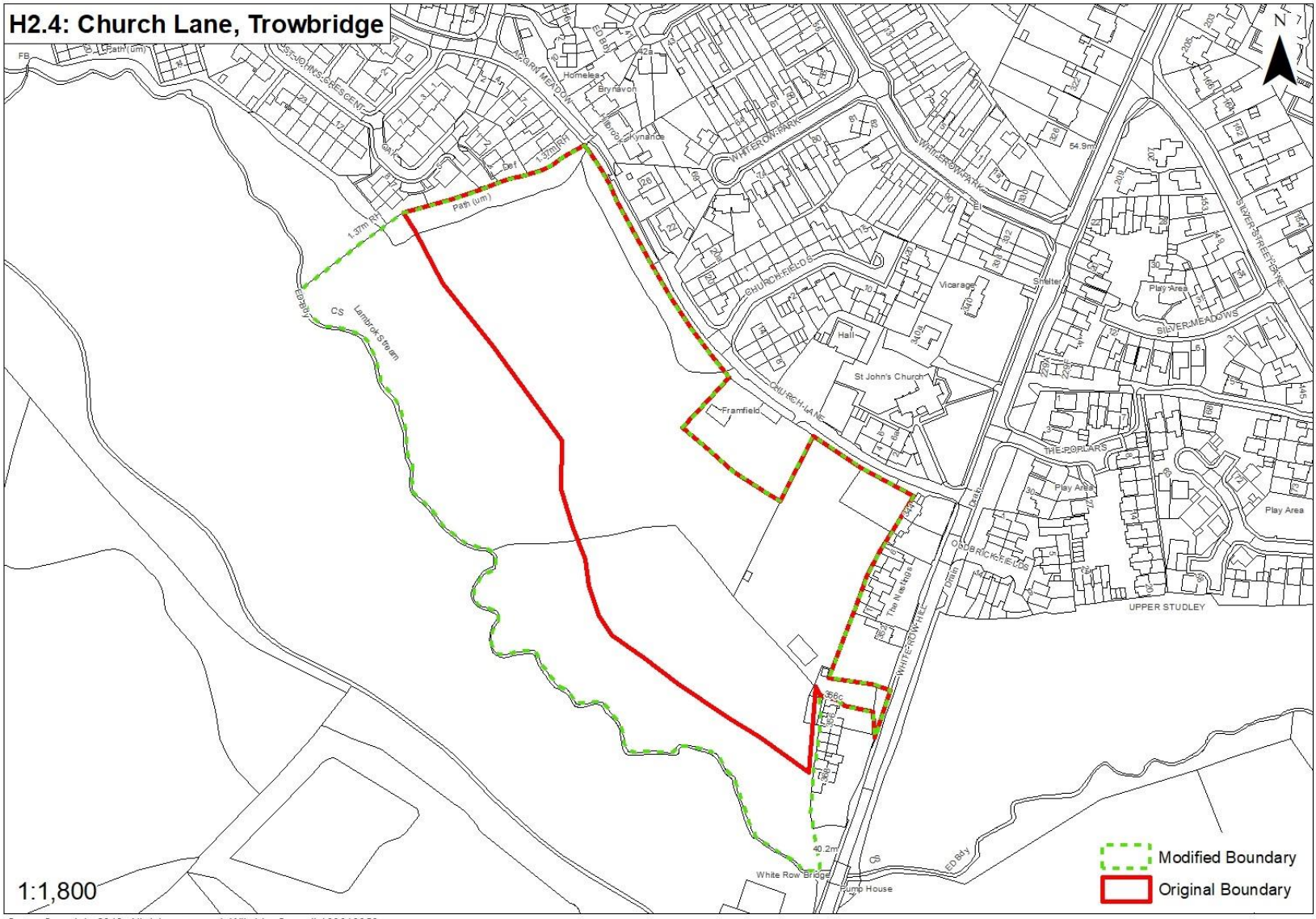
H2.3: Elizabeth Way, Trowbridge



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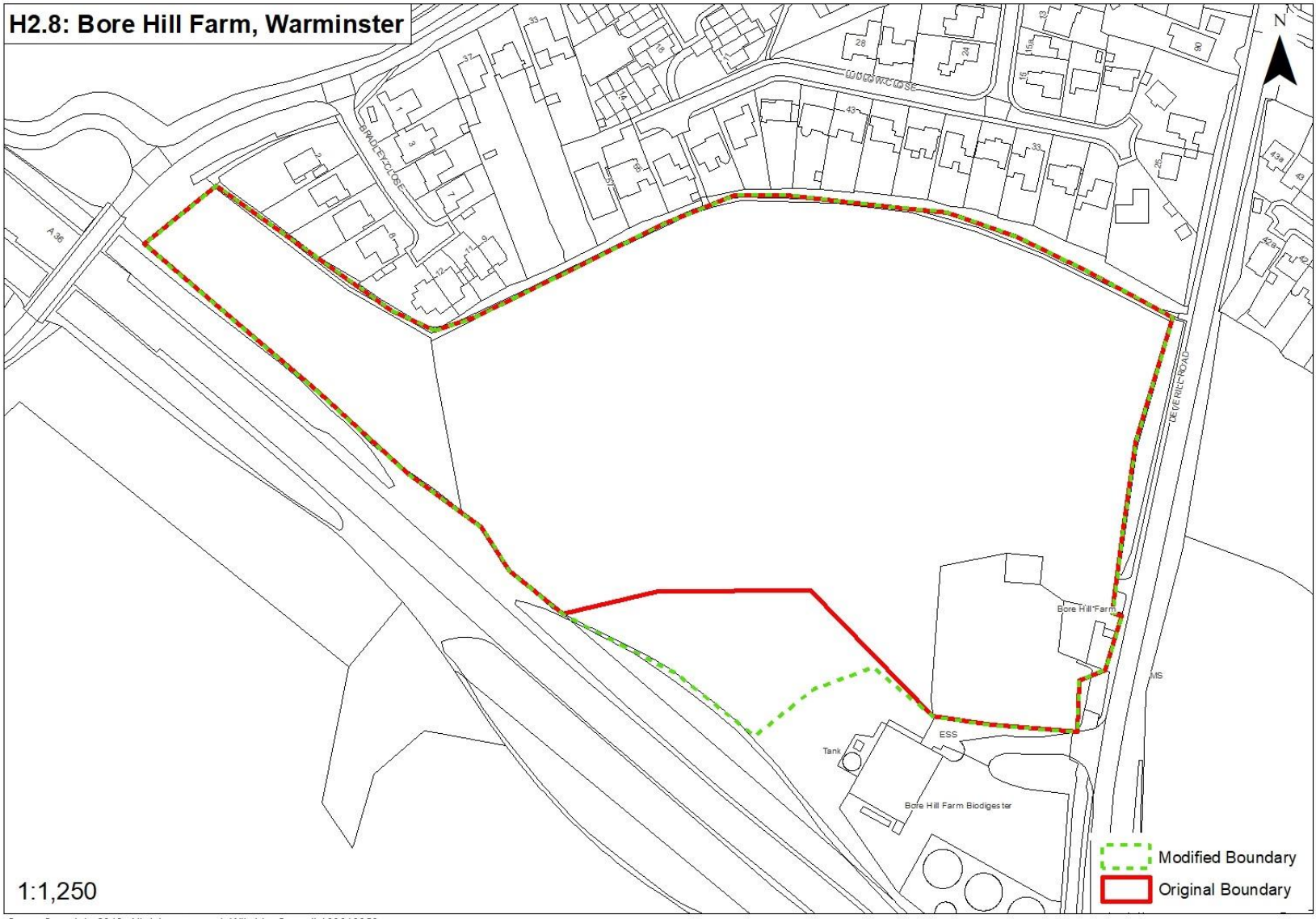
H2.4: Church Lane, Trowbridge



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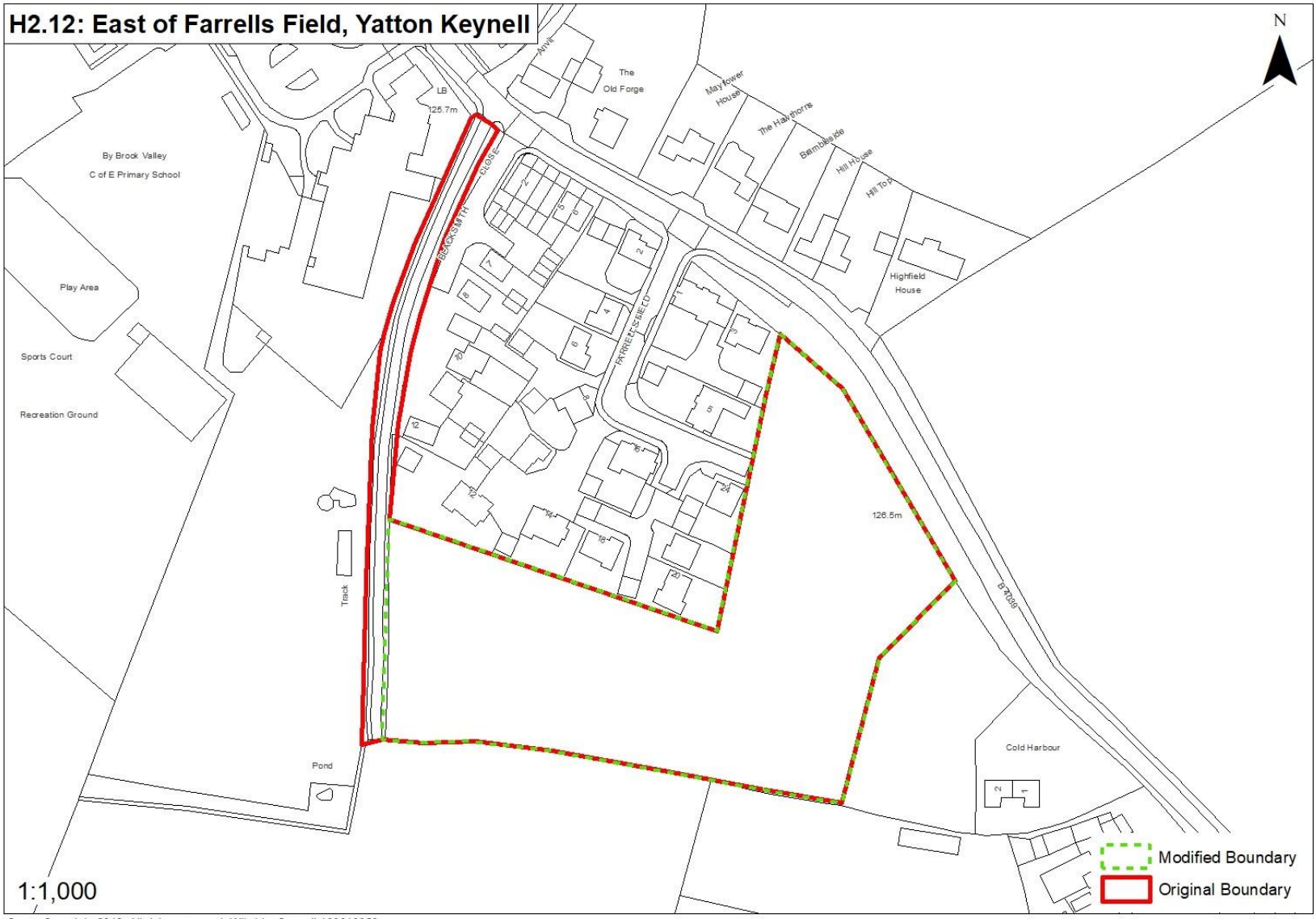
H2.8: Bore Hill Farm, Warminster



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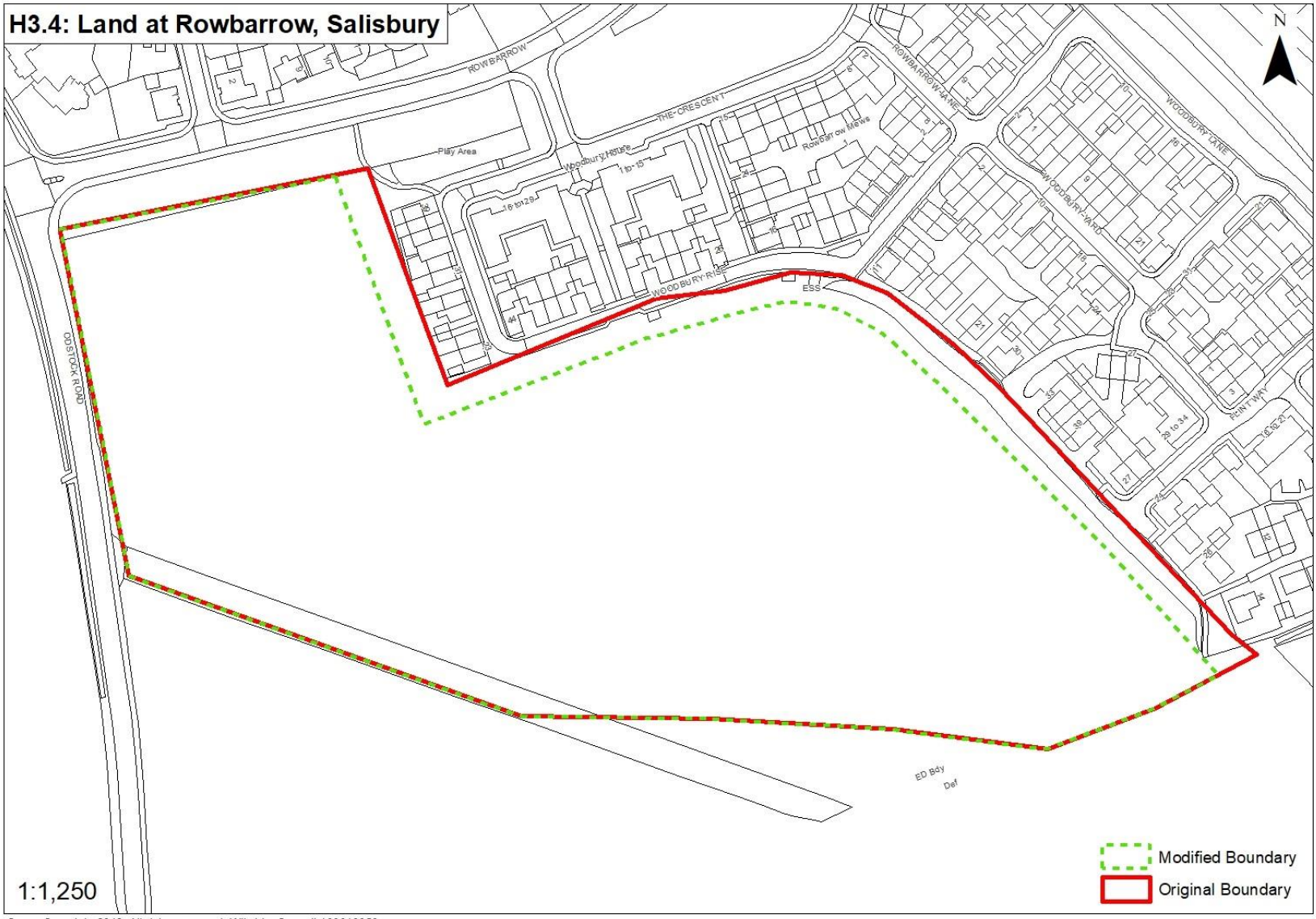
H2.12: East of Farrells Field, Yatton Keynell

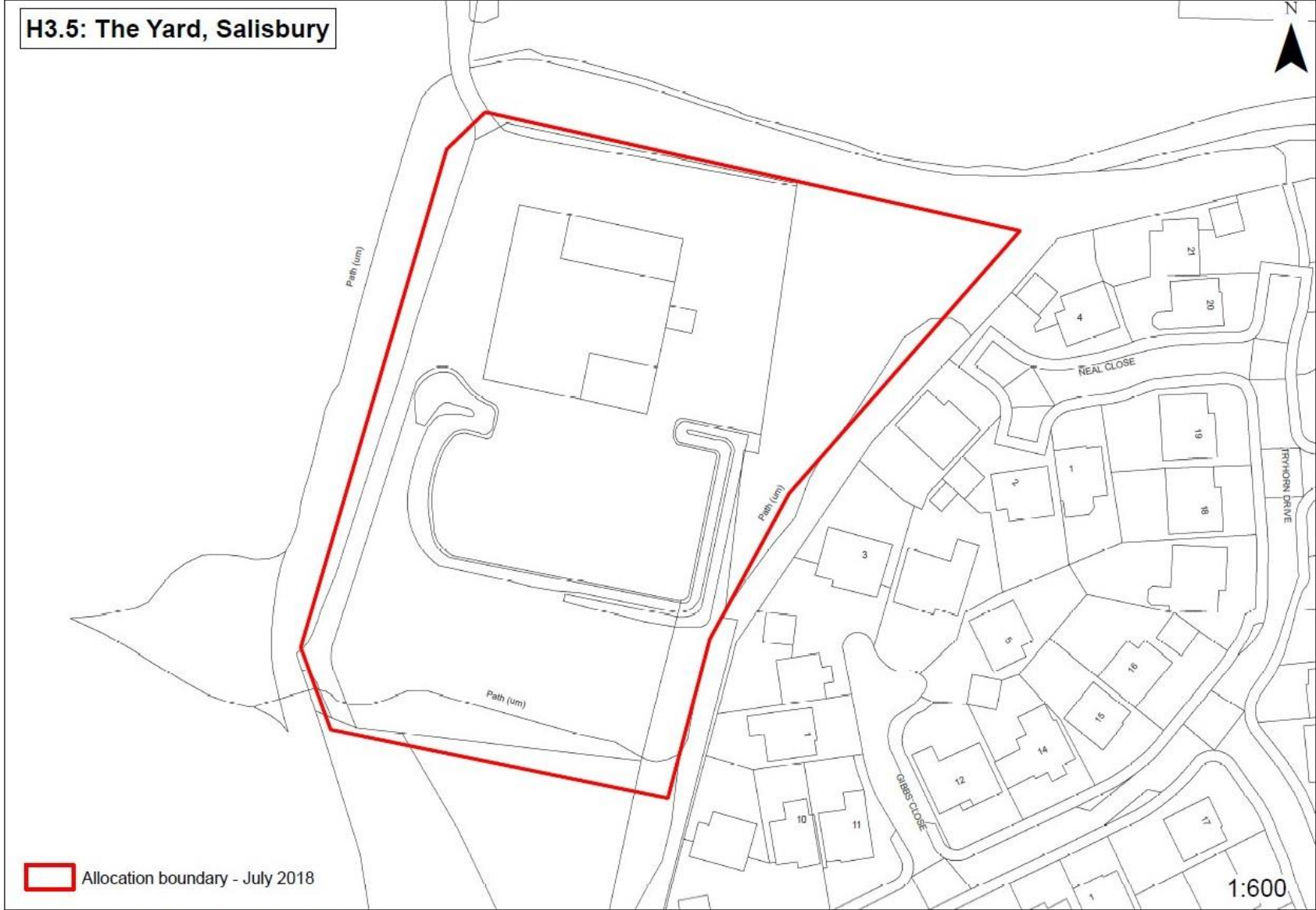


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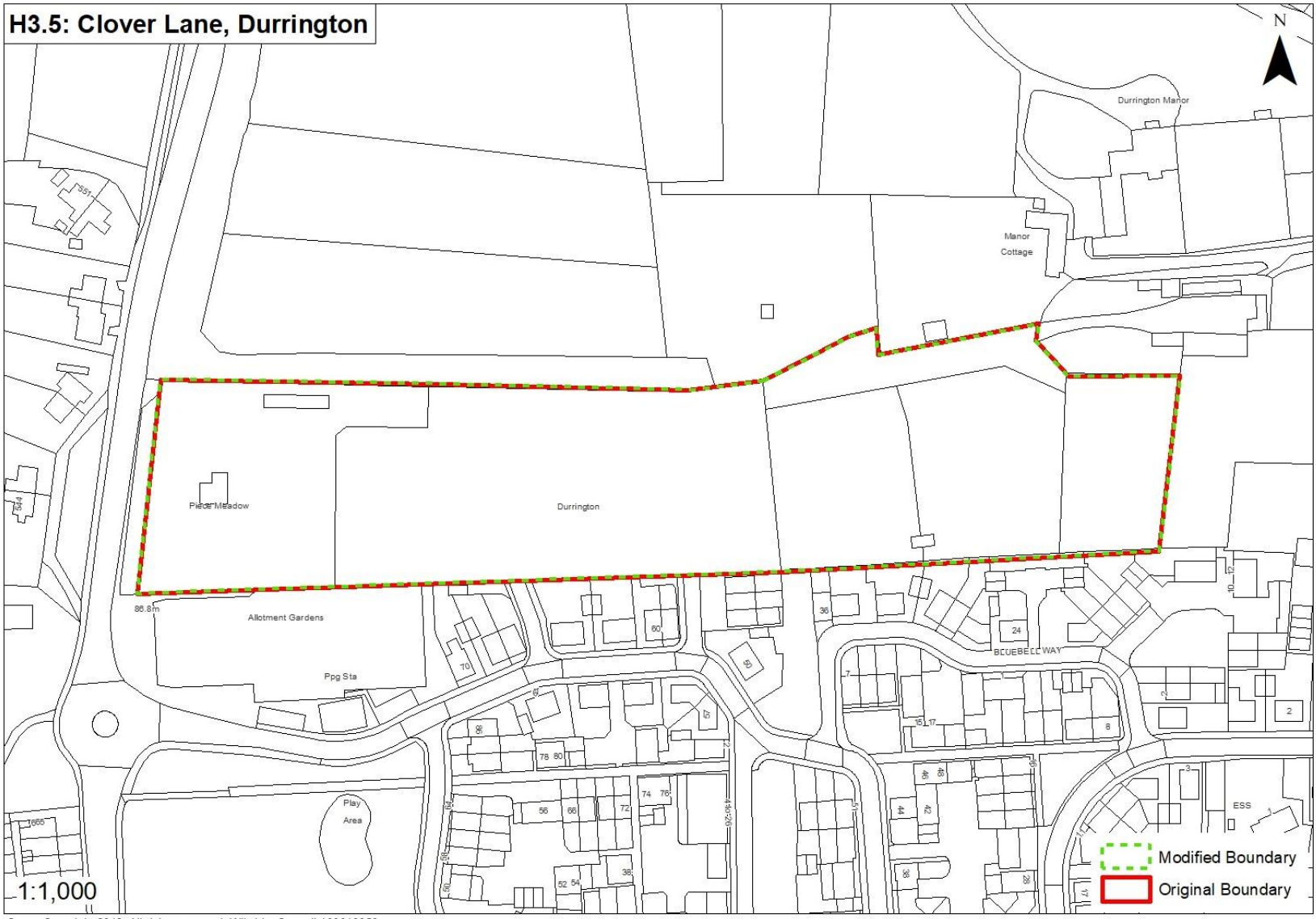
H3.4: Land at Rowbarrow, Salisbury





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H3.5: Clover Lane, Durrington



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Appendix 2: Schedule of Additional Minor Modifications

**Wiltshire Housing Site Allocations Plan
Schedule of Additional Modifications (January 2020)**

The Schedule sets out changes proposed to the Wiltshire Housing Site Allocations Plan Submission Document July 2018 (WHSAP 01.01).

The Additional Modifications (AM) set out in the following table have been identified as necessary to correct minor issues that do not have a material influence on the meaning or implementation of a policy and therefore do not constitute Main Modifications (MMs).

These final modifications are based on changes proposed previously and consulted on through the following documents¹ and take into account comments received through those consultations, the outcome of the Examination and any consequential changes necessary as a result of the Inspector's Main Modifications:

Proposed Changes (PC)	'EXAM. 01. 01 Schedule of Proposed Changes (Sept 18) (Parts 1 to 46)'. Consulted on from 27 Sept 2018 to 9 Nov 2018. And a further 'Focussed Consultation' from 11 Dec 2018 to 22 Jan 2019.
Further Main Modifications (FMM)	'EXAM 33 – WHSAP Schedule of FMM – Sep 2019 Consultation FINAL'. Consulted on from 12 Sept 2019 to 25 Oct 2019.
Additional Modifications (AM)	'Additional Modifications'. Set out in EXAM 33 – WHSAP Schedule of FMM – Sep 2019 Consultation FINAL', Appendix TWO. Consulted on from 12 Sept 2019 to 25 Oct 2019.

The modifications show the original submission text (struck through where it is deleted) with the final proposed change shown in **bold and underlined**.

Where part of the plan has been changed by a PC and also by an AM, only the resulting modification in relation to the Submission Version is shown. This means that in some cases the PC is not highlighted, however the reference number is provided.

¹ All documents available via the 'document library' at <https://cms.wiltshire.gov.uk/eccatdisplayclassic.aspx?sch=doc&cat=14020&path=14020>.

Consolidated List of Additional Modifications (AM) ref number	Submission Draft Plan reference	Reference Number of Proposed Change (PC) or Original Additional Modification (AM)	Proposed Change or Modification
AM 1	Paragraph 1.1	AM 1	Amend second bullet point of Paragraph 1.1 as follows: Allocate new sites for housing to ensure the delivery of homes across the plan period in order to help demonstrate a rolling five-year supply maintain a five year land supply in each of Wiltshire's three HMAs over the period to 2026.
AM 2	Paragraph 1.11		Amend first sentence of paragraph as follows: The Plan is is has been prepared under a legal 'duty to cooperate' requirement...
AM 3	Paragraph 1.14		Amend final sentence of paragraph as follows: A draft The SA Report has been published alongside the Plan ...
AM 4	Paragraph 1.15		Delete paragraph 1.15 as it relates to consultation instructions.
AM 5	Paragraph 1.16		Amend paragraph 1.16 as follows: On adoption, t The Wiltshire Policies Map has been will be amended to include the proposals allocations set out in Chapters 5 (Housing site allocations) and 6 (Settlement boundary review) the updated settlement boundaries ('the Limits of Development') set out in chapter 6 of this Plan. These proposals are set out in the Community Area Topic Papers which have been published as evidence to support this Plan.
AM 6	Paragraphs 1.17 – 1.25		Delete paragraphs 1.17 to 1.25 as these relate to consultation instructions.
AM 7	Paragraph 2.8, footnote		Amend footnote – to reflect the fact that in addition to 'inset maps' there is now an interactive policies map online.

AM 8	Paragraph 2.11		<p>Amend paragraph 2.11 as follows:</p> <p>An objective of the Plan is therefore to review and update existing sSettlement boundaries have been reviewed to ensure they are up-to-date and accurately reflect circumstances on the ground, derived on a consistent county-wide basis. In some circumstances, a review of boundaries has been carried out by Neighbourhood Plans, and will be in general conformity with the WCS. <u>In order that settlement boundaries remain up to date in that they reflect the existing built area, they will be reviewed periodically by Wiltshire Council and/or through neighbourhood plans, and the Policies Map will be updated accordingly.</u></p>
AM 9	Paragraph 3.4		<p>Amend paragraph as follows:</p> <p>The result of the review and proposed changes to settlement boundaries is discussed in Chapter 6 and shown in the appendix to the Plan, as well as in the Community Area Topic Papers.</p>
AM 10	Paragraph 3.8		Delete paragraph 3.8.
AM 11	Table 4.1	PC 3	Update Table 4.1 to reflect latest housing land supply figures as set out in full at Appendix A to this document.
AM 12	Paragraph 4.2	PC 4	<p>Amend the paragraph to read:</p> <p>The figures above <u>do not include windfall and</u> show a minimum to be allocated <u>that the Plan should aim to allocate</u>, but a surplus is necessary to maintain five years supply of housing land in each HMA and to surpass the buffer in excess of five years required by the NPPF.</p>
AM 13	Paragraph 4.3	PC 5	<p>Amend the paragraph to read:</p> <p>In order to deliver the spatial strategy, the priority for housing land allocations has been to focus on those higher tier settlements that have not yet met or contributed towards indicative levels of provision (Principal Settlements, <u>and</u> Market Towns and Local Service Centres)...</p>
AM 14	Paragraph 4.3	PC 6	<p>Amend final sentence of paragraph to read:</p> <p>This supports the sustainable development of the County sought by Objective 2 <u>3</u> of the Plan. These settlements where allocations are justified are:</p>

AM 15	Paragraph 4.5	PC 8	Amend the paragraph to read: No allocations are made at Local Service Centres or Large Villages in the East Wiltshire HMA because there is no strategic priority to do so due to the level of completions and supply committed within the HMA...
AM 16	Paragraphs 4.6 to 4.27		Delete paragraphs 4.6 to 4.27
AM 17	Paragraph 4.28		Amend paragraph 4.28 as follows: Each Community Area Topic Paper considers whether it is appropriate to allocate sites for housing development, based on the remaining requirements for that Community Area, and justifies the selection of particular sites. In summary the Plan allocates the following sites in each HMA.
AM 18	Table 4.7	PC 15, and further amendments consequential to Main Modifications	Update to Table 4.7 is set out in full at Appendix A.
AM 19	Paragraph 4.32	PC 16	Amend paragraph to read: Housing trajectories are site by site estimates of start and finish dates and annual completions. Aggregating housing trajectories for each HMA shows how the Plan helps to deliver in excess of five years supply of land in each area for the remaining years of the plan period. The table below provides estimates of how many years supply there will be in each remaining year of the plan period. It shows that supply exceeds the five-year requirement through to the end of the plan period for all years except one four in the South Wiltshire HMA and well before by then additional allocations will be included within the review of the WCS.
AM 20	Table 4.8	PC 17, and further amendments consequential to Main Modifications	Update to Table 4.8 is set out in full at Appendix A.
AM 21	Paragraph 4.34		Amend first sentence of paragraph as follows: The scale and distribution of sites options at each settlement is should also be consistent with that proposed by the spatial strategy in the WCS...

AM 22	Table 4.9	PC 18, and further amendments consequential to Main Modifications	Update to Table 4.9 is set out in full at Appendix A.
AM 23	Paragraph 4.39	PC 19	Amend paragraph to read: The overall pattern of growth is in general conformity with the WCS. It is consistent with the principles of the spatial strategy. Compared to indicative levels, development is focussed slightly more on the Market Towns (+4% <u>+7.2%</u>) and less on the rural settlements (-8% <u>-10.8%</u>).
AM 24	Paragraph 4.41	PC 20	Correct typo in the second sentence: ... two designated Large Villages: Collingbourne Ducis and Netheravob <u>n</u> .
AM 25	Table 4.10	PC 21, and further amendments consequential to Main Modifications	Update to Table 4.10 is set out in full at Appendix A.
AM 26	Paragraph 4.45	PC 22	Amend paragraph to read: There are marked differences in the anticipated growth of <u>many of the Market Towns in the HMA (including Calne, Malmesbury, Melksham and Bowerhill,</u> and Westbury) over the plan period compared to the two Principal Settlements of the HMA, Chippenham and Trowbridge.
AM 27	Paragraph 4.47	PC 23	Amend paragraph to read: In contrast, rates of development at most Market Towns have met expectations and at Bradford on Avon, Calne, Malmesbury, Melksham <u>and Bowerhill,</u> Royal Wootton Bassett and Westbury anticipated levels of growth have been exceeded over the first half of the plan period. Land has been available and some additional sites granted consent by planning appeals. Over the same interval, scales of development within rural areas in many places have also exceeded those anticipated by the WCS.
AM 28	Paragraph 4.49	PC 24	Amend paragraph to read:

			Chippenham however is now likely to exceed now has the potential to meet the minimum scale of growth anticipated in the WCS by delivery of higher rates of house building in the last half of the plan period compared to much lower rates over recent years. This will come about in large part as a result of significant allocations for housing development made in the Chippenham Site Allocations Plan <u>as well as other significant permissions at the town.</u>
AM 29	Paragraph 4.52		Unlike Chippenham however, allocations made by the Plan will not be sufficient to ensure that housing provision meets indicative requirements. Six new site allocations provide land for approximately 1,050 dwellings. Nevertheless, housing development at Trowbridge will fall short of the WCS indicative level of 6,810 dwellings by around 1,297.
AM 30	Paragraph 4.53	PC 26	Amend paragraph to read: “One main reason for a shortfall in land supply is the complexity and consequent delay developing Ashton Park, a south-eastern extension to the town. 4,600 1,350 dwellings will be built on this site in the plan period and a further 4,000 1,250 post-2026; rather than first envisaged that the whole of the allocation would have been completed in the plan period. This <u>broadly equates</u> can be seen to account for 1,000 of the 4,220 <u>1,297</u> dwelling shortfall.”
AM 31	Table 4.11	PC 27, and further amendments consequential to Main Modifications	Update to Table 4.11 is set out in full at Appendix A.
AM 32	Paragraph 4.63	PC 28	Amend the paragraph to read: The South Wiltshire HMA has a slightly less generous housing land supply than elsewhere in Wiltshire.
AM 33	Paragraph 4.64	PC 29	Amend the paragraph to read: Salisbury is the Principal Settlement within the HMA. It is intended to be the primary focus for development, providing significant levels of jobs and homes. Two site allocations of more than 500 dwellings <u>provide a large source of supply</u> are important to ensuring there is a surety of supply to the end of the <u>Plan</u> period to ensure and that the City achieves the role set out in the spatial strategy: Churchfields <u>Fugglestone Red</u> and land at Netherhampton Road. The first is a strategic site allocated in the WCS. The latter of these, <u>land</u> at Netherhampton Road, is an allocation of the Plan.

AM 34	Paragraph 4.66	PC 30	<p>Amend paragraph to read:</p> <p><u>One of the WCS strategic allocations, namely</u> Churchfields, is a strategic mixed-use site that Core Policy 20 of the WCS requires to deliver 1100 dwellings by 2026. To be developed, this site requires substantial employment uses to decant and is now expected to commence later than envisaged and much less land for new housing will be available before <u>beyond the current plan period of 2026</u>. It is a complex regeneration project that will take time to deliver and will require other sites to enable existing businesses to relocate.</p>
AM 35	Paragraph 4.67		<p>Amend first section of paragraph as follows:</p> <p>The site at Netherhampton Road has the ability to address the lack of housing delivery at Churchfields, later within the plan period, and also the potential to provide employment land for Churchfields businesses to relocate, thereby freeing up land at Churchfields for housing delivery in the longer term. The WCS identifies the site within an area of search, to be considered if further land is required in future to meet housing requirements, as part of the Council's monitoring process.</p>
AM 36	Paragraph 4.68	PC 31	<p>Amend paragraph to read:</p> <p>Recognising the scale of the site, a generous lead in time is provided for the delivery of Netherhampton Road. The site is not expected to contribute to housing delivery for several years whilst work is carried out to masterplan the site and develop mitigation measures. In the meantime, supply from major schemes such as Fugglestone Red and Longhedge will ensure sufficient supply. Churchfields <u>Fugglestone Red</u> and the <u>Netherhampton Road sites</u> will deliver new homes alongside each other toward the end of the plan period.</p>
AM 37	Paragraph 5.3	AM 2 and AM 3	<p>Add text at the end of the second sentence, and at the end of the paragraph, as follows:</p> <p>Landscaping will be provided at boundaries and throughout each site retaining and reinforcing as much as possible of existing hedgerow and tree cover. This will often be required in order to establish a visual boundary to a settlement and so help preserve the settlement's character and appearance in the wider landscape as well as protect the amenity of adjoining uses, <u>as will tools such as Landscape and Visual Impact Assessment (LVIA) as part of the planning application process.</u> Core Policies 51 and 52 are particularly relevant (Landscape and Green Infrastructure). Some sites relate to Areas of Outstanding Natural Beauty and building design, layout and landscaping measures will be necessary to deliver a scheme which positively assimilates within the wider landscape setting and reflects the character of the local vernacular in accordance with requirements of Core Policy 51. <u>Moreover, in delivering high quality design, development of the allocated sites should take opportunities to improve cycling and walking connectivity in accordance with Core Policy 61.</u></p>

AM 38	Paragraph 5.5	PC 36	<p>Amend existing paragraph 5.5 to read:</p> <p>“Development has the potential to affect the significance of a range of heritage assets within or beyond site boundaries. The Council commissioned consultants to prepare a high-level Heritage Impact Assessment (HIA) to support the Plan. The HIA identifies and assesses the significance of heritage assets (and their settings) on sites where such matters will be particularly important considerations to address in subsequent planning applications. Where necessary, further, detailed, a site-specific heritage assessments will prescribe measures which will need to be incorporated as part of a scheme in order to protect them, including the importance of their settings. The determination of planning applications will follow the approach set out in National Planning Policy Framework (paragraphs 189-202)² and satisfy requirements of Core Policy 58 (Ensuring the Conservation of the Historic Environment) of the WCS. This should include archaeological assessment where necessary.”</p>																		
AM 39	Paragraph 5.12, Table 5.1	AM 4	<p>Delete paragraph 5.12 and Table 5.1 as follows:</p> <p>Sites are proposed at some settlements that involve a mix of uses more than housing development, and where development will be guided by a master plan. The master plan will show parameters governing the distribution of land uses for each site. These sites each have a detailed policy reflecting more extensive site specific requirements setting out the components of development and/or requirements to ensure it takes an acceptable form. These sites are:</p> <p>Table 4.1 Plan site specific policies</p> <table border="1" data-bbox="797 916 2058 1134"> <thead> <tr> <th>Community Area</th> <th>Site Name</th> <th>Policy</th> </tr> </thead> <tbody> <tr> <td>Tidworth</td> <td>Empress Way, Ludgershall</td> <td>H1.4</td> </tr> <tr> <td>Trowbridge</td> <td>Elm Grove Farm, Trowbridge</td> <td>H2.4</td> </tr> <tr> <td>Warminster</td> <td>East of the Dene, Warminster</td> <td>H2.7</td> </tr> <tr> <td>Chippenham</td> <td>The Street, Hullavington</td> <td>H2.10</td> </tr> <tr> <td>Salisbury</td> <td>Netherhampton Road, Salisbury</td> <td>H3.4</td> </tr> </tbody> </table>	Community Area	Site Name	Policy	Tidworth	Empress Way, Ludgershall	H1.4	Trowbridge	Elm Grove Farm, Trowbridge	H2.4	Warminster	East of the Dene, Warminster	H2.7	Chippenham	The Street, Hullavington	H2.10	Salisbury	Netherhampton Road, Salisbury	H3.4
Community Area	Site Name	Policy																			
Tidworth	Empress Way, Ludgershall	H1.4																			
Trowbridge	Elm Grove Farm, Trowbridge	H2.4																			
Warminster	East of the Dene, Warminster	H2.7																			
Chippenham	The Street, Hullavington	H2.10																			
Salisbury	Netherhampton Road, Salisbury	H3.4																			
AM 40	Paragraph 5.14	AM 5 and PC39	<p>Delete paragraph 5.14 and related footnote as follows:</p> <p>How these sites were selected is explained in the Community Area Topic Papers. ⁽⁴⁶⁾</p>																		

² Formerly paragraphs 131-135 of the NPPF 2012.

			⁴⁶Tidworth Community Area Topic Paper, Wiltshire Council, (June 2017) and Devizes Community Area Topic Paper, Wiltshire Council, (June 2017)
AM 41	Paragraph 5.41, footnote 18	PC 50	Delete paragraph 5.41 and related footnote as follows: How these sites were selected is explained in the Community Area Topic Papers (⁴⁸) ⁴⁸Trowbridge Community Area Topic Paper, Wiltshire Council (June 2017), Warminster Community Area Topic Paper, Wiltshire Council (June 2017), Chippenham Community Area Topic Paper, Wiltshire Council (June 2017), Malmesbury Community Area Topic Paper, Wiltshire Council (June 2017) and Westbury Community Area Topic Paper, Wiltshire Council (June 2017).
AM 42	Paragraphs 5.44, 5.49, 5.55, 5.62, 5.71, 5.76 and 5.82	PC52	Amend title of Trowbridge Recreation Management Mitigation Strategy, wherever it occurs, to read: <u>Trowbridge Bat Mitigation Strategy</u>
AM 43	Paragraph 5.46	AM 6	Delete the fifth sentence as follows: Consequently, development of the site would not lead to a significant encroachment of further built form into the countryside. In order to accommodate the educational needs of new development the site would accommodate a new primary school to serve the area alongside new housing. This with Development will include a multi-purpose community building geared toward use by sports and social groups in the area could provide a local centre to the development
AM 44	Paragraph 5.52	AM7 (PC59 superseded)	Amend first sentence as follows to reflect revised site area: Approximately 21.24 <u>20.52</u> ha of land to the south-west of the White Horse Business Park is allocated for the development
AM 45	Paragraph 5.58	PC 63	And first sentence of paragraph 5.58 to read: Approximately 46.33 <u>21.24</u> ha of land to the South West of Elizabeth Way is allocated for the development

AM 46	Paragraph 5.79	AM8	<p>Add the following text after the fifth sentence:</p> <p>...The Lambrok Stream and its respective flood plain should be enhanced as a local amenity feature of the site in conjunction with development proposed at Upper Studley above <u>and Church Lane.</u></p>
AM 47	Paragraph 5.93	PC 79	<p>Amend first sentence of paragraph 5.93 to read:</p> <p>Approximately 4.47 <u>4.83</u>ha of land at Bore Hill Farm/Bradley Road, as shown on the Policies Map....</p>
AM 48	Figure 5.16 Paragraph 5.109	PC 88	<p>Amend first sentence of paragraph 5.109 to read:</p> <p>Land East of Farrells Field, Yatton Keynell is allocated for the development of approximately 30 dwellings on approximately 4.3 <u>1.2</u> ha of land, as shown on the Policies Map.</p>
AM 49	Figure 5.18 Paragraph 5.116	AM 10	<p>Amend the boundary of the allocation as set out in Appendix B.</p> <p>Amend supporting text as follows:</p> <p>Approximately <u>1.61ha</u> 4.35ha of land at Court Orchard/Cassways is allocated for the development of ...</p>
AM 50	Paragraph 5.128	PC97	<p>Amend text to read:</p> <p>Transport: development inevitably has impacts on the local transport network. The Salisbury Transport Strategy contains measures to support the scale of growth envisaged by the WCS. Plan allocations crystallise the pattern growth takes up to 2026 and refreshing the <u>refresh of the</u> Salisbury Transport Strategy (2018) will allow <u>has reviewed</u> the effectiveness of existing measures to be reviewed and proposes new ones to accommodate growth. Development will contribute to these wider network measures, where necessary, alongside measures that are implemented expressly as part of specific development proposals.</p>
AM 51	Para 5.136	PC 100	<p>Amend third sentence to read:</p> <p>To address such matters, dialogue with Highways England will be required and work would take place in conjunction with a refresh of the Salisbury Transport Strategy <u>Refresh (2018).</u></p>
AM 52	Para 5.137 2nd sentence	PC 101	<p>Amend second sentence to read:</p>

			This too would be undertaken in conjunction with an the updated Salisbury Transport Strategy refresh (2018) that takes account of planned strategic growth of Salisbury.
AM 53	Paragraph 5.146	PC 107	Amend paragraph 5.146 to read: Land at Rowbarrow is allocated for the development of approximately 100 dwellings on 5.56 6.4 ha of land as shown on the Policies Map.
AM 54	Paragraph 5.153	PC 114	Amend first sentence of paragraph 5.153 to read: Approximately 1.9 4.8 ha of land to the north of Clover Lane, Durrington is allocated for the development of approximately 45 dwellings, as identified on the Policies Map.
AM 55	Paragraph 6.1		Amend paragraph 6.1 as follows: The Council did not review the extent of the boundaries to inform the WCS and instead relied upon the former district local plans. They are have been reviewed as a part of preparing the Plan in line with the Plan Objective:
AM 56	Paragraph 6.3		Amend footnote 22, as follows: Settlement boundaries have been updated to take account of implemented planning permissions since up to April 2016 2017 .
AM 57	Paragraph 6.4		Amend final sentence of paragraph 6.4 (to include a footnote) as follows: It is also the prerogative of local communities to review Settlement Boundaries through neighbourhood planning. Neighbourhood Plans are required to be in general conformity with the WCS. Paragraphs 4.13 and 4.15 of the WCS support the review of settlement boundaries through the Plan or through neighbourhood plans. Therefore, where a neighbourhood plan has been considered to have reviewed the settlement boundary and is at a sufficiently advanced stage[INSERT FOOTNOTE: A neighbourhood plan is considered to be at an advanced stage once it has been submitted (Regulation 15 / 16 according to the Neighbourhood Plan (General) Regulations 2012 (as amended))], then it is unnecessary to duplicate this work by reviewing the relevant settlement boundary in the Plan.
AM 58	Paragraph 6.5		Amend paragraph 6.5 as follows: Neighbourhood plans were are considered to have reviewed their settlement boundaries where the issue has been explicitly addressed through the neighbourhood plan process, even if the eventual outcome is to retain the existing settlement boundary. Generally, when a neighbourhood plan submitted to the Council has reviewed a settlement boundary and proposes amendments, the Plan has not carried out a second

			review of the boundaries. Individual community area topic papers identify those settlements where the settlement boundary has been reviewed by a sufficiently advanced neighbourhood plan.
AM 59	Paragraph 6.6		Delete paragraph 6.6.
AM 60	Paragraph 6.8 and 6.9		Delete paragraphs 6.8 and 6.9.
AM 61	Tables 6.1 to 6.3		Delete Tables 6.1 to 6.3.
AM 62	Throughout	Consequential change to Main Modifications and Additional Modifications	Adjust table of contents, headings and numbering of sections, paragraphs and policies to reflect modifications.

Appendix A

Proposed Changes to figures in Section 4: Housing Delivery Strategy³

AM 11: Amendments to Table 4.1 to reflect latest housing figures at July 2018 (as per PC3):

Housing Market Area	Minimum housing requirement	Completions 2006-2017	Developable commitments 2017-2026	Minimum to be allocated
East Wiltshire HMA	5,940	3,497 <u>3,624</u>	2,273 <u>2,311</u>	470 <u>5</u>
North & West Wiltshire HMA	24,740	42,603 <u>13,025</u>	41,566 <u>10,606</u>	574 <u>1,109</u>
South Wiltshire HMA	10,420	5,067 <u>5,388</u>	4,759 <u>3,701</u>	594 <u>1,331</u>

AM 18: Amendments to Table 4.7: As per PC15, to reflect updated housing supply figures as at July 2018, and also to reflect amended capacities / densities on housing allocations at Trowbridge (PC55, PC60, PC64 and PC70) and at Bratton (PC94), removal of allocations at Market Lavington (PC46, PC47 and PC48), Crudwell (PC92), H2.7 East of the Dene, Warminster (FMM38) and H2.11 The Street, Hullavington (FMM 45) and addition of a new housing allocation at Salisbury (PC111).

Housing Market Area (HMA)	Minimum Housing Requirement	Completed 2006-2017	Commitments 2017-2026	Windfall Allowance (2017-2026)	Plan Allocations 2017-2026	TOTAL	Surplus
East Wiltshire	5,940	3,497 <u>3,624</u>	2,273 <u>2,311</u>	811 <u>823</u>	244 <u>161</u>	6,822 <u>6,919</u>	882 <u>979</u>

³ Source documents: TOP/03C: Topic Paper 3 – Housing Land Supply Addendum (July 2018); Wiltshire Council Housing Land Supply Statement, published August 2019 (April 2018 base date) and TPO/04C: Topic Paper 4: Addendum: Developing Plan Proposals Submission Version July 2018.

North and West Wiltshire	24,740	42,603 13,025	41,566 10,606	2,086 2,209	4,195 1,103	27,450 26,943	2,710 2,203
South Wiltshire	10,420	5,067 5,388	4,759 3,701	736 743	795 804	11,357 10,636	937 216

AM 20: Amendments to Table 4.8; As per PC17, to reflect updated housing supply figures as at July 2018, and also to reflect amended capacities / densities on housing allocations at Trowbridge (PC55, PC60, PC64 and PC70) and at Bratton (PC94), removal of allocations at Market Lavington (PC46, PC47 and PC48), Crudwell (PC92), H2.7 East of the Dene, Warminster (FMM38) and H2.11 The Street, Hullavington (FMM 45) and addition of a new housing allocation at Salisbury (PC111).

HMA	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
East Wiltshire	9.18 8.54	9.14 8.81	9.75 9.64	12.20 10.77	22.44 14.98	20.18 14.62	14.04 12.89	9.84 11.50	7.45 8.23
North and West Wiltshire	7.15 6.15	7.54 6.66	7.64 6.85	7.54 6.87	7.85 6.95	7.92 6.95	7.48 6.76	6.54 6.21	5.30 5.38
South Wiltshire	6.09 5.70	6.30 5.95	6.43 5.75	6.65 5.57	6.88 5.46	7.13 5.14	6.70 4.19	5.87 3.25	4.75 2.42

AM 22: Amendments to Table 4.9: As per PC18, to reflect updated housing supply figures as at July 2018, and also to reflect the removal of allocations at Market Lavington (PC46, PC47 and PC48)

Area	Indicative requirement 2006-2026	Completions 2006-2017	Developable commitments 2017-2026	TOTAL	% Variation
Urban areas					
Devizes	2,010	1,447 1,501	689 612	2,136 2,113	6.3 5.1 %
Marlborough	680	357 397	306 304	663 701	-2.6 3.1 %

Tidworth and Ludgershall	1,750	728 767	1,409 1,177	1,836 1,944	5.0 11.1%
TOTAL	4,440	2,532 2,665	2,103 2,093	4,635 4,758	4.4 7.2%
Rural areas					
Devizes CA remainder	490	286 297	182 112	468 409	-4.5 -16.5%
Marlborough CA remainder	240	160 157	46 52	206 209	-14.1 -12.9%
Pewsey CA	600	426 416	179 192	605 608	0.9 1.3%
Tidworth CA remainder	170	93 89	3 23	96 112	-43.5 -34.1%
TOTAL	1,500	965 959	410 379	1,375 1,338	-8.3 -10.8%

AM 25: Amendments to Table 4.10: As per PC21, factual update to reflect the latest housing figures (as at July 2018) and to reflect amended capacities / densities on housing allocations at Trowbridge (PC55, PC60, PC64 and PC70) and at Bratton (PC94) and removal of housing allocations at Crudwell (PC92), H2.7 East of the Dene, Warminster (FMM38) and H2.11 The Street, Hullavington (FMM 45).

Area	Indicative requirement 2006-2026	Completions 2006-2017	Developable commitments 2017-2026	TOTAL	% Variation
Urban areas					
Bradford on Avon	595	387 384	212 218	599 602	1%
Calne	1,440	961 1,034	807 847	1,768 1,881	23 31%
Chippenham	4,510	1,204 1,230	3,819 3,016	5,023 4,246	11 -6%
Corsham	1,220	646 597	587 629	1,233 1,226	4 0%
Malmesbury	885	560 657	455 385	1,015 1,042	15 18%

Melksham and Bowerhill	2,240	1,370 1,445	1,224 1,113	2,594 2,558	16 14%
Royal Wootton Bassett	1,070	997 1,014	458 140	1,155 1,154	8%
Trowbridge	6,810	2,965 3,019	2,625 2,494	5,590 5,513	-18 -19%
Warminster	1,920	603 615	1,055 1,040	1,658 1,655	-14%
Westbury	1,500	877 940	934 851	1,808 1,791	24 19%
TOTAL	22,190	10,570 10,935	11,874 10,733	22,444 21,668	4 -2%
Rural areas					
Bradford on Avon CA remainder	185	119 123	72 56	194 179	3 -3%
Calne CA remainder	165	92 96	153 171	245 267	49 62%
Chippenham CA remainder	580	409 419	113 116	522 535	-10 8%
Corsham CA remainder	175	255 285	96	354 381	104 118%
Malmesbury CA remainder	510	336 340	144 170	480 510	-6 0%
Melksham CA remainder	130	104 115	38 44	139 159	7 22%
Royal Wootton Bassett and Cricklade CA remainder	385	315 305	150 177	465 482	24 25%
Trowbridge CA remainder	165	255 256	23 32	278 288	69 75%
Warminster CA remainder	140	90 91	53 68	143 159	2 14%
Westbury CA remainder	115	64 60	47 46	108 106	-6 -8%
TOTAL	2,550	2,033 2,090	890 976	2,923 3,066	15 20%

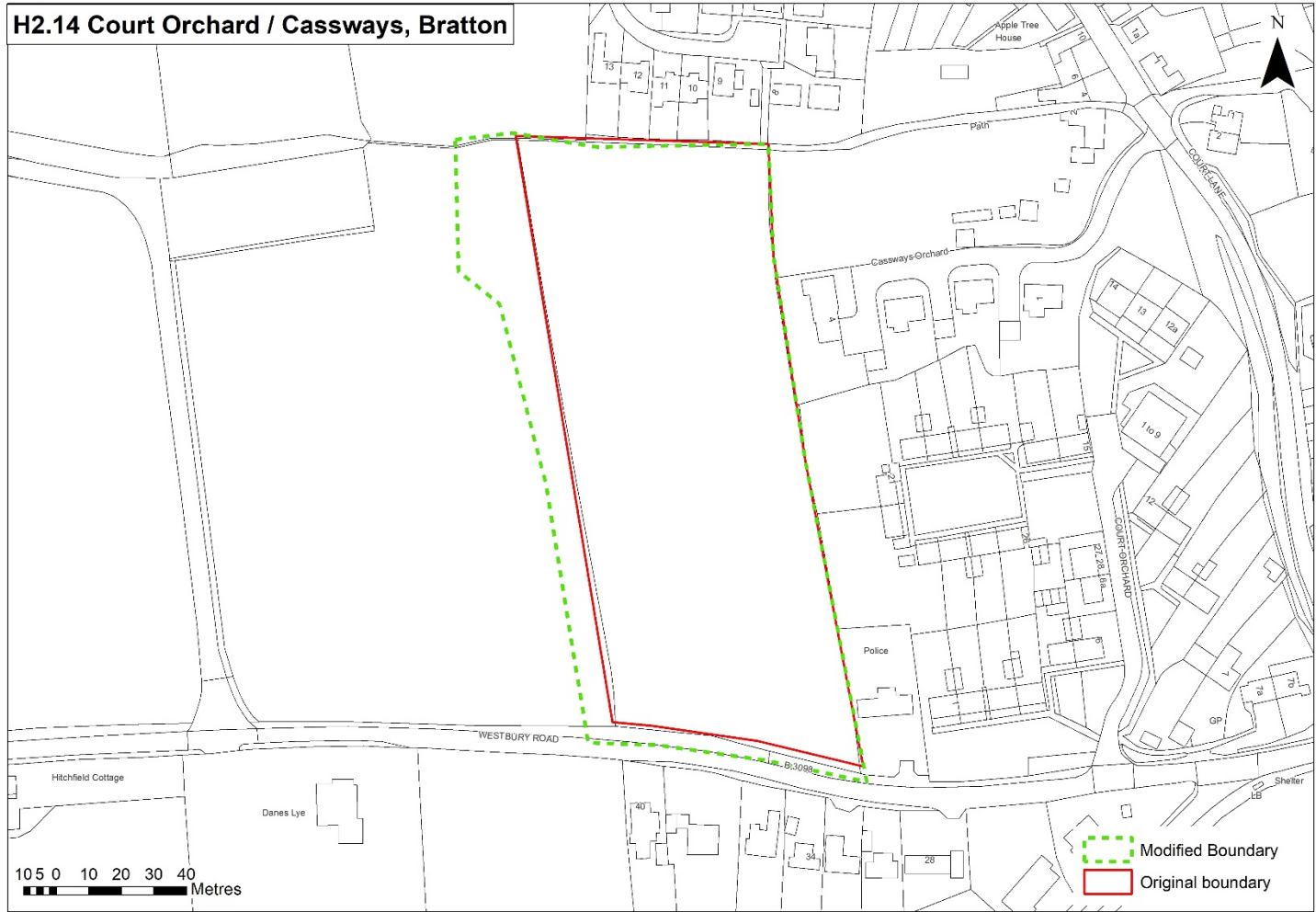
AM 31: Amendments to Table 4.11: As per PC27, factual update to table to reflect the latest housing supply figures (as at July 2018), and to reflect the addition of a new housing allocation at Salisbury (PC111).

Area	Indicative requirement 2006-2026	Completions 2006-2017	Developable commitments 2017-2026	TOTAL	% Variation
Urban areas					
Amesbury, Bulford and Durrington	2,440	1,311,446	1,101,873	2,412,319	-1%-5%
Salisbury		2,273,243	3,833,970		
Wilton	6,060	323,321	208,211	6,637,938	10%-2%
TOTAL	8,500	3,907,420	5,142,054	9,049,257	6%-3%
Rural areas					
Amesbury CA remainder	345	176	58,73	237,249	-31%-28%
Mere CA remainder	50	3,742	57	4,249	-15%-2%
Mere (LSC)	235	126,123	139,143	265,266	13%
Downton (LSC)	190	88,101	105,92	193	2%
Tisbury (LSC)	200	170,169	59	175,178	-12%-11%
Wilton CA remainder	255	115,123	11,14	126,137	-51%-46%
Southern Wiltshire CA remainder	425	385,389	78,98	463,487	9%15%
Tisbury CA remainder	220	60,62	11,16	71,78	-68%-65%
TOTAL	1,920	1,920,185	412,452	1,572,163	-18%-15%

APPENDIX B

The amended map set out on the following page shows a minor change to the site allocation boundary. This will ultimately be displayed on the Policies Map that supports the development plan for Wiltshire. The Policies Map is not defined in statute as a development document and therefore the changes presented do not constitute Main Modifications (MMs).

Map showing proposed modification to the boundary of site allocation H2.14 Orchard Court, Bratton (site number as per Submission Version)



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1. Introduction

The Purpose of the Plan

- 1.1** The purpose of the Wiltshire Housing Site Allocations Plan ('the Plan') is to:
- Revise, where necessary, settlement boundaries in relation to the Principal Settlements of Salisbury and Trowbridge, Market Towns, Local Service Centres and Large Villages; and
 - Allocate new sites for housing to ensure the delivery of homes across the plan period in order to help demonstrate a rolling five-year supply in each of Wiltshire's three HMAs over the period to 2026.
- 1.2** The policies of this Plan are strategic in nature. As a whole, the Plan supports the delivery of the Wiltshire Core Strategy. Therefore, the site allocations in this Plan will support the delivery of housing to meet strategic needs. However, as anticipated by Core Policy 2 of the Wiltshire Core Strategy, there remains a role for parish and town councils in bringing forward neighbourhood plans to deliver non-strategic allocations to support housing supply.

Settlement Boundary Review

- 1.3** The Council did not review the extent of the boundaries to inform the Wiltshire Core Strategy (WCS) and relied upon the former district local plans. They would instead be reviewed as a part of preparing the Plan.
- 1.4** Consequently, the Council has undertaken a comprehensive review of the boundaries to ensure they are up-to-date and adequately reflect changes which have happened since they were first established. The Plan amends settlement boundaries where necessary. It is also the prerogative of local communities to review them through the preparation of neighbourhood plans.

Housing Site Allocations

- 1.5** The WCS refers to the role of the Plan, in combination with the Chippenham Site Allocations Plan, to help ensure a sufficient choice and supply of suitable sites throughout the plan period in accordance with national policy and to compliment neighbourhood planning.

Plan Area

- 1.6** The Plan area is identified in Figure 1.1. It essentially corresponds with that of the adopted Core Strategy and hence covers Wiltshire, excluding the area of the Chippenham Site Allocations Plan (CSAP)⁽¹⁾.

1 The CSAP covers Chippenham Town and presents proposals for development in line with Core Policy 10 of the Wiltshire Core Strategy

Figure 1.1 The Plan Area



How the Plan has been prepared

- 1.7** Housing allocations have been made in general conformity with the settlement strategy outlined in Core Policy 1 as well as the relevant community area strategies contained within Chapter 5 of the WCS. Core Policy 2 supports the identification of sites through a subsequent Site Allocations Plan - now named the 'Wiltshire Housing Site Allocations Plan'.

- 1.8** The preparation of the Plan has also been informed by relevant plans and on-going evidence gathering to support decisions on the choice of sites and changes to settlement boundaries. The result of this work and how decisions have been reached is presented in a series of Community Area Topic Papers covering each part of the Plan area.
- 1.9** Additional information has been collated into five other topic papers and, together with Community Area Topic Papers these are all available on the Council's website. The additional papers are:
- Topic Paper 1 - Settlement Boundary Review Methodology
 - Topic Paper 2 - Site Selection Process Methodology
 - Topic Paper 3 - Housing Land Supply
 - Topic Paper 4 - Developing Plan Proposals
 - Topic Paper 5 - Assessment of Viability
- 1.10** A number of documents result from aspects of plan preparation required by legislation and they too play an important part. They can also be found on the website and comprise:
- Sustainability Appraisal
 - Habitat Regulations Assessment
 - Equality and Diversity Impact Assessment
 - A record of the steps taken under the Duty to Co-operate
 - Consultation Statement

Duty to Co-operate

- 1.11** The Plan has been prepared under a legal 'duty to cooperate' requirement through the Localism Act 2011 which requires local authorities to work with neighbouring authorities and other prescribed bodies when preparing a development plan document. It places a legal duty on local planning authorities in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of local plan preparation in the context of strategic matters. When preparing plans local authorities should also have regard to the Local Enterprise Partnership and other bodies prescribed in law.
- 1.12** The Council engaged with neighbouring authorities and statutory consultees throughout the preparation of the WCS, which sets the framework for this Plan. They supported the spatial strategy and quantum of development through the WCS preparation process. The spatial strategy and quantum of development can be considered to involve strategic issues where the duty to cooperate has already been fulfilled through the Core Strategy process.
- 1.13** Examples of strategic issues on which there has been continued co-operation in the preparation of this plan are:
- Flood and surface water drainage considerations for individual sites and the impact of cumulative development discussed with the Environment Agency.
 - Any potential considerations to mitigate impact on the Strategic Road Network (SRN) with the Highways Agency, particularly for potential site allocation in Salisbury.
 - Site specific landscape considerations discussed with Natural England.
 - Biodiversity considerations discussed with Natural England.
 - Site specific heritage considerations discussed with Historic England
 - Any impact on the New Forest National Park by way of potential increased recreational use discussed with the New Forest National Park Authority.
 - Ensuring that future development helps address and manage phosphate levels in the River Avon, its tributaries and surrounding catchment area. The management of

phosphates in the River Avon catchment water system is being discussed with the Environment Agency and Natural England on an ongoing basis. A Nutrient Management Plan has been published and is being monitored⁽²⁾.

- 1.14** How the outcomes from the Duty to Co-operate have informed the preparation of the Plan is set out in a separate report: <http://www.wiltshire.gov.uk/wiltshsgsiteallocationsplan>.

Sustainability Appraisal

- 1.15** The Council appointed consultant Atkins to oversee the Sustainability Appraisal (SA) of the Plan. SA is iterative and integrated into the plan-making process, influencing the selection of site options and policies through the assessment of likely significant effects. The SA Report has been published alongside the Plan: <http://www.wiltshire.gov.uk/wiltshsgsiteallocationsplan>.

Policies Map

- 1.16** The Wiltshire Policies Map has been amended to include the allocations set out in Chapters 5 (Housing site allocations) and the updated settlement boundaries ('the Limits of Development') set out in chapter 6.

2 'Nutrient Management Plan - Hampshire Avon' May 2015
<https://www.gov.uk/government/publications/nutrient-management-plan-hampshire-avon>

2. Context

National

- 2.1** The National Planning Policy Framework (NPPF) sets out the government's planning policies for England. The NPPF must be taken into account in the preparation of local and neighbourhood plans, and is a material consideration in planning decisions. One of its core principles is that development should be genuinely plan-led, empowering local people to shape their surroundings, with succinct local and neighbourhood plans setting out a positive vision for the future of the area. The Plan is being prepared in accordance with that principle.
- 2.2** At the heart of the NPPF is a presumption in favour of sustainable development, which should be seen as a 'golden thread' running through plan-making and decision-taking.
- 2.3** It is an objective of the NPPF to deliver a wide choice of high quality homes and to boost significantly the supply of housing. The Plan identifies additional sites with these objectives in mind. They are developable over the plan period and they will supplement the existing supply. Some settlements have more environmental constraints than others and both new and existing allocations for housing development have differing degrees of complexity. This means that the Plan must involve a degree of flexibility and pragmatism to ensure a steady overall supply of enough land for housing development.

The Wiltshire Core Strategy

- 2.4** The Wiltshire Core Strategy (WCS) covers the whole of Wiltshire and sets out the Council's spatial vision, key objectives and overall principles for development in the County over the plan period 2006 to 2026. The WCS has been produced to be consistent with national policy and the Wiltshire Community Plan.⁽³⁾
- 2.5** The WCS identifies six key challenges for Wiltshire⁽⁴⁾:
- Economic growth to reduce levels of out-commuting from many of Wiltshire's settlements
 - Climate change opportunities to reduce greenhouse gas emissions and mitigate the consequences of a changing climate
 - Providing new homes to complement economic growth and a growing population
 - Planning for more resilient communities
 - Safeguarding the environmental quality of the County whilst accommodating new growth, and
 - Infrastructure investment to meet the needs of the growing population and economy.
- 2.6** The WCS presents a settlement strategy for managing growth over the period up to 2026 (Core Policy 1). The strategy establishes tiers of settlements based on an understanding of their role and function; and how they relate to their immediate communities and wider hinterland.
- 2.7** Core Policy 1 of the Core Strategy identifies five types of settlements, namely:
- Principal Settlements
 - Market Towns
 - Local Service Centres

3 <http://www.wiltshire.gov.uk/council-democracy-wfp-community-plan>

4 Paragraphs 2.6-2.19 of the WCS

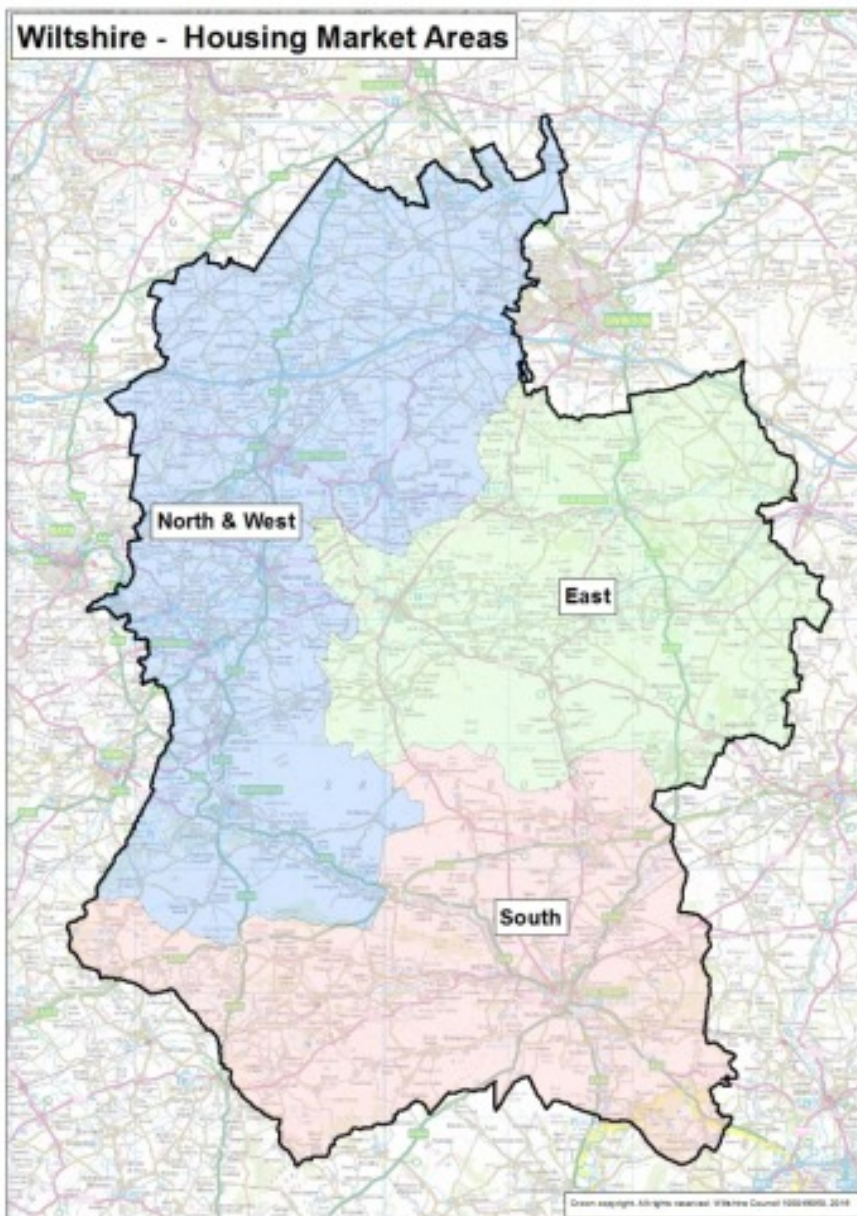
- Large Villages
- Small Villages

- 2.8** Settlement boundaries have been used in development plans for the County for a number of years. The WCS retains them. Except small villages each category of settlement has a “settlement boundary”. In simple terms, they are the dividing line, or boundary between areas of built/ urban development (the settlement) and non-urban or rural development - the countryside. In general, development within the settlement boundary is, in principle, acceptable, whereas development outside the settlement boundary is, with limited exceptions, not acceptable. The WCS uses settlement boundaries as a policy tool for managing how development should take place. Settlement boundaries are identified on the Policies Maps accompanying the WCS⁽⁵⁾.
- 2.9** Other than in circumstances as permitted by other policies listed in paragraph 4.25 of the WCS, development will not be permitted outside the defined settlement boundaries.
- 2.10** The WCS, in paragraph 4.13, sets out the intention for the retained settlement boundaries to be reviewed through the Housing Site Allocations Plan and the Chippenham Site Allocations Plan. Settlement boundaries can also be reviewed by the community through neighbourhood plans. The previous boundaries did not always reflect the built extent of settlements because they were determined some years ago. As a legacy of work done by the former District Councils, different methodologies were used to define the boundaries.
- 2.11** Settlement boundaries have been reviewed to ensure they are up-to-date and accurately reflect circumstances on the ground, derived on a consistent county-wide basis.
- 2.12** Core Policy 2 of the WCS proposes that the County should accommodate at least 42,000 additional dwellings over the period 2006 to 2026. The WCS disaggregates this scale of housing to three separate housing market areas (HMAs - East, North and West and South) as shown in Figure 2.1 below⁽⁶⁾

5 Amendments to settlement boundaries made by individual Neighbourhood Plans will also be shown on the Development Plan Policies Maps

6 A separate allowance of 900 dwellings is also made for West of Swindon. See paragraph 4.34 of the WCS.

Figure 2.1 Wiltshire Housing Market Areas



2.13 Core Policy 2 of the WCS proposes a minimum housing requirement for each HMA as follows:

Table 2.1 Housing Market Area - Minimum requirements

Housing Market Area (HMA)	Minimum housing requirement (dwellings)
East Wiltshire	5,940
North and West Wiltshire	24,740
South Wiltshire	10,420

2.14 The NPPF requires that each Local Planning Authority demonstrate that there is five years supply of deliverable land for housing development for each of the HMAs based on the implied delivery rates of the WCS requirement. Fluctuations can occur in the delivery of housing but a central objective of the Plan, ensuring surety of supply, is to sustain a ‘five year housing land supply’ over the remainder of the plan period for each of these HMAs.

2.15 To guide how each HMA requirement should be achieved, the table below sets out the relationship between each tier of the settlement strategy and the expected level of development under Core Policy 1.

Table 2.2 Settlement Hierarchy - Levels of development

Settlement	Level of development
Principal Settlement	The primary focus for development and will provide significant levels of jobs and homes
Market Town	Have the potential for significant development that will increase the number of jobs and homes to help sustain/ enhance services and facilities and promote self-containment and sustainable communities
Local Service Centre	Modest levels of development to safeguard their role and deliver affordable housing
Large Village	Development limited to that needed to help meet the housing needs of settlements and improve housing opportunities, services and facilities
Small Village	Some modest development may be appropriate to respond to local needs and contribute to the vitality of rural communities, but limited to infill.

2.16 The WCS also disaggregates indicative levels of housing to each Community Area and includes indicative requirements for levels of housing for the Principal Settlements, Market Towns and in the South Wiltshire HMA, the Local Service Centres; and their surrounding community areas. This distribution of development directs the majority of development to these main settlements and promotes a sustainable pattern of development across the county. An objective of this Plan is to allocate land to support this distribution. The Plan allocations therefore focus on those ‘areas’ where land supply falls short of these indicative levels.

2.17 The indicative housing requirements as set out in the Table 1 and the Area Strategy Policies of the WCS are as follows:

Table 2.3 Community Area Indicative Requirements

Area	Indicative requirement 2006-2026
Devizes	2,010
Devizes CA remainder	490

Area	Indicative requirement 2006-2026
Devizes CA Total	2,500
Marlborough	680
Marlborough CA remainder	240
Marlborough CA Total	920
Pewsey CA Total	600
Tidworth and Ludgershall	1,750
Tidworth CA remainder	170
Tidworth CA Total	1,920
EAST WILTSHIRE HMA	5,940
Bradford on Avon	595
Bradford on Avon CA remainder	185
Bradford on Avon CA Total	780
Calne	1,440
Calne CA remainder	165
Calne CA Total	1,605
Chippenham	4,510
Chippenham CA remainder	580
Chippenham CA Total	5,090
Corsham	1,220
Corsham CA remainder	175
Corsham CA Total	1,395
Malmesbury	885
Malmesbury CA remainder	510
Malmesbury CA Total	1,395
Melksham and Bowerhill	2,240
Melksham CA remainder	130
Melksham CA Total	2,370
Royal Wootton Bassett	1,070

Area	Indicative requirement 2006-2026
Royal Wootton Bassett and Cricklade CA remainder ⁽⁷⁾	385
Royal Wootton Bassett and Cricklade CA Total ⁽⁷⁾	1,455
Trowbridge	6,810
Trowbridge CA remainder	165
Trowbridge CA Total	6,975
Warminster	1,920
Warminster CA remainder	140
Warminster CA Total	2,060
Westbury	1,500
Westbury CA remainder	115
Westbury CA Total	1,615
NORTH & WEST WILTSHIRE HMA	24,740
Amesbury, Bulford and Durrington	2,440
Amesbury CA remainder	345
Amesbury CA Total	2,785
Mere	235
Mere CA remainder	50
Mere CA Total	285
Salisbury	6,060
Wilton	
Wilton CA remainder	255
Salisbury and Wilton CAs Total	6,315
Downton	190
Southern Wiltshire CA remainder	425
Southern Wiltshire CA Total	615
Tisbury	200
Tisbury CA remainder	220

7 Totals for Royal Wootton Bassett & Cricklade CA remainder and Royal Wootton Bassett & Cricklade CA exclude any development at the West of Swindon.

Area	Indicative requirement 2006-2026
Tisbury CA Total	420
SOUTH WILTSHIRE HMA	10,420

2.18 There is no requirement for each individual Community Area or settlement to have five years supply of land for housing. Furthermore, paragraph 4.30 of the WCS makes clear that:

“The disaggregation to Community Areas set out above is not intended to be so prescriptive as to be inflexible and potentially ineffective in delivering the identified level of housing for each market area. It clarifies the council’s intentions in the knowledge of likely constraints in terms of market realism, infrastructure and environmental capacity. They provide a strategic context for the preparation of the Housing Sites Allocation DPD and in order to plan for appropriate infrastructure provision.”

2.19 There are a number of sources for new homes to meet the requirements of Core Policy 2. They include:

- strategic allocations made within the WCS
- retained Local Plan allocations
- existing commitments
- regeneration projects, for example, those in Chippenham, Trowbridge and Salisbury
- Neighbourhood Plans
- windfall

2.20 The allocations shown in the Plan will supplement these existing sources to ensure a surety of supply over the plan period.

Relationship with Neighbourhood Planning

2.21 There are at the moment over sixty Neighbourhood Plans either being prepared or completed in Wiltshire and many more plans are likely over the years ahead. Many of these involve identifying land to meet the need for new homes. Their role in meeting housing requirements will become more significant alongside the Plan.

2.22 It is a priority of both Government and the Council that planning controls pass to local communities so they can develop their own local vision of sustainable development. Parish and Town Councils have been consulted on the review of settlement boundaries. The work being done on Neighbourhood Plans influences the selection of sites⁽⁸⁾ and where Neighbourhood Plans have been ‘made’ or are well advanced the Plan leaves decisions on the scale and locations for growth in settlements to the communities concerned.

2.23 In other locations, there may not yet be an appetite to prepare a Neighbourhood Plan or plans are at early stages of development. In these cases the Plan has considered how those settlements can accommodate additional housing and has allocated sites. In these cases, the priority to ensure a surety of housing land supply has taken precedence.

8 See stage 4a of the Housing Delivery Strategy below.

3. Plan objectives

- 3.1 Three objectives carry out the two purposes of the Plan to review settlement boundaries and allocate sites for housing development.

Settlement Boundary Review

- 3.2 The first objective for the Plan is to review settlement boundaries:

Objective 1: To ensure there is a clear definition to the extent of the built up areas at Principal Settlements, Market Towns, Local Service Centres and Large Villages

- 3.3 The Plan applies one consistent methodology for the County to replace the different ways used by the previous District Councils. The Council has developed this methodology in consultation with Parish and Town Councils. The process is explained in detail in Topic Paper 1: Settlement Boundary Review Methodology.
- 3.4 The result of the review and changes to settlement boundaries is discussed in Chapter 6 and shown in the appendix to the Plan.

Housing Site Allocations

- 3.5 The Plan allocates sites for housing development to ensure enough land is allocated to deliver the minimum requirements of each HMA. In so doing, the Plan has been prepared to achieve two further objectives:

Objective 2: To help demonstrate a rolling five year supply of deliverable land for housing development - a duty on each Local Planning Authority required by the NPPF.

- 3.6 The Plan must identify a number of greenfield sites involving the loss of countryside in order to achieve this objective. Land within settlements, in particular previously developed land, is acceptable for housing redevelopment in principle. A realistic allowance is included for this source of new housing when calculating the scale of land supply⁽⁹⁾. But within a predominantly rural area there is a limited amount of previously developed land. Not only are such opportunities limited, they can also be difficult to rely on as a large proportion of overall supply.

Objective 3: To allocate sites at the settlements in the County that support the spatial strategy of the Wiltshire Core Strategy. The spatial strategy for Wiltshire contained in the Core Strategy promotes the sustainable development of the County.

- 3.7 The spatial strategy describes a hierarchy of settlements within the County. Each tier recognises the particular role of those settlements and plans a level of new housing development that is appropriate. Chippenham, Salisbury and Trowbridge, are Principal Settlements supported by a number of Market Towns. Development at Large and Small Villages should accommodate local needs. Local Service Centres have also been identified that have a more pronounced role than villages. They possess a level of facilities and services that provide the best opportunities outside the Market Towns for sustainable development.

9 See Topic Paper 3 Housing for an explanation of how a windfall allowance has been estimated for each HMA. The approach accords with guidance contained in paragraph 48 of the NPPF.

4. Housing delivery strategy

How many homes are needed and where?

- 4.1 The WCS divides housing provision between the three HMAs. The vast proportion of housing needed over the plan period has already been built or is already committed.

Table 4.1 Housing Market Areas: Minimum to be allocated

Housing Market Area	Minimum Housing Requirement	Completions 2006-2017	Developable commitments 2017-2026	Minimum to be allocated
East Wiltshire HMA	5,940	3,624	2,311	5
North and West Wiltshire HMA	24,740	13,025	10,606	1,109
South Wiltshire HMA	10,420	5,388	3,701	1,331

- 4.2 The figures above do not include windfall and show a minimum that the Plan should aim to allocate, but a surplus is necessary to maintain five years supply of housing land in each HMA and to surpass the buffer in excess of five years required by the NPPF.
- 4.3 In order to deliver the spatial strategy, the priority for housing land allocations has been to focus on those higher tier settlements that have not yet met or contributed towards indicative levels of provision (Principal Settlements and Market Towns). This supports the sustainable development of the County sought by Objective 3 of the Plan. These settlements where allocations are justified are:

Table 4.2 Higher Tier Settlements where allocations were made

Housing Market Area	Principal Settlement, Market Towns and Local Service Centres
East Wiltshire HMA	Tidworth and Ludgershall
North and West Wiltshire HMA	Trowbridge Warminster
South Wiltshire HMA	Salisbury Amesbury, Bulford and Durrington

- 4.4 The WCS proposes much more modest levels of housing provision at Large Villages as reflected in the indicative scales of housing for each community area. Some new development, to meet local needs, may be appropriate at some of the designated Large Villages within these rural areas either through sites allocated in the Plan or by Neighbourhood Plans produced by the local community.
- 4.5 No allocations are made at Local Service Centres or Large Villages in the East Wiltshire HMA because there is no strategic priority to do so due to the level of completions and supply committed within the HMA. Housing to meet local needs can be identified where necessary

through neighbourhood planning. Neighbourhood planning will also supplement supply in the other two HMAs. No suitable sites were available at Large Villages in the South Wiltshire HMA and therefore the Plan makes no allocations in that area either. The Plan makes allocations at Large Villages only in the North and West Wiltshire HMA. These involve the following Community Areas:

Table 4.3 Community Areas where allocations were made at Large Villages

Housing Market Area	Large Villages
North and West Wiltshire Housing Market Area	Chippenham Community Area Remainder Warminster Community Area Remainder Westbury Community Area Remainder

Summary of site allocations

4.6 In summary the Plan allocates the following sites in each HMA.

East Wiltshire Housing Market Area

Table 4.4 East Wiltshire Housing Market Area - Summary of allocations

Settlement	SHLAA reference	Site Name	Approximate dwellings
Ludgershall	553	Empress Way	270 ⁽¹⁰⁾

North and West Wiltshire Housing Market Area

Table 4.5 North and West Housing Market Area - Summary of allocations

Settlement	SHLAA reference	Site Name	Approximate dwellings
Yatton Keynell	482	East of Farrells Field	30
Trowbridge	613	Elm Grove Farm	250
	1021	Church Lane	45
	3260	Upper Studley	45
	298	Land off the A363 at White Horse Business Park	175
	3565	Southwick Court	180
	297/ 263	Elizabeth Way	355
Warminster	302/ 1032	Bore Hill Farm	70
	304	Boreham Road	30

¹⁰ This total includes 109 dwellings that already have planning permission

Chapmanslade	316	Barters Farm Nurseries	35
Bratton	321	Court Orchard / Cassways	35

South Wiltshire Housing Market Area

Table 4.6 South Housing Market Area - Summary of allocations

Settlement	SHLAA reference	Site Name	Approximate dwellings
Durrington	3154/ S98	Clover Lane	45 ⁽¹¹⁾
	3179	Land off Larkhill Road	15
Salisbury	S1028	Land at Netherhampton Road	640
	S61	Land at Hilltop Way	10
	S1027	North of Netherhampton Road	100
	3272	Rowbarrow	100
	OM003	The Yard	14

4.7 The site allocations for each HMA meet two objectives of the Plan (Objectives 2 and 3):

- To help demonstrate a rolling five year supply of deliverable land for housing development.
- To allocate sites at the settlements in the County that support the spatial strategy of the Wiltshire Core Strategy.

Objective 2 Housing Land Supply

4.8 In addition to allocations in the WCS and the Plan, as well as sites with planning permission, the Council has made an allowance for windfall sites in the five year supply. With sites allocated in this plan, overall provision for new housing in each HMA is as follows:

Table 4.7 HMA housing land supply 2006-2026

Housing Market Area (HMA)	Minimum Housing Requirement	Completed (2006-2017)	Commitments (2017-2026)	Windfall Allowance (2017-2026)	Plan Allocations (2017-2026)	TOTAL	Surplus
East Wiltshire	5,940	3,624	2,311	823	161	6,919	979
North and West Wiltshire	24,740	13,025	10,606	2,209	1,103	26,943	2,203

11 This total includes approximately 15 dwellings that already have planning permission

South Wiltshire	10,420	5,388	3,701	743	804	10,636	216
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4.9 The Plan helps to provide for the amount of housing required by the WCS. Plan preparation has also looked at the likely timings of construction of the various land sources using trajectories of dwelling completions (housing trajectories). The results are reported in Topic Paper 4: Developing Plan Proposals. This assesses how the Plan achieves a sufficient supply in each year over the plan period in order to meet the objective of ensuring a five year supply of deliverable land for each of the remaining years of the WCS plan period to 2026.

4.10 Housing trajectories are site by site estimates of start and finish dates and annual completions. Aggregating housing trajectories for each HMA shows how the Plan helps to deliver in excess of five years supply of land in each area for the remaining years of the plan period. The table below provides estimates of how many years supply there will be in each remaining year of the plan period. It shows that supply exceeds the five year requirement through to the end of the plan period for all years except four in the South Wiltshire HMA and by then additional allocations will be included within the review of the WCS.

Table 4.8 HMA Five year land supply estimates 2017-2026

HMA	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
East Wiltshire	8.54	8.81	9.64	10.77	14.98	14.62	12.89	11.50	8.23
North and West Wiltshire	6.15	6.66	6.85	6.87	6.95	6.95	6.76	6.21	5.38
South Wiltshire	5.70	5.95	5.75	5.57	5.46	5.14	4.19	3.25	2.42

4.11 To be sure of maintaining a surety of supply, the annual estimates should exceed the five year requirement and buffer anticipated by national planning policy. A surplus is important to allow for any possibility of under delivery in the future.

Objective 3 Spatial Strategy

4.12 The scale and distribution of sites at each settlement is consistent with the spatial strategy in the WCS. A shortage of new housing and infrastructure for instance will limit provision for affordable homes, could depress economic growth and undermine the viability and vitality of town centres. On the other hand, widespread over provision, particularly toward smaller rural settlements, might undermine the spatial strategy. A symptom of this would be over burdened local infrastructure and greater environmental impacts from more travelling between settlements and more widespread loss of countryside.

4.13 It would not, however, be reasonable to expect the distribution and scale of land supply to adhere rigidly to the levels set in the WCS. It would be unrealistic to expect as much. The WCS explains that levels are indicative and that there needs to be some flexibility.

4.14 Levels of housing development in settlements and rural areas are indicative levels of growth. They are approximate and neither minimum or maximums; instead they are an indication of the general scale of growth appropriate for each area and settlement during the plan period.

4.15 The following sections describe the relationship between the distribution of housing development (including the site allocations) and the spatial strategy for each of the County's HMAs.

East Wiltshire Housing Market Area

4.16 The table below compares indicative with proposed levels of growth in each Community Area:

Table 4.9 East Wiltshire HMA - Distribution of housing development 2006-2026

Area	Indicative requirement 2006-2026	Completions 2006-2017	Developable commitments 2017-2026	TOTAL	%Variation
Urban areas					
Devizes	2,010	1,501	612	2,113	5.1%
Marlborough	680	397	304	701	3.1%
Tidworth and Ludgershall	1,750	767	1,177	1,944	11.1%
TOTAL	4,440	2,665	2,093	4,758	7.2%
Rural areas					
Devizes CA remainder	490	297	112	409	-16.5%
Marlborough CA remainder	240	157	52	209	-12.9%
Pewsey CA	600	416	192	608	1.3%
Tidworth CA remainder	170	89	23	112	-34.1%
TOTAL	1,500	959	379	1,338	-10.8%

4.17 The overall pattern of growth is in general conformity with the WCS. It is consistent with the principles of the spatial strategy. Compared to indicative levels, development is focussed slightly more on the Market Towns (+7.2%) and less on the rural settlements (-10.8%).

4.18 Indicative levels of housing for Market Towns are not a ceiling and a variance would not seem to present new or significant issues for local infrastructure and environmental capacity.

4.19 Similarly, variations from the spatial strategy do not appear to give rise to significant issues. The rural area around Tidworth contains two designated Large Villages: Collingbourne Ducis and Netheravon. Collingbourne Ducis has experienced above average growth since 2006. This would seem sufficient to help maintain its role. Netheravon has several brownfield sites that are potentially suitable for redevelopment and these possibilities would be best explored through a neighbourhood planning process.

4.20 A number of rural communities within the HMA are developing a local vision for the sustainable development of their settlement using neighbourhood planning⁽¹²⁾. These will address local needs, including needs for new homes, and they will progress further allocations to include housing that will contribute to supply. Neighbourhood plans will be a main means to sustain the roles of Large Villages described in the spatial strategy.

4.21 The distribution of housing development accords with the underlying principles of the WCS to direct development to the most suitable, sustainable locations.

North and West Wiltshire Housing Market Area

4.22 The table below compares indicative with proposed levels of growth in each Community Area:

Table 4.10 North and West HMA - Distribution of housing development 2006-2026

Area	Indicative requirement 2006-2026	Completions 2006-2017	Developable commitments 2017-2026	TOTAL	%Variation
Urban areas					
Bradford on Avon	595	384	218	602	1%
Calne	1,440	1,034	847	1,881	31%
Chippenham	4,510	1,230	3,016	4,246	-6%
Corsham	1,220	597	629	1,226	0%
Malmesbury	885	657	385	1,042	18%
Melksham and Bowerhill	2,240	1,445	1,113	2,558	14%
Royal Wootton Bassett	1,070	1,014	140	1,154	8%
Trowbridge	6,810	3,019	2,494	5,513	-19%
Warminster	1,920	615	1,040	1,655	-14%
Westbury	1,500	940	851	1,791	19%
TOTAL	22,190	10,935	10,733	21,668	-2%
Rural areas					
Bradford on Avon CA remainder	185	123	56	179	-3%
Calne CA remainder	165	96	171	267	62%
Chippenham CA remainder	580	419	116	535	8%

12 Community Area Topic Papers summarise progress on neighbourhood planning

Area	Indicative requirement 2006-2026	Completions 2006-2017	Developable commitments 2017-2026	TOTAL	%Variation
Corsham CA remainder	175	285	96	381	118%
Malmesbury CA remainder	510	340	170	510	0%
Melksham CA remainder	130	115	44	159	22%
Royal Wootton Bassett and Cricklade CA remainder	385	305	177	482	25%
Trowbridge CA remainder	165	256	32	288	75%
Warminster CA remainder	140	91	68	159	14%
Westbury CA remainder	115	60	46	106	-8%
TOTAL	2,550	2,090	976	3,066	20%

- 4.23** There are marked differences in the anticipated growth of many of the Market Towns in the HMA (including Calne, Malmesbury, Melksham and Bowerhill, and Westbury) over the plan period compared to the two Principal Settlements of the HMA, Chippenham and Trowbridge.
- 4.24** Growth at Chippenham and Trowbridge has not matched expectations. Land has been in short supply or delayed in coming forward. As Principal Settlements within the HMA they are intended to be the primary focus for development, providing significant levels of jobs and homes.
- 4.25** In contrast, rates of development at most Market Towns have met expectations and at Bradford on Avon, Calne, Malmesbury, Melksham and Bowerhill, Royal Wootton Bassett and Westbury anticipated levels of growth have been exceeded over the first half of the plan period. Land has been available and some additional sites granted consent by planning appeals. Over the same interval, scales of development within rural areas in many places have also exceeded those anticipated by the WCS.
- 4.26** Indicative levels of housing for Market Towns are not a ceiling and variations would not seem to present new or significant issues for local infrastructure and environmental capacity. Allocations made in the Plan are made to support the spatial strategy. It is not however practical for the Plan to completely re-dress imbalances in the distribution of development from what the spatial strategy envisaged. A review of the WCS is also the appropriate means to properly consider the performance and longer term prospects of settlements.

- 4.27** Chippenham now has the potential to meet the minimum scale of growth anticipated in the WCS by delivery of higher rates of house building in the last half of the plan period compared to much lower rates over recent years. This will come about in large part as a result of significant allocations for housing development made in the Chippenham Site Allocations Plan as well as other significant permissions at the town.
- 4.28** Until very recently there has been a shortage of development opportunities in the town. It is difficult to substantiate a direct connection, but this shortage may also have contributed to the higher than anticipated rates of development experienced by Calne, neighbouring Chippenham. Higher rates of development than expected cause concern about the adequacy of local infrastructure to support population growth and about environmental impacts. No allocations are proposed in the Plan for Calne or Corsham.
- 4.29** Symptoms of similar circumstances appear to be apparent with regard to Trowbridge as at Chippenham, although there would not appear to be such a pronounced shortage of land at Trowbridge.
- 4.30** Unlike Chippenham however, allocations made by the Plan will not be sufficient to ensure that housing provision meets indicative requirements. Six new site allocations provide land for approximately 1,050 dwellings. Nevertheless, housing development at Trowbridge will fall short of the WCS indicative level of 6,810 dwellings by around 1,297.
- 4.31** One main reason for a shortfall in land supply is the complexity and consequent delay developing Ashton Park, a south eastern extension to the town. 1,350 dwellings will be built on this site in the plan period and a further 1,250 post 2026; rather than first envisaged that the whole of the allocation would have been completed in the plan period. This broadly equates to the 1,297 dwelling shortfall.
- 4.32** A second main reason for a shortfall has been the inability to identify enough land free from environmental constraints that could compensate for the consequences of delay to Ashton Park. Designated Green Belt provides long term protection from development and limits the scope for Trowbridge to expand. Ecological constraints result from the need to safeguard habitats for protected bats. Other options are limited for different reasons.
- 4.33** In addition, to meet Plan objectives, land identified should be capable of development within the plan period. Unlike Salisbury, there are no reserve locations or areas of search. At this stage, substituting one complex site by another would not provide a remedy to a relatively short-term issue.
- 4.34** Looking over the plan period there has not been as dramatic a fall off in dwelling completions at Trowbridge as took place at Chippenham. The Plan allocations provide choice and flexibility as well as add to supply. The shortfall compared to an indicative level is not so severe as to jeopardise the position of Trowbridge as a Principal Settlement or undermine objectives of the spatial strategy. The WCS makes clear that indicative requirements for community areas provide context and are not prescriptive. A lower provision over the shorter term represents the flexibility associated with the indicative nature of the requirements of the WCS.
- 4.35** Both Westbury and villages around Trowbridge have experienced higher than anticipated rates of growth. The WCS has the objective of consolidating growth at Westbury and this plan makes no additional allocations for housing development.
- 4.36** Constraints to Trowbridge's longer term growth will be addressed as part of the review of the Core Strategy that will look from 2016 beyond 2026 to 2036. This might include a review of how Green Belt boundaries around the town may affect the town's longer term prospects.

4.37 Differences from the pattern of development envisaged by the WCS have arisen over the first half of the plan period. Plan allocations go some way to reversing this, but only so far. Specifically, growth at Trowbridge is more constrained and more difficult to realise than had been envisaged, although not so much as to fundamentally undermine the spatial strategy. Housing provision exemplifies the flexibility made necessary by the indicative nature of community area requirements of the WCS.

4.38 The scale of development at Warminster is not envisaged to meet indicative strategic requirements. Three proposals of the Plan improve choice in the Town. Constraints include flood risks and managing phosphate levels that can affect the River Avon Special Area of Conservation. The West Warminster Urban Extension, a strategic site in the WCS, provides by far the largest part of new housing to serve the town and this area will continue to do so for several more years after 2026. It provides a longer term surety of supply that supports the role and function of the town.

4.39 Allocations of the Plan at Large Villages in the HMA are made only at those settlements where indicative levels will not be met and where local needs are not being addressed through neighbourhood planning. As well as being necessary to help ensure a surety of supply, these allocations will help to support the role of those Large Villages, supporting a range of local employment, services and facilities.

South Wiltshire Housing Market Area

4.40 Overall, the scale of development at urban areas matches the intention of the strategy in terms of how much growth is focussed on the main settlements. There are minor differences between indicative and proposed levels that are not significant. They would not present new or significant issues for local infrastructure and environmental capacity. Less provision is made for rural areas.

Table 4.11 South Wiltshire HMA - Distribution of housing development 2006-2026

Area	Indicative requirement 2006-2026	Completions 2006-2017	Developable commitments 2017-2026	TOTAL	%Variation
Urban areas					
Amesbury, Bulford and Durrington	2440	1,446	873	2,319	-5%
Salisbury	6,060	2,436	2,970	5,938	-2%
Wilton		321	211		
TOTAL	8500	4,203	4,054	8,257	-3%
Rural areas					
Amesbury CA remainder	345	176	73	249	-28%
Mere CA remainder	50	42	7	49	-2%
Mere (LSC)	235	123	143	266	13%
Downton (LSC)	190	101	92	193	2%

Tisbury (LSC)	200	169	9	178	-11%
Wilton CA remainder	255	123	14	137	-46%
Southern Wiltshire CA remainder	425	389	98	487	15%
Tisbury CA remainder	220	62	16	78	-65%
TOTAL	1,920	1,185	452	1,637	-15%

- 4.41** The South Wiltshire HMA has a less generous housing land supply than elsewhere in Wiltshire.
- 4.42** Salisbury is the Principal Settlement within the HMA. It is intended to be the primary focus for development, providing significant levels of jobs and homes. Two site allocations of more than 500 dwellings provide a large source of supply to the end of the Plan period to ensure that the City achieves the role set out in the spatial strategy: Fugglestone Red and land at Netherhampton Road. The first is a strategic site allocated in the WCS. The latter of these, land at Netherhampton Road, is an allocation of the Plan.
- 4.43** It is unlikely that all the strategic sites allocated in the WCS for Salisbury would deliver sufficiently within the plan period to meet housing requirements and ensure supply, and therefore land allocated at Netherhampton Road is necessary. A shortage of land could impede the City's prospects and it could also lead to greater development pressures in other settlements in the HMA less suited to growth.
- 4.44** One of the WCS strategic allocations, namely Churchfields is a strategic mixed-use site that Core Policy 20 of the WCS requires to deliver 1100 dwellings by 2026. To be developed, this site requires substantial employment uses to decant and is now expected to commence later than envisaged beyond the current plan period of 2026. It is a complex regeneration project that will take time to deliver and will require other sites to enable existing businesses to relocate.
- 4.45** The site at Netherhampton Road has the ability to address the lack of housing delivery at Churchfields, later within the plan period. The WCS identifies the site within an area of search, to be considered if further land is required in future to meet housing requirements, as part of the Council's monitoring process. Monitoring has shown that further land is required due to the redevelopment of Churchfields taking longer than anticipated. The Plan therefore implements this contingency in order to ensure a sufficient supply of housing. The allocation of land at Netherhampton Road, a substantial site, will not lead to an increase in the overall scale of housing growth at Salisbury than was proposed by the WCS.
- 4.46** Recognising the scale of the site, a generous lead in time is provided for the delivery of Netherhampton Road. The site is not expected to contribute to housing delivery for several years whilst work is carried out to masterplan the site and develop mitigation measures. In the meantime, supply from major schemes such as Fugglestone Red and Longhedge will ensure sufficient supply. Fugglestone Red and the Netherhampton Road sites will deliver new homes alongside each other toward the end of the plan period.
- 4.47** Further sites at Salisbury support provision for primary education in the south of the City. They improve choice. They also help to safeguard land supply should there be unforeseen and serious delay with the delivery of any other sites.

- 4.48** Provision for the rural areas of the HMA can be divided between growth at Local Service Centres and elsewhere, including Large Villages.
- 4.49** Local Service Centres are defined as smaller towns and larger villages which serve a surrounding rural hinterland and possess a level of facilities and services that together with improved local employment, provide the best opportunities outside the Market Towns for greater self containment. Levels of housing development envisaged at Mere and Downton fit with that strategy. The level of development proposed for Tisbury is lower. There is a significant brownfield site option under consideration through the neighbourhood planning process that takes priority over consideration of greenfield alternatives. This would meet indicative requirements at the settlement.
- 4.50** In terms of the wider rural area, overall, given the flexibility that should be associated with indicative requirements there is no fundamental conflict with the spatial strategy and proposals are in general conformity with the WCS. There are three Large Villages in the rural area around Tisbury all of which are within the Cranborne Chase and West Wiltshire Downs AONB. The Plan does not propose any allocations because of a variety of constraints and a lack of land availability. In the rural area around Wilton, of the two Large Villages, Dinton has already experienced relatively significant growth and at Broad Chalke sites are being investigated through the preparation of a Neighbourhood Plan, although the local primary school has limited capacity to support growth. Neighbourhood planning is suited to addressing local needs in these circumstances.

5. Housing site allocations

Introduction

- 5.1** By assessing each of the settlements identified in Core Policy 1, a site selection process has produced a range of sites suitable for residential development. Scales of development reflect each site's suitability. They also have regard to the role of a settlement and its size as well as the indicative requirements for housing in each community area, as presented in the WCS. Development will be required to provide for the necessary on-site and, where necessary, off-site infrastructure requirements arising from proposals in accordance with Core Policy 3 (Infrastructure requirements).
- 5.2** The design and form of development will accord with policies of the WCS. Core Policy 57 (Ensuring High Quality Design and Place Shaping) requires a high standard of design of all development.
- 5.3** Landscaping will be provided at boundaries and throughout each site retaining and reinforcing as much as possible of existing hedgerow and tree cover. This will often be required in order to establish a visual boundary to a settlement and so help preserve the settlement's character and appearance in the wider landscape as well as protect the amenity of adjoining uses, as will tools such as Landscape and Visual Impact Assessment (LVIA) as part of the planning application process. Core Policies 51 and 52 are particularly relevant (Landscape and Green Infrastructure). Some sites relate to Areas of Outstanding Natural Beauty and building design, layout and landscaping measures will be necessary to deliver a scheme which positively assimilates within the wider landscape setting and reflects the character of the local vernacular in accordance with requirements of Core Policy 51. Moreover, in delivering high quality design, development of the allocated sites should take opportunities to improve cycling and walking connectivity in accordance with Core Policy 61.
- 5.4** An ecological assessment will be required for all sites. The development will protect and improve opportunities for biodiversity and wildlife corridors within and adjoining the site in accordance with Core Policy 50 (Biodiversity and Geodiversity). Most sites proposed are of more than one hectare and will therefore require a flood risk assessment (incorporating an assessment of the predicted effects of climate change) in order to ensure that there is no increase in risk of flooding on site and elsewhere, thereby complying with Core Policy 67 (Flood Risk) and national policy. In addition, sites proposed within Source Protection Zones (SPZ) 1 and 2 will need to comply with Core Policy 68 (Water Resources) with applications demonstrating that regard has been paid to the advice set out in the Environment Agency's groundwater protection policy. Consideration should be given to the predicted effects of climate change and proposals should allocate appropriate buffer strips where there is no adjacent built development. Natural flood management should be incorporated into planning proposals to mitigate new and existing developments.
- 5.5** The Environment Agency and Natural England advise that all development within the River Avon catchment should be 'phosphate neutral' for an interim period until 2025. Beyond this time an approach will take account of water company planning, as well as latest Government policy and legislation. This is to guard against a further worsening of the condition of the River Avon Special Area of Conservation (SAC). An annex of the Nutrient Management Plan will explain measures to help deliver phosphate neutral development and how they will be delivered. Some measures are capable of being delivered as part of housing development. Off-site measures are supported by Community Infrastructure Levy and there is also scope to improve the efficiency of sewage treatment works. The definition of 'phosphate neutral'

is the additional phosphorous load generated by new development after controls at source, reduction by treatment and/or off-setting measures leading to no net increase in the total phosphorous load discharged to the River Avon SAC.

- 5.6** Development has the potential to affect the significance of heritage assets within or beyond site boundaries. The Council commissioned consultants to prepare a high-level Heritage Impact Assessment (HIA) to support the Plan. The HIA identifies and assesses the significance of heritage assets (and their settings) on sites where such matters will be particularly important considerations to address in subsequent planning applications. Where necessary, further, detailed, site-specific heritage assessments will prescribe measures which will need to be incorporated as part of a scheme in order to protect them, including the importance of their settings. The determination of planning applications will follow the approach set out in National Planning Policy Framework (paragraphs 189 to 202) and satisfy requirements of Core Policy 58 (Ensuring the Conservation of the Historic Environment) of the WCS. This should include archaeological assessment where necessary
- 5.7** Transport impacts from a proposal will also need detailed assessment in order to accord, in particular, with Core Policy 62 (Development Impacts on the Transport Network). Depending upon the characteristics of individual sites, other policies of the core strategy will be relevant to the determination of planning applications for each of the sites proposed.
- 5.8** The Council will seek a proportion of new homes as affordable housing in accordance with Core Policy 43 (Providing Affordable Homes).
- 5.9** In addition to Community Infrastructure Levy, the Council will also seek funding contributions toward infrastructure or mitigation that is not identified for levy funding and which is directly related to development and necessary for it to proceed. Satisfying the requirements of Core Policy 3 will therefore also be important.
- 5.10** Proposals for new housing sites must be read in conjunction with the Wiltshire Core Strategy and will be considered against all relevant policies, including those relating to place shaping and high quality design. Developers of more substantial sites will also 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).
- 5.11** Standards for provision to meet leisure and recreation needs of any application will be applied to each of the proposals. An audit of existing open space assets will inform outdoor sports provision. Shortages of amenity green space, parks and areas for informal recreation may be addressed by provision for open space by proposals but will solely be of a form and scale to meet the needs of new development.
- 5.12** As appropriate, additional evidence will need to be prepared at a level of detail to support a planning application. Such new evidence can be used as a material consideration when considering a specific planning application. In many cases, particularly important items are referred to for each allocation. Such evidence may include, but is not limited to a Landscape and Visual Impact Assessment, site specific Heritage Assessment, Biodiversity Report, Surface Water Management Plan (incorporating a site wide, comprehensive drainage strategy), Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change), and Transport Statement.

East Wiltshire Housing Market Area

5.13 Land for housing development is identified to support the role of settlements in the East Wiltshire HMA, to ensure supply, improve choice and competition in the market for land. The following site is allocated for development, as shown on the Policies Map:

Table 5.1 Housing Allocation in the East Wiltshire Housing Market Area

Community Area	Reference	Site Name	Approximate number of dwellings
Tidworth	H1.1	Empress Way, Ludgershall	270

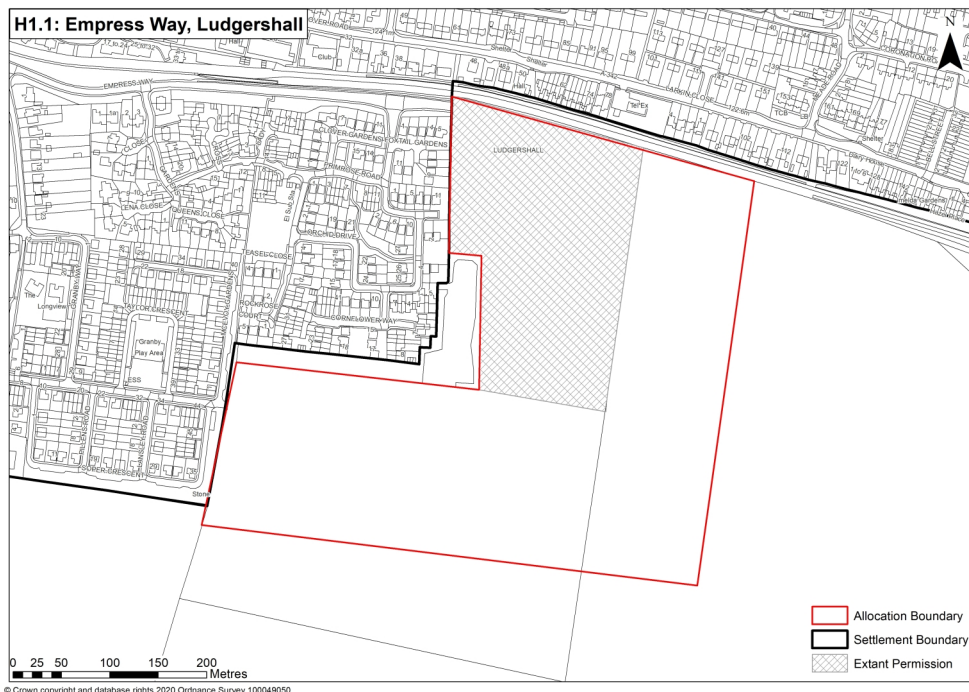
5.14 The specific requirements and form development will take are described below for the site to ensure they are each appropriate in scale and character to their location and in accordance with WCS and national policy.

Ludgershall

5.15 Ludgershall, along with Tidworth is designated as a Market Town and has the potential for significant development. The WCS envisages Ludgershall, together with Tidworth, accommodating approximately 1,750 additional dwellings over the plan period. As a part of the settlement strategy, an increase in jobs and homes in the town will help to enhance services and facilities and promote better levels of self-containment and viable sustainable communities (Core Policy 1, WCS). Further development will support it carrying out this role.

H1.1 Empress Way

Figure 5.1 H1.1 Empress Way, Ludgershall



Policy H1.1

Land at Empress Way, as identified on the Policies Map is allocated for development comprising the following elements:

- approximately 270 dwellings;
- vehicular access from Empress Way and Simonds Road/New Drove, via the Granby Gardens development site, together with a connecting highways link between the two points of access;
- 1.8ha of land reserved for a two form entry primary school in the south eastern corner of the site; and
- improvements to cycling and walking routes through the site to link into the existing network, including the retention and enhancement of public rights of way LUDG1 and LUDG2.

Development proposals will be subject to the following requirements:

- a planning obligation to safeguard land for a primary school for an agreed period of time;
- a transport assessment that will determine the trigger point for the delivery of the access via Simonds Road and inform detailed measures to mitigate impacts on the local road network;
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site;
- Layout and design of the development will be expected to take particular care to ensure that a suitable boundary with the open countryside is provided; and
- layout of the development will be informed by an odour assessment, to be undertaken in consultation with Southern Water to ensure a satisfactory living environment will be created.

Development will take place in accordance with a masterplan for the site approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements and opportunities, delivered to achieve the comprehensive development of the site, including the timely and coordinated provision of necessary infrastructure.

5.16 Approximately 16.5ha of land at Empress Way, as shown on the policies map, are allocated for development. The proposal is to extend land already with permission⁽¹³⁾ for housing development to allow for a further 160 dwellings. The total amount of development will therefore be 270 dwellings. The treatment and design of the site will be one comprehensive development proposal.

5.17 The site is formed of agricultural land on the southern edge of the town. It is a logical extension to the town in an accessible location with regard to local services and facilities but there are limited established natural boundaries that help to enclose the site. There are no field boundaries on the site's southern and eastern edges, although there is limited screening on the boundaries adjoining the railway line and existing residential development.

13 Outline planning permission reference E/2013/0234/OUT (land adjacent to Empress Way).

- 5.18** Vehicular access to the site would be required from Empress Way and via the Granby Gardens development site. Development of the site will include a connecting link road through the site to the two points of access. Transport assessment will determine the trigger point for the delivery of the access via Simonds Road and inform detailed measures to mitigate impacts on the local road network, including the A342 Andover Road, Memorial Junction and the capacity of the signals on the nearby railway bridge.
- 5.19** Development of the site will include 1.8ha reserved for a two form entry primary school. Based on current estimates, capacity within local primary schools will be absorbed by committed development elsewhere in the town. The need to retain the reserved land for a school will be determined as part of the application process based on an assessment of future need for primary school places at the time of an application. In the event that land for a school is not required within a period to be agreed with the Wiltshire Council's Education Department, then the land will be returned and thereby revert to agricultural use. Responsibility for provision of the school will lie with the Council and the process and timescale for delivery will be in agreement with the developer. The development will also be subject to the normal contributions to education provision in accordance with core policies of the Wiltshire Core Strategy.
- 5.20** The site design will be led by a strong landscape framework. Significant additional screening at the southern and eastern site boundaries would be required, along with landscaping and green infrastructure throughout the site as there are middle and long distance views of the site from the south. The final design and layout should be informed by a Landscape and Visual Impact Assessment, Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy. Development will provide a connection to the nearest point of adequate capacity in the sewerage network, as advised by the service provider. Development layout should be informed by an odour assessment, to be undertaken in consultation with Southern Water.

North and West Wiltshire Housing Market Area

- 5.21** Land for housing development is identified to ensure supply, support the role of settlements in the North and West Wiltshire HMA, and improve choice and competition in the market for land.
- 5.22** As a Principal Settlement, the WCS anticipates that Trowbridge will be a primary focus for development. Moreover, the role of the town as a significant employment and strategic service centre will be expected to be strengthened over the Plan period to 2026. Additional allocations are therefore made to support this role.
- 5.23** Other allocations are made at Warminster, a Market Town, to support its role and at designated Large Villages in the rural parts of Chippenham and Westbury Community Areas geared to support local needs in accordance with WCS Core Policy 2. The following sites are allocated for development, as shown on the policies map:

Table 5.2 Housing Allocations in the North and West Wiltshire Housing Market Area

Community Area	Reference	Site Name	Approximate number of dwellings
Trowbridge	H2.1	Elm Grove Farm, Trowbridge	250
	H2.2	Land off the A363 at White Horse Business Park, Trowbridge	175

Community Area	Reference	Site Name	Approximate number of dwellings
	H2.3	Elizabeth Way, Trowbridge	355
	H2.4	Church Lane, Trowbridge	45
	H2.5	Upper Studley, Trowbridge	45
	H2.6	Southwick Court, Trowbridge	180
Warminster	H2.7	Bore Hill Farm, Warminster	70
	H2.8	Boreham Road, Warminster	30
	H2.9	Barthers Farm Nurseries, Chapmanslade	35
Chippenham	H2.10	East of Farrells Field, Yatton Keynell	30
Westbury	H2.11	Off B3098 adjacent to Court Orchard / Cassways, Bratton	35

5.24 The specific requirements and form development will take are described below for each site to ensure they are each appropriate in scale and character to their location and in accordance with WCS and national policy.

Trowbridge

5.25 The WCS envisages approximately 6,810 new dwellings at the Principal Settlement of Trowbridge over the Plan period (2006-2026). Whilst much of this has either been delivered, or is committed in the form of planning permissions and a strategic site allocation in the WCS (Ashton Park), a significant volume of additional housing will be required in order to help address residual indicative requirements.

5.26 In the face of the need to identify sites for additional housing at the town, there are significant ecological, landscape (Green Belt) and infrastructure constraints that significantly limit the choice of available sites. Assessment evidence demonstrates three considerations to be addressed in order for housing development to be accommodated:

- Ecology:** an interconnected pattern of priority Biodiversity Action Plan (BAP) habitats such as mature hedgerows, trees and water features, along with designated woodland features around the town support significant populations of protected bat species associated with the Bath and Bradford-on-Avon Bats Special Area of Conservation (SAC). Additional housing development will increase the population of the town and thereby amplify the risk of recreational pressure on bats. To address this issue, the Habitats Regulations Assessment (HRA) for the Plan recommends a strategy for managing recreational pressure across the town. This states that core bat habitat should be retained and buffered to protect and enhance the local features, to be identified through appropriate survey, of each site. Detailed design and layout of schemes will be informed by survey work in accordance with the Trowbridge Bat Mitigation Strategy (TBMS), and would need to consider additional planting and open space to protect and enhance BAP priority habitats and thereby augment opportunities for bat foraging routes and roosting sites including establishing dark corridors through sites. Specific measures that will be required are explained for each site and funding contributions may also be

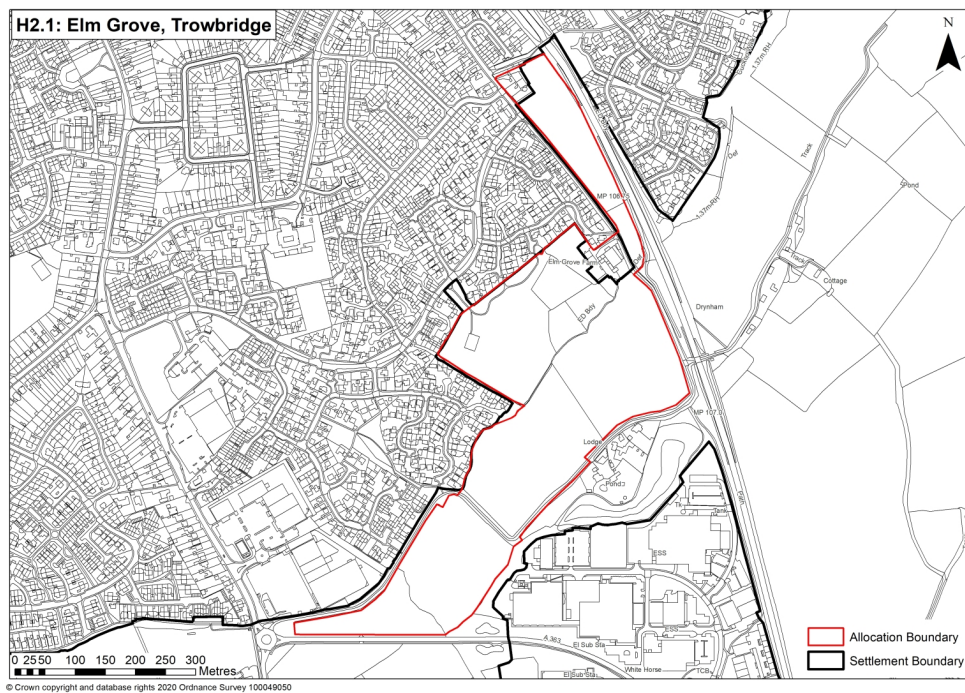
sought towards the delivery of potential offsite measures and monitoring, including new woodland planting and land acquisition to create a Suitable Alternative Natural Greenspace (SANG) to alleviate recreational pressure on core bat habitat, as defined in the Trowbridge Bat Mitigation Strategy.

- **Education:** Funding contributions will be sought from developers to help provide adequate capacity.
- **Health Services:** development will also increase demand for primary health care and funding contributions may also be sought to expand the capacity of GP services and dentistry. Contributions will be justified on a site by site basis in discussion with Clinical Commissioning Group and NHS England.

5.27 The proposed site allocations are capable of delivery and will provide a boost to local housing supply.

H2.1 Elm Grove Farm

Figure 5.2 H2.1 Elm Grove Farm, Trowbridge



5.28 In accordance with the National Planning Policy Framework, the policies of this Plan are strategic in nature. As a whole, the Plan supports the delivery of the Wiltshire Core Strategy.

Policy H2.1

Land at Elm Grove Farm, as identified on the Policies Map, is allocated for mixed use development comprising the following elements:

- approximately 250 dwellings;
- a multi-purpose community facility co-located with existing or improved open space;
- a significantly improved and consolidated public open space area incorporating the existing Queen Elizabeth II Field to provide a play area, junior level sports pitches and changing facilities for local community teams to utilise;
- a road from the A363 through to an improved junction of Drynham Lane and Wiltshire Drive; and
- improvements to cycling and walking routes through the site to link into the existing network and the proposed Ashton Park Strategic Allocation site and the White Horse Business Park.

Development will be subject to the following requirements:

- sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments;
- retention and enhancement of existing hedgerows and trees as part of wider landscaping and green infrastructure requirements;
- core bat habitat will be protected or enhanced. Design and layout will be informed by appropriate surveys, impact assessments and the Trowbridge Bat Mitigation Strategy (TBMS);
- appropriate mitigation to protect bats, including financial contributions toward management, monitoring and off-site measures as necessary, as informed by the TBMS; and
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site.

Development will take place in accordance with a masterplan for the site approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements and opportunities, delivered to achieve the comprehensive development of the site, including the timely and coordinated provision of necessary infrastructure.

5.29 Approximately 17.61 of land at Elm Grove Farm is allocated for the development of approximately 250 dwellings, along with a multi-purpose community facility co-located with consolidated and improved public open space, as shown on the Policies Map. It is well located with regard to local facilities and services. Moreover, the site is enclosed to the north-west and south-east by existing development and development proposed further south. Consequently, development of the site would not lead to a significant encroachment of further built form into the countryside. Development will include a multi-purpose community building geared toward use by sports and social groups in the area could provide a local centre to the development.

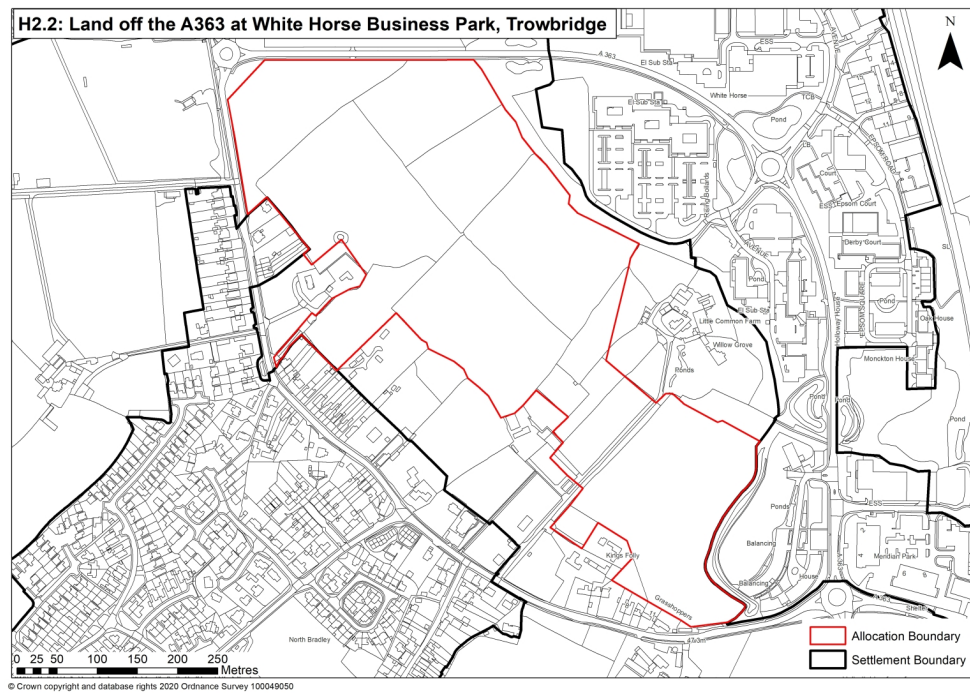
5.30 Proposals to develop the site will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy. The existing natural features of the site are significant in the landscape

and would need to be incorporated within a detailed layout. These features also provide wildlife corridors that link habitat features within the local area; in particular, 'dark corridors' for foraging bats. These elements should be protected and enhanced where possible by additional planting with native species.

- 5.31** The site is in an area likely to be used by Bechstein's bats associated with the Bath and Bradford on Avon Bats SAC. Sensitive habitat features on and adjacent to the site will be identified through survey and assessments guided by the requirements of the TBMS and include: Drynham Lane / Road, the railway line, woodland belts associated with the White Horse Business Park and the small tributary to the River Biss.
- 5.32** These features should be retained and / or buffered from development (including residential gardens) by wide, dark, continuous corridors of native landscaping which will allow for their long-term protection and favourable management in order to secure continued or future use by Bechstein's bats. The design and layout of development, including the size and location of landscape corridors, lighting, other physical mitigation measures and management protocols, will be informed by the guidance set out in the TBMS and from appropriate surveys and assessments. Development may also be subject to requirements relating to off-site mitigation, management and monitoring measures as necessary.
- 5.33** Access to the site would need to be holistically planned with upgrades required to Drynham Lane, along with the construction of a connection to the A363 designed as a through-route anticipating future traffic growth. New and improved walking and cycling routes to existing and planned local services would encourage future residents to use sustainable forms of transport. The site has a medium potential for archaeological remains. Therefore any subsequent planning application should be informed by an archaeological assessment. In addition, development will need to minimise the potential to harm the significance of the Grade II Listed Drynham Lane Farmhouse along with Grade II listed Southview Farm and, where appropriate, their settings. Measures may also be necessary to prevent potential noise pollution from the existing main road and railway. These considerations should be addressed through the process of detailed design and layout which should be informed by detailed assessments (including heritage) to support any subsequent planning applications.
- 5.34** Appropriate contributions would be likely to be sought to help fund an increase in capacity at local schools, local GP surgeries and dentistry at the town in accordance with core policies of the Wiltshire Core Strategy.

H2.2 Land off the A363 at White Horse Business Park

Figure 5.3 H2.2 Land off the A363 at White Horse Business Park, Trowbridge



Policy H2.2

Land off A363 at White Horse Business Park, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 175 dwellings;
- vehicular access from the A363;
- development to be directed to the north and east of the site; and
- improvements to cycling and walking routes through the site to link into the existing network.

Development will be subject to the following requirements:

- core bat habitat will be protected and enhanced. Design and layout will be informed by appropriate surveys, impact assessments and the Trowbridge Bat Mitigation strategy (TBMS);
- appropriate mitigation to protect bats, including financial contributions towards management, monitoring and any off-site measures as necessary, as informed by the TBMS;
- retention and enhancement of existing hedgerows and trees as part of wider landscaping and green infrastructure requirements, incorporating open space provision. Development will be expected to enhance a key gateway approach to the town and retain visual separation between the town and North Bradley;
- sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments. Development proposals will make a positive contribution towards conserving and enhancing the significance of the Baptist burial ground, its gateway and its setting; and
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site.

Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site.

5.35 Approximately 20.52ha of land off the A363 south-west of the White Horse Business Park is allocated for the development of approximately 175 dwellings, as identified on the Policies Map. It is reasonably well located with regard to services and facilities. The site extends over a significant area of agricultural land used for a mix of grazing and arable cropping. It is contained, to a degree, by existing development to the east and west and fronts a 'gateway' route to the town. An objective of detailed design and layout will be to retain visual separation of the Town's urban area from North Bradley village. To achieve this, development proposals would need to be focused within the north-east of the site, screened with new planting and provide improvements to walking and cycling routes through to the town.

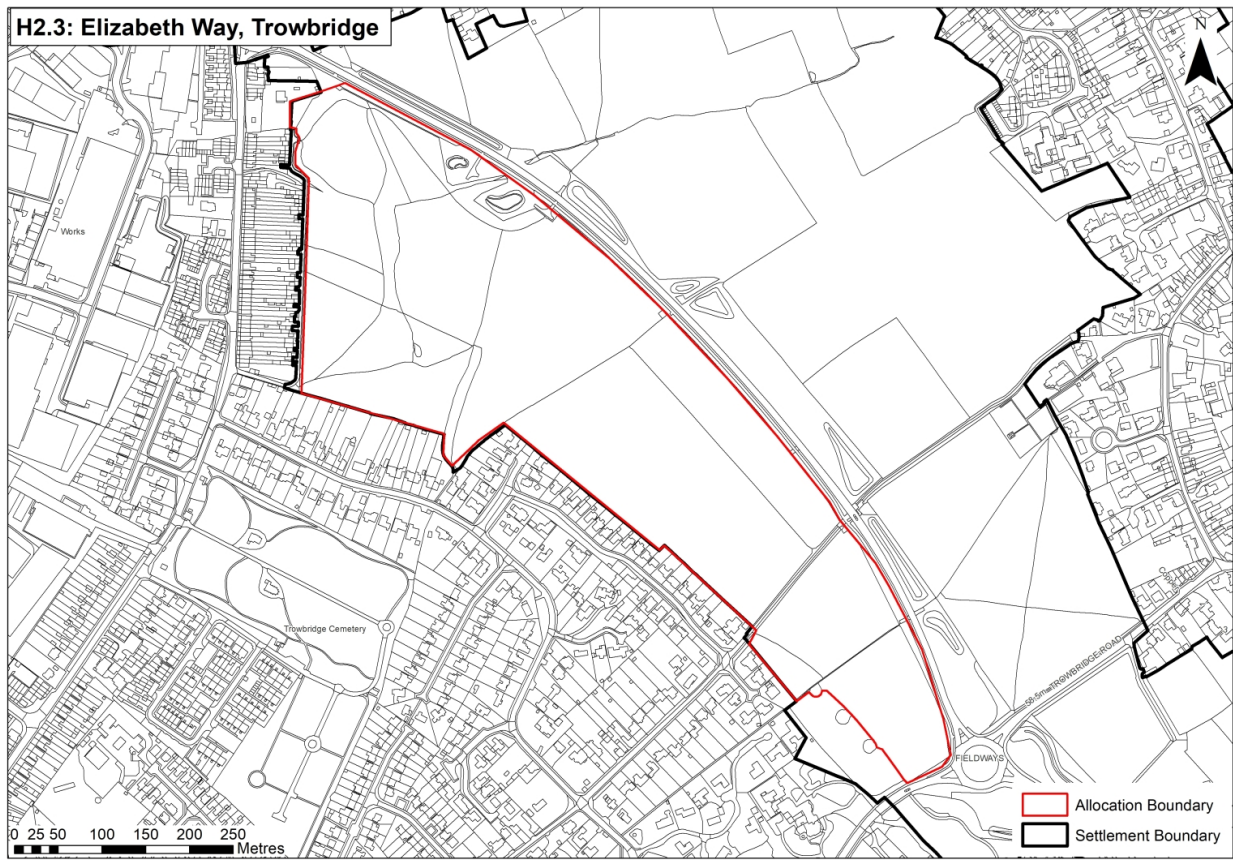
5.36 The site is characterised by a distinctive pattern of mature and semi-mature hedgerows and trees that form a feature in the landscape. Development of the site would need to retain these features and thereby provide a layout that respects the setting of North Bradley village as an important element of detailed design. Existing hedgerows and trees also provide

habitat for protected and non-protected species. These natural features therefore provide wildlife corridors that link habitat features within the local area; in particular, 'dark corridors' for foraging bats.

- 5.37** The site is in an area likely to be used by Bechstein's bats associated with the Bath and Bradford on Avon Bats SAC. Sensitive habitat features on / adjacent to the site will be identified through survey and assessments guided by the requirements of the TBMS and include: woodland belts associated with the White Horse Business Park; a network of mature hedgerows/hedgerow trees; and the grounds of Willow Grove.
- 5.38** These features should be retained and / or buffered from development (including residential gardens) by wide, dark, continuous corridors of native landscaping which will allow for their long-term protection and favourable management in order to secure continued or future use by Bechstein's bats. The design and layout of development, including the size and location of landscape corridors, lighting, other physical mitigation measures and management protocols, will be informed by the guidance set out in the TBMS and from appropriate surveys and assessments. Development may also be subject to requirements relating to off-site mitigation, management and monitoring measures as necessary.
- 5.39** Proposals would need to provide for a high quality, sustainable development that enhances a key gateway approach to the town, whilst protecting the integrity of North Bradley as a village. In addition, any subsequent planning application will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters such as layout and design.
- 5.40** As identified in the Council's Heritage Impact Assessment, the site is an historic agricultural landscape and comprises a cluster of historic farmsteads where the farm houses and ancillary buildings may be susceptible to setting change. This includes Kings Farmhouse (Grade II listed), Willow Grove (Grade II listed), Little Common Farm (non-designated asset), Manor Farmhouse (Grade II listed) and Woodmarsh Farm (non-designated asset). An area of the site is also adjacent to a Baptist cemetery with an ornamental gateway structure (Grade II listed) and curtilage listed perimeter walls. A comprehensive approach to development will need to be undertaken that makes a positive contribution towards conserving and enhancing the significance of heritage assets. At the planning application stage, the layout and design of the site must give great weight to conserving the significance of these heritage assets and their setting in order to minimise harm. The Baptist burial ground and gateway is in poor condition and in ensuring that a comprehensive approach is taken to the development of the site a positive contribution will also be required towards conserving and enhancing the significance of this heritage asset and its setting. It will be expected that the developer of the site will work with the Church to ensure that a positive strategy is in place to protect and enhance the Baptist burial ground and gateway. The archaeological potential of the site is likely to be high. Given the potential for heritage assets with archaeological interest to be present within the site, field evaluations will need to be carried out and taken into account in developing proposals, to minimise any conflict between the heritage asset's conservation and any aspect of the proposal.
- 5.41** Appropriate contributions would be likely to be sought to help fund an increase in capacity at local schools, local GP surgeries and dentistry at the town in accordance with core policies of the Wiltshire Core Strategy.

H2.3 Elizabeth Way

Figure 5.4 H2.3 Elizabeth Way, Trowbridge



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Policy H2.3

Land to the South West of Elizabeth Way, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 355 dwellings;
- vehicular access points from Elizabeth Way; and
- improvements to cycling and walking routes through the site to link into the existing network.

Development will be subject to the following requirements:

- core bat habitat will be protected or enhanced. Design and layout will be informed by appropriate surveys, impact assessments and Trowbridge Bat Mitigation Strategy (TBMS);
- appropriate mitigation, including financial contributions toward management, monitoring and off-site measures as necessary, that will protect bats in accordance with the TBMS;
- sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments;
- retention and reinforcement of existing hedgerows and trees as part of wider strategic landscaping and green infrastructure requirements, incorporating noise attenuation measures and open space provision; and
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site.

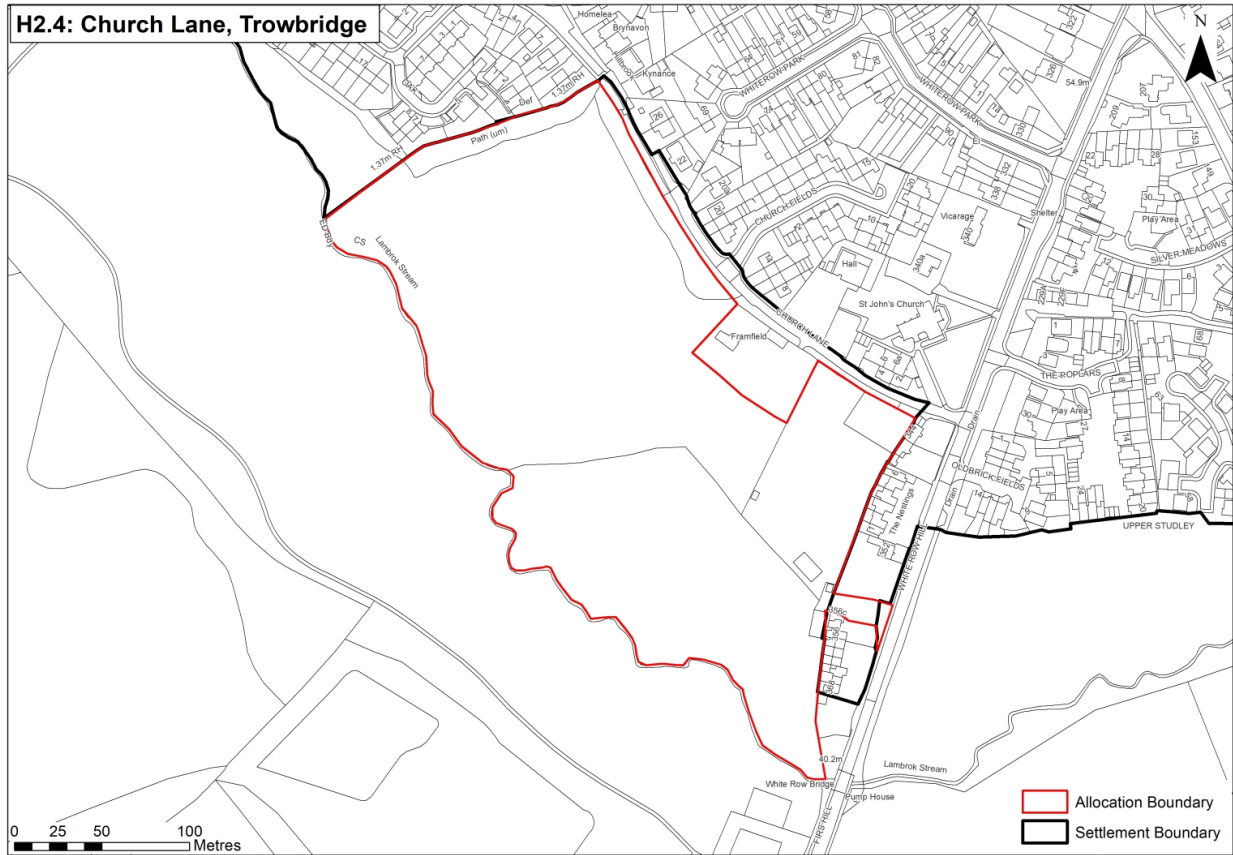
Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site.

- 5.42** Approximately 21.24ha of land to the South West of Elizabeth Way is allocated for the development of approximately 355 dwellings, as identified on the Policies Map. The site extends over a significant area of agricultural land quite markedly enclosed by existing development and Elizabeth Way distributor road. The character of the land within the site is relatively open and offers views through the existing urban edge of the town and the village of Hilperton. The dominant feature in the landscape is Elizabeth Way which would serve as access to the site.
- 5.43** Mature and semi-mature hedgerows and trees are key features in the landscape and provide habitat for protected and non-protected species. The existing natural features of the site are significant in the landscape and would be incorporated within the detailed layout. These features also provide wildlife corridors that link habitat features within the local area; in particular, 'dark corridors' for foraging bats. These elements should be protected and enhanced where possible by additional planting with native species.
- 5.44** This site may be used by Bechstein's bats associated with the Bradford and Bath Bats SAC. Potentially sensitive habitat features on / adjacent to the site will be identified through survey and assessments guided by the requirements of the TBMS and include: mature trees; hedgerows; and stream (minor watercourse) at the northern end of the site.

- 5.45** These features should be retained and / or buffered from development (including residential gardens) by wide, dark, continuous corridors of native landscaping which will allow for their long-term protection and favourable management in order to secure continued or future use by Bechstein's bats. The design and layout of development, including the size and location of landscape corridors, lighting, other physical mitigation measures and management protocols, will be informed by the guidance set out in the TBMS and from appropriate surveys and assessments. Development may also be subject to requirements relating to off-site mitigation, management and monitoring measures as necessary.
- 5.46** An important measure will be the provision of landscaping between Elizabeth Way and new housing in order to attenuate noise and reduce the visual impact of this road. Consideration of drainage patterns and flood risk from all sources would need to inform any subsequent layout. In addition, surface water attenuation measures and improvements to existing on-site water infrastructure would need to be provided to support a comprehensive development of the site. Proposals will therefore need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters of layout and design.
- 5.47** The site comprises historic field boundaries and has high archaeological value. It is adjacent to Trowbridge (Hilperton Road) Conservation Area and to Fieldways Highfield (Grade II* listed), a country house. Fieldways Highfield and its setting will need to be conserved in a manner appropriate to its significance. The relationship between development proposals and these heritage assets will need to be rigorously addressed through detailed design including provision for open greenspace in any layout. The layout and design of the site would need to give great weight to the significance of nearby heritage assets and their setting. Where necessary, stand-offs to existing development in Victoria Road, Albert Road and Wyke Road, along with the incorporation of appropriate boundary treatment would need to be considered through detailed layout and design.
- 5.48** There are opportunities to provide new routes for walking and cycling that would also serve the existing built-up area and that could improve connectivity for a wider area of the town. These should be explored and, wherever practicable, provided in order to encourage a reduction in private car journeys.
- 5.49** Appropriate contributions would be likely to be sought to help fund an increase in capacity at local schools, local GP surgeries and dentistry at the town in accordance with core policies of the Wiltshire Core Strategy.

H2.4 Church Lane

Figure 5.5 H2.4 Church Lane, Trowbridge



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Policy H2.4

Land at Church Lane, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 45 dwellings to be focused towards the north of the site;
- sensitively designed vehicular access via a new junction arrangement off the A361 that incorporates discreet lighting, signage and boundary treatments to avoid unacceptable harm to heritage assets and their settings; and
- improvements to cycling and walking routes through the site to link to the existing network, including links between the site, Southwick Country Park and the existing network, including improvements to footpath TROW8.

Development will be subject to the following requirements:

- core bat habitat will be protected or enhanced. Design and layout will be informed by appropriate surveys, impact assessments and the Trowbridge Bat Mitigation Strategy (TBMS);
- appropriate mitigation to protect bats, including financial contributions toward management, monitoring and off-site measures as necessary, as informed by the TBMS;
- retention and enhancement of hedgerows and trees as part of wider landscaping and green infrastructure requirements, and the creation of a publicly accessible Green Infrastructure corridor along the Lambrok Stream to protect and enhance the character, biodiversity value and amenity of Southwick Country Park in conjunction with development at Southwick Court and Upper Studley;
- sensitive design and layout, which ensures the significance of heritage assets and their settings including the contribution made by the paddock adjacent to Church Lane, are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments; and
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site.

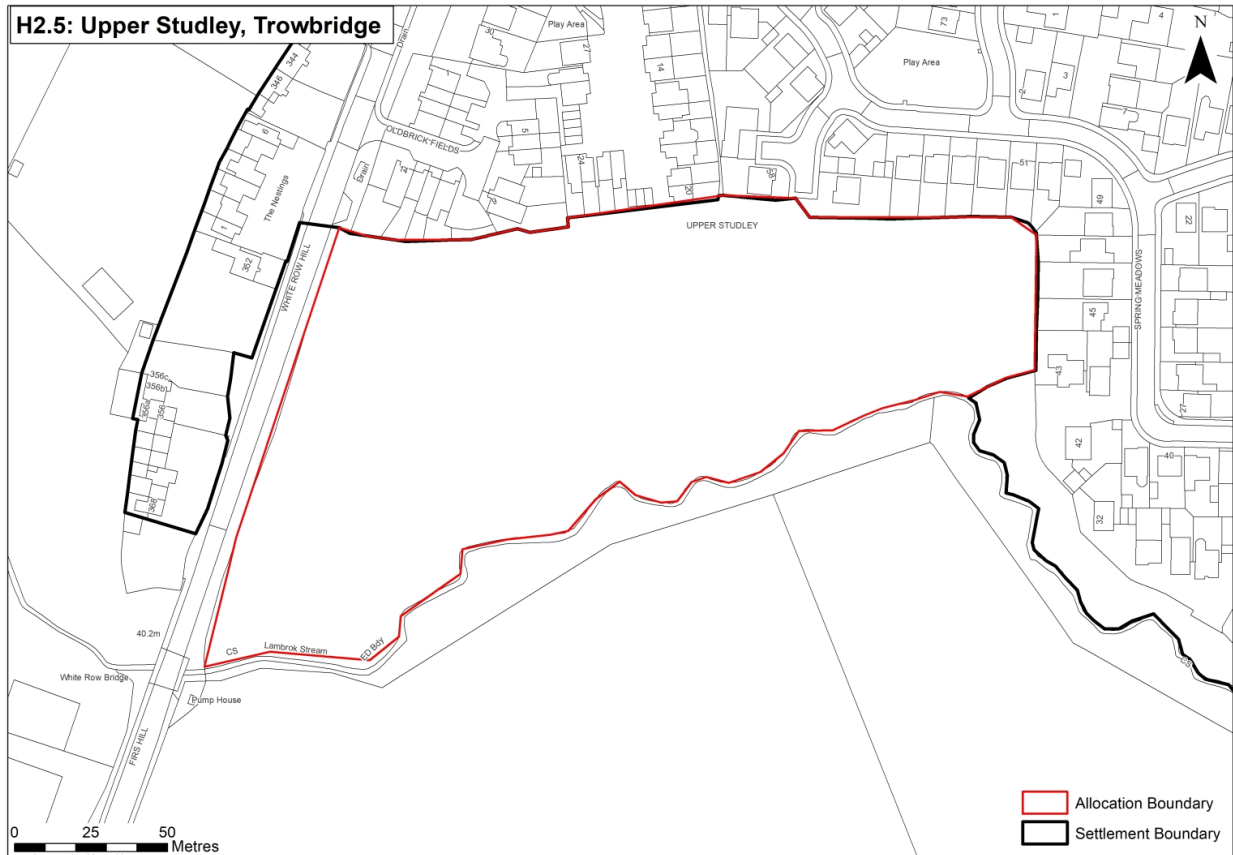
Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site. The cumulative impacts associated with heritage, landscape, ecology and highway access should be taken into account and comprehensively addressed for allocations H2.4, H2.5 and H2.6 to ensure that new development sensitively enhances the urban edge of the town.

- 5.50** Approximately 5.93ha of land at Church Lane is allocated for the development of approximately 45 dwellings, as identified on the Policies Map. The site lies on the edge of existing built form and the Southwick Country Park. It is an open site that slopes to the south-west towards the Lambrok Stream. As parts of the site lie within Flood Zones 2 and 3, development proposals will need to be sequentially planned and supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change). In addition, development proposals will need to be supported by a comprehensive drainage strategy designed to help inform site layout and provide attenuation measures, including Natural Flood Management - i.e. tree and hedgerow planting along the south-west margins of the site to slow the flow of surface water into the Lambrok Stream.

- 5.51** The site is adjacent to the Church of St John (Grade II listed), 344 Frome Road (Grade II listed) and paddocks. There are key views across the site to St John's spire from Southwick Country Park. The site comprises the degraded fragmentary remains of a post medieval water meadow system. A comprehensive approach to development will need to be undertaken that makes a positive contribution towards conserving and enhancing the significance of heritage assets. Development should therefore avoid the paddock adjacent to Church Lane and the rear of listed buildings that front Frome Road. The layout and design of the site would need to give great weight to conserving the significance of these heritage assets and their setting to minimise harm. Access to the site must be sensitively designed and accommodated in a manner that minimises harm to heritage assets, This would need to be secured via a new junction arrangement off the A361, rather than improvements to Church Lane.
- 5.52** Proposals would need to provide a design and layout that enhances the urban edge of the town. Existing hedgerows and trees would need to be retained and enhanced through new landscaping features along the line of the Lambrok Stream. The Lambrok Stream should be enhanced as a local amenity feature of the site in conjunction with development proposed at Southwick Court and Upper Studley. Such features would need to be of sufficient scale to protect and enhance the character and amenity provided by Southwick Country Park. Links between the site, the Country Park and existing built form would be achieved through improvements to footpath TROW8.
- 5.53** The site is in an area likely to be used by Bechstein's bats associated with the Bath and Bradford on Avon Bats SAC. Sensitive habitat features on / adjacent to the site will be identified through survey and assessments guided by the requirements of the TBMS and include: Framfield; boundary hedgerows; and the Lambrok Stream.
- 5.54** These features should be retained and / or buffered from development (including residential gardens) by wide, dark, continuous corridors of native landscaping which will allow for their long-term protection and favourable management in order to secure continued or future use by Bechstein's bats. The design and layout of development, including the size and location of landscape corridors, lighting and other physical mitigation measures and management protocols, will be informed by the guidance set out in the TBMS and from appropriate surveys and assessments. Development may also be subject to requirements relating to off-site mitigation, management and monitoring measures necessary.
- 5.55** Appropriate contributions would be likely to be sought to help fund an increase in capacity at local schools, local GP surgeries and dentistry in the town in accordance with core policies of the Wiltshire Core Strategy.

H2.5 Upper Studley

Figure 5.6 H2.5 Upper Studley, Trowbridge



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Policy H2.5

Land at Upper Studley, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 45 dwellings;
- vehicular access via a new junction arrangement off the A361; and
- improvements to cycling and walking routes through the site to link into the existing network.

Development will be subject to the following requirements:

- core bat habitat will be protected or enhanced. Design and layout will be informed by appropriate survey, impact assessments and the Trowbridge Bat Mitigation Strategy (TBMS);
- appropriate mitigation to protect bats, including financial contributions towards management, monitoring and off-site measures as necessary, as informed by the TBMS;
- an attractive frontage to A361 and enhancement of this approach to the town;
- retention and enhancement of existing hedgerows and trees as part of wider landscaping and green infrastructure requirements, and the creation of a publicly accessible Green Infrastructure corridor along the Lambrok Stream to protect and enhance the character, biodiversity and amenity provided by Southwick Country Park in conjunction with development at Southwick Court and Church Lane; and
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site.

Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site. Any cumulative issues associated with heritage, landscape, biodiversity and highway access should be considered on a comprehensive and consistent basis for allocations H2.4, H2.5 and H2.6 to ensure that new development sensitively addresses the urban edge of the town.

5.56 Approximately 2.27ha of land at Upper Studley is allocated for the development of approximately 45 dwellings, as identified on the Policies Map. The site has a physical relationship to the Lambrok Stream and recently built developments at Silver and Spring Meadows. The land slopes towards the stream and is bound to the south by tall, mature poplar trees. As parts of the site lie within Flood Zones 2 and 3, development proposals will need to be sequentially planned and supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change). In addition, development proposals will need to be supported by a comprehensive drainage strategy designed to help inform site layout and provide attenuation measures, including Natural Flood Management - i.e. tree and hedgerow planting along the southern margins of the site to slow the flow of surface water into the Lambrok Stream.

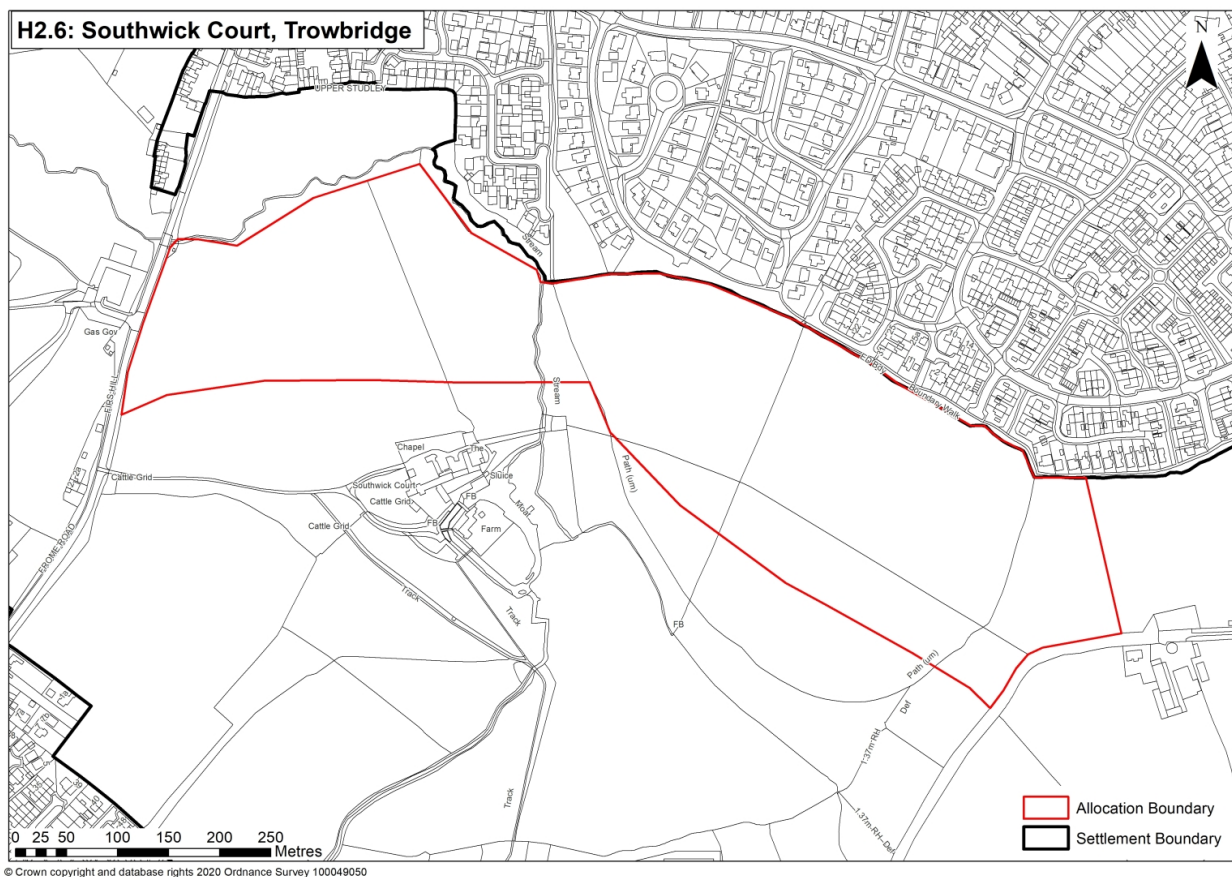
5.57 An objective of detailed design and layout will be to provide an attractive frontage to the A361, that enhances this approach to the town with vehicular access to the A361, along with cycling and walking routes into Trowbridge. The existing natural features of the site are

significant in the landscape and would be incorporated within a detailed layout and Lambrok Stream should be enhanced as a local amenity feature of the site in conjunction with development allocated at Southwick Court and Church Lane.

- 5.58** The site is in an area likely to be used by Bechstein's bats associated with the Bath and Bradford on Avon Bats SAC. Sensitive habitat features on / adjacent to the site include: boundary hedgerows / tree lines; and the Lambrok Stream.
- 5.59** These features should be retained and / or buffered from development (including residential gardens) by wide, dark, continuous corridors of native landscaping which will allow for their long-term protection and favourable management in order to secure continued or future use by Bechstein's bats. The design and layout of development, including the size and location of landscape corridors, lighting and other physical mitigation measures and management protocols, will be informed by the guidance set out in the TBMS and from appropriate surveys and assessments. Development may also be subject to requirements relating to off-site mitigation, management and monitoring measures as necessary.
- 5.60** The masterplan of the site and those prepared to guide development of neighbouring H2.5 and H2.6 must take a joined up approach towards addressing necessary infrastructure and cumulative issues associated with heritage, landscape, biodiversity and highway access through layout and design. Appropriate contributions would be likely to be sought to help fund an increase in capacity at local schools, GP surgeries and dentistry in the town in accordance with core policies of the Wiltshire Core Strategy.

H2.6 Southwick Court

Figure 5.7 H2.6 Southwick Court, Trowbridge



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Policy H2.6

Land at Southwick Court, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 180 dwellings;
- a sensitively designed vehicular access from the A361 and road across the site that minimises intrusion within the historic landscape. Signage should be kept to a minimum and particular attention given to reducing any adverse impacts of lighting;
- a controlled emergency vehicular access; and
- improvements to cycling and walking routes through the site to link in to the existing network.

Development will be subject to the following requirements:

- core bat habitat will be protected or enhanced. Design and layout will be informed by appropriate survey, impact assessments and the Trowbridge Bat Mitigation Strategy (TBMS);
- appropriate mitigation to protect bats, including financial contributions toward management, monitoring and off-site measures as necessary, as informed by the TBMS;
- sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. New homes will be situated to the east of the Lambrok Stream and adjacent to the existing urban area in a manner that respects both the topography of the land and existing urban form to the immediate north. Land to the west of the Lambrok Stream will remain open and free from residential development. This shall be informed by appropriate heritage and archaeological assessments;
- a comprehensive approach to landscaping to enhance the urban edge of the town and in so doing protect and enhance the setting of Southwick Court Farmstead;
- retention and enhancement of existing hedgerows and trees to create a publicly accessible Green Infrastructure requirements, and the creation of a publicly accessible green corridor along the Lambrok Stream to protect and enhance the character and amenity provided by Southwick Country Park; and
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site.

Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site. Any cumulative issues associated with heritage, landscape, ecology and highway access should be considered on a comprehensive and consistent basis for allocations H2.4, H2.5 and H2.6 to ensure that new development sensitively enhances the urban edge of the town.

- 5.61** Approximately 18.17ha of land at Southwick Court is allocated for the development of approximately 180 dwellings, as identified on the Policies Map. The site extends over a significant area of agricultural land. The character of the land is relatively open and offers views to the north towards the existing urban edge of the town and south over land that forms a natural buffer to maintain the separate identity of the village of Southwick.

- 5.62** The area is of historic significance as water meadows (non-designated heritage asset) associated with the Grade II* Listed Southwick Court Farmstead that lies to the south of the site. The Southwick Court Farmstead is a heritage asset of significant importance. It is a medieval, manorial farmstead that includes a farmhouse, gatehouse and bridge juxtaposed with later post-medieval/modern additions surrounded by a moat. An essential objective of detailed design will be to minimise harm to its significance. The setting to this heritage asset will be preserved, to the greatest extent possible, informed by the Councils Heritage Impact Assessment and the results of further detailed heritage assessment work to support any subsequent planning application. Taking account of the weight attached to the significance of the assets, alone and in combination, any residual harm requires a clear and convincing justification within any subsequent planning application and should not be substantial. The social, environmental and economic advantages of the development, including the provision of homes along with significant improvements to biodiversity and provision of open space will achieve substantial public benefits. A sensitively designed, comprehensive development scheme will need to minimise harm by ensuring that new homes are directed to the east of the Lambrok Stream and built in a manner that respects both the topography of the land and existing urban form to the immediate north. Land to the west may become either formal or informal open space or remain in agricultural use, but will not be developed for new homes. The character of the area will therefore help to retain the high significance of Southwick Court and associated heritage assets. The strategy for accessing the site must respect the significance of Southwick Court and the wider historic landscape it occupies. The road across the site and junction off the A361 (Frome Road) will therefore need to be sensitively designed and built in a manner that acknowledges the requirement to minimise intrusion within the historic landscape. Signage and lighting will be kept to a minimum and particular attention given to reducing any adverse impacts of lighting throughout the development. In addition, the creation of access specifically for emergency vehicles will need to be sensitively designed to ensure that the removal of any existing trees/hedgerows on the northern site boundary is kept to a minimum and must have regard to biodiversity / landscape / heritage assets.
- 5.63** Landscaping will be an important element of any subsequent scheme. The site represents an expansion of the town into the countryside. Development would therefore replace a substantial length of the town's existing urban edge. To address the impact of change in the landscape a comprehensive landscape treatment would provide an opportunity to improve the impact of the town on the wider landscape and in so doing protect and enhance the Southwick Court Farmstead. The Lambrok Stream and its respective flood plain should be enhanced as a local amenity feature of the site in conjunction with development proposed at Upper Studley and Church Lane. As parts of the site lie within Flood Zones 2 and 3, development proposals will need to be sequentially planned and supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change). In addition, development proposals will need to be supported by a comprehensive drainage strategy designed to help inform site layout and provide attenuation measures, including Natural Flood Management - i.e. tree and hedgerow planting along the northern margins of the site to slow the flow of surface water into the Lambrok Stream and associated field drainage systems.
- 5.64** Mature hedgerows and trees (including a solitary veteran Oak tree) are a key feature in the landscape and provide habitat for protected and non-protected species. The existing natural features of the site are significant in the landscape and would be incorporated within a detailed layout. These features also provide wildlife corridors that link habitat features within the local area; in particular, 'dark corridors' for foraging bats. These elements should be protected and enhanced where possible by additional planting with native species.

- 5.65** The site is in an area likely to be used by Bechstein's bats associated with the Bath and Bradford on Avon Bats SAC. Sensitive habitat features on / adjacent to the site will be identified through survey and assessments guided by the requirements of the TBMS and include: boundary hedgerows / tree lines; Axe and Cleaver Lane; the Lambrok Stream; and the moat and grounds at Southwick Court.
- 5.66** These features should be retained and / or buffered from development (including residential gardens) by wide, dark, continuous corridors of native landscaping which will allow for their long-term protection and favourable management in order to secure continued or future use by Bechstein's bats. The design and layout of development, including the size and location of landscape corridors, lighting, other physical mitigation measures and management protocols, will be informed by the guidance set out in the TBMS and from appropriate surveys and assessments. Development may also be subject to requirements relating to off-site mitigation, management and monitoring measures as necessary.
- 5.67** Opportunities to improve walking and cycling routes through the existing built framework should be explored and, wherever practicable, new and improved routes provided in order to encourage a reduction in private car journeys and, in particular, to promote access to the wider countryside.
- 5.68** The masterplan for the site and those prepared to guide the development of neighbouring sites H2.4 and H2.5 must take a joined up approach towards addressing necessary infrastructure and cumulative issues associated with heritage, landscape, biodiversity and highway access through layout and design. Appropriate contributions would be likely to be sought to help fund an increase in capacity at local school, local GP surgeries and dentistry at the town in accordance with core policies of the Wiltshire Core Strategy.

Warminster

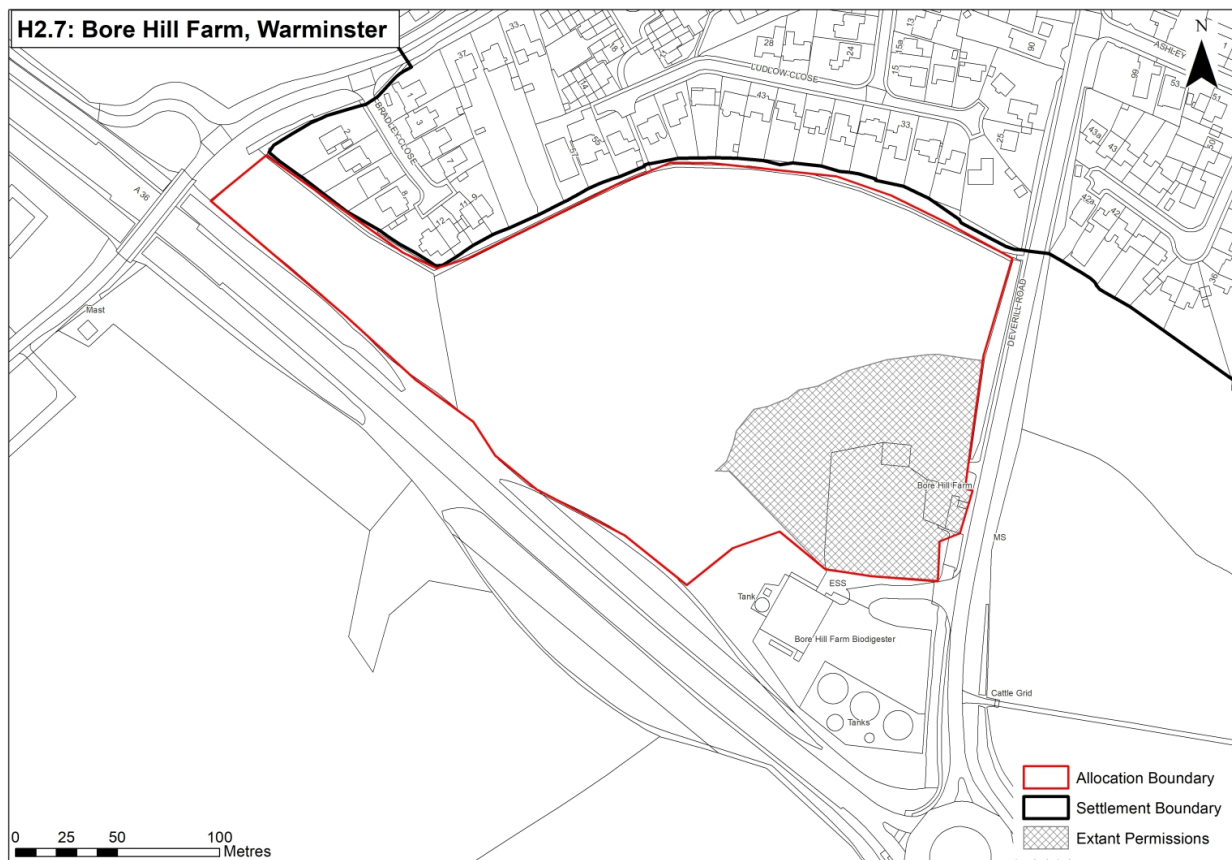
- 5.69** Warminster is a Market Town and has the potential to accommodate significant levels of development. As anticipated by the settlement strategy, an increase in jobs and homes in the town would help to enhance services and facilities and promote better levels of self-containment. The WCS envisages Warminster accommodating approximately 1,920 additional dwellings over the plan period (2006 to 2026).
- 5.70** Surface water management at Warminster is a particular issue. Developments will be supported by comprehensive Drainage Strategies that ensure the development will result in improved drainage conditions. Sufficient land will also need to be set aside for surface water management measures.
- 5.71** Development could contribute cumulatively towards adverse impacts on the qualifying features of the River Avon SAC through increased phosphate loading and habitat loss / damage. As such, a Nutrient Management Plan seeks to avoid the likelihood of adverse effects. Nevertheless, impacts are kept under review and this situation may change. For an interim period, developments within the River Avon SAC catchment should be phosphate neutral, which is defined in a Memorandum of Understanding with Natural England and Environment Agency. Measures will therefore need to be in place to ensure that developments do not contribute to a net increase in phosphates for the River Avon SAC. Housing developers might consider how schemes can offset the additional phosphate loading resulting from new homes and specific measures will be set out in an annex to the Nutrient Management Plan.
- 5.72** In March 2018, Natural England and the Environment agency advised the council that new development within the River Avon catchment must be phosphate neutral until mechanisms can be put in place to ensure phosphate concentrations in the river do not increase unacceptably as a result of development. The Council has therefore worked with these

bodies to agree an Interim Delivery Plan (IDP) which will take phosphate out of the catchment at a rate and spatial distribution broadly similar to patterns of development. Phosphate reductions will partly be reduced through a requirement for new development to reduce domestic water consumption, but it will also deliver measures such as new wetlands, less intensive agriculture and on-farm silt reduction measures. The IDP will be funded through CIL and delivery will be kept under review by the Working Group. Where local or short-term deficiencies emerge, bespoke mitigation may be required of developers.

5.73 Developments will be required to address any direct or indirect cumulative impacts on the A36.

H2.7 Bore Hill Farm, Warminster

Figure 5.8 H2.7 Bore Hill Farm, Warminster



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Policy H2.7

Land at Bore Hill Farm, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 70 dwellings;
- vehicular access from Deverill Road;
- B1 employment, located between the bio-digester and residential development; and
- improvements to cycling and walking routes through the site to link into existing network (including WARM60).

Development will be subject to the following requirements:

- noise, dust and odour assessments to inform design and layout to separate the built form and sensitive land uses from the adjoining waste management facility. Development will not be permitted where assessments conclude that a satisfactory living environment for residents cannot be created;
- screening will be provided that has given due consideration to the operational waste management facility (bio-digester). Additional landscape screening at site boundaries to preserve amenity of adjoining residential dwellings; and
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform design and layout of the site so that surface water is controlled and does not exacerbate flooding off-site.

Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site.

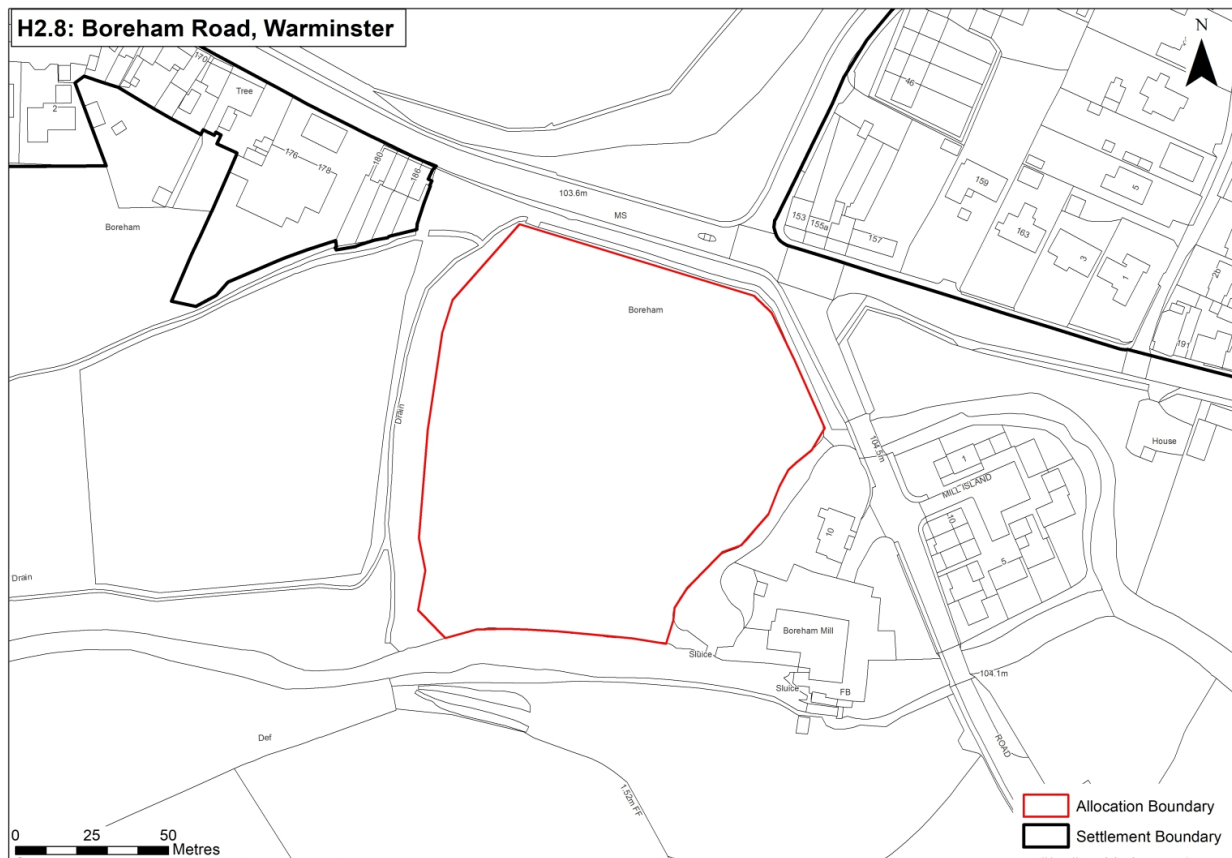
- 5.74** Approximately 4.83ha of land at Bore Hill Farm/Bradley Road, as shown on the Policies Map, is allocated for the development of approximately 70 dwellings.
- 5.75** The site is formed of land between the A36 and Deverill Road which lies adjacent to the Bore Hill Farm bio-digester. Considering the site context, any subsequent development proposals (e.g. layout and screening) will need to take account of potential issues associated with the operational waste management facility, these may include: noise, dust and odour. There is some limited screening on the north boundary with existing development at Bradley Close and Ludlow Close. Additional landscape screening at the site boundaries would be required to preserve and maintain the living conditions of adjoining residential dwellings. Vehicular access will be provided from Deverill Road, and connection to and improvement of public right of way WARM60 should be provided. In addition, development proposals will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change).
- 5.76** The site area includes land at Bore Hill Farm which benefits from extant planning permission for the development of B1 employment units⁽¹⁴⁾. In order to retain the employment generating use of this part of the site, in line with Warminster Neighbourhood Plan Policy W1, development would include approximately 70 dwellings together with B1 employment use. Provision for employment use as part of the development will take the form of land, equivalent in extent to that part of the current planning permission within the allocation, being reserved

and marketed as serviced land. It would be located between the operational bio-digester and proposed residential development, to provide separation between these uses. A noise assessment would form part of the planning application process and to inform detailed design and layout.

5.77 Future development of the site shall be brought forward in such a way that ensures the residential and employment uses on the site are compatible. In line with WCS Core Policy 41, opportunities should be explored for new development to use energy generated by the adjoining biodigester. Appropriate contributions may also be sought to help fund an increase in capacity at local schools, GP surgeries and dentistry in the town in accordance with core policies of the Wiltshire Core Strategy.

H2.8 Boreham Road

Figure 5.9 H2.8 Boreham Road, Warminster



Policy H2.8

Land at Boreham Road, as identified on the Policies Map, is allocated for development comprising of the following elements:

- approximately 30 dwellings;
- access will be provided from Boreham Road; and
- improvements to cycling and walking routes through the site to link into the existing network including the reconstruction of pedestrian footways onto Boreham Road.

Development will be subject to the following requirements:

- sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments;
- measures to safeguard protected species and habitats of importance for biodiversity, including the retention and enhancement of trees and hedgerows as wildlife corridors as informed by an ecological assessment; and
- measures to protect the integrity of the River Avon SAC, with particular regard to phosphate discharge into the River Avon and its tributaries. This will be informed by appropriate survey and impact assessment; and
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform design and layout of the site so that surface water is controlled and does not exacerbate flooding off-site.

Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.

- 5.78** Approximately 1.32ha of land at Boreham Road, as shown on the Policies Map, is allocated for the development of approximately 30 dwellings. It has previously been considered as an opportunity to provide for self build homes and this remains the preferred form of development.
- 5.79** The site comprises relatively low grade agricultural meadow land that, in part, has been used for the disposal of builders' rubble and spoil. It is well contained and framed by existing mature hedgerows and trees. These features provide important habitat corridors and should therefore be retained, protected and, where possible, enhanced through additional planting.
- 5.80** Whilst situated outside the Bishopstrow Conservation Area, the site is considered to lie within the setting of this designated heritage asset. Development of the site would therefore need to respond positively to its surroundings and have due regard to the special character or appearance of the Conservation Area. In line with national policy, an assessment of heritage assets and their significance (including the contribution made by their setting) would be required in order to support and inform any subsequent proposals, including the design of mitigation measures. The setting of heritage assets will be protected so as to ensure, as far as practicable, there will be no substantial harm to their significance.
- 5.81** Parts of the site lie within Flood Zones 2 and 3. Therefore development proposals will need to be sequentially planned and supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change). In addition, development proposals will need to be supported by a comprehensive drainage strategy and water infrastructure

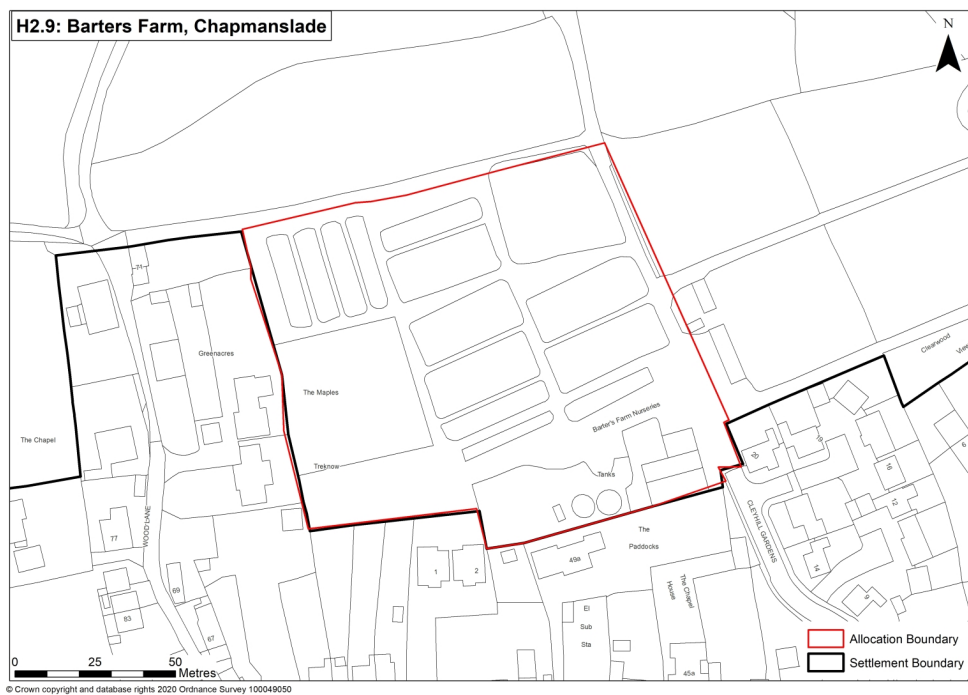
capacity assessment. Where necessary, details relating to the reinforcement of existing foul/storm water drainage arrangements will need to be submitted with any subsequent planning application.

5.82 Vehicular access would be achieved from Boreham Road. Details relating to the provision of the junction arrangements; culvert arrangements; closure of exiting agricultural field gate and reconstruction of pedestrian footways onto Boreham Road would need to be submitted with any planning application. Appropriate contributions would be likely be sought to help fund an increase in capacity at local schools, GP surgeries and dentistry in the town in accordance with core policies of the Wiltshire Core Strategy.

Warminster Community Area Remainder

H2.9 Barbers Farm, Chapmanslade

Figure 5.10 H2.9 Barbers Farm, Chapmanslade



Policy H2.9

Land at Barters Farm, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 35 dwellings;
- vehicular access from Cleyhill Gardens; and
- improvements to cycling and walking routes through the site to link into the existing network including CHAP14.

Development will be subject to the following requirements:

- retention and enhancement of trees and hedgerows as part of wider landscaping and green infrastructure requirements;
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform design and layout of the site so that surface water is controlled and does not exacerbate flooding off-site;
- an ecological assessment to inform design and layout of the development, along with on and off-site mitigation and monitoring measures as appropriate due to its location within the core buffer area of the Bath and Bradford on Avon Bats Special Area of Conservation (SAC); and
- an archaeological assessment to inform site layout.

Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.

- 5.83** Chapmanslade is designated as a Large Village where an appropriate level of development is anticipated in order to meet housing needs and improve employment opportunities, services and facilities. Development will provide affordable homes and improved cycling and walking routes to the heart of the village, thereby contributing towards the delivery of the Warminster Community Area Strategy, as anticipated by the WCS.
- 5.84** Approximately 1.35ha of Land at Barters Farm is allocated for the development of approximately 35 dwellings, as identified on the Policies Map. As a former nursery and garden centre, development does not result in the loss of agricultural land and open countryside. Within the context of the village, the site is well located and avoids adversely impacting on ecological features such as Ancient Woodland that lies on the periphery of much of the settlement. Public right of way CHAP14 runs along the northern boundary of the site. This will be retained and enhanced through the development of the site. Considering the size of the site, any subsequent planning application will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters such as layout and design.
- 5.85** The site is within the core buffer area of the Bath and Bradford On Avon Bats Special Area of Conservation (SAC), as set out in Planning Guidance, and therefore there may be potential for bats to use the site and so mitigation measures such as new tree/hedgerow planting may be necessary. An ecological assessment will be required to identify potential impacts and

set out appropriate mitigation. This may include the need to make financial contributions in relation to off-site mitigation measures. There is also potential for archaeological remains, therefore this too would need full assessment.

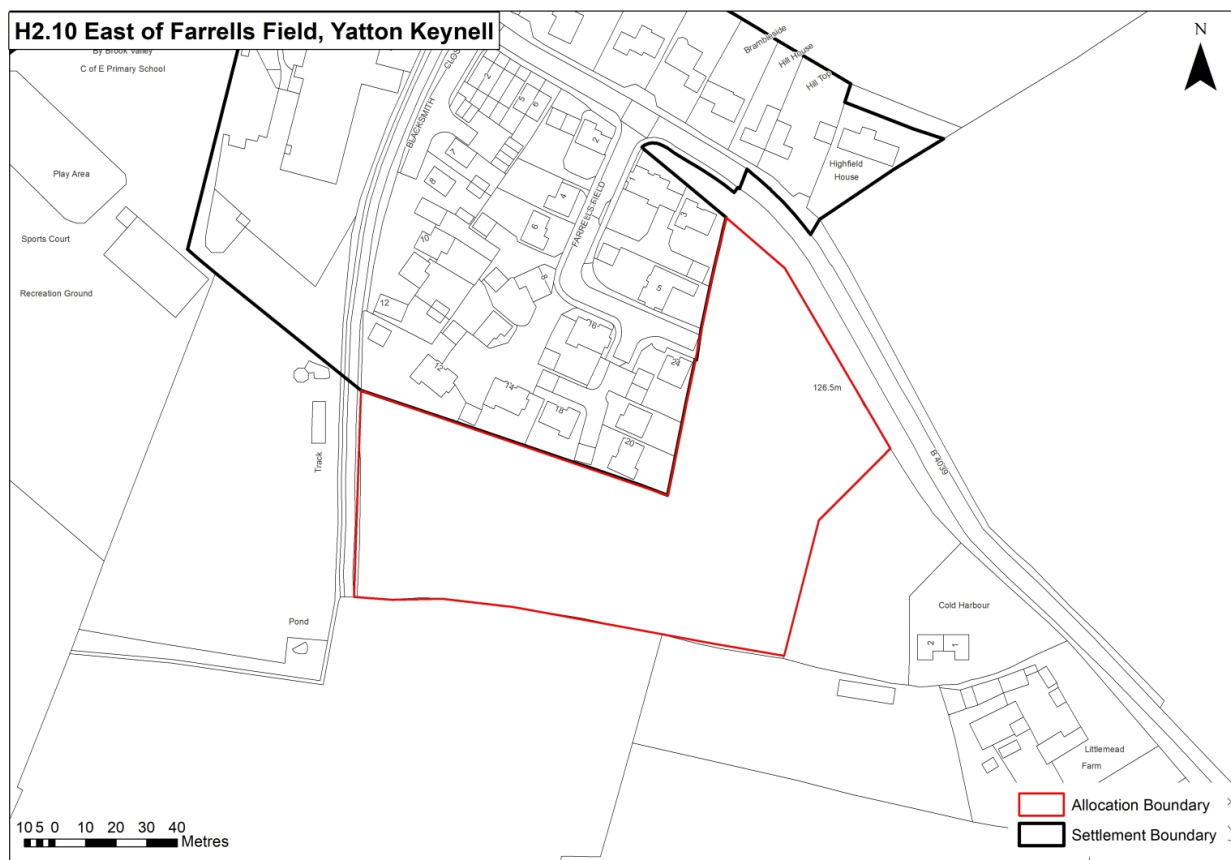
5.86 Additional screening on the site boundaries will be required in order to preserve and maintain landscape quality and edge of settlement setting, and to protect the amenity of adjoining residential dwellings.

5.87 In order to facilitate development, appropriate contributions would likely be sought to help fund an increase in capacity at local schools, GP surgeries and dentistry in the town in accordance with core policies of the Wiltshire Core Strategy.

Chippenham Community Area Remainder

H2.10 East of Farrells Field, Yatton Keynell

Figure 5.11 H2.10 East of Farrells Field, Yatton Keynell



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Policy H2.10

Land to the east of Farrells Field, Yatton Keynell, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 30 dwellings;
- vehicular access from B4039; and
- improvements to cycling and walking routes through the site to link into the existing network.

Development will be subject to the following requirements:

- retention and enhancement of trees and hedgerows as part of wider strategic landscaping and green infrastructure requirements, incorporating open space provision;
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design so that surface water is controlled and does not exacerbate flooding off-site; and
- an integrated water infrastructure strategy to ensure the provision of adequate and appropriate infrastructure for water supply and waste water, both on and off-site.

Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.

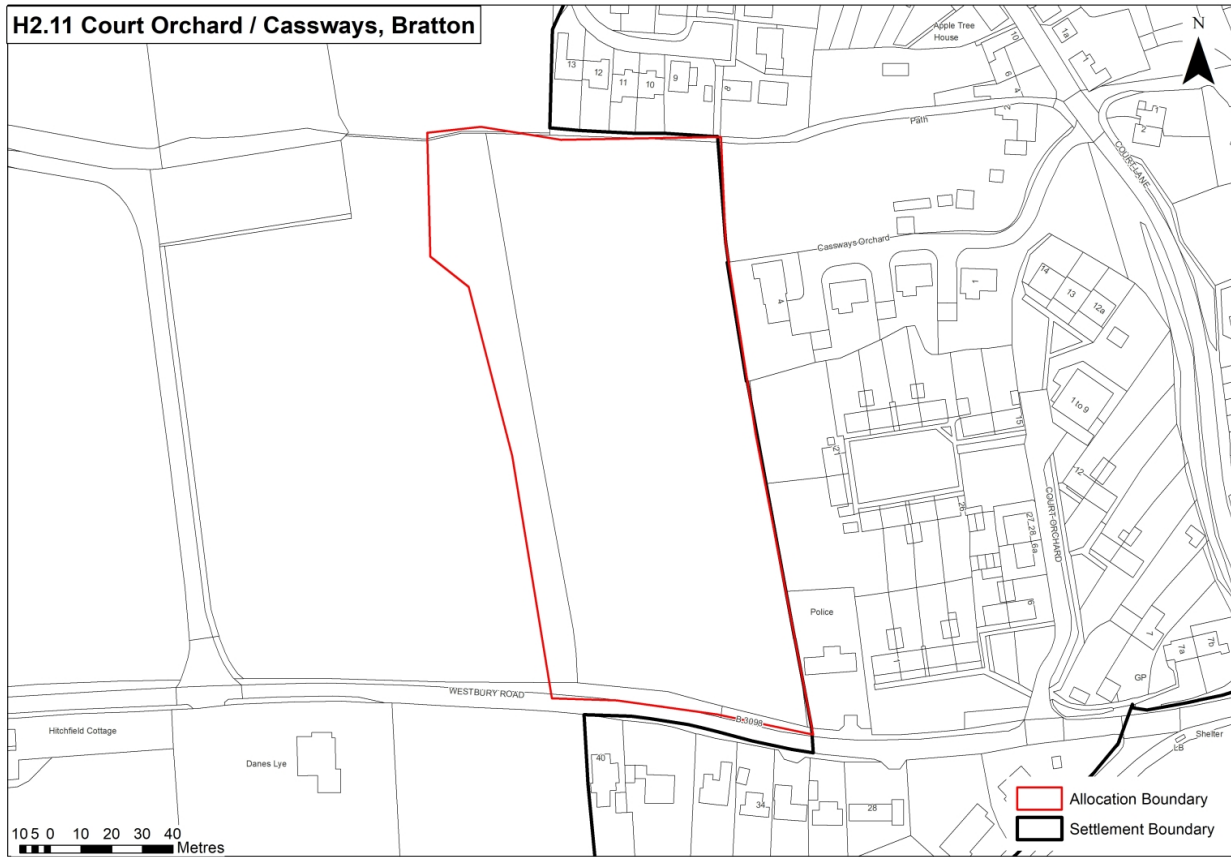
- 5.88** Yatton Keynell is designated as a Large Village where development is limited to meet local needs. Much of the land around the settlement is within the Cotswolds AONB and development at the village is constrained by the importance of the need to conserve the qualities of the designation. An allocation of land that avoids the designation provides for local needs and supports the role of the settlement.
- 5.89** Land East of Farrells Field, Yatton Keynell is allocated for the development of approximately 30 dwellings on approximately 1.2ha of land, as shown on the Policies Map. Considering the size of the site any subsequent planning application will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters such as layout and design. In addition, as the site lies within Groundwater Protection Zone 2 development proposals will need to comply with Core Policy 68 (Water resources) with applications demonstrating that regard has been paid to the advice set out in the Environment Agency's groundwater protection policy. An integrated water infrastructure strategy will be provided in advance of development to ensure the provision of adequate and appropriate infrastructure for water supply and waste water, both on and off-site. The site is well located with regard to local services and facilities. It is in agricultural use and represents the continuation of recent development in this part of the settlement.
- 5.90** Retention of the existing boundary vegetation on site would provide screening to reduce the effect on adjacent visual receptors and be in keeping with the existing landscape character. The possibility to link to adjacent footpaths should be explored.

5.91 Appropriate contributions would be likely to be sought to help fund an increase in capacity at local schools, GP surgeries and dentistry in the town in accordance with core policies of the Wiltshire Core Strategy.

Westbury Community Area Remainder

H2.11 Court Orchard/ Cassways, Bratton

Figure 5.12 H2.11 Court Orchard / Cassways, Bratton



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Policy H2.11

Land at Court Orchard/Cassways, as identified on the Policies Map, is allocated for development comprising of the following elements:

- approximately 35 dwellings;
- vehicular access from B3098; and
- improvements to cycling and walking routes through the site to link into the existing network including BRAT24 and BRAT25.

Development will be subject to the following requirements:

- development will be informed by an ecological assessment detailing suitable mitigation measures to ensure the safeguarding of protected species and habitats of importance for biodiversity;
- retention and enhancement of trees and hedgerows on the site boundaries as part of wider landscape and green infrastructure requirements. Development will be expected to take particular care to ensure that a suitable boundary with the open countryside is provided that protects or enhances landscape quality and the setting of the edge of the settlement;
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform design and layout of the site so that surface water is controlled and does not exacerbate flooding off-site; and
- sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments.

Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.

- 5.92** Bratton is designated as a Large Village where some development is acceptable to meet housing needs and to improve employment opportunities, services and facilities.
- 5.93** Approximately 1.61ha of land at Court Orchard/Cassways is allocated for the development of approximately 35 dwellings, as identified on the Policies Map.
- 5.94** The site comprises a roughly rectangular field that slopes down towards the north. The site is situated on the edge of Bratton, and is within a Special Landscape Area. A part of the site also adjoins the Bratton Conservation Area. In addition, due to the proximity of Bratton Camp Scheduled Monument and the prehistoric / medieval potential at this location, heritage and archaeological assessments will be required to support a planning application.
- 5.95** Trees and hedgerows on the sites boundaries are important wildlife corridors and have ecological importance. Consequently they should be retained, protected and where necessary, enhanced through additional planting.

- 5.96** Additional screening at the site boundaries would be required to preserve and enhance the landscape quality, Conservation Area and edge of settlement setting, and to protect the amenity of adjoining residential dwellings. A new visual boundary to the settlement will need to be established along the site's western edge. This should respect the existing landscape value and character of the area, while ensuring a suitable transition between the village and open countryside.
- 5.97** Considering the size of the site and the fact that part of the land is susceptible to surface water flooding, any subsequent planning application will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters such as layout and design.
- 5.98** Access would be from the B3098. Improved connections to adjoining public rights of way BRAT24 and BRAT25 should be facilitated through any subsequent development proposals.
- 5.99** Appropriate contributions would likely be sought to help fund an increase in capacity at local schools, GP surgeries and dentistry in the town in accordance core policies of the Wiltshire Core Strategy.

South Wiltshire Housing Market Area

- 5.100** Land for housing development is identified to ensure supply, support the role of settlements in the South Wiltshire HMA, and improve choice and competition in the market for land. Evidence suggests a need for a greater intervention by the Plan with regard to the South Wiltshire HMA in order to ensure a continuity of land supply⁽¹⁵⁾.
- 5.101** As a Principal Settlement, the WCS anticipates that Salisbury will be a primary focus for development. Moreover, the role of the city as a significant employment and strategic service centre will be expected to be strengthened over the Plan period up to 2026. Additional allocations are therefore made to support this role.
- 5.102** Other allocations are made at Durrington, a Market Town with Amesbury and Bulford, to supports its role. The following sites are allocated for development:

Table 5.3 Housing Allocations in the South Wiltshire Housing Market Area

Community Area	Reference	Site Name	Approximate number of dwellings
Salisbury	H3.1	Netherhampton Road, Salisbury	640
	H3.2	Hilltop Way	10
	H3.3	North of Netherhampton Road	100
	H3.4	Land at Rowbarrow	100
	H3.5	The Yard, Hampton Park	14
Amesbury	H3.6	Clover Lane, Durrington	45
	H3.7	Larkhill Road, Durrington	15

- 5.103** How these sites were selected is explained in the Community Area Topic Papers published alongside this Plan.
- 5.104** The specific requirements and form development will take are described below for each site to ensure they are each appropriate in scale and character to their location and in accordance with WCS and national policy.

Salisbury

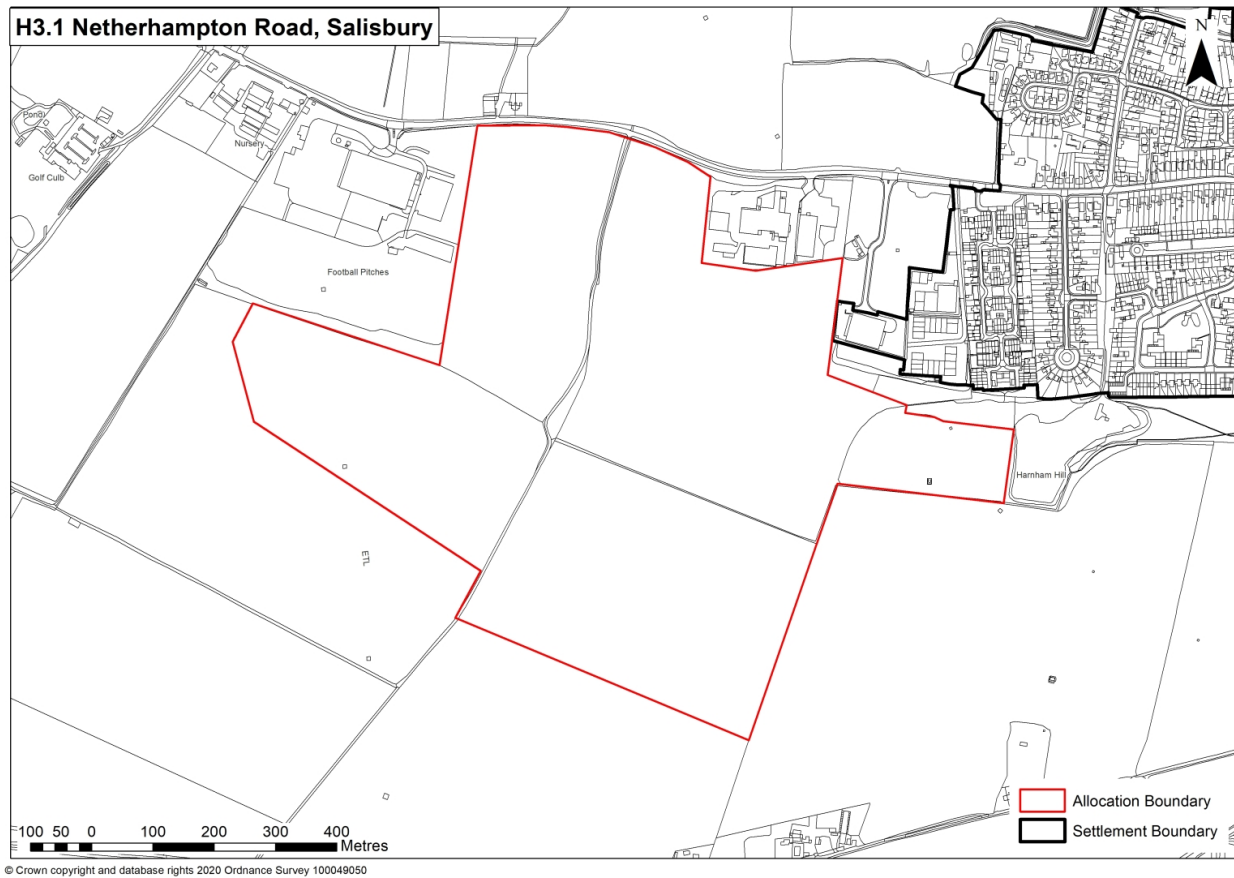
- 5.105** Salisbury is designated as a Principal Settlement in the Wiltshire Core Strategy and is a strategically important centre and a primary focus for development. Significant levels of jobs and homes should be provided in Principal Settlements, together with supporting community facilities and infrastructure, to meet their economic potential and to support self-containment (Core Policy 1). The WCS envisages Salisbury, with Wilton, accommodating approximately 6,060 dwellings over the plan period (2006 to 2026).
- 5.106** Assessment evidence demonstrates three considerations to be addressed in order for housing development to be accommodated:

15 Topic Paper 3: Housing Land Supply, paragraph 3.26, Wiltshire Council (July 2017)

- **Transport:** development inevitably has impacts on the local transport network. The Salisbury Transport Strategy contains measures to support the scale of growth envisaged by the WCS. Plan allocations crystallise the pattern growth takes up to 2026 and the refresh of the Salisbury Transport Strategy (2018) has reviewed the effectiveness of existing measures and proposes new ones to accommodate growth. Development will contribute to these wider network measures, where necessary, alongside measures that are implemented expressly as part of specific development proposals.
- **Education:** development will increase the number of pupils needing primary school places. A lack of capacity across the City affects proposals allocated for development. The evidence points to the need for a new primary school. Therefore, in addition to land reserved for one new school, funding contributions will be sought from developers to help provide adequate capacity.
- **Biodiversity:** development could contribute cumulatively towards adverse impacts on the qualifying features of the River Avon SAC through increased phosphate loading and habitat loss / damage. As such, the Nutrient Management Plan seeks to avoid the likelihood of adverse effects. Nevertheless, impacts are kept under review and this situation may change. For an interim period, developments within the River Avon SAC catchment should be phosphate neutral, which will be defined in a Memorandum of Understanding with Natural England and Environment Agency. Measures will therefore need to be in place to ensure that developments do not contribute to a net increase in phosphates for the River Avon SAC. Housing developers might consider how schemes can offset the additional phosphate loading resulting from new homes and specific measures will be set out in an annex to the Nutrient Management Plan.

H3.1 Netherhampton Road, Salisbury

Figure 5.13 H3.1 Netherhampton Road, Salisbury



Policy H3.1

Land at Netherhampton Road, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 640 dwellings;
- sensitively designed vehicular access from the A3094 Netherhampton Road with minimal signage and lighting to ensure views of Salisbury Cathedral spire are not subject to unacceptable harm;
- measures to positively support walking, cycling and public transport use between the site and Salisbury, including improvements to bridleway NHAM10;
- at least 1.8ha of land for a two-form entry primary school along with playing pitches;
- a local centre of an appropriate scale to provide local access to services and facilities; and
- a Country Park of at least 10ha in size, with associated parking and facilities, located in the east and south of the site, with associated parking and facilities, provision of strategic landscaping and appropriately located public open space and green infrastructure throughout the rest of the site.

Development will be subject to the following requirements:

- design and layout to be guided by appropriate heritage and archaeological assessments;
- all built development to be located below the 75m contour;
- provision made for transport network improvements necessary to accommodate the scale of development envisaged, as identified through a comprehensive transport assessment;
- contributions towards education and on or off-site healthcare capacity to meet the needs created by the development;
- measures to safeguard the interest of Harnham Hill Chalk Pit SSSI and Harnham Slope County Wildlife Site;
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design of the site so that surface water is controlled and does not exacerbate flooding off-site;
- measures to protect the integrity of the River Avon SAC, with particular regard to phosphate discharge into the River Avon and its tributaries. This will be informed by appropriate survey and impact assessment;
- provision made for improvements to local sewerage systems, informed by a water infrastructure capacity appraisal; and
- surface water management, to include comprehensive surface water drainage measures (including a sustainable drainage system), that achieves equivalent or better than current greenfield rates of run-off.

Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site.

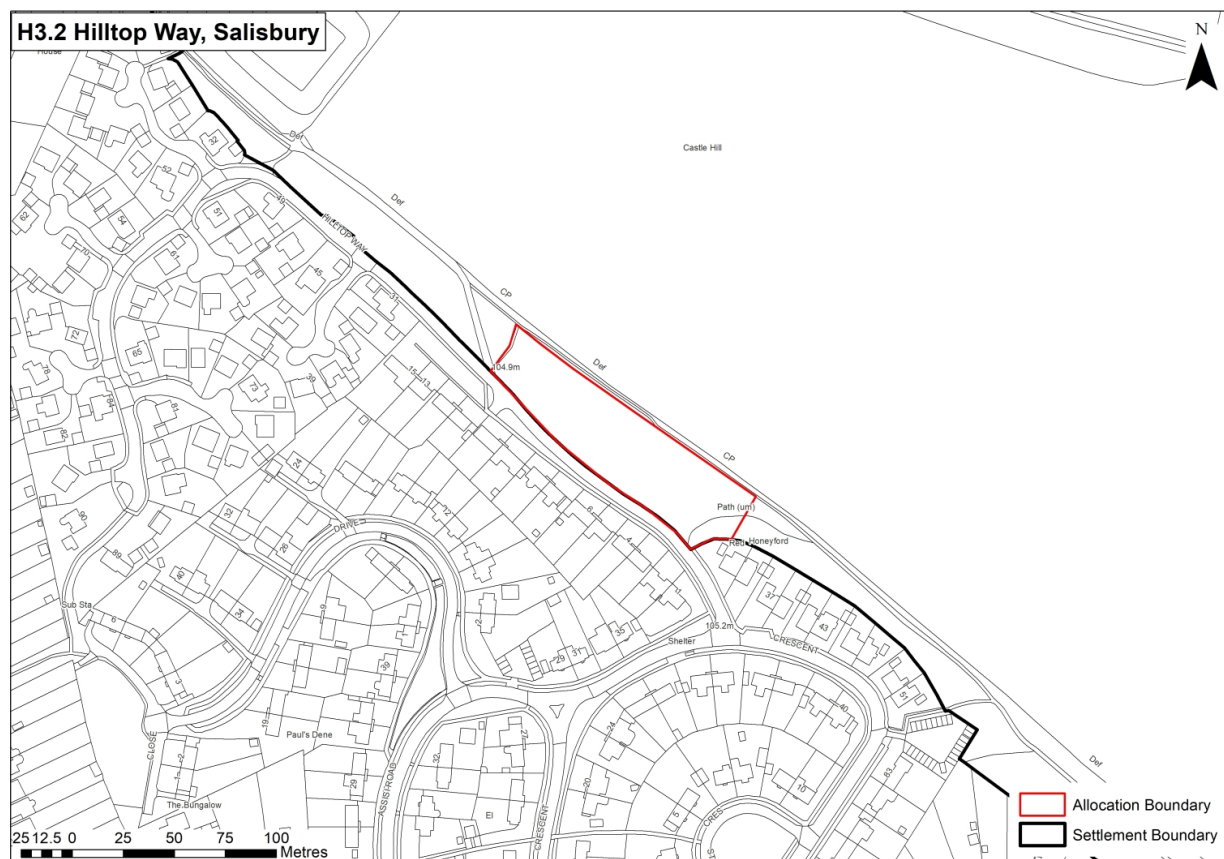
- 5.107** Approximately 63ha of land to the south of Netherhampton Road, as shown on the Policies Map, is allocated for development of approximately 640 dwellings, a new two-form of entry primary school and a local centre of an appropriate scale to provide local access to services and facilities, including a convenience store and potentially healthcare facilities if provided on-site. An impact assessment will be required in line with Core policy 38 of the Wiltshire Core Strategy. All built development will be below the 75m contour and a scheme will include a Country Park and extensive planting. Development of this site represents necessary growth to support the delivery of housing at Salisbury and thereby contribute towards land supply within the South Wiltshire Housing Market Area.
- 5.108** The site was originally included in the draft South Wiltshire Core Strategy as a strategic allocation. Whilst the Examination of that plan led to the site not being allocated for development due to a reduction in housing requirements, it was nonetheless considered suitable as a strategic allocation and referenced as a potential site for consideration if, or when the need for additional housing arises. Accordingly, the site is referenced in paragraph 5.112 of the Wiltshire Core Strategy as a site that should be considered if further land is needed to meet housing requirements, and the site has now been confirmed as a preferred location for growth having been assessed through a sustainability appraisal which assessed a number of reasonable alternative sites around Salisbury.
- 5.109** In order to facilitate development, there is a requirement for a new primary school to be provided on site. Accordingly, a minimum of 1.8ha of land is reserved within the scheme in order to accommodate a two form entry primary school. Development will also increase demand for primary healthcare facilities (GP services) in Salisbury. Additional provision would need to be provided to address limited capacity and support planned growth. This may be delivered on-site or off-site by funding contributions towards and/or provision of health facilities, in accordance with Core Policies of the Wiltshire Core Strategy.
- 5.110** This location has capacity to accommodate change from an environmental and landscape perspective. There are no landscape, biodiversity or heritage designations within the site. The edge of the Cranborne Chase and West Wiltshire Downs AONB lies approximately 2km south-west of this site and no significant impacts on the AONB are considered likely. Mitigation is considered achievable to reduce any potential adverse landscape effects, including on visual connections to local landmark features e.g. Salisbury Cathedral, Old Sarum and Netherhampton Church, through significant provision of appropriately located public open space and green infrastructure, with new residential development located in the northern part of the site and restricted to below the 75m contour line. Substantial new tree planting will reflect typical Downland characteristics.
- 5.111** The archaeological potential of the site is demonstrably high. The site includes prehistoric barrows, field systems and enclosures. At the planning application stage, the layout and design of the development will need to give great weight to conserving heritage assets and their setting in a manner proportionate to their significance. The site has been subject to archaeological assessment, geophysical survey and evaluation trenching, with archaeological interest shown to be present across the site. These investigations should inform the masterplan for the site.
- 5.112** West Harnham Chalk Pit Site of Special Scientific Interest (SSSI) and Harnham Slope County Wildlife Site (CWS) should be protected. Potential additional recreational use will be positively managed. Sufficient areas of public open space should be incorporated into a layout and design in order to protect these sites by providing attractive, alternative areas for recreation. To support this objective, a significant sized Country Park will be provided in the south and east of the site for recreational use by the public as part of open space and green

infrastructure provision. Additional planting will go some way to counteract the phosphate loading and resulting pressures on the River Avon SAC that development will create. An objective of the site will be to offset fully all potential for harm.

- 5.113** Comprehensive improvements to the local and strategic road network would be necessary to safely accommodate development where the residual cumulative impacts are severe. Accordingly, contributions towards these improvements will likely be sought. To address such matters, dialogue with Highways England will be required and work would take place in conjunction with the Salisbury Transport Strategy Refresh (2018). Mitigation measures will be guided by evidence from a robust and comprehensive transport assessment which will need to be undertaken by any future applicant, the scope of which is to be agreed by Wiltshire Council and Highways England. The assessment would fully investigate detailed transport impacts of the development on the wider Salisbury transport network, especially on the A36T, and identify appropriate measures to safely accommodate additional traffic emanating from the new development.
- 5.114** In addition, measures to positively promote and support cycling, walking and public transport use would also need to be addressed through any subsequent planning application process. This too would be undertaken in conjunction with the Salisbury Transport Strategy refresh (2018) that takes account of planned strategic growth of Salisbury. The site is reasonably well located in relation to the city centre and development should include measures to enable as many trips as possible to the city centre to take place on foot, cycling or by public transport. The bridleway leading from the site (NHAM10) is likely to be a key route for people walking and cycling from the site connecting to the Old Shaftesbury Drove and into Harnham. Development of the site should include suitable surfacing of this route throughout the site.
- 5.115** A water infrastructure capacity appraisal will be needed to confirm the scope and extent of works to service new development. This should include the capacity of local sewer systems. Bearing in mind the size of the site, any subsequent planning application will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters such as layout and design. Sufficient land would need to be set aside for robust surface water management, to include comprehensive Surface Water Drainage measures (including a Sustainable Drainage System) that results in run-off rates equalling, or bettering current greenfield infiltration rates.

H3.2 Hilltop Way, Salisbury

Figure 5.14 H3.2 Hilltop Way, Salisbury



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Policy H3.2

Land at Hilltop Way, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 10 dwellings;
- vehicular access via Hilltop Way; and
- the public right of way forming the northern boundary of the site should be maintained and its route enhanced.

Development will be subject to the following requirements:

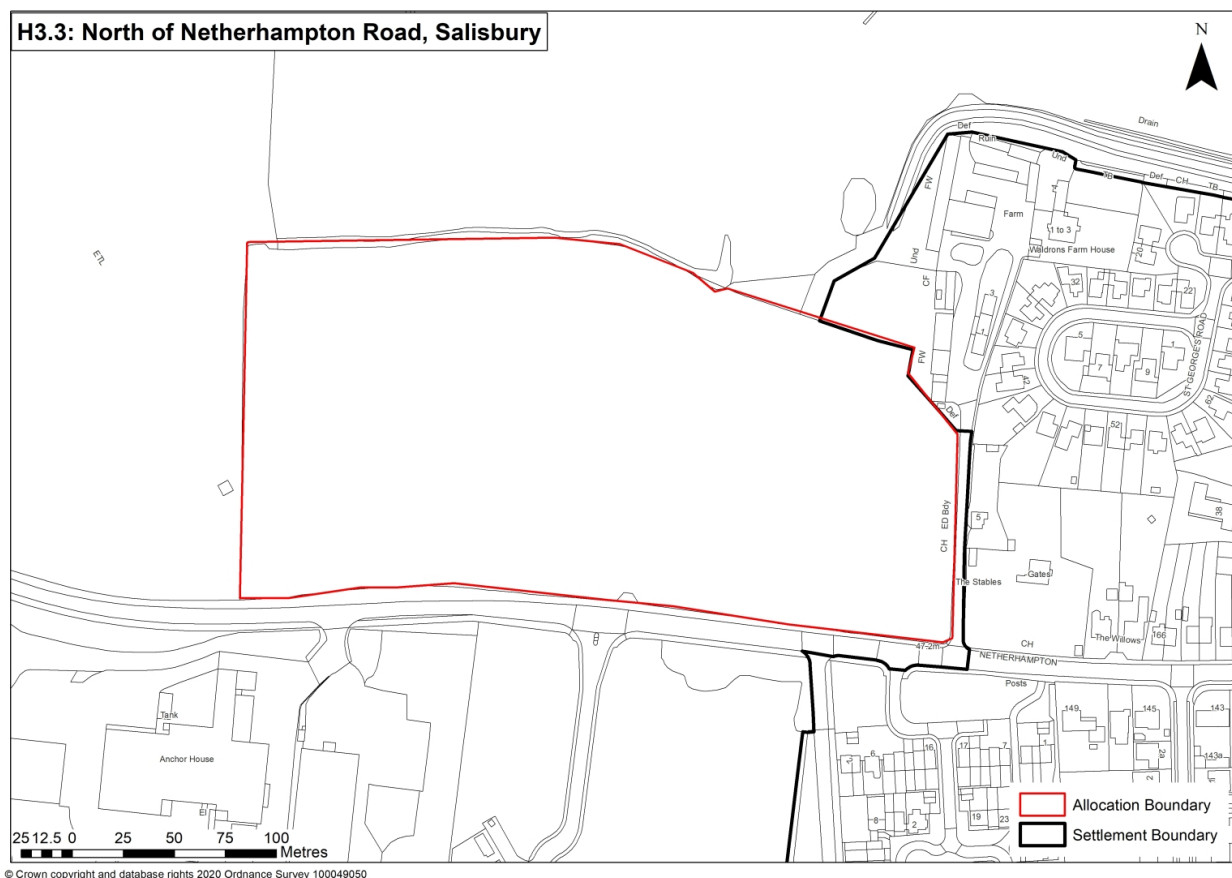
- identification and establishment of a suitable receptor site for the translocation of slow worms in the adjacent Country Park, to be agreed with the Council's ecologist. Development shall not take place until the receptor site has been agreed and translocation has taken place to the satisfaction of the Council's ecologist; and
- appropriate location of new dwellings and high-quality design including landscaping and open space, to mitigate impacts on skyline views.

Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.

- 5.116** Hilltop Way is allocated for the development of approximately 10 dwellings on approximately 0.48ha of land as shown on the Policies Map. The site is adjacent to the existing settlement boundary of Salisbury and would deliver a relatively small number of dwellings towards the overall remaining indicative housing requirement for Salisbury.
- 5.117** The site is a narrow area of undeveloped rough grassland adjacent to existing residential development along Hilltop Way. Access to the site would be achieved via Hilltop Way. There is a public right of way forming the northern boundary of the site and beyond that is the Hampton Country Park. The right of way should be maintained and its route enhanced through additional hedge and tree planting and additional access points to the Country Park.
- 5.118** The site has been shown to have a high population of reptiles (slow worms) and these will need to be re-colonised on a suitable receptor site within the Country Park, prior to development taking place.
- 5.119** There is potential for impacts on skyline views from Old Sarum Airfield Conservation Area and from Old Sarum Castle and these will need to be mitigated through the appropriate location of new dwellings and a high quality design scheme, together with suitable landscaping and provision of open space.

H3.3 North of Netherhampton Road, Salisbury

Figure 5.15 H3.3 North of Netherhampton Road, Salisbury



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Policy H3.3

Land North of Netherhampton Road, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 100 dwellings;
- vehicular access to the site from A3094 Netherhampton Road; and
- improvements to cycling and walking routes through the site to link into the existing network.

Development will be subject to the following requirements:

- sensitive high-quality design and layout which ensures the significance of heritage assets and their settings are not subject to unacceptable harm, in particular the setting of Salisbury Cathedral spire. This will be achieved through:

- the use of appropriate heritage and archaeological assessments to guide development;
- a comprehensive approach to landscaping, green infrastructure and open space, including provision of an open corridor through the site to retain important views;
- sensitive treatment of site boundaries. Development will be expected to take particular care to ensure a suitable boundary and transition between the open countryside and the City;
- development which respects the scale, massing and built form of the local area and the setting of the Cathedral;
- development along Netherhampton Road being set back, but providing an active frontage; and
- sensitive use of lighting and signage with regard to infrastructure and highway elements throughout the development.

- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design of the site so that surface water is controlled and does not exacerbate flooding off site;
- no adverse impacts on the water quality of the River Avon SAC from surface water runoff during the construction and operational phases;
- measures to protect the integrity of the River Avon SAC, with particular regard to phosphate discharge into the River Avon and its tributaries. This will be informed by appropriate survey and impact assessment;
- sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments; and
- provision made for transport network improvements necessary to accommodate the scale of development envisaged, as identified through a comprehensive transport assessment.

Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site.

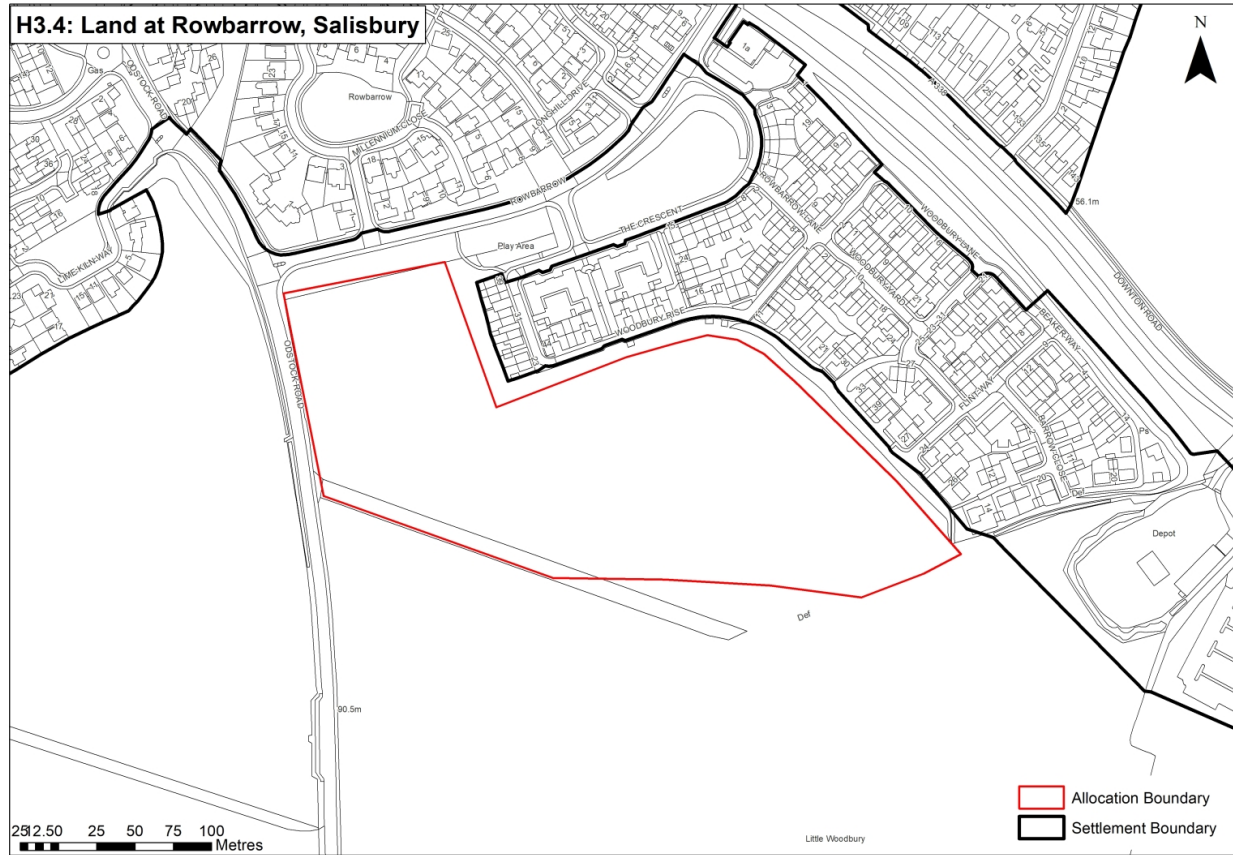
- 5.120** Land North of Netherhampton Road is allocated for the development of approximately 100 dwellings on 5.6ha of land as shown on the Policies Map. It is reasonably well located with

regard to services and facilities. The site is relatively well contained in terms of visual impacts on the wider landscape. The site is wholly located within Flood Zone 1, although its northern boundary is also the boundary to the adjacent area of land that lies within Flood Zone 2. Due to its size, development proposals will need to be supported by a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change). In addition, development proposals will need to be supported by a comprehensive drainage strategy to address issues of surface water flooding and to ensure that, given the site's proximity to the River Avon and to Flood Zone 2, there are no adverse impacts on the water quality of the River Avon SAC from surface water runoff during the construction and operational phases.

- 5.121** Long views to the historic City of Salisbury and Salisbury Conservation Area including the spire of Salisbury Cathedral (Grade I listed) are available across the site from the A3094, and at closer range from within the site itself. At the planning application stage, the layout and design of the site would need to give great weight to conserving the significance of these heritage assets and their setting. Development proposals would need to be sensitively designed to ensure that views of the Spire are not significantly compromised. Design and layout would also need to positively address the objectives of the City of Salisbury Conservation Area Appraisal and Management Plan to minimise harm. Proposals would therefore need to provide for high quality, sustainable development that enhances an important approach to the City, and provides links to nearby rights of way. To achieve these outcomes, development proposals will meet the development principles set out in policy. In addition, the design and layout of a scheme should positively respect the significance of heritage assets. This could be achieved through several measures including, for example:
- the sensitive use of highway surfacing, materials, signage and lighting;
 - the use of focal buildings and appropriate features to define the transition from open countryside to urban form; and
 - a strategy for open space that could provide a heritage trail to link with existing footpaths in the area.
- 5.123** The site has been subject to archaeological assessment, geophysical survey and evaluation trenching, with archaeological interest shown to be present across the site. The archaeological potential of the site is demonstrably high. Development proposals will need to provide for a sensitive design and layout, that ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments.
- 5.124** In order to facilitate development, appropriate contributions would be likely to be sought to help fund additional local school capacity. A new primary school on land south of Netherhampton Road would contribute to the new school places needed to serve the area. Funding contributions may also be sought where needed to increase capacity at local GP surgeries in the city, in accordance with core policies of the Wiltshire Core Strategy. A transport assessment will be required to support any planning application and provision made for transport network improvements necessary to accommodate the scale of development.

H3.4 Land at Rowbarrow, Salisbury

Figure 5.16 H3.4 Land at Rowbarrow, Salisbury



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Policy H3.4

Land at Rowbarrow, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 100 dwellings;
- vehicular access from the Odstock Road to the west; and
- improvements to cycling and walking routes through the site to link into the existing network.

Development will be subject to the following requirements:

- sensitive design and layout, which ensures the significance of heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments;
- a strong landscape framework that maintains and enhances the existing woodland belts, including open space provision in the southern part of the site and a green corridor extending along the southern boundary of the site from the existing beech tree shelterbelt;
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform site layout and design of the site so that surface water is controlled and does not exacerbate flooding off site; and
- provision made for transport network improvements necessary to accommodate the scale of development envisaged, as identified through a comprehensive transport assessment.

Development will take place in accordance with a masterplan approved by the Council as part of the planning application process. The design and layout will take account of all policy requirements, including the timely and coordinated provision of necessary infrastructure to achieve a comprehensive development of the site.

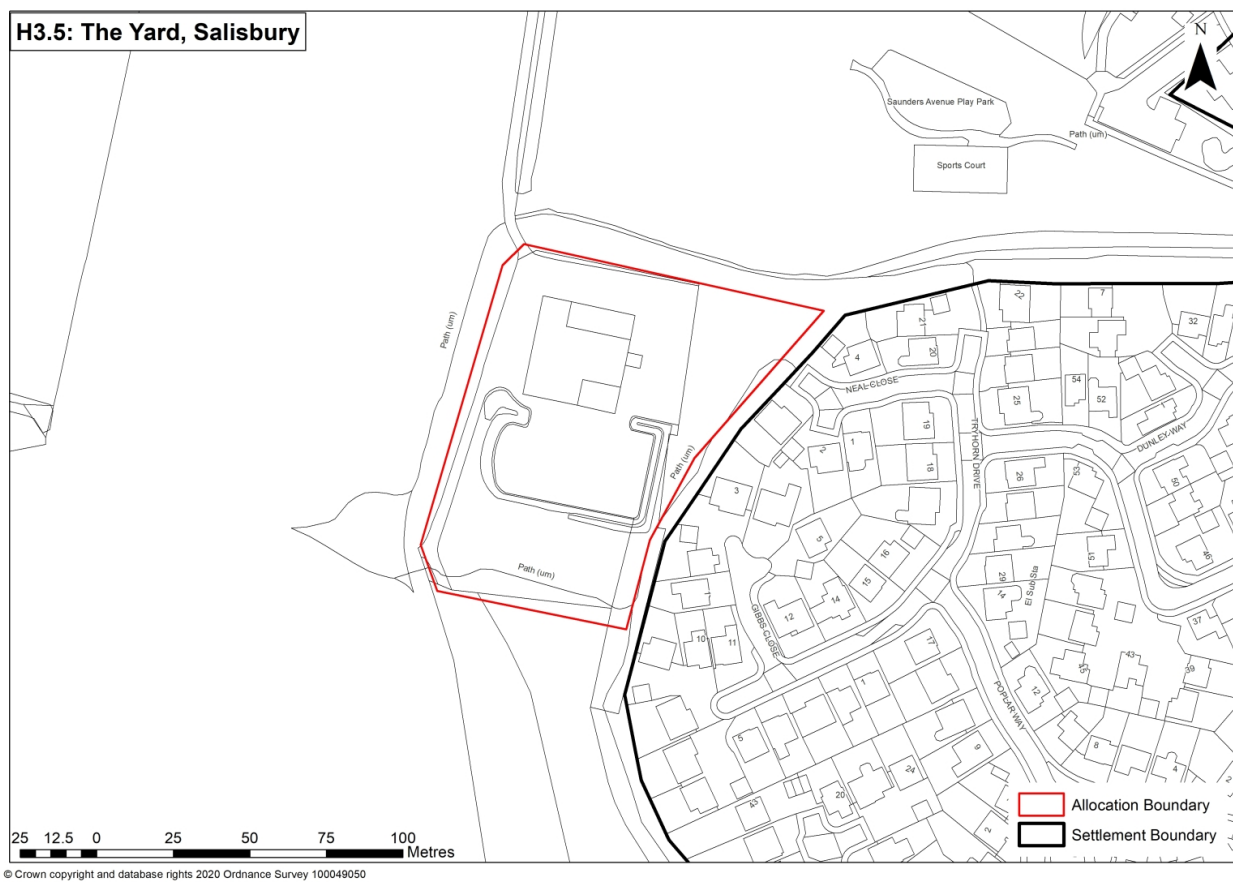
- 5.125** Land at Rowbarrow is allocated for the development of approximately 100 dwellings on 5.56ha of land as shown on the Policies Map. The development of the site would provide housing in a location with a reasonable level of access to the local services and facilities in Salisbury city centre but not within walking distance. There is however a frequent bus service within 100m of the site and the Park & Ride is in close proximity.
- 5.126** Development will need to preserve the contribution made by the site to the setting and therefore to the importance of the Woodbury Ancient Villages Scheduled Monument. If necessary land will need to be set aside from development. In line with national policy, detailed design and layout will be guided by an assessment of heritage assets and their significance (including the contribution made by their setting). Scheduled monument consent will be required. The site also has high archaeological potential.
- 5.127** This is a sloping and quite prominent site. In combination with Heritage Impact Assessment, development will need to take place within a strong landscape framework that maintains and enhances the existing woodland belts affecting the site. Containment provided by the beech shelterbelt on the southern boundary should extend as a green corridor from the end of the shelterbelt eastwards towards the existing Rowbarrow housing development and woodland around the Milk & More Salisbury Depot. This green corridor should include copses, groups of trees and individual specimen trees. The arrangement of any proposed development

and open space on the site should provide a setting for rights of way in the area and maintain their views of the Salisbury Cathedral spire and this could be achieved through careful street alignment and locating open space in the southern part of the site. The sloping buffer of land on the northern edge of the site should be enhanced with tree planting and the landscape buffer along Rowbarrow (road) retained.

5.128 In order to facilitate development, appropriate contributions would be likely to be sought to help fund additional local school capacity. A new primary school on land south of Netherhampton Road would contribute to the new school places needed to serve the area. Funding contributions may also contribute to improving the existing primary schools at Harnham. Appropriate contributions may also be sought where needed to increase capacity at local GP surgeries in the city, in accordance with core policies of the Wiltshire Core Strategy.

H3.5 The Yard, Hampton Park Salisbury

Figure 5.17 H3.5 The Yard, Salisbury



Policy H3.5

Land at The Yard, Hampton Park, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 14 dwellings; and
- vehicular access via the existing track onto Roman Road, with a new pedestrian and cycle access route provided through to Neal Close.

Development will be subject to the following requirements:

- landscaping strategy and infrastructure to ensure any development appears as a natural extension to Hampton Park. Hedgerows around the site should be maintained and enhanced where possible;
- identification and establishment of a suitable receptor site for the translocation of slow worms in the adjacent Country Park, or other suitable location, to be agreed with the Council's ecologist. Development shall not take place until the receptor site has been agreed and translocation has taken place to the satisfaction of the Council's ecologist;
- a Precautionary Working Method for birds, including barn owl; and
- measures to address contamination as informed by an assessment of the sites condition.

Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.

- 5.129** The Yard, Hampton Park is allocated for the development of approximately 14 dwellings on approximately 1.31ha of land as shown on the Policies Map. The site lies adjacent to the settlement boundary and existing residential development, and would deliver a relatively small number of dwellings to help contribute towards the overall remaining indicative housing requirement for Salisbury.
- 5.130** The site has previously been used for agricultural storage purposes, is fairly flat, and comprises small parcels of rough grassland and a large disused agricultural storage building. Access to the site would be achieved via Neal Close.
- 5.131** This site is within the Special Landscape Area and in a rural fringe setting, adjacent to the Country Park. Access to the Country Park should be provided from this site and a robust landscape strategy and infrastructure is required to allow any development to appear as a natural extension to Hampton Park.
- 5.132** Hedgerows around the site have the potential to be of importance for bat commuting and should be maintained where possible. There is a high population of slow worms to be translocated off site, which may be within the adjacent Country Park or other suitable location. Given the potential scale of the translocation, any receptor site will need to provide suitable habitat conditions for the species. Translocation shall not occur until a suitable receptor site has been secured and a scheme for this work is agreed with the Council ecologist through the planning application process. No development shall take place until the translocation scheme has been implemented in full. Consideration also needs to be given to the site's potential use as a roost site for barn owls through a Precautionary Working Method for birds.

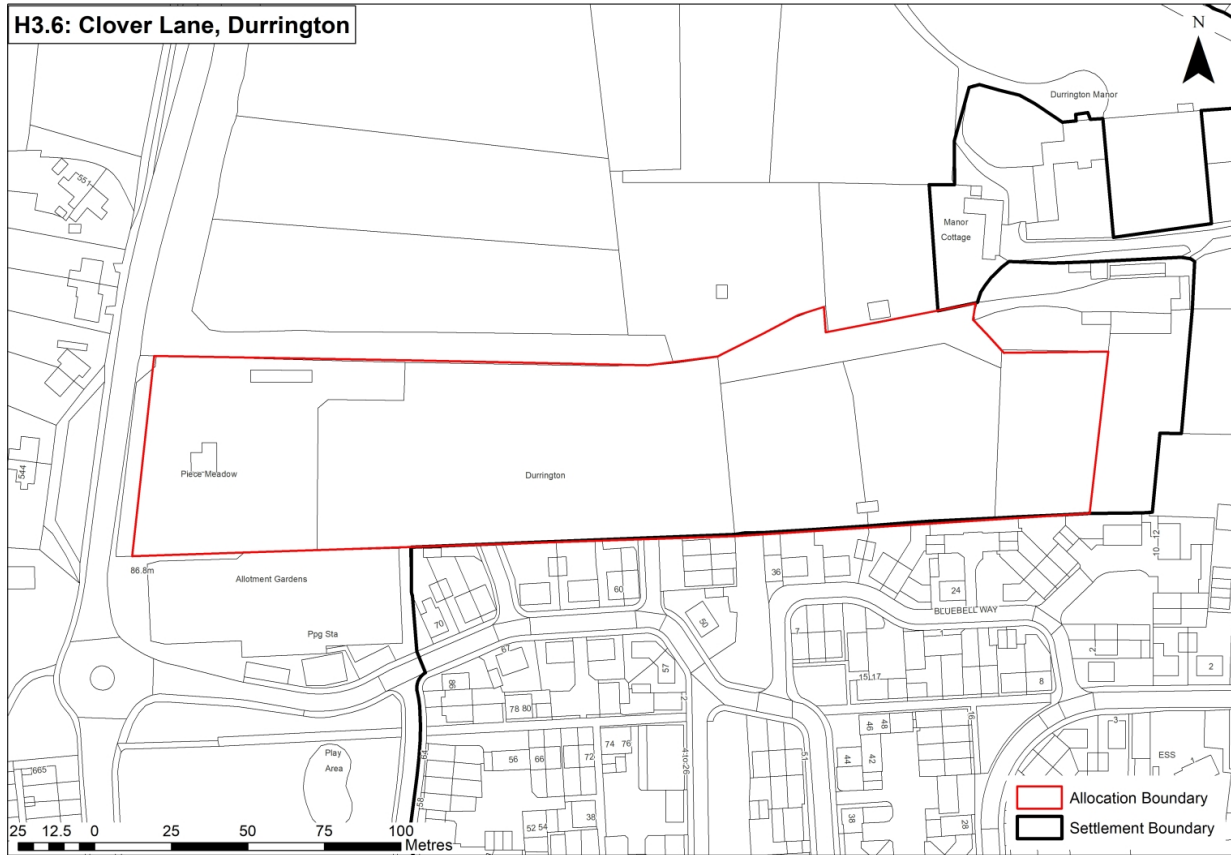
- 5.133** As this site has previously been used for agricultural storage purposes, an assessment of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses should be carried out to inform the planning application.

Amesbury, Bulford and Durrington

- 5.134** The Wiltshire Core Strategy designates Durrington in conjunction with Bulford and Amesbury, as a Market Town. The WCS envisages accommodating approximately 2,440 dwellings over the plan period (2006 to 2026). The settlement strategy identifies a series of priorities including increasing jobs and homes to a moderate and proportionate extent. Development would also help to enhance services and facilities and promote better levels of self-containment, particularly at Durrington and Bulford. Provision of housing at Durrington would positively contribute towards the delivery of this objective by ensuring the viability of existing services and creating demand for an improved local offer. Developers of the allocated sites will be expected to contribute financially towards capacity improvements in local schools and health care provision in accordance with core policies of the Wiltshire Core Strategy.
- 5.135** The area has a high archaeological potential and assessment would be required to support planning applications for each of the sites proposed and this should also include avoiding harm to the outstanding universal value of the Stonehenge and Avebury World Heritage Site.
- 5.136** Upgrades to the local water supply network may be required to accommodate further growth at Durrington, pending a review of local abstraction licences due to be completed in 2019. It is possible that such upgrades may need to be completed before development at the following sites can commence.
- 5.137** Development could contribute cumulatively towards adverse impacts on the qualifying features of the River Avon SAC through increased phosphate loading and habitat loss/damage. As such, a Nutrient Management Plan seeks to avoid the likelihood of adverse effects. Nonetheless, impacts are kept under review and this situation may change. For an interim period, developments within the River Avon SAC catchment should be phosphate neutral, which will be defined in a Memorandum of Understanding with Natural England and Environment Agency. Measures will therefore need to be in place to ensure that developments do not contribute to a net increase in phosphates for the River Avon SAC. Housing developers might consider how schemes can offset the additional phosphate loading resulting from new homes and specific measures will be set out in the annex to the Nutrient Management Plan.

H3.6 Clover Lane, Durrington

Figure 5.18 H3.6 Clover Lane, Durrington



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Policy H3.6

Land at Clover Lane, Durrington, as identified on the Policies Map, is allocated for development comprising the following elements:

- approximately 45 dwellings;
- vehicular access from Clover Lane;
- improvements to cycling and walking routes through the site to link into the existing network, including to High Street; and
- incorporation of any rights of access to the paddock and stables to the north of the site.

Development will be subject to the following requirements:

- sensitive design and layout, which ensures the significance of designated and non-designated heritage assets and their settings are not subject to unacceptable harm. This shall be informed by appropriate heritage and archaeological assessments;
- retention and enhancement of existing trees and hedgerows within extended green infrastructure corridors as part of wider landscaping to contribute to biodiversity, and provide appropriate screening to adjacent properties; and
- a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to inform design and layout of the site so that surface water is controlled and does not exacerbate flooding off-site.

Proposals for development of the site will be informed by, and take account of, all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.

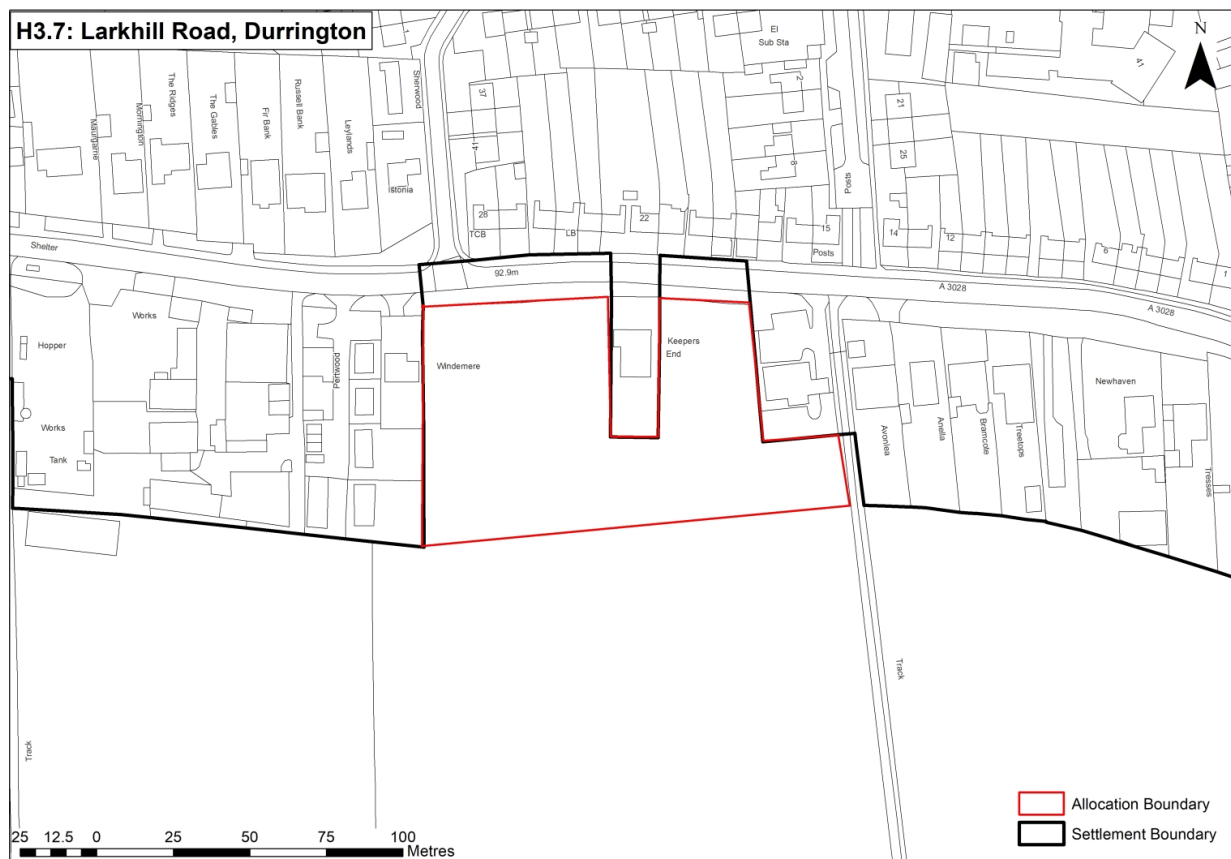
- 5.138** Approximately 1.9ha of land to the north of Clover Lane, Durrington is allocated for the development of approximately 45 dwellings, as identified on the Policies Map. The central portion of the site has planning permission already and could accommodate approximately 15 dwellings. Land for a further 30 dwellings is allocated for development on two parcels of land to the east and west of this central portion.
- 5.139** Vehicular access would be from the existing residential road network using Clover Lane. Pedestrian and cycle permeability through the site must be incorporated in the layout, including a direct link for pedestrian and cycle access through to the High St. Any access rights from High Street through to the stables and paddock adjacent to the site should be incorporated into the design and layout of the site.
- 5.140** The site lies adjacent to the Durrington Conservation Area and a number of Listed Buildings (Durrington Manor, Grade II listed and The Red House, Grade II listed) and undesignated heritage assets (Manor Cottage and important cobb walls). Detailed design and layout would need to preserve or enhance the character or appearance of the Conservation Area and this is particularly important for the eastern portion of the site. Development should minimise harm to the significance of Listed Buildings and the Conservation Area and should be designed in a sensitive and appropriate manner taking into consideration non-designated heritage assets, designated assets and objectives set out in the Durrington Conservation Area Appraisal. The cobb wall at the eastern boundary of the site will need careful

consideration within the proposed layout. In line with national policy, detailed design and layout will be guided by an assessment of heritage assets and their significance (including the contribution made by their setting).

5.141 There is a tree belt adjacent to the northern boundary of the site which is protected by a group Tree Preservation Order and there are substantial hedgerows to the western boundary and trees adjacent to the southern boundary at its eastern end. Mature trees and hedgerows must be retained as important features of the site, and additional green infrastructure should be incorporated to enhance and protect the existing features both within and adjacent to the site in order to maintain the role of the trees in contributing to biodiversity and the character of this part of Durrington and to ensure appropriate screening between the new development and adjacent residential development and allotments. Considering the size of the site and history of surface water flooding on-site and in the surrounding area, a Flood Risk Assessment (incorporating an assessment of the predicted effects of climate change) and comprehensive drainage strategy to help inform matters such as layout and design will be required. In addition, as the site lies within Groundwater Protection Zone 1, development proposals will need to comply with Core Policy 68 (Water resources) with applications demonstrating that regard has been paid to the advice set out in the Environment Agency's groundwater protection policy.

H3.7 Larkhill Road, Durrington

Figure 5.19 H3.7 Larkhill Road, Durrington



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Policy H3.7

Land at Larkhill Road, Durrington, as identified on the Policies Map, is allocated for residential development comprising the following elements:

- approximately 15 dwellings.

Development will be subject to the following requirements:

- sensitive design and layout, which ensures the archaeological potential of the site is addressed through the planning application process. This shall be informed by appropriate archaeological assessment; and
- layout and design in line with character and pattern of frontage development on Larkhill Road, with gardens or open space to the south of the site serving as a soft edge to the countryside.

Proposals for development of the site will be informed by and take account of all policy requirements and opportunities in design and layout and delivered as a whole to achieve a comprehensive development that ensures the timely and coordinated provision of necessary infrastructure, services, facilities and open space.

- 5.142** Approximately 0.8ha of land to the south of Larkhill Road, Durrington is allocated for the development of approximately 15 dwellings, as illustrated on the Policies Map. The land forms the northern part of a field which slopes down towards the River Avon at the southern edge of Durrington. As the site lies within Groundwater Protection Zone 1, development proposals will need to comply with Core Policy 68 (Water resources) with applications demonstrating that regard has been paid to the advice set out in the Environment Agency's groundwater protection policy.
- 5.143** The form of development should replicate the character and pattern of frontage development characteristic of Larkhill Road. Development as a result will be limited and to a relatively low density. In order to soften the edge to the open countryside, the southern edge of the site should consist of gardens or open space with boundaries that are relatively open.
- 5.144** Due to the location in close proximity to the World Heritage Site, including Durrington Walls and Woodhenge, archaeological assessment will be required and must inform development proposals and any necessary mitigation.

6. Settlement boundary review

Introduction

- 6.1** The Council did not review the extent of the boundaries to inform the WCS and instead relied upon the former district local plans. They have been reviewed in line with the Plan Objective:
- To ensure there is a clear definition to the extent of the built up areas at Principal Settlements, Market Towns, Local Service Centres and Large Villages
- 6.2** The Plan applies one consistent methodology for the County to replace the slightly different ways used by the previous District Councils. The Council has developed this methodology in consultation with Parish and Town Councils. The process is explained in detail in Topic Paper 1: Settlement Boundary Review Methodology.
- 6.3** A comprehensive review of the boundaries ensures they are up-to-date and adequately reflect changes that have happened since they were first established. The Plan amends settlement boundaries where necessary⁽¹⁶⁾.
- 6.4** It is also the prerogative of local communities to review Settlement Boundaries through neighbourhood planning. Neighbourhood Plans are required to be in general conformity with the WCS. Paragraphs 4.13 and 4.15 of the WCS support the review of settlement boundaries through the Plan or through neighbourhood plans. Therefore, where a neighbourhood plan has been considered to have reviewed the settlement boundary and is at a sufficiently advanced stage⁽¹⁷⁾, then it is unnecessary to duplicate this work by reviewing the relevant settlement boundary in the Plan.
- 6.5** Neighbourhood plans are considered to have reviewed their settlement boundaries where the issue has been explicitly addressed through the neighbourhood plan process, even if the eventual outcome is to retain the existing settlement boundary.
- 6.6** Neighbourhood plans submitted subsequently will still be able to consider their own settlement boundary through the neighbourhood planning process. Once a future neighbourhood plan is 'made', its settlement boundaries will then supersede those in the Plan.

16 Settlement boundaries have been updated to take account of implemented planning permissions up to April 2017

17 A neighbourhood plan is considered to be at an advanced stage once it has been submitted (Regulation 15 / 16 according to the Neighbourhood Plan (General) Regulations 2012 (as amended))

7. Implementation and monitoring

- 7.1** The Plan is designed to be flexible and contain appropriate levels of contingency, so that it can effectively respond to events if necessary. However, it will be essential to monitor the effectiveness of the strategy, so that action can be taken to address any issues which may arise. This monitoring will be done through the following mechanisms
- 7.2** Central to monitoring the effectiveness of the plan will be the use of Housing Trajectories. One of the two purposes of the plan is to maintain a five year land supply in each of Wiltshire's Housing Market Area (HMA). Therefore monitoring the delivery of houses is critical. Basically a housing trajectory is a graph which plots the expected rate of housing delivery over a plan period and then may be used to overlay actual delivery so that the success of the policies can be evaluated.
- 7.3** As advised in Planning Policy Guidance, housing trajectories are an important tool for monitoring housing delivery. In line with this guidance, Wiltshire Council will carry out an annual assessment in a robust and timely fashion, based on up-to-date and sound evidence, taking into account the anticipated trajectory of housing delivery, and consideration of associated risks, and an assessment of the local delivery record. The assessment will be realistic and made publicly available in an accessible format.
- 7.4** By taking a thorough approach on an annual basis, the Council will be in a strong position to demonstrate a robust five year supply of sites. Demonstration of a five year supply is a key material consideration when determining housing applications and appeals. As set out in the NPPF⁽¹⁸⁾, a five year supply is also central to demonstrating that relevant policies for the supply of housing are up-to-date in applying the presumption in favour of sustainable development.
- 7.5** There are four main components of the monitoring framework.

Wiltshire Monitoring Framework

- 7.6** The Wiltshire Monitoring Framework⁽¹⁹⁾ was published alongside the WCS, and will also be used to check on the effectiveness of the policies within this document. The Monitoring Framework will be used to ask whether the policy is working, whether it is delivering the homes, which is the underlying objective of the policy, and what the significant effects of this are. It sets out objectives and targets for each policy, and identifies the indicators which will be used to assess progress against these. The Wiltshire Monitoring Framework will ensure that the Core Strategy is steered by a continuous process of 'plan, monitor, manage'.

Annual Monitoring Report

- 7.7** An annual report will be prepared to analyse the impacts of the Core Policies of the WCS, and assess progress against the targets identified in the Wiltshire Monitoring Framework. This Annual Monitoring Report (AMR) will include monitoring of the proposals in the Plan and also information relating to the Infrastructure Delivery Plan (IDP) and the Sustainability Appraisal (SA). Actions required to address policy performance against the Plan Objectives will then be reconsidered

18 NPPF, paragraph 11, DCLG (Mar 2012)

19 <http://www.wiltshire.gov.uk/wiltshire-local-plan-monitoring-framework-feb-2012.pdf>

Housing Land Supply

- 7.8** In line with National Policy / Guidance, the council monitors the number of new homes built each year, homes currently under construction and those that are expected to be built in the future. This evidence is set out in the 'Housing Land Availability Report'⁽²⁰⁾ and 'Housing Land Supply Statement'⁽²¹⁾ the latter used to present the Council's 5-year housing land supply position. The proposals set out within the Plan (along with the proposals in the adopted Core Strategy and Chippenham Site Allocations Plan are intrinsically linked to the maintenance of the supply position and hence will need to be monitored to ensure timely delivery. In order to assist the monitoring process, developers / landowners will be asked to provide the Council with detailed site delivery trajectories.
- 7.9** In addition to the monitoring of the Plan's performance, the Council is also obliged to monitor housing delivery from neighbourhood plans and 'windfall' sites in line with the advice set out in the Planning Practice Guidance.
- 7.10** Further, national policy requires Local Planning Authorities to produce plans that meet the tests of soundness, which include that plans are 'positively prepared'⁽²²⁾. This necessitates a proactive approach to identifying and allocating sites to ensure the housing requirements can be met, rather than awaiting anticipated delivery from windfall sites. The Plan proposals ensure that there is no reliance on windfall to provide the minimum housing requirements of each HMA. That is, the Plan does what it was designed to do, which is to maintain surety of supply throughout the plan period prescribed by the WCS (Objective 2).

Management of risk – a risk register

- 7.11** A part of monitoring the effectiveness of the Plan will be to maintain a risk register. It will be used to manage risks by identifying them as they arise, evaluating their severity and identifying measures to treat them through appropriate mitigation measures that are either preventative or contingencies.

20 <http://www.wiltshire.gov.uk/housingland-availability-report-2016-doc.pdf>

21 <http://www.wiltshire.gov.uk/housingland-supply-statement-march--update.pdf>

22 NPPF, paragraph 182, DCLG (Mar 2012)

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Wiltshire Council

Cabinet

4 February 2020

Subject: Trowbridge Bat Mitigation Strategy Supplementary Planning Document

Cabinet Member: Councillor Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Investment

Key Decision: Key

Executive Summary

The landscape surrounding Trowbridge is known to be of high importance for bats, supporting at least 14 of the 18 UK bat species. This includes all four of the rarer UK species listed in Annex II of the Habitats Directive (European Council, 1992): greater horseshoe, lesser horseshoe, Bechstein's and barbastelle bats.

In particular, the woodlands to the east and south-east of Trowbridge are known to support a large and internationally significant breeding population of Bechstein's bat, linked to the Bath and Bradford-on-Avon Bats Special Area of Conservation (SAC).

The overall aim of the Trowbridge Bat Mitigation Strategy (TBMS) is to provide a clear and detailed approach to considering impacts of development around Trowbridge on the Bath and Bradford-on-Avon Bats SAC. This will help inform strategic and local planning for the area's housing needs.

Significant potential effects to the integrity of the SAC include impacts to the foraging areas and commuting routes in the landscape used by bats, as well as their roost sites and can include:

- Habitat degradation;
- Lighting e.g. increased;
- Noise and vibration e.g. construction/demolition activity close to roosts;
- Recreational disturbance e.g. urbanisation, damage to vegetation, dumping of waste, fires and vandalism;
- Pollution e.g. dust and fumes from vehicles; and
- Mortality e.g. predation by cats and collision with vehicles.

Core Policy 29 of the Wiltshire Core Strategy anticipates a significant level of growth at Trowbridge over the period up to 2026, including 2,600 homes coming forward on the allocation at Ashton Park to the south-east of the town. In addition, the Wiltshire Housing Site Allocations Plan has been prepared to support the delivery of housing at the town in line with Core Policy 29.

The TBMS has been prepared as a Supplementary Planning Document (SPD) to provide certainty for developers and local communities in terms of how development and mitigation measures will be guided to ensure the integrity of the SAC and the core bat habitats around the town are protected and enhanced.

At its heart is the delineation of buffer areas around the woodlands and two zones (the red and yellow zones) within which major development will either be resisted, or considered, subject to the delivery of appropriate mitigation measures to address habitat creation and the management of recreational pressure (grey hatched zone).

The preparation of SPDs follows a prescribed process set out in legislation. The TBMS was published for consultation for a 4-week period commencing 21 February 2019. Due process has therefore been followed and thorough consideration of the consultation responses received has been undertaken. All amendments to the draft TBMS have been prepared to address, where practicable, the issues raised through the consultation.

Adopting the TBMS as an SPD will significantly assist in the implementation of the Wiltshire Housing Site Allocations Plan as well as planned residential development at Trowbridge in line with the Wiltshire Core Strategy. Moreover, it will assist local communities plan for housing development through their neighbourhood plans and thereby help guide development around the town.

As an SPD, the guidance set out in the TBMS will be afforded greater weight in the decision-making process. In this regard it will provide greater certainty to the development industry and local communities in terms of how housing at the town will be delivered, whilst helping to ensure the integrity of the Bath and Bradford-on-Avon Bats SAC is appropriately protected and enhanced in line with legislation through the delivery of appropriate mitigation measures.

Proposal(s)

That Cabinet:

- (i) Notes the reponse to the consultation on the draft Trowbridge Bat Mitigation Strategy Supplementary Planning Document (the TBMS) set out in the Consultation Statement at **Appendix 1**.
- (ii) Endorses the amended TBMS as set out in **Appendix 2**.
- (iii) Recommends to Council that they adopt the amended TBMS as a Supplementary Planning Document.
- (iv) Subject to approval of Council, agrees that the Director for Economic Development and Planning in consultation with the Director for Legal, Electoral and Registration Services and the Cabinet Member for Spatial Planning, Development Management and Investment, undertakes the

final stages associated with the formal adoption and publication of the TBMS, including any minor textual changes in the interests of clarity and accuracy.

Reason for Proposal(s)

To:

- (i) Ensure that the TBMS is formally adopted as a Supplementary Planning Document (SPD) to assist the implementation of the Wiltshire Housing Site Allocations Plan for development on the housing allocations at Trowbridge, as well as windfall and neighbourhood plan sites in line with the Wiltshire Core Strategy; and
- (ii) Provide guidance to developers on where proposals for housing development would be acceptable and what would constitute acceptable mitigation measures to ensure the integrity of the Bath and Bradford-on-Avon Bats Special Area of Conservation (SAC) is protected and enhanced.

Alistair Cunningham
Chief Executive Officer - Place

Wiltshire Council

Cabinet

4 February 2020

Subject: Adoption of Trowbridge Bat Mitigation Strategy
Supplementary Planning Document

Cabinet Member: Councillor Toby Sturgis Cabinet Member for Spatial
Planning, Development Management and Investment

Key Decision: Key

Purpose of Report

To:

- (i) Provide Cabinet with the response to the consultation on the draft Trowbridge Bat Mitigation Strategy Supplementary Planning Document (TBMS), as set out in the Consultation Statement at **Appendix 1**.
- (ii) Recommend that Cabinet endorses the amended TBMS as set out in **Appendix 2**.
- (iii) Recommends to Council that they formally adopt the amended TBMS as a Supplementary Planning Document (SPD).
- (iv) Subject to approval of Council, agrees that the Director for Economic, Development and Planning in consultation with the Director for Legal, Electoral and Registration Services and the Cabinet Member for Spatial Planning, Development Management and Investment, undertakes the final stages associated with the formal adoption and publication of the TBMS, including any minor textual changes in the interests of clarity and accuracy.

Relevance to the Council's Business Plan

1. The TBMS is fundamentally linked to the implementation of planning policy and the sustainable management of housing growth at Trowbridge. It sets out clear guidance for developers and the local community on how the delivery of new housing at the town can be achieved whilst protecting and enhancing the integrity of the Special Area of Conservation (SAC). It is linked to the following aims of the Business Plan:

Growing the Economy - Balancing the objective of growing the community with protecting the environment.

Strong Communities

Good countryside access and cycling and walking opportunities.

Background

2. The landscape surrounding Trowbridge is known to be of high importance for bats, supporting at least 14 of the 18 UK bat species. This includes all four of the rarer UK species listed in Annex II of the Habitats Directive (European Council, 1992): greater horseshoe, lesser horseshoe, Bechstein's and barbastelle bats.
3. In particular, the woodlands¹ to the east and south-east of Trowbridge are known to support a large and internationally significant breeding population of Bechstein's bat, linked to the Bath and Bradford-on-Avon Bats Special Area of Conservation (SAC).
4. The overall aim of the Trowbridge Bat Mitigation Strategy (TBMS) is to provide a clear and detailed approach to considering impacts of development around Trowbridge on the Bath and Bradford-on-Avon Bats SAC. This will help inform strategic and local planning for the area's housing needs.
5. Significant potential effects to the integrity of the SAC include impacts to the foraging areas and commuting routes in the landscape used by bats, as well as their roost sites and can include:
 - Habitat degradation;
 - Lighting e.g. increased;
 - Noise and vibration e.g. construction/demolition activity close to roosts;
 - Recreational disturbance e.g. urbanisation, damage to vegetation, dumping of waste, fires and vandalism;
 - Pollution e.g. dust and fumes from vehicles; and
 - Mortality e.g. predation by cats and collision with vehicles.
6. Core Policy 29 of the Wiltshire Core Strategy (WCS) anticipates a significant level of growth at Trowbridge over the period up to 2026, including 2,600 homes coming forward on the allocation at Ashton Park to the south-east of the town. In addition, the Wiltshire Housing Site Allocations Plan has been prepared to support the delivery of housing at the town in line with Core Policy 29.
7. The TBMS has been prepared as a Supplementary Planning Document (SPD) to provide greater certainty for developers and local communities in terms of how development and mitigation measures will be guided to help to ensure the integrity of the SAC and the core bat habitats around the town are protected and enhanced. At its heart is the delineation of buffer areas around the woodlands and two zones (the red and yellow zones, see Figure 4 Appendix 2) within which major development will either be resisted, or considered, subject to the delivery of appropriate mitigation

¹ Biss Wood, Green Lane Wood and Picket and Clanger Wood

measures to address habitat creation and the management of recreational pressure (grey hatched zone, see Figure 5 Appendix 2).

8. The preparation of SPDs follows a prescribed process set out in legislation. The TBMS was published for consultation for a 4-week period commencing 21 February 2019.

Main Considerations for the Council

9. The National Planning Policy Framework is clear that sustainable development must include a reversal on the net loss of biodiversity. Core Policy 50 of the WCS accords with this principle and in doing so seeks to protect and enhance features of biodiversity and geological value.
10. In the light of national and local planning policy (WCS), the Trowbridge Bat Mitigation Strategy (TBMS) has been prepared to be adopted as a Supplementary Planning Document (SPD) to give it greater weight in the decision-making process. Full regard has therefore been given to the relevant legislative process².
11. The purpose of the TBMS is to provide a clear and detailed approach to establishing mitigation measures in the Trowbridge area to protect the bat species in the Bath and Bradford on Avon Bats Special Area of Conservation (SAC) from recreational pressure and loss of core habitat. It has been primarily prepared to support the allocations set out in the Wiltshire Housing Site Allocations Plan (WHSAP) and thereby helps support the planned delivery of housing established in Core Policy 29 of the WCS.
12. Notwithstanding this primary role, the TBMS has also been prepared to help guide growth at the town. In this regard, it will be utilised to assist the review of the WCS, the preparation of neighbourhood plans in the local area and, as appropriate, decisions on individual planning applications.

Consultation on the draft TBMS

13. Between the 21 February and 21 March 2019, over 800 individuals and organisations were consulted via email, the Council's online consultation portal or by post on the [draft Trowbridge Bat Mitigation Strategy](#). An exhibition was held at County Hall in Trowbridge on 26 and 28 February for members of the public to talk to officers, ask questions and understand how to comment on the strategy. The consultation was also advertised in the local press and on the Wiltshire Council website. The Consultation Report at **Appendix 1** clarifies how the consultation was undertaken and provides a summary of the main issues raised.

Main issues raised through consultation

² The Town and Country Planning (Local Planning) (England) Regulations 2012, Part 5,

14. The strategy is supported by Natural England and several other advisory bodies. The main issues raised during consultation were:
- Natural England would welcome assurances that there will not be a long lag-time between development occurring and mitigation measures being implemented; and that the Bechstein's bat population at Trowbridge is referred to in the strategy.
 - Trowbridge Town Council would like more clearly defined buffer zones, clearer definitions of 'core bat habitat' and terms such as 'wide swathe' of land. In addition, they have called for more clarity as to how the recreational and bat sensitivity zones have been defined.
 - Friends of Southwick Country Park would like a location for Suitable Alternative Natural Greenspace (SANG) to be decided now as they believe the ecological value of Southwick Country Park has been overlooked due to it not yet being designated a Local Nature Reserve (LNR).
 - Ecological consultants and local interest groups, Campaign to Protect Rural England West Wiltshire and The White Horse Alliance, have raised concerns that the strategy is not capable of mitigating indirect or direct adverse effects on bat habitats and hence falls short of addressing the requirements of the Habitats Directive in terms of providing scientific certainty.
 - Developers raised their concerns that the zones pose too many constraints to development in the Trowbridge area and that mitigation may become too costly to deliver.
15. Despite the issues raised, the strategy is welcomed and supported by Natural England, Wiltshire Wildlife Trust, the Wiltshire Bat Group and ecological consultants. Natural England praises the strategy for being proportionate in terms of survey requirements and the approach to on-site and off-site mitigation and is confident the strategy provides a high-level of certainty that development, when considered in terms of cumulative and residual effects, will lead to an improved environment for bats. Wiltshire Wildlife Trust and the Wiltshire Bat Group welcome the strategy, in particular its emphasis on delivering mitigation at a landscape-scale
16. A list of representations can be found in the Consultation Statement (**Appendix 1**). The Statement provides a response to all the main issues raised by individuals and organisations during the consultation. In addition, it describes what changes should be made to the draft TBMS to address, where necessary, the main issues raised.

Response to the consultation and proposed changes to the TBMS

17. In accordance with legislative process³, before the Council can adopt the TBMS as a SPD it must have regard to the main issues raised through the consultation and how such issues have been addressed. As outlined above, these considerations are set out in more detail within the Consultation Statement (**Appendix 1**). A summary of the recommended actions to resolve the main issues raised and how the draft TBMS should be amended is set out below. **Appendix 2** sets out the TBMS as amended in response to the comments.

Natural England

18. To address the issue raised by Natural England about minimising the lag-time between development and mitigation measures being in place, wording should be incorporated into the TBMS to confirm: a) the timescale for appointing the Project Officer; and b) that the Project Officer will liaise with Natural England to secure an acceptable programme of mitigation measures. In addition, the significance of the Bechstein's bat population at Trowbridge should be inserted.

Friends of Southwick Country Park

19. Although a full account of the Country Park's ecological value is outside the scope of the TBMS, a reference should be added to highlight the Park's biodiversity, including its value for important protected SAC bats, as well as the efforts being made by Wiltshire Council to designate it as a Local Nature Reserve.
20. The TBMS should record that where increased recreational pressure at the Country Park is unavoidable, due to the proximity of the closest allocations, developer contributions will be used to ensure this does not generate negative effects to biodiversity in the Country Park.
21. The TBMS has fully considered the potential impacts associated with implementing the housing allocations at Trowbridge set out in the Wiltshire Housing Site Allocations Plan (WHSAP). A costed, 'worst-case scenario for bats' has been provided which gives flexibility for achieving the best overall outcomes in respect of mitigation measures to address recreational pressure and/or enhancements to core bat habitat. The role the Country Park will play in helping support the objectives of the TBMS will be further investigated and refined when the Project Officer is in post.

Trowbridge Town Council

22. In response to Trowbridge Town Council's concerns over the clarity of definitions, further explanation of key terms should be strengthened to improve its precision e.g. terms such as: 'core bat habitat' should be defined.

³ The Town and Country Planning (Local Planning) (England) Regulations 2012, Regulation 12

23. Figure 6 (core bat habitat features and associated buffer zone) should be reviewed and clarified to overcome ambiguities and provide greater precision for the user of the TBMS. The grey hatched recreational sensitivity zone is based on the distance people are prepared to travel to reach woodlands, while the yellow and red buffer zones are based on bat records and scientific research. While the evidence underpinning the buffer zones is considered to be robust, it is difficult to precisely monitor Bechstein's bats and therefore the Council has taken a precautionary approach to ensure that less frequent, but equally important migration routes are captured.
24. It is acknowledged that further clarification of what is required by different types of planning application is needed within the TBMS. To address this a new sub-section should be added to summarise the submission requirements for planning. This includes a table which identifies the requirements for Outline, Full, Reserved Matters and Householder applications.

Development industry

25. The development industry was primarily concerned with the perceived level of restriction to development that the TBMS would introduce if implemented. This is a matter that was debated during the examination hearing sessions for the WHSAP. Although the TBMS, as a proposed SPD, could not be formally examined by the Inspector, he nonetheless concluded in his report (which is the subject of a separate Agenda item) that the TBMS has been prepared in a robust manner with full regard to legislative provisions and the necessary input of Natural England. In these regards, the Inspector was satisfied that the relationship between the WHSAP and the TBMS is important in ensuring the housing allocations at Trowbridge are implemented with full regard to the protection of bats and core bat habitats.
26. Whilst the views of the development industry in terms of restrictions to growth are noted, the legal framework (The Habitats Regulations), national planning policy (NPPF) and local planning policy (the WCS and WHSAP) are significant considerations that have underpinned the preparation of the TBMS.
27. Having considered all representations, it is considered that the TBMS sets out a robust, reasonable and sufficient level of mitigation necessary to enable further development at Trowbridge to proceed without contravening the Habitats Regulations. This position is supported by Natural England. The TBMS also aims to increase availability of access and recreation for the town.
28. The Ashton Park WCS allocation was a recurring issue in regard to its inclusion or exclusion from certain parts of the TBMS sensitivity zones. Consultees raised the point that it should be included in some maps to show its boundary in relation to the zones and other local core bat habitat. However, it is then also pointed out that it should be removed from some tables and an explanation given as to why.

29. Clarity should therefore be provided in the TBMS confirming that no further mitigation measures are required to support the Ashton Park proposals in view of the specific, detailed and approved mitigation strategy plan for the site. In addition, greater emphasis should be provided to highlight the policies set out in the WHSAP covering the allocations at Trowbridge and the mitigation measures that will be required.
30. Figures 4 (Bat Habitat Sensitivity Zones) and 5 (Bat Recreational Sensitivity Zones), should therefore be altered to reflect the fact that the TBMS does not need to set out mitigation measures for Ashton Park as this scheme has its own bespoke mitigation arrangements.

Ecological consultants and local interest groups

31. Concerns raised regarding the effectiveness and deliverability of the mitigation measures set out with the WHSAP and TBMS have been fully considered. It is considered that, and Natural England agrees, the WHSAP will be delivered effectively and therefore avoid harmful impacts to bats and core bat habitat. Again, this is a point that was discussed through the examination of the WHSAP and the Inspector is satisfied that the Plan, as amended by his Main Modifications ensures this important principle will be delivered.
32. Moreover, a number of consultation responses supported the view that the WHSAP is both effective and proportionate in its treatment of necessary mitigation. The Plan takes a precautionary approach (i.e. assumes all habitat lost is used by SAC bats and directs development to lower risk zones). The mitigation measures, such as including appropriate buffers and 100% habitat loss mitigation, have been established in the TBMS and will be used to help inform the preparation of detailed planning applications covering the allocated sites at Trowbridge. This will ensure that negative effects/impacts associated with development are robustly minimised. It is considered that these measures are sufficient to address issues raised by ecological consultants, local interest groups and members of the public about the achievability of the strategy.
33. Detailed concerns regarding hedgerow legislation have been fully considered. The Council's position regarding hedgerows is that the breaching of certain hedgerows may well be unavoidable. Indeed, such works are not prohibited by legislation. However, mitigation will need to ensure that across development sites as a whole, habitat continuity is maintained. In-combination impacts will be mitigated offsite through Section 106 contributions in line with the TBMS.
34. In summary, it is considered that the consultation responses received in respect of the TBMS have been appropriately and fully addressed. The proposed amendments that are set out in the Consultation Statement (**Appendix 1**) and incorporated into the final draft of the Strategy (**Appendix 2**) are reasonable and reflective of the comments received. In this regard, the Strategy has been strengthened to provide greater clarity and precision. In reviewing the TBMS, other additional minor changes

have also been made in the interest of clarity and accuracy but do not alter the overall substance of the document consulted on.

Overview and Scrutiny Engagement

35. There has been no overview and scrutiny engagement throughout the preparation of the TBMS.

Safeguarding Implications

36. There are no safeguarding implications arising from the proposal.

Public Health Implications

37. The TBMS sets out robust guidance for developers on how housing development at Trowbridge can protect and enhance the integrity of the Bath and Bradford-on-Avon Bats SAC. In this regard, it advises that development proposals should be sensitively planned in locations that reduce pressure on the key woodland habitat sites to the south-east of the town, whilst providing new habitat and areas of open space. Such measures will assist in the delivery of new recreation opportunities, increased habitat and green infrastructure connectivity, as well as new walking and cycling routes away from the core woodland bat habitats.

Procurement Implications

38. It is considered that there are no procurement implications associated with the proposal.

Equalities Impact of the Proposal

39. The consultation process was undertaken in accordance with the Council's Statement of Community Involvement and legislative procedures. The Council engaged widely with Natural England, Trowbridge Town Council, local bat experts, general public and the development industry. Therefore sufficient opportunity has been provided for all those with an interest in the TBMS to provide comments and help shape its final form as a SPD.

Environmental and Climate Change Considerations

40. At the heart of the Council's planning policy framework is the objective of delivering sustainable development that addresses and adapts to the predicted effects of climate change. The policies of the WCS and WHSAP embody this requirement and have accordingly been found sound through independent examination on such matters.
41. The TBMS has been prepared to assist with the implementation of Wiltshire Housing Site Allocations Plan and Wiltshire Core Strategy. In this regard, it helps guide the design and delivery of mitigation measures to ensure the qualifying features of the Bath and Bradford-on-Avon Bats

Special Area of Conservation are robustly protected in line legislative provisions, as well as national and local planning policy.

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

42. If the TBMS SPD is not adopted, the principle risk will be that planned growth at Trowbridge fails to appropriately address the requirements of legislative processes associated with the Habitats Directive and this would likely impact upon these development sites coming forward in the Trowbridge area.

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

43. None identified.

Financial Implications

44. The financial implications of adopting and publishing the TBMS will need to be met from existing budget allocations for Economic Development and Planning and will be limited.
45. Implementing the TBMS will rely upon prioritising the use of Community Infrastructure Levy for the delivery of recreational mitigation. This possibility was reported to Cabinet on 11 October 2018, when provision was made to direct CIL funding towards such projects. Appendix 2 of the TBMS costs recreation mitigation at around £1.35m, which includes provision for an officer to deliver the mitigation.

Legal Implications

46. In accordance with Part 5, Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012, before a local planning authority can adopt an SPD (or revisions to one) it must consult for not less than four weeks and then prepare a Consultation Statement setting out who was consulted, a summary of the main issues and how they have been addressed in the SPD.
47. The TBMS has been prepared in compliance with legislative requirements and the amendments tabled for consideration respond appropriately and effectively to the consultation responses received.
48. As soon as reasonably practicable after the local planning authority adopt a SPD they must:
 - (a) Make available in accordance with Regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012, by publishing on their website and making available for inspection at their principal offices and other places within their area as the local planning authority consider appropriate (e.g. all council libraries and main office hubs) during normal office hours, the:

- (i) SPD; and
 - (ii) an adoption statement, which includes the date on which the SPD was adopted and, pursuant to Section 23(1) of the Planning and Compulsory Purchase Act 2004, any modifications made since the draft supplementary planning document was subject to consultation, and
 - (b) Send a copy of the adoption statement to any person who has asked to be notified of the adoption of the supplementary planning document
49. Any person with sufficient interest in the decision to adopt the supplementary planning document may apply to the High Court for permission to apply for judicial review of that decision, and that any such application must be made promptly, and in any event not later than three months after the date on which the supplementary planning document was adopted.

Workforce Implications

50. There is sufficient workforce in place to finalise the adoption of the TBMS. See financial implications above also.

Options Considered

51. The options considered are:
- (i) To adopt the Trowbridge Bat Mitigation Strategy (TBMS), as proposed to be amended in response to the consultation, as a SPD to support the implementation of the Wiltshire Core Strategy and Wiltshire Housing Site Allocations Plan; or
 - (ii) Not adopt the TBMS.
52. Having considered all matters, including: due process, consultation support from a number of critical stakeholders e.g. Natural England, the value of the TBMS in helping guide development around Trowbridge and the findings of the Inspector who examined the WHSAP, it is clear that proceeding to adopt the TBMS represents the most logical option.

Conclusions

53. Adopting the TBMS as a SPD will significantly assist in the implementation of the Wiltshire Housing Site Allocations Plan as well as planned residential development at Trowbridge in accordance with the WCS. Moreover, it will assist local communities plan for housing development through neighbourhood plans and thereby helping guide development around the town.
54. As an SPD, the guidance set out in the TBMS will be afforded greater weight in the decision-making process. In this regard it will provide certainty to the development industry and local communities in terms of

how housing at the town will be delivered, whilst ensuring the integrity of the Bath and Bradford-on-Avon Bats SAC is appropriately protected and enhanced in line with legislation through the delivery of appropriate mitigation measures.

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Date of report: January 2020

Appendices

Appendix 1: Draft Trowbridge Bat Mitigation Consultation Statement

Appendix 2: The Trowbridge Bat Mitigation Strategy - Adoption Draft

Background Papers

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

[Trowbridge Bat Mitigation Strategy Supplementary Planning Document - Draft for Consultation \(February 2019\)](#)

Appendix 1

Cabinet Paper

**Consultation Statement on the
Trowbridge Bat Mitigation Strategy
Supplementary Planning Document
(Draft for consultation, February 2019)**

January 2020

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1. Overview of the preparation of the Trowbridge Bat Mitigation Strategy Supplementary Planning Document

- 1.1. Between 21 February and 21 March 2019, the Council consulted on the [‘Trowbridge Bat Mitigation Strategy Supplementary Planning Document - Draft for Consultation February 2019’](#).
- 1.2. Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012 set out the requirements for preparing a Supplementary Planning Document (SPD). Regulation 12 requires the Council to prepare a statement setting out who was consulted, a summary of the main issues they raised and how those issues have been addressed in the final SPD.
- 1.3. The Council has therefore produced this ‘Consultation Statement’, to set out:
 - The consultation methodology;
 - The representations received on the consultation draft Trowbridge Bat Mitigation Strategy (TBMS) SPD;
 - A summary of the main issues from the consultation; and how
 - A statement setting out how the main issues have been addressed by the Council.

Structure of this document

- 1.4. Chapter 3 lists the various ways by which the Council consulted upon the draft TBMS SPD.
- 1.5. Chapter 4 provides a breakdown of the number of representations received.
- 1.6. Chapter 5 summarises the main issues arising from the representations along with the Council’s response and proposed actions where necessary.
- 1.7. Chapter 6 provides the overview of the schedule of changes to be made to the draft TBMS and the next steps.
- 1.8. Appendix A provides a list of submitted representations.
- 1.9. Appendices B - D contains the consultation adverts and notices used for the consultation.

3. Consultation Methodology

2.1. The Council undertook consultation in line with its Statement of Community Involvement (July 2015)¹ and Regulation 12 of the Town and County Planning (Local Planning) (England) Regulations 2012. The Council advertised the draft Trowbridge Bat Mitigation Strategy – Supplementary Planning Document (TBMS SPD) and made it available for comment as follows:

- An advert was published in the local newspapers (i.e. The Wiltshire Times) that circulate in the area affected by the draft TBMS SPD (published week commencing 18 February 2019). A copy of which is in **Appendix B**.
- An article was placed in the town and parish newsletter (week commencing 14th February 2019). A copy of which is in **Appendix B**.
- Targeted (email/letter) notifications were sent to relevant town and parish councils, neighbouring planning authorities, landowners, infrastructure providers, statutory bodies and other advisory bodies, voluntary organisations and local interest groups. This letter is contained in **Appendix C**.
- Information was published on the planning policy page of Wiltshire Council's website² to direct consultees to the consultation portal where documents could be viewed and comments could be submitted. This webpage is contained in **Appendix D**.
- There was an exhibition in the Atrium of County Hall, Trowbridge on the 26th February and the 28th February 2019 for members of the public or stakeholders who wished to learn more about the draft TBMS SPD and thereby provide an opportunity for questions to be asked as well as how to submit comments.
- Comments were accepted by post, email and online via the Council's consultation portal.

2.2. The following consultation materials were provided:

- A draft of the 'Trowbridge Bat Mitigation Strategy Supplementary Planning Document - Draft for Consultation, February 2019'.
- Representation Form and guidance note (Word Version).
- A final version of the Trowbridge Recreation Strategy and Visitor Surveys (November 2018)³.

2.3. The consultation exercise undertaken by the Council has provided meaningful engagement with what the Regulations and Wiltshire's SCI define as 'specific' and 'general consultation' bodies in accordance with the guidance set out in the

¹ Wiltshire Statement of Community involvement can be found on the following link:
<http://www.wiltshire.gov.uk/statementofcommunityinvolvement.htm>

²

https://wiltshire.objective.co.uk/portal/spatial_planning/spds/trowbridge_bat_mitigation_strategy_spd/the_trowbridge_bat_mitigation_strategy_spd

³ <https://wiltshire.objective.co.uk/file/5282201>

National Planning Policy Framework (NPPF)⁴ and the Planning Practice Guidance (PPG)⁵. This has included the 'prescribed bodies' and neighbouring local planning authorities, as required by the general duty to cooperate requirement.

4

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810197/NPPF_Feb_2019_revised.pdf

⁵ <https://www.gov.uk/government/collections/planning-practice-guidance>

3. Representations

- 3.1. The Council contacted 828 consultees for comment overall. Of those consultees 649 were contacted by email and 122 by post. A copy of the letter / email sent to consultees can be found in **Appendix D**. In all, the council received representations from 37 different individuals or organisations.
- 3.2. Figure 3.1 illustrates the breakdown of type of respondent from the 37 representations. As the figure shows, the majority of respondents were the general public and landowners and developers. Trowbridge Town Council, statutory bodies and advisory bodies, local interest organisations, consultants and infrastructure providers also submitted representations.

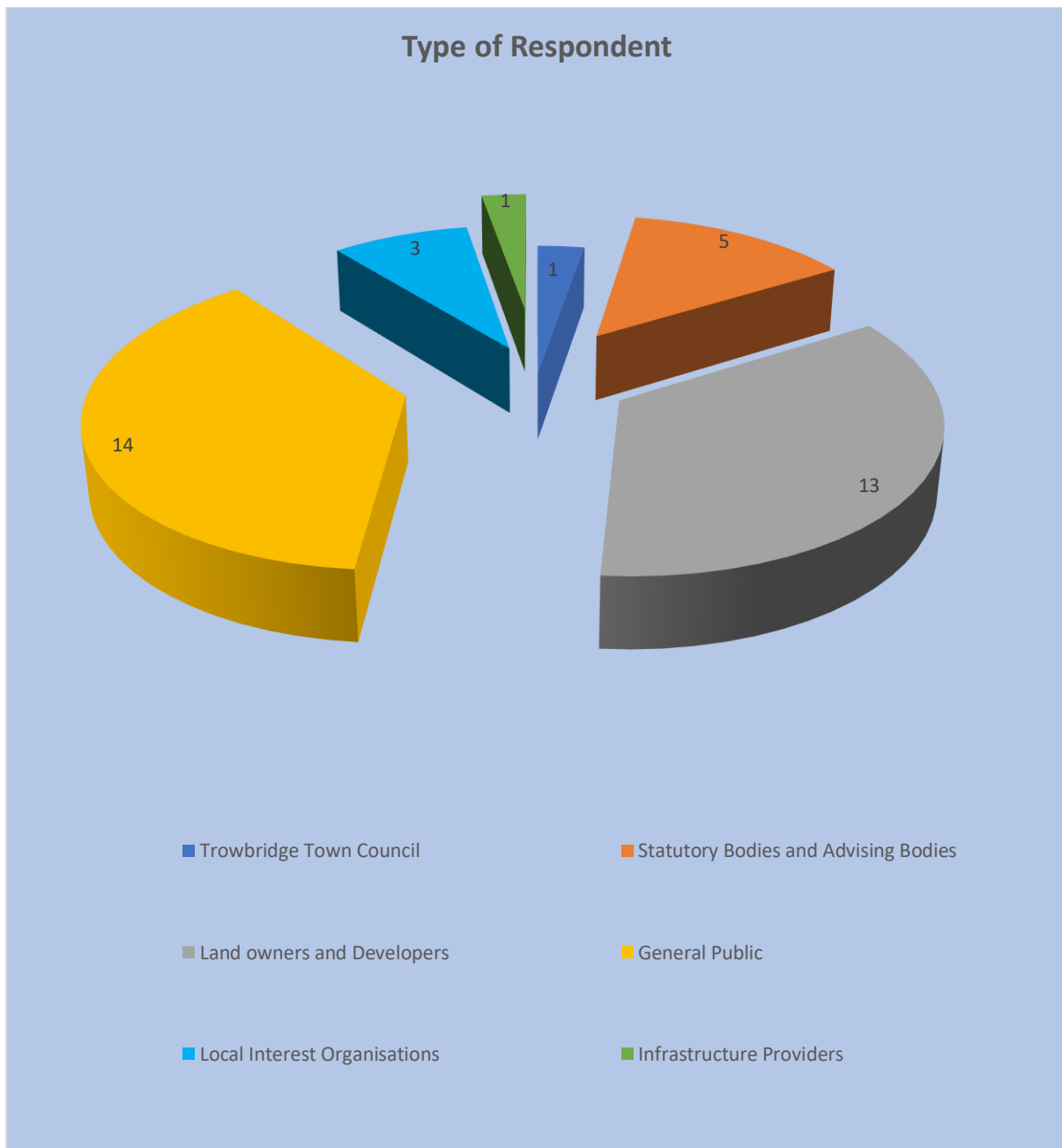


Figure 3.1. Number of representations by category of respondent

4. Draft Trowbridge Bat Mitigation Strategy - Supplementary Planning Document - summary of main issues raised through representations

- 4.1. The following section summarises the main issues raised by those who submitted representations. Each of the main issues raised has been considered in detail and a response provided that has informed how the draft TBMS SPD has been amended. Issues raised by Natural England, Trowbridge Town Council and Friends of Southwick County Park, landowners, developers and statutory bodies and other advisory bodies have been summarised. However, a full summary of responses received can be found in **Appendix A**.

Natural England

- 4.2. Natural England's overall position is that they support the TBMS. They consider it to be proportionate, in terms of survey requirements and the approach to on-site and off-site mitigation. Moreover, they are confident that the Strategy ensures a high level of certainty that development, when considered in combination, will not lead to a poorer habitat for bats.
- 4.3. However, Natural England would welcome assurances that there will not be a long lag-time between development occurring and mitigation being implemented. It also advises a factual amendment to confirm the Bechstein's bat population at Trowbridge is one of the largest in the UK.

The Council's Response

- 4.4. To address the issue raised by Natural England about minimising the lag between development and mitigation being in place, wording has been incorporated into the TBMS to confirm the timescale for appointing the Project Officer to administer the funds received through planning permissions. This officer will liaise with Natural England to secure an acceptable programme of mitigation measures. will be appointed and that the officer will agree implementation milestones with Natural England. The illustrative plan should also be amended to reflect the size of the Bechstein's population at Trowbridge.

Friends of Southwick Country Park

- 4.5. Friends of Southwick Country Park (FSCP) expressed concern that the increased recreational use of the Park will have a negative effect on its ecological value and that the sites value for Bechstein's bats will be degraded which is contrary to the Habitats Directive. The County Park is not yet designated as a Local Nature Reserve (LNR) because the process is still ongoing. As a result, FSCP and other consultees believe that its ecological importance has been overlooked in the TBMS.
- 4.6. The FSCP suggest that a Suitable Alternative Natural Greenspace (SANG) is identified and created now in order to take the pressure off the County Park. FSCP would like to see a dog park created elsewhere and the rights of way

network improved as well as improved parking facilities, access and signage to the Country Park.

The Council's Response

- 4.7. Although a full account of the Country Park's ecological value is outside the scope of the TBMS, a reference has been made in the final version of the TBMS to the Park's biodiversity in general, including its value for SAC bats and the Council's intention to designate it as an LNR. Developer contributions will be used to ensure that the increased recreational pressure will be absorbed in the Park without causing negative effects to biodiversity in the Country Park. The Strategy has costed the 'worst-case' scenario for bats which gives flexibility for achieving the best overall outcome. The role the Park will play in helping support the objectives of the TBMS will be further investigated and clarified when the Project Officer is in post.

Trowbridge Town Council

- 4.8. Trowbridge Town Council suggested more clarity is required on the definition of buffer zones, core habitat and terms such as - 'a wide swathe' of land. It has also been pointed out that if Zones A and B in Figure 6 are taken together the minimum width of core bat habitat would be 30m. This could mean some allocations are not deliverable. The Town Council also raised the issue of clarity as to why the three zones (red, yellow and grey hatched) do not seem to follow either the settlement boundary or the community area but rather both.
- 4.9. Further clarification of what is required by different types of planning application is needed. There have been a few references regarding the different requirements for different types of planning application. The representation suggests a summary of the different requirements in a table format as consultees refer to different requirements, e.g. for lighting and green space.

The Council's Response

- 4.10. In response to Trowbridge Town Council's concerns, the final version of the TBMS clarifies key terms such as 'core bat habitat'. Figure 6 has been reviewed and clarified to overcome ambiguities and thereby provide greater precision for the user of the document. The sensitivity zones and buffer zones themselves have been designed using data from visitor surveys and bat records. Whilst the evidence is considered to be robust it is difficult to monitor Bechstein's bats and therefore the Council has taken a precautionary approach to ensure that less frequent but equally important migration routes are captured.
- 4.11. Further clarification of what is required by different types of planning application is needed and the representative suggests a summary of these could be provided in a table.
- 4.12. To address this a new sub-section has been added to summarise the submission requirements for planning. This includes a table which identifies the requirements for Outline, Full, Reserved Matters and Householder planning applications.

Ecological Consultants and Local Interest Groups

- 4.13. Ecological consultants such as, Engain and Aspect Ecology as well as local interest groups - CPRE West Wilts and White Horse Alliance have raised concerns that the TBMS is not capable of mitigating indirect or direct adverse effects on bat habitats. They have stated there is insufficient evidence to provide certainty that mitigation set out in the Wiltshire Housing Site Allocations Plan will be effective, thereby calling into question the degree to which the Plan and Strategy is compliant with the Habitats Directive.
- 4.14. The destruction of 'important features' is an issue that has been raised by several consultees, referring to the destruction of hedgerows and the inability of the TBMS to fully mitigate the effects. One consultee has suggested that ancient hedgerows should be properly referred to as 'important hedgerows' in the TBMS. It has been suggested that a map to show the ecological networks of Trowbridge would be beneficial, to help ensure green corridors and biodiversity are maintained or improved.

The Council's Response

- 4.15. Natural England and Wiltshire Council are confident that the WHSAP will be delivered effectively and therefore avoid impacts. Indeed, a number of responses support the view that the WHSAP is both effective and proportionate in its treatment of necessary mitigation. The plan takes a precautionary approach (i.e. assumes all habitat lost is used by SAC bats and directs development to lower risk zones). The mitigation measures, such as including 15m buffers and 100% habitat loss mitigation, have been put into place to ensure that effects are minimised. The Council believes this is sufficient to address issues raised by ecological consultants, local interest groups and members of the public about the achievability of the strategy.
- 4.16. The Council's position regarding hedgerows is that the breaching of certain hedgerows may well be unavoidable. Indeed, such works are not prohibited by legislation. However, mitigation will need to ensure that across the site as a whole, habitat continuity is maintained. In-combination impacts will be mitigated offsite through S106 contributions to the Council mitigation scheme for residual and in-combination effects.

Developers

- 4.17. The development industry was primarily concerned with the perceived level of restriction to development that the TBMS would introduce if implemented. This is a matter that was debated during the examination hearing sessions for the WHSAP. Although the TBMS, as a proposed SPD, could not be formally examined by the Inspector, he nonetheless concluded in his report that the TBMS has been prepared in a robust manner with full regard to legislative provisions and the necessary input of Natural England. In these regards, the Inspector was satisfied that the relationship between the WHSAP and the TBMS is important in ensuring the housing allocations at Trowbridge are implemented with full regard to the protection of bats and core bat habitats.

- 4.18. The Ashton Park Strategic Site Allocation was a recurring issue in regard to its inclusion or exclusion from certain parts of the TBMS sensitivity zones. Consultees raised the point that it should be included in some maps to show its boundary in relation to the zones and other local core bat habitat. However, it is then also pointed out that it should be removed from some tables and an explanation given as to why.

The Council's Responses

- 4.19. Whilst the views of the development industry in terms of restrictions to growth are noted, the legal framework (The Habitats Regulations), national planning policy (NPPF) and local planning policy (the WCS and WHSAP) are significant considerations that have underpinned the preparation of the TBMS.
- 4.20. Having considered all representations, the Council considers the TBMS sets out a robust, reasonable and sufficient level of mitigation necessary to enable further development at Trowbridge to proceed without contravening the Habitats Regulations and this position is supported by Natural England. The TBMS aims to increase availability of access and recreation for the town.
- 4.21. Clarity has been provided in the TBMS confirming that no further mitigation is required in relation to Ashton Park in view of its specific, detailed and approved mitigation strategy plan. In addition, greater emphasis is provided to highlight the policies set out in the WHSAP covering the allocations at Trowbridge and the mitigation measures that will be required.
- 4.22. Figures 4 and 5 have been will be altered to reflect the fact that the Strategy does not need to provide mitigation for Ashton Park as this scheme has its own bespoke mitigation arrangements.

5. Draft Trowbridge Bat Mitigation Strategy Supplementary Planning Document – Proposed changes from 2019 consultation

- 5.1. Table 5.1 below contains a list of proposed changes to the 'Trowbridge Bat Mitigation Strategy Supplementary Planning Document - Draft for consultation, February 2019' which are supported through the consultation feedback, which can be in **Appendix A**.

Table 5.1. Draft Trowbridge Bat Mitigation Strategy – Schedule of changes from the representation responses from the consultation.

<u>Reference within original document (Feb 2019)</u>	<u>Schedule of Changes</u>
Paragraph 1.10	Amendment to the text to provide clarity on the status of the yellow zones - <ul style="list-style-type: none"> • <i>'YELLOW ZONE – <u>permission only likely to be granted in accordance with the development plan for Wiltshire</u>'</i>
Figure 1	Amendment - <ul style="list-style-type: none"> • Flow chart shade toned down to make it easier to read the text.
Paragraph 2.1.3	Amendment to the text to remove the reference to the distance between ringing records in the SAC and woodland. <ul style="list-style-type: none"> • <i>'The meta-population of Bechstein's bats has been shown to be functionally linked to the Bath and Bradford on Avon Bats Special Area of Conservation (SAC) located <u>approximately 6.4km</u> to the north west (see Figure 2).'</i>
Paragraph 2.1.3	Draft text – <ul style="list-style-type: none"> • <i>'Figure 1 also illustrates the location of the allocations proposed in the Wiltshire Housing Site Allocations Plan in the context of the SAC and woodlands.'</i> Amended Text – <ul style="list-style-type: none"> • <i>'Figure 2 also illustrates the location of the allocations proposed in the Wiltshire Housing Site Allocations Plan in the context of the SAC and woodlands.'</i>
Paragraph 24	Amendment to the text to add a sentence to the bottom of paragraph 24 to emphasise that no further mitigation is required for Ashton Park. <ul style="list-style-type: none"> • <i>'As a consequence, no further mitigation is required over and above the bespoke mitigation scheme already proposed for Ashton Park as secured by the section 106 agreement for that development.'</i>
Paragraph 47	Amendment to the text to add new paragraph after paragraph 47 to define 'core bat habitat'. <ul style="list-style-type: none"> • <i>'Throughout this document the term 'core bat habitat' is used to <u>distinguish habitat which has been shown through surveys, or is otherwise assumed, to be preferred by one or more of the SAC bat species and which is therefore being retained, protected and buffered in accordance with this strategy. It also refers to habitat which is proposed to be created as a mitigation or enhancement for SAC species. 'Bat habitat' is used more broadly to refer to any habitat which may be used by any species of bats.'</u></i>

<u>Reference within original document (Feb 2019)</u>	<u>Schedule of Changes</u>
Paragraph 57	<p>Amendment to the text to add references.</p> <ul style="list-style-type: none"> • <u>'Cohen, K. (2017). Castlemead s.106 Ecology Monitoring Report: Green Lane & Biss Woods 2016.</u> • <u>Cohen, K. (2018). Castlemead s.106 Ecology Monitoring Report: Green Lane & Biss Woods 2017.</u> • <u>Cohen, K. (2019). Castlemead s106 Ecology Monitoring Report 2018 surveys: Green Lane and Biss Woods'</u>
Paragraph 61	<p>Amendment to the text to add a reference.</p> <ul style="list-style-type: none"> • <u>'Radio-tracking studies have recorded Bechstein's bats switching roosts every 2-3 days (Schofield and Morris, 2000) although results of radio-tracking at Green Lane Wood suggest the maternity can remain in the roost for longer (Cohen 2017, Cohen 2018, Cohen pers. comm.).'</u>
Paragraph 67	<p>Amendment to the text to add a reference.</p> <ul style="list-style-type: none"> • <u>'That Bechstein's bats forage beyond the confines of the roost woodland, utilising the wider landscape, has been replicated by a number of recent radio tracking studies (e.g. Palmer et al., 2013 in Worcestershire and Cohen 2017, 2018, 2019 in Trowbridge).'</u>
Paragraph 69	<p>Amendment to the text to add a reference</p> <ul style="list-style-type: none"> • <u>'However, radio-tracking studies in <u>Wiltshire (Cohen 2017, 2018, 2019) Dorset (Schofield and Morris, 2000), the Isle of Wight (Ian Davidson-Watts, pers.comm.), and Worcestershire (James Hitchcock / Eric Palmer, pers. comm.)</u> have reported observations of bats moving directly across open fields or farmland when travelling from, or returning to, roost sites and foraging areas.'</u>
Paragraph 70	<p>Amendment to the text to add a reference.</p> <ul style="list-style-type: none"> • <u>'In addition, a number of studies in the UK have recorded Bechstein's bats crossing roads, including the A422 in Worcestershire (Palmer et al., 2013) and the A350 in Trowbridge (Cohen 2017, 2018, 2019).'</u>
Paragraph 76	<p>Amendment to the text to add a reference.</p> <ul style="list-style-type: none"> • <u>'The majority of these were located within woodland blocks, however, some day roosts were recorded outside the main woodlands, the most notable of which comprised a hedgerow tree located some 500m north of Green Lane Wood (with 100+ bats recorded emerging in 2016) (Cohen, Castlemead s.106 Ecology Monitoring Report: Green Lane & Biss Woods 2016, 2017)'</u>
Paragraph 76	<p>Amendments to the text to update the status of the Bechstein's bat maternity colony to reflect their importance.</p> <ul style="list-style-type: none"> • <u>'On this basis, all of the sub-colonies are considered likely to form one large and semi-linked meta-population across the local area and the local population is conjectured to be between 350 and 700 bats (Aspect Ecology, August 2017). Natural England has confirmed that this is one of the largest known Bechstein's breeding populations in the UK and on this basis is currently considering whether to notify the woodlands as SSSI's.'</u>
Paragraph 96	<p>Amendments to the text add a reference to the 2017 to monitoring surveys.</p>

Reference within original document (Feb 2019)	Schedule of Changes						
	<ul style="list-style-type: none"> • <u>'The recent finding near Green Lane Wood of a ringed lesser horseshoe bat ringed during swarming surveys at Gripwood in Bradford-on-Avon (referenced in Cohen, 2017), suggests there may be a functional link between the SAC and woodlands around South Trowbridge for lesser horseshoe bats.'</u> 						
Paragraph 117	<p>Amendment to the text add a reference to the Bat Roosts in Trees methodology under surveys aimed at Bechstein's bats and to demonstrate that all roosts and unoccupied potential roosts are potentially important.</p> <ul style="list-style-type: none"> • <u>'Where trees are at risk, tree surveys should follow the Bat Roosts in Trees methodology (BTHK, 2018) Any such trees should be subject to endoscope surveys potentially with multiple inspections over the year given the well-known low encounter rates of bats using tree roosts and climbing surveys, as relevant, by an appropriately licensed bat ecologist. Further emergence and re-entry surveys of affected trees may be required, and early consultation with Wiltshire Council is advised to agree the full scope of tree surveys. Unoccupied potential roost features are as important as occupied features.</u> 						
Table 2	<p>Amendment to text to –</p> <ul style="list-style-type: none"> • change Table 2 to demonstrate that the strategic Allocation are Trowbridge will not contribute to the TBMS as a bespoke mitigation strategy will be secured by S106 and condition. • refer to the use of 'an appropriate metric agreed with the Council'. • Add a footnote to the clarify that the Ashton Park strategic allocation is excluded. • Table 2 Bat Habitat Sensitivity Zones <table border="1" data-bbox="395 1285 1417 1919"> <thead> <tr> <th data-bbox="395 1285 595 1453">Level of Impact/ Risk</th> <th data-bbox="603 1285 1018 1453">Type of Impact/ Risk⁶</th> <th data-bbox="1026 1285 1417 1453">Implications for development</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 1464 595 1919"> RED ZONE HIGH RISK (See Figure 4) </td> <td data-bbox="603 1464 1018 1919"> Impacts will arise as a result of: Recreational pressure on woodlands used by breeding Bechstein's bats Loss of habitat of critical importance to supporting breeding Bechstein's bats Impacts will arise from developments considered alone and/or in-combination with other plans and projects </td> <td data-bbox="1026 1464 1417 1919"> <u>Habitat within the red zone is likely to be critical now and / or in the future to sustain this breeding population of Bechstein's bats.</u> It is unlikely that development in this zone will be able to provide <u>adequate</u> mitigation to enable an assessment under the Habitats Regulations to conclude, beyond reasonable </td> </tr> </tbody> </table>	Level of Impact/ Risk	Type of Impact/ Risk ⁶	Implications for development	RED ZONE HIGH RISK (See Figure 4)	Impacts will arise as a result of: Recreational pressure on woodlands used by breeding Bechstein's bats Loss of habitat of critical importance to supporting breeding Bechstein's bats Impacts will arise from developments considered alone and/or in-combination with other plans and projects	<u>Habitat within the red zone is likely to be critical now and / or in the future to sustain this breeding population of Bechstein's bats.</u> It is unlikely that development in this zone will be able to provide <u>adequate</u> mitigation to enable an assessment under the Habitats Regulations to conclude, beyond reasonable
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⁶ Note that impacts arising from the Strategic Allocation for Trowbridge have already been addressed through a bespoke mitigation strategy and no further mitigation is required for this allocation.

Reference within original document (Feb 2019)	Schedule of Changes		
			scientific doubt, no adverse effect on the integrity of the SAC.
	<p>YELLOW ZONE</p> <p>MEDIUM RISK</p> <p>(See Figure 4)</p>	<p>Impacts will arise on individual sites and in-combination with other development as a result of: Loss and/or degradation of habitat of importance to Bechstein's, greater horseshoe and lesser horseshoe bats for foraging, commuting and roosting including:</p> <ul style="list-style-type: none"> • Buildings • Grassland • Hedgerows • Trees • Scrub • Water bodies • Riparian corridors • Availability/access to roosts 	<p>Development on greenfield sites outside the settlement boundaries will be able to demonstrate no adverse effect on site integrity of the SAC provided that:</p> <p>100% mitigation is provided for habitat loss within the allocation site boundary <u>as demonstrated by use of an appropriate metric agreed with the Council.</u></p> <p>Retained core bat habitat remains connected to the wider habitat network and is adequately buffered in accordance with this strategy.</p> <p>Core bat habitat remains relatively undisturbed by the effects of urbanisation in accordance with this strategy.</p> <p>A financial contribution is made towards funding the LPA scheme in Appendix 1 for mitigating residual in-combination effects from loss / degradation of bat habitat.</p>

Reference within original document (Feb 2019)	Schedule of Changes						
	GREY HATCHED ZONE MEDIUM RISK (See Figure 5)	Impacts will arise in-combination with other development as a result of: Recreational pressure on woodlands used by Bechstein's bats	Residential development will be able to demonstrate no adverse effect on site integrity of the SAC provided that: Funding being collected via CIL towards the LPA scheme in Appendix 2 for mitigating residual in-combination effects from recreational pressure.				
	<p><i><u>² Note that impacts arising from the Ashton Park Strategic Site Allocation for Trowbridge have already been addressed through a bespoke and approved mitigation strategy and no further mitigation is required for this allocation.</u></i></p>						
Table 3	Amendments to the text to outline the data comprised to assess critical habitat. <ul style="list-style-type: none"> Table 3 Criteria applied to derive bat recreational sensitivity zones 						
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Reference within original document (Feb 2019)	Schedule of Changes	
	<p>YELLOW ZONE MEDIUM RISK (See Figure 4)</p>	<p>This zone is a composite of:</p> <p>A 1.5km buffer around 'Core Roosts⁷.' for the Bechstein's breeding population in the Trowbridge area, including Green Lane Wood, Biss Wood and Picket and Clanger Wood. These buffers are referred to as 'Core Areas' in the Wiltshire Bat SAC Guidance page 7, section 3.2 (Wiltshire Council, September, 2015) 'Core Areas' are of particular importance for foraging and commuting bats associated with the 'Core Roosts'.</p> <p>A 4km buffer around 'Core Roosts' for greater horseshoe bats and a 2km buffer around 'Core Roosts' for lesser horseshoe bats where these overlap with the Trowbridge Community Area.</p> <p>Key commuting corridors which link the above-mentioned Core Areas with the SAC which lies beyond the Trowbridge Community Area. These include: the River Biss and railway line through Trowbridge; the area known as the Hilperton Gap in north Trowbridge; land to the south west of Trowbridge and; land to the north east of Trowbridge. Evidence comes from radio tracking and verified records of Annex 2 species found in this locality.</p> <p>This zone is relevant to development at new greenfield sites and as such excludes existing urban areas as defined by settlement boundaries.</p> <p>Note that the Wiltshire Bat SAC Guidance is subject to review and this zone will need to be reconsidered if 'Core Areas' are amended in the light of new scientific information.</p>
	<p>GREY HATCHED ZONE MEDIUM RISK (See Figure 5)</p>	<p>The Footprint Ecology Report has identified the zone of influence within which new residential development is likely to result in increased recreational use of the woodland bat sites. As a minimum, the Footprint Ecology Report states that (para 6.46) the outer limit of the zone of influence should comprise the settlements of Trowbridge and Westbury. For areas outside the settlement boundary, the zone from which 75% of visitors originate has been mapped in accordance with recommendations in the Footprint Ecology Report (which comprises 3.356km for Clanger and Picket Wood and 2.656km for Green Lane Wood).</p>
<p>Paragraph 141</p>	<p>Amendment in the text to add clarity to what a Master Plan must outline.</p> <ul style="list-style-type: none"> • <i>'The Site Masterplan will demonstrate how the development proposals could be delivered in light of those constraints. <u>In particular it will demonstrate that sufficient land can be set aside for habitat to mitigate</u></i> 	

Reference within original document (Feb 2019)	Schedule of Changes
	<i>for 100% of the land lost to the development footprint. Outline planning permission, if granted, will be subject to compliance with the PP.'</i>
Paragraph 148	<p>Amendment in the text to clarify that the text refers to the allocations only</p> <ul style="list-style-type: none"> • <i>'It is expected that all direct and indirect impacts on bat habitat <u>lying within the allocations</u> will be mitigated within the respective allocated site. It is expected that core bat habitat will be retained and reinforced and enhanced as dark zones to retain connectivity for bats in the landscape. The most important general principle is that wide swathes of land are required to be set aside as core bat habitat in order to retain a permeable and functioning landscape for the target species. Development areas for each allocated site have been estimated as set out in Table 4 below. For each allocated site, it is anticipated that in most circumstances the full residual green space will be required for mitigation. <u>Dark buffer zones may be used for hard and soft landscaping provided that this use does not compromise the functioning and maintenance of the core bat habitat It protects.'</u></i>
Paragraph 152	<p>Amendment in the text to clarify the approach to mitigate the breaching of hedgerows.</p> <ul style="list-style-type: none"> • <i>'Hedgerows act as commuting structures, foraging habitat and provide feeding perches for horseshoe bats and probably for Bechstein's bat. Priority should be given to enhancing existing hedges, particularly ancient hedges, through planting up gaps and implementing improved management regimes for the long-term. Methods for restoration of hedgerows such as coppicing or laying must be specified in detail. <u>The breaching of some hedgerows will be unavoidable, but mitigation will need to ensure that across the site as a whole, habitat continuity is maintained. Mitigation for individual hedgerows should be proportionate to their importance for bats. Residual in-combination impacts will be mitigated offsite through S106 contributions to the Council's bat habitat mitigation scheme.'</u></i>
Paragraph 173	<p>Amendment to text to make reference to baseline lighting levels</p> <ul style="list-style-type: none"> • <i>'It is critical that the bat habitat zone (Zone A) is maintained in 'completely dark' conditions, defined as < 0.2 lux on the horizontal plane and less than 0.4 lux on the vertical plane (measured at 1.5m and 4m) (Bat Conservation Trust and Institution of Lighting Professionals, 2018). There must be no glare impact from the development within this zone. <u>Where baseline levels are above the lux levels stated here, the development design should ensure there is no increase above existing background light levels and ideally, where possible, reduce these towards completely dark conditions.'</u></i> •
Paragraph 196	<p>A new paragraph after paragraph 195 to summaries the requirements for planning.</p> <ul style="list-style-type: none"> • <i>'<u>8.3.5 Summary of Submission Requirements for Planning</u></i>

Reference within original document (Feb 2019)	Schedule of Changes																													
	<p><i>196. Under the Habitats Regulations 2017 (as amended) the planning authority is required to undertake an appropriate assessment before issuing planning authorisations. Developers will therefore need to satisfy TBMS requirements at each stage of the planning process. In the time between granting outline permission and submission of reserved matters it is possible these requirements may change e.g. as a result of new survey or other evidence becoming available. All applications will be judged against the most up to date evidence available.'</i></p>																													
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<u>Reference within original document (Feb 2019)</u>	<u>Schedule of Changes</u>				
	<u>Parameters Plan incorporating TBMS standards for habitat mitigation (section 8.2)</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>No</u>
	<u>Ecological Mitigation Plan</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>	<u>Potentially yes depending on nature of the proposals</u>
	<u>Baseline lighting surveys</u>	<u>Not usually, may be necessary where housing density suggests criteria may not be met</u>	<u>Yes</u>	<u>Yes if not provided in Outline application</u>	<u>Yes if standards in section 8.2 cannot be met</u>
	<u>Lighting Impact Assessment, including lux contour plots, in line with section 8.3 of TBMS</u>	<u>Not usually, may be necessary where housing density suggests criteria may not be met</u>	<u>Yes</u>	<u>Yes if not provided in Outline application</u>	<u>Yes if core bat habitat affected</u>
	<u>Construction Ecology Management Plan</u>	<u>No</u>	<u>Yes, may be deferred to condition if requirements are straightforward</u>	<u>Yes, may be deferred to condition if requirements are straightforward</u>	<u>Not usually</u>
	<u>Landscape and Ecology Management Plan</u>	<u>no</u>	<u>Yes, may be deferred to condition if requirements are straightforward</u>	<u>Yes, may be deferred to condition if requirements are straightforward</u>	<u>Not usually</u>

<u>Reference within original document (Feb 2019)</u>	<u>Schedule of Changes</u>
Paragraph 199	<p>Change to the text to include references to red and yellow zones.</p> <ul style="list-style-type: none"> • <i>'All habitat enhancement, restoration and creation must be <u>delivered within the red or EITHER within one of the yellow bat sensitivity zones OR within 1.5km of a yellow zone illustrated on the plan in Figure 4.</u></i>
Paragraph 228	<p>A new paragraph added to acknowledge that due to its existing ecological value Southwick Country Park is pursuing LNR status and as such mitigation will be required to absorb additional recreational use from new development.</p> <ul style="list-style-type: none"> • <i>'<u>While it appears Southwick Country Park offers good potential for attracting new visitors who might otherwise visit the woodlands, it should be noted the country park is of considerable biodiversity value in its own right. It contains sufficient biodiversity interest to qualify as a Local Nature Reserve and this statutory designation is being pursued by the Council and the Friends of Southwick Country Park with Natural England. The Country Park also has plenty of habitats suitable for foraging and commuting by all three SAC bat species. It has many older trees suitable for roosting by Bechstein's bats and this species was confirmed in a tree roost at the park in 2016. Southwick Country Park would be regularly used by householders in the three closest HASP allocations. Measures will therefore be required to ensure the additional pressure can be absorbed without presenting additional risks both to SAC bat species and other wildlife. The Council will discuss the best way to deliver these with the Friends of Southwick Country Park.</u></i>

Next Steps

- 5.2. This consultation has been prepared to address the legislative requirements relating to the preparation of supplementary planning documents. The representations received during the consultation process have been considered. Where necessary, officers have recommended changes to improve the clarity and effectiveness of the guidance set out with the Trowbridge Bat Mitigation Strategy – Supplementary Planning Document (SPD).
- 5.3. The final version of the Trowbridge Bat Mitigation Strategy SPD will be considered by Cabinet on 4 February 2020. Subject to Cabinet approval, a recommendation will be made to Full Council on 25 February 2020 for adoption of the SPD.
- 5.4. The final version of the Trowbridge Bat Mitigation Strategy SPD will be published on the Council's website at <http://www.wiltshire.gov.uk/planning-whsap>.

Appendix A - List of Consultation Responses

The table below contains a summary of responses to the consultation from individuals or organisations together with the Council's response and proposed actions.

All individual representations are available to view in full through the Councils online consultation portal <http://consult.wiltshire.gov.uk/portal>

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
1	Resident	Light pollution from development at Meridian Way roundabout badly affects bats from Biss Woods. Development at Little Common, North Bradley will be a serious threat to this important site.	The TBMS considers light pollution and provides appropriate measures to address the matter.	No change required
2	Resident	Land directly behind 11 Westbury Road (Allocation H2.2 in the Wiltshire Housing Site Allocation Plan) lies in the red zone, which makes proposals for housing in that location void.	The red zone, as mapped, does not include any land in the allocation for H2.2 (Land off the A363 at White Horse Business Park).	No change required
3	Resident	Sites H2.4, H2.5, H2.6 currently lie within the yellow zone for habitat sensitivity of SAC bats. Will changes in the settlement boundary take these sites out of the yellow zone	There are currently no changes proposed to the settlement boundary in relation to the allocated sites. The requirements of the Trowbridge Bat Mitigation Strategy will need to be met for the allocations, based on their location in the yellow zone.	No change required

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		Southwick Country Park (SCP) is being progressed as a Local Nature Reserve (LNR) but designation is being delayed. Why is this?	This is being pursued by the Council's Legal and Countryside teams.	A new paragraph should be added after paragraph 228 to explain that Southwick Country Park is of biodiversity value and Local Nature Reserve (LNR) designation is being pursued.
		Why, given its ecological importance, was Southwick Country Park (SCP) chosen to mitigate the recreational pressure arising from it?	More recreational pressure is likely to be experienced at the Country Park and developer contributions will be used to ensure that this is absorbed without negative effects on biodiversity. The role that Southwick Country Park will play in delivering the Trowbridge Bat Mitigation Strategy will be further clarified at the delivery stage when the Project Officer is in post.	A new paragraph has should be added after paragraph 228 to explain the ecological importance of the Country Park and how any impact will be mitigated.
		Why can't H2.4 Church Lane be used as a Suitable Alternative Natural Greenspace (SANG)?	This site has been allocated for housing and as part of that a significant proportion is retained as green space. See Wiltshire Housing Site Allocations Plan for further information.	No change required
4	Resident	Statements expressing a range of opinions are made in respect of the effectiveness of the TBMS.	Comments noted.	No change required

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		Is Wiltshire Council happy that proposals in the TBMS are ambitious or imaginative enough	Yes, the document has been prepared by a consultancy with specialist expertise in bats and mitigation delivery and with input from Natural England and local bat experts. Further refinements of the strategy will ensure it is fit for purpose. The mitigation is precautionary as required by the Habitats Regulations.	No change required
		The Trowbridge Bat Mitigation Strategy does not recognise the ecological importance of Southwick Country Park, anticipated Local Nature Reserve designation and the Friends of Southwick Country Park group	While a full account of the Country Parks ecological value is outside the scope of the Trowbridge Bat Mitigation Strategy, reference could usefully be made to the park's value for Special Area of Conservation bats.	A new Paragraph should be added after paragraph 228 that refers to Southwick Country Park's biodiversity value, the Friends of Southwick Country Park and the intention to progress a Local Nature Reserve designation.
		In the Document Revisions section the last revision makes reference to a map at Fig 1 which is not there.	There is an error in the text, the reference should be changed.	A change should be made to the Document Revisions Page so that reference is made to Fig 2 and not Fig 1.
		The referencing in Paragraph 2.1.3 to the allocations on the map is unclear	This can be made clearer in the final version of the TBMS.	On page 4, the last sentence in paragraph

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		What are “allocation sites”	This is explained in paragraph 2.1.3.	2.1.3, should be changed to “Figure 2....”.
		Housing allocations for Trowbridge are too ambitious. There is evidence of public health issues in areas of higher housing densities	This is a matter for the Wiltshire Housing Site Allocations Plan and has been considered through the Sustainability Appraisal process. Additional public open space will be provided through the development of the allocated sites. Public health issues are not directly relevant to the ambit of the TBMS and yet the creation of new areas for recreation and bolstering existing will be matters for the Project Officer once appointed.	No change required
		In view of the level of detail required for lighting, it should not be acceptable to submit an outline application for development within the yellow zone that would likely lead to an increase in light generation.	For most outline applications, the potential impacts of lighting can be dealt with through a parameters plan, see paragraph 8.1.141 and Figure 6 in TBMS. In some situations, outline applications would need to be supported by further information and this can be determined through early consultation with the planning department, as recommended in the TBMS.	A new table should be inserted into a new section 8.3.5, summarising the requirements of each type of planning application.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		In paragraph 8.1.146 reference to section 6.1 is wrong.	Reference should be made to sections 8.2 and 8.3, not 6.1	Paragraph 8.1.146 should be changed to refer to Sections 8.2 and 8.3. Reference to Section 6.1 should be deleted.
		Delete reference to provision of outdoor gym facilities, as they are not used	This is one of a number of suggestions which will be explored and may be relevant at some sites more than others.	No change required
		The consultee has put forward ideas for new Suitable Alternative Natural Greenspace provision to reduce potential conflicts between users at Southwick Country Park.	These options can be considered along with others during the implementation stage of the TBMS by the Project Officer in conjunction with the planning team.	No change required
		The expectations of the TBMS in relation to planning applications would be onerous for developers of very small sites such as a single property.	All developers will be expected to comply with the TBMS in a proportionate way, depending on the nature and scale of development in question.	No change required
5	Southern Water	The TBMS will not affect Southern Water as the closest asset is over 30km away	No response required.	No change required
6	Natural England	TBMS is proportionate in terms of survey requirements and the	The Council will continue to engage with Natural England on the implementation of the TBMS.	Amendments to the text should be made to clarify the status of the Bechstein's bat maternity

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		<p>approach to on-site and off-site mitigation.</p> <p>The strategy ensures a high level of certainty that development in aggregate will not become poorer for bats.</p> <p>Natural England wishes to see there is not a long lag between development occurring and mitigation being implemented. Once the Project Officer is in place, Natural England would wish to agree a reporting mechanism, so it can understand how the strategy is being implemented.</p> <p>Data suggests the size of the Bechstein's maternity colony at Trowbridge is one of, if not, the largest known in the UK. It would be good to confirm the status of the Trowbridge population.</p>	The ecological importance of the Bechstein's bat colony at Trowbridge should be recognised and referenced in the strategy.	colony to reflect their importance.
7	Resident	Making Southwick Country Park more attractive for dog walking and café visitors is at odds with the site's importance as a place for nature and tranquillity.	The role that Southwick Country Park will play in delivering the TBMS will be further clarified at the delivery stage when the Project Officer is in post.	No change required
9	Resident	Section 8.2.2 – this paragraph suggests ancient hedgerows can be breached by developments. This	Regulation 6(1)(e) of the Hedgerows Regulations (1997), permits important hedgerows to be	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		would be contrary to the Hedgerows Act 1997.	removed if required for the purpose of carrying out development for which planning permission has been granted or is deemed to have been granted.	
10	Resident	Ancient hedgerows should more properly be referred to as 'important' hedgerows to align with the Hedgerows Act.	The text is not intended to repeat the provisions of the Hedgerows Regulations 1997. It is expected that the planning authority will have considered the implications of development on important hedgerows in line with the provisions of the relevant Regulations.	No change required.
		While the Habitats Regulations Assessment and Natural England's responses require protection of hedgerows. The TBMS seems to allow for hedgerows to be grubbed out.	The breaching of some hedgerows may be unavoidable but where it is, mitigation will need to ensure that across the site as a whole, habitat continuity is maintained. In-combination impacts will be mitigated offsite through Section 106 contributions to the Council to deliver mitigation schemes for residual and in-combination effects.	No change required.
11	Resident	Recent losses of informal recreation space at Trowbridge and historical lack of funding for the Southwick Country Park, will combine with the	The role that Southwick Country Park will play in delivering the TBMS will be further clarified at the delivery stage when the Project	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		Plan to endanger the wildlife established there	Officer is in post. It is intended that Community Infrastructure Levy will be used to fund agreed measures.	
12		Initial funding for habitat mitigation measures will come from developers, Wiltshire Council may be reluctant to assume responsibility for long term maintenance costs?	Long term management will be considered as part of the planning application process for allocated sites e.g. this could be undertaken management companies.	No change required.
13	Trowbridge Town Council	<p>What is the justification for designating the whole of the Trowbridge settlement area as a Bat Sensitivity Zone but exclude parts of that from the Bat Recreational Sensitivity Zone but include the areas of Hilperton, North Bradley and Westbury and exclude parts of the Southwick settlement?</p> <p>Would a 3m radii not but sufficient to cover both Bath Sensitivity and Bat Recreational Sensitivity Zones?</p>	<p>The yellow and grey hatched zones are derived from different evidence bases. The recreational zone is based on data from the Visitor Survey 2017 which identified the distance from which 75% of visitors to the woodlands come. The habitat zone is based on bat records for the area, scientific research on the three bat species concerned and habitat data from aerial photographs. However, bat records are patchy as there is no uniform survey for the area, therefore a precautionary approach is taken to identifying this zone to ensure that less frequent but equally important migration routes are captured.</p>	No change required.
		Will the mitigation approach be used just for allocation sites or all sites in	Section 7.1, Tables 2 and 3 and Figures 4 and 5 explain how the	A new table should be inserted into a new

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		the zones, does it apply equally to all scales of development?	zones apply. The zones apply to all scales of minor and major development. Householder applications will largely fall outside the criteria except where significant amount of habitat is affected e.g. where there is an increase in the residential curtilage. Consideration will be given as to whether this can be clarified further.	section, 8.3.5 summarising requirements of each type of planning application.
		What is the definition of a “wide swathe”? If Zones A and B together are 30m wide, some of the WHSAP sites may not be able to achieve these requirements.	<p>Figure 6 shows the buffer zones. Core bat habitat whether new or retained, must be buffered by a width of at least 15m at 1 lux or less from adjacent new development. This may comprise, for example, soft or hard landscaping, wildlife habitat, sustainable urban drainage systems or land providing a visual buffer for heritage assets. To qualify as core bat habitat, newly created habitat must be at least 15m wide. In addition, existing habitat can be bolstered to be at least 15m wide to qualify as core bat habitat.</p> <p>The requirement to mitigate habitat loss by 100% is likely to entail creating bat habitat which is wider</p>	Figure 6 should be amended to make the image clearer, to improve the proportions and to make the text consistent with the rest of the document.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
			<p>than 15m, by for example creating bat habitat in the 15m wide buffer zones.</p> <p>Calculations indicate that there is adequate space to deliver the mitigation for the quantum allocated.</p>	
14	Resident	In paragraph 8.2, if hedgerows can be breached, this will nullify the mitigation proposed by the TBMS.	The breaching of some hedgerows may be unavoidable, but mitigation will need to ensure that across the site as a whole, habitat continuity is maintained.	No change required.
15	Savills	The TBMS was not well publicised.	The consultation has been carried out in line with statutory requirements and the Council's Statement of Community Involvement.	No change required.
		The TBMS does not sufficiently recognise that it will impair recreation and access to the countryside and provision of housing in the most appropriate areas of Trowbridge. The weight given to the strategy is disproportionate to the public's interests.	The strategy is considered to provide the minimum level of mitigation necessary to enable further development at Trowbridge to proceed without contravening the Habitats Regulations and this position is supported by Natural England. The strategy aims to secure new investment in measures to support access to recreation facilities for the town.	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		<p>There is no evidence to justify use of radii to define zones rather than bat flight routes. In particular, there is no evidence to support a radii of 600m for the red zone</p>	<p>The yellow habitat zone is based on bat records for the area, scientific research on the three bat species concerned (core sustenance zones) and habitat data from aerial photographs. However, bat records are patchy as there is no uniform survey for the area, therefore precautionary approach is taken to identifying this zone to ensure that less frequent but equally important migration routes are captured.</p> <p>The radius for the red zone is supported by evidence from radio-tracking showing bats are prepared to move at least 600m from the woodlands to find suitable maternity roosts. The report of the visitor survey undertaken by Footprint Ecology provides visit rate curves for those interviewees arriving on foot (Figure 4). This flattens out after 600m to a constant minimal rate. The aim of the strategy is to discourage frequent everyday use of the woods by locating housing beyond this critical minimum distance.</p>	<p>No change required.</p>

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
16	Campaign to Protect Rural England - West Wiltshire Branch	Campaign to Protect Rural England does not have confidence that the TBMS is capable of mitigating impacts on SAC bats. The TBMS contains insufficient evidence that the measures promoted will be effective. This raises doubts over whether the measures will be delivered and whether they can work. Campaign to Protect Rural England considers there are doubts over whether long term maintenance and monitoring will be achieved. What happens if it is shown that bat populations are falling?	Wiltshire Council and Natural England consider that the strategy will be delivered effectively and will avoid impacts. The strategy takes a precautionary approach (i.e. assumes all habitat lost is used by SAC bats) and directs development to lower risk zones). The mitigation measures including 15m buffers, 100% mitigation on site plus additional offsite provision are all achievable measures. Appropriate resources have been allocated including the appointment of a Project Officer to secure delivery and compliance. If bat populations are demonstrated to be falling and no natural cause can be found, it will not be possible to complete Appropriate Assessments for future developments without a plan to restore the population.	No change required.
17	Friends of Southwick Country Park	Para 9.2 Increased recreational pressure at Southwick Country Park would compromise its ecological value. New SANG would be preferable	TBMS will introduce measures to absorb the increase in recreational use at existing recreational sites without impacting wildlife and alternative SANGs will be provided if this approach is judged, through discussions, to not be adequate.	A new Paragraph should be added after paragraph 228 that refers to the Southwick Country Park's biodiversity value, the Friends of Southwick Country Park and the

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
18		Southwick not yet designated a Local Nature Reserve and Friends of Southwick Country Park are concerned that its acknowledged ecological importance is being overlooked in the TBMS which proposes that the site be managed primarily for access.	Three allocations are located close to Southwick Country Park and increased use would be inevitable. TBMS seeks to provide for these future residents through improvements which will include habitat enhancement measures. Proposals for improvements at Southwick Country Park should demonstrate these will not compromise its existing and future value for biodiversity.	intention to progress a Local Nature Reserve designation.
19		Increasing recreational use at Southwick Country Park will degrade the site's value for Bechstein's bats which is contrary to the Habitats Directive	Southwick Country Park is likely to be important for all 3 SAC bat species and therefore any proposals to increase access should demonstrate an overall enhancement for these species. Work's that require planning permission will be subject to Habitat Regulations Assessment.	
20		Create a dog park elsewhere. Improve rights of way network. Improve access, signage and parking to the above.	These alternatives will be considered at the delivery stage when the Project Officer is in post. Wiltshire Council will carry out informal consultations with Friends of Southwick Country Park over this matter	

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
21		Sites H2.4 and H2.5 currently lie within the yellow zone for habitat sensitivity of Special Area of Conservation bats. Will changes in the settlement boundary take these sites out of the yellow zone.	No, they will need to meet the requirements of the TBMS, based on their location in the yellow zone.	No change required.
22	Engain	General note of support for Trowbridge Bat Mitigation Strategy and its role in furthering the conservation of bats.	Support noted.	No change required.
23		Does paragraph 143 only refer to Full and Reserved planning applications? May be useful to have a table summarising the requirements for different types of planning applications?	Yes, a table could be inserted to clarify the requirements for different types of planning applications.	A table clarifying the requirements for each application type should be added into section 8.3.5
24		Paragraph 148 – Not all direct and indirect impacts on bat habitat can be mitigated within the site - e.g. recreational impacts on woodland.	First sentence could be clarified to make it clear that <u>only</u> mitigation for bat habitat needs to be provided within allocations	The first sentence of paragraph 148 should be amended to say " <u><i>it is expected that all direct and indirect impacts on bat habitat within the allocations will be...</i></u> "
		Paragraph 148 - Clarity needed on the meaning of 'core bat habitat'	Review terminologies to ensure there's no confusion. Core bat habitat is habitat shown to have been regularly used by	A definition of 'core bat habitat' should be added to the end of section 4.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
			SAC bat species and features providing connectivity in the landscape	
25		With reference to paragraph 150 and Figure 6, does the TBMS call for a 30m buffer from the edge of all core bat habitat?	See response to representation 13.	Figure 6 should be amended to make the image clearer, to improve the proportions and to make the text consistent with the rest of the document.
		It would be helpful if Figure 6 showed Zones B and A as the same width.	Zone A is wider to reflect the fact this is likely in many cases to be wider than 15m	Figure 6 should be amended to make the image clearer, to improve the proportions and to make the text consistent with the rest of the document.
26		Paragraph 152 - It may not be possible to fully mitigate for loss of functionality of breached hedgerows.	The breaching of some hedgerows may be unavoidable but, where it is mitigation will need to ensure that across the site as a whole, habitat continuity is maintained. Mitigation for individual hedgerows should be proportionate to their importance for bats. In-combination impacts will be mitigated offsite through S106 contributions to the Council's	The wording in paragraph 152 should be revised to clarify the approach to mitigating the breaching of hedgerows.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
			mitigation scheme for residual and in-combination effects.	
27		Paragraph 173 provides no reference to existing baseline light levels. This is an important consideration which could compromise the ability of development proposals to meet the dark conditions as specified in this paragraph.	Developers will not be expected to reduce current light levels, unless these are within the developers control.	A reference should be made to baseline light levels at paragraph 173.
28		Para 176 – clarity needed on whether these lighting details are only relevant to Full and Reserved matters applications.	New table could be added to summarise the submission requirements for each type of planning application including those related to lighting.	New table should be inserted into a new section, 8.3.5, summarising requirements of each type of planning application.
29	Canal and River Trust	More detail required on survey methods for tree roosts as Bat Conservation Trust (BCT) guidance is not adequate.	Tree roost surveys are a snapshot which rarely detect bats - i.e. the absence of bats does not mean the tree has no potential for bats now, or in the future. In accordance with the precautionary principle it is assumed that all trees have potential for roosting Bechstein's either now, or in the future.	The use of the 'Bat Roosts in Trees Handbook' should be referenced as this is becoming industry best practice.
		The TBMS is overly focussed on breeding roosts with insufficient recognition of other roosts.	Whilst focus on breeding roost is justified, it is agreed that other roosts are important.	Changes should be made that demonstrates that all roosts and unoccupied

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
				potential roosts are potentially important.
		Paragraph 191 – all windows on site boundaries should be tinted down to 49% reflectivity to be most effective.	Figure 6 provides adequate guidance and stipulates the standard to be met.	No change required.
		Para 8.2.2 – is there a recommendation for more effective mitigation for breached hedgerows?	The breaching of some hedgerows may be unavoidable but where it is, mitigation will need to ensure that across the site as a whole, habitat continuity is maintained. Residual impacts will be mitigated offsite through S106 contributions to the Council's mitigation scheme for residual and in-combination effects.	No change required.
30	Woodland Trust	Pleased that Pickett and Clanger Woods are located in the red hatched zone	Noted.	No change required.
		The TBMS seems to be suggesting that the Trust will be actively required to implement a range of measures (detailed in section 9.2.1 "Recognising important bat woodlands as nature reserves")	The measures listed by the Trust will largely be implemented at Green Lane and Biss Woods through the S106 agreement associated with Ashton Park (see para 2.1.2).	No change required.
		Broad welcome for the document, particularly its emphasis on delivering mitigation at a landscape scale.	Support noted.	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		Specific welcome for measures in para 23, 29, 46, 197, Appendices 1 and 2.		
31	Wiltshire Wildlife Trust	Corrections, presentational and factual comments on the text on pages 4, 5, 9, 41, 213, 221, 225.	These will be reviewed in finalising the document	Corrections / clarifications should be made, as appropriate.
		The TBMS would benefit from a map showing the ecological networks around Trowbridge.	Such a map does not currently exist but is being developed as part of the Council's Green Infrastructure Strategy. Absence of such a map does not compromise the proposals or effectiveness of the TBMS.	No change required.
		Table 1 – include 2600 houses at Ashton Park.	These are already included in the indicative housing requirement of 6810.	No change required.
		Paragraph 23 – include map of coherent and linked landscape for bats.	Such a map does not currently exist but is being developed as part of the Council's Green Infrastructure strategy. Absence of such a map does not compromise the proposals or effectiveness of the TBMS.	No change required.
		Figure 3 shows Biss Barn Wood which has been felled, are there plans to replant it.	The land is in private ownership and was subject to an order from the Forestry Commission to replant it. However, this was	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
			revoked on appeal and there are no plans for replanting at this stage...	
		Paragraph 128 – strengthen the wording “highly unlikely to be permitted” for critical parcels of land within the red zone to “will be refused”	It is expected that some types of householder development in the red zones would not cause adverse effects in Appropriate Assessment terms even in critical parcels.	No change required.
		Table 2 - is it intended that 100% mitigation for habitat loss should be based on the updated Defra biodiversity metric?	It is intended to use the beta version of the biodiversity metric, until it is finalised by Natural England when the final version will be used.	Wording will be amended to make reference to the Biodiversity Metric published by Natural England.
		Para 135 - review of bat sensitivity zones - how will this be undertaken, what are the monitoring proposals to feed into this?	<p>Reviews would be undertaken periodically as and when information becomes available through bat surveys / research and to be consistent with the evidence base used for Appropriate Assessment.</p> <p>Scheme of monitoring to be agreed once Project Officer in post (see paragraph 205).</p> <p>The issue of reviews is fully addressed in the wording of paragraphs 135 and 136 (to be revised to 136 and 137).</p>	No change proposed.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		Paragraph 198 – it is not clear how the 6 ha of woodland has been calculated.	Professional judgement suggests a 5% increase in the area of existing woodland at Green Lane Wood and Biss Barn Wood would be broadly appropriate. This has been tested using the Defra metric. 5% = 6 ha of woodland which generates an uplift of approximate 1/3 of the Biodiversity Units which would be lost from the 35 ha of land lost to the footprint of the allocations in aggregate.	No change required.
		Wiltshire Wildlife Trust (WWT) has a strategic interest in land adjacent to land it currently owns. It would make sense to consolidate these with land purchased for mitigation.	Noted, the Council recognises WWT as a potential partner for mitigation delivery.	No change required.
		Is there a distinction between monitoring proposed at paragraph 206 and that proposed for Ashton Park	Yes, separate funding has been identified for each. Monitoring facilitated through the Project Officer for the TBMS will be funded through Community Infrastructure Levy. Ashton Park is to be funded through a S106 agreement linked to planning permission.	No change required.
		Appendix 1, Page 63 - Costed habitat mitigation calculates cost per house	Habitat mitigation measures are only relevant to greenfield	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		based on allocation numbers of 1050 dwellings. However, paragraph 213 says there could be 2107 dwellings.	development - i.e. 1050 on the allocation sites. This is a minimum as there may be additional greenfield development coming through Neighbourhood Plans. It is expected that other housing will be delivered within settlement boundaries and is not therefore anticipated to impact on SAC bat habitat, therefore no S106 monies would be due.	
		A blanket zone of restraint (red hatched zone) is unnecessary. This should be changed to a consultation zone where applications are assessed on their merits.	There is good evidence from the Castlemead development and the visitor surveys that a zone of restraint needs to be imposed.	No change required.
32	Taylor Wimpey Aspect Ecology, Taylor Wimpey	The risk of recreational pressure should be assessed on the basis of travel distance for residents, not linear distance. Wiltshire Council accepted this latter approach for Ashton Park.	Footprint Ecology is the market leader for visitor studies in relation to protected areas which are vulnerable to recreational pressure. The Council has adopted their advice on what comprises the most appropriate measure to justify the red zone. The Appropriate Assessment (AA) for Ashton Park succeeded on the basis of significant changes to the scheme design and a wide-ranging package of mitigation measures. The in-combination AA	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
			<p>relied on what is now the TBMS to address residual and in-combination effects.</p> <p>A cornerstone of the Shadow Habitat Regulations Assessment undertaken by David Tyldesley Associates (DTA) for Ashton Park was that mitigation should not be contrived and should be robust for the lifetime of the development.</p>	
		<p>Most people who use the woods arrive by car therefore the red hatched zones will be ineffective. Recommendations are provided for an alternative approach to the TBMS based on a conversation with a professional ecologist.</p>	<p>Data from the Footprint Ecology report shows the majority of visitors to Green Lane Wood arrive on foot but all visitors to Pickett and Clanger Woods arrive by car.</p> <p>Recommendations noted. However, experience of Council Ecologists is that these do not offer the certainty required to enable Appropriate Assessments to conclude, no adverse effects beyond reasonable scientific doubt.</p>	No change required.
33	Resident	<p>Welcomes the strategy as it will provide greater confidence in determining planning applications which could impact the SAC</p>	No response required.	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
34	Resident	Corrections, presentational and factual comments on the text in Section 1, Section 2	The many comments regarding references are welcomed. These will be reviewed in finalising the document.	Changes should be made to the text in Sections 1 and 2.
		Paragraph 57 – cannot find Bechstein’s Bat report on Council website.	The 2017 report by Aspect Ecology is contained within the Environmental Statement for the Ashton Park planning application unlike the earlier version which was a separate document.	No change required.
		Paragraph 61 – suggest adding references to most recent survey reports for Castlemead undertaken in 2017 and 2018	Reference to these would be useful. Monitoring reports completed in relation to Castlemead are now on the planning portal.	References to recent monitoring activity undertaken in respect of the Castlemead development should be added to TBMS.
		Paragraph 116 – the method proposed for tree inspections should be specified to include endoscopic surveys and multiple inspections over the year	Tree roost surveys are a snapshot which rarely detect bats i.e. the absence of bats does not mean the tree has no potential for bats now or in the future. In accordance with the precautionary principle, it is assumed that all trees have potential for roosting Bechstein’s either now or in the future.	Reference should be made to the ‘Bat Roosts in Trees Handbook’ methodology to provide greater clarity in respect of surveys aimed at Bechstein’s bats.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		Figure 6 – various queries raised.	See response to representation 13.	Figure 6 should be amended to make the image clearer, to improve the proportions and to make the text consistent with the rest of the document.
		Paragraph 199 – why can't enhancement be provided in the red hatched zones	Enhancement can be provided in the red zones.	Paragraph 199 should be amended to include reference to yellow and red hatched zones.
		Housing now at a higher density than originally conceived. This will lead to detrimental effects on bats.	Whilst this is the case, increasing the density of housing on certain sites should not affect the ability to deliver the mitigation measures set out in TBMS.	No change required.
35	Resident	The mortality of bats attempting to cross Frome road should be taken into account.	The speed limit along the section of Frome Road that will be affected by new development is 30mph. Mortality rates involving traffic travelling at 30mph are expected to be low (see Environmental Statement and Habitat Regulations Assessment for Ashton Park, which is available on the Council's planning portal).	No change required.
		Site specific queries regarding the value of ecological features for bats	The TBMS is intended to provide mitigation for development on land	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		on land behind Blind Lane (Southwick).	coming forward in the WHSAP, Neighbourhood Plans and rural exception sites. If land at Blind Lane comes forward as an allocation it will need to comply with the TBMS.	
		If as a result of the TBMS, Southwick Country Park is turned into a 'doggy theme park', this would potentially harm the park's wildlife, which includes Bechstein's bats. The focus for increased visitor pressure should be Biss Meadows	More recreational pressure will be experienced at the Country Park and developer contributions will be used to ensure that this is absorbed without negative effects on biodiversity. In accordance with the precautionary principle, the TBMS has costed a package of mitigation measures on a worst-case scenario. The role that Southwick Country Park will play in delivering the TBMS will be further clarified at the delivery stage when the Project Officer is in post.	A paragraph after 228 has been added to acknowledge that due to its existing ecological value, mitigation will be required to absorb additional recreational use from new development. The Council will discuss the best way to deliver this with Friends of Southwick Country Park.
		The provisions asset out within the TBMS are uncertain, untested and therefore ineffective.	The TBMS is a precautionary approach based on available bat and habitat evidence, professional interpretation, consultation with Natural England and input from local bat experts. It balances the planning need for housing against restricting growth in sensitive zones and securing S106 and CIL	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
			<p>monies to deliver new habitats and SANG measures. Experience from Castlemead shows additional governance to usual planning enforcement is required to secure the necessary woodland, scrub and grassland habitats which are otherwise not difficult to create.</p> <p>The test for AA is certainty as to the absence of adverse effects beyond reasonable scientific doubt, not beyond any doubt whatsoever.</p>	
36	White Horse Alliance	The red hatched zones are not adequate and development is already occurring in them.	The red hatched zones are supported by the evidence provided from bat surveys and visitor surveys.	Changes should be made to Table 2 and Figures 4 and 5 to demonstrate that the Strategic Allocation at Trowbridge will not contribute to the TBMS as a bespoke mitigation strategy will be secured by S106 and condition.
	Independent review prepared in support of the White Horse Alliance representation	Uncertainty exists over the effectiveness of the mitigation measures agreed as part of the Ashton Park scheme. Adding further habitat mitigation (as proposed by the TBMS) would not provide a level of	The new habitat types to be created are low risk - i.e. are readily created and reliance is not placed on bat houses over which evidence in terms of effectiveness is uncertain. The main aim of the	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		scientific certainty that the integrity of the Bath and Bradford on Avon Bats SAC will not be compromised by future development.	TBMS is to safeguard and bolster foraging and commuting habitat. The TBMS supports the 6 greenfield sites allocated at Trowbridge within the WHSAP. If other greenfield sites are proposed through Neighbourhood Plans and/or the review of the Wiltshire Core Strategy they would need to be demonstrated to be acceptable through a separate Habitats Regulations Assessment.	
		Uncertainty over mitigation for addressing effects of recreational pressure.	The Council will work with local community, landowners and NGOs to identify suitable sites or measures for existing sites. This will start when a Project Officer is appointed.	No change required.
		Can't rely on compliance to deliver the mitigation.	Compliance worked at Castlemead once the problem came to Wiltshire Council's attention. One of the roles of the Project Officer will be to ensure compliance. .	No change required.
		If developers and promoters had been engaged directly before the strategy was published, concerns could have been raised informally.	The consultation process has enabled any matters to be raised and responded to.	No change required

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
37	Persimmon Homes Wessex	Add text to page 10 explaining why the requirements of the TBMS will not be applied to the Ashton Park site. The Ashton Park application boundary should be included on relevant plans. Remove Ashton park from relevant zones.	Paragraph 24 should be expanded to explain that Ashton Park has its own bespoke mitigation scheme, and its status reflected in Figures 4 and 5.	A sentence should be added to bottom of paragraph 24 to emphasise that no further mitigation is required for Ashton Park. Figures 4 and 5 should be amended to include the site.
38		Recommend including explanatory footnote to Tables 2 and 3 to exclude Ashton Park. Question the assertion that recreational pressure is having a direct impact on the bat population.	Agree it would be useful to clarify that the strategic allocation is excluded. Evidence from the site visits / surveys leads the Council to conclude that recreational pressure has the potential to lead to both direct and indirect impacts on Bechstein's bats.	A footnote should be added to Table 2 to explain that impacts arising from the Ashton Park Strategic Allocation for Trowbridge have already been addressed and require no further mitigation.
39		Exclude Ashton Park from Figures 4 and 5 and update footnotes.	See response to rep 38	See response to representation 38.
40		Paragraph 148 – concerns raised that if the full residual area of green space is required for mitigation, there will not be adequate room for formal and informal open space.	The Council considers it is possible to achieve necessary requirements by maximising multi benefits of areas of green space.	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
41		Paragraph 150 – Are 15m buffer zones in addition to the estimated residual green space identified in Table 4?	Yes, changes can be made to Figure 6 in the TBMS to clarify the requirements	No change required.
42		The TBMS should clarify that S106 obligations required to deliver the mitigation strategy will not apply to Ashton Park. Viability assessment needed to determine whether S106 contributions are viable	The Council believes this is already clear from the text in at paragraph 208. We consider S106 contributions would not threaten viability.	No change required.
43		Paragraph 208 should clarify that S106 obligations required to deliver the mitigation strategy will not apply to Ashton Park. Persimmon would welcome the opportunity to work with Wiltshire Council over the next draft of the TBMS.	See above. Persimmon's points are clearly made and further consultation probably not required given that the TBMS is not intended to cover the planning application at Ashton Park	No change required.
44		Delays in publishing the TBMS have stymied delivery of housing in Trowbridge. Wiltshire Council should not adopt the TBMS as a Supplementary Planning Document until the Wiltshire	The process of preparing the TBMS and the WHSAP has been complex. It is indeed the Council's intention to adopt the TBMS SPD at the same time as the WHSAP.	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		<p>Housing Sites Allocations Plan examination process is concluded.</p> <p>The Sustainability Appraisal did not test all reasonable alternatives in the Trowbridge Community Area Remainder. This could have yielded locations which would have presented lower risk to bats.</p> <p>Wiltshire Council must holistically review the spatial strategy for Trowbridge through the Wiltshire Local Plan Review process.</p>	<p>The whole of the Trowbridge Community Area Remainder is within the bat habitat sensitivity zone.</p> <p>It is agreed that the review of the Wiltshire Core Strategy will once again undertake an holistic site assessment process at Trowbridge.</p>	
45	Redrow Homes (840359)	H2.1 and H2.2. lie close to the red zone. 'Willowy Copse' and 'Railway Woodland' are known to support large and internationally significant breeding meta populations of Bechstein's bats. Why weren't allocations further away from these important habitats considered during the preparation of the WHSAP?	The allocation of sites is not the role of the TBMS.	No change required.
46		The impact of the TBMS on housing delivery is uncertain. Survey work is seasonally constrained, and it is not clear from Table 4 whether sufficient greenspace will be available for mitigation <u>and</u> the proposed 30m buffers. Ambiguities in the Supplementary Planning Document	Developers and their ecologists should have been aware of this issue from the adoption of the Core Strategy, the publication of the Bat Special Area of Conservation Guidance, the Ashton Park allocation and	Figure 6 should be amended to make the image clearer, to improve the proportions and to make the text consistent with the rest of the document.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		could take time to resolve through pre-application discussions.	responses to other planning applications.	
		Arbitrarily applying a zone of minimum 30m is onerous and could significantly constrain capacity. It is essential that Wiltshire Council implements an approach that is flexible that responds to the site and survey results.	The Council fully intends to be as flexible as possible. Initial calculations suggest the quantum of mitigation measures is eminently deliverable.	No change required.
47		Conflict of interest by TBMS author who as well as being a Technical Direct with Johns Associates, is also Secretary of the Wiltshire bat Group. It is essential that the Council's policies are based on information that is factually and scientifically sound and impartial and it appears this is not the case.	The data comes from the Biological Records Centre and a wide range of sources listed in Section 3.2.7 and the direction comes from the Wiltshire Council brief, Council Ecologists, Natural England and local bat experts. The consultant referred to is a member of CIEEM and complies with its Code of Professional Conduct. The TBMS is therefore based on a robust scientific approach. The report is therefore impartial and it is considered that there is no conflict of interest.	No change needed.
48	Savills	Welcome the TBMS.	These comments have been reviewed and changes have been made.	See proposed changes to be made in response to representation 34 above.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		Broadly reiterates comments made by other consultees with a view of improving accuracy and clarity.		
49	Wiltshire Bat Group	Query over why such low levels of access to Biss Wood. Knee-high kick fencing may be sufficient to prevent people straying into the woods	The survey was undertaken in line with a standard protocol and visitor levels reflect the usage at that time. A warden due to be employed when development of Ashton Park begins will review measures need to ensure public pressure does not affect breeding bats.	No change required.
50		Surveys undertaken to support the TBMS should be made public.	The TBMS is supported by data available from the Biological Records Centre, data to inform planning application for Ashton Park, as well as publicly available research and the experience of local bat ecologists.	No change required.
51	HGT Developments Ltd	An ecologist will need to work closely with a lighting specialist to meet the lighting requirements of the SPD.	This is likely to be necessary and already occurs for relevant planning applications.	No change required.
52		Concern about whether it is possible to receive a timely response to pre-applications.	The TBMS seeks to standardise the approach to applications in the area which currently demand a bespoke response.	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
53		Through consultation there needs to be an opportunity to agree level of baseline lighting survey appropriate to individual circumstances.	Agree, this is covered in the TBMS.	No change required.
		Automatic assumption that allocation developments should apply bat survey effort commensurate with the industry standard for high quality / high risk areas, but this could be refined [down] for some sites through consultation	The yellow and red hatched zones are considered to be high quality / high risk areas.	No change required.
		Surveying for Bechstein's bats would impose significant constraints on developers	As explained in the TBMS, surveys for Bechstein's at allocation sites are unlikely to be effective. The document sets out how Bechstein's bats should be considered. However, it is recognised that clarity should be given about the meaning of broadband surveying for horseshoe bats.	Clarity should be provided over what is meant by broadband surveying for horseshoe bats.
		When would development be accepted in the red zone? Where is the survey evidence to support the red zone?	Surveys undertaken of bats trapped at Green Lane Wood for Castlemead form the basis of assumptions used to fix the red zone at 600m	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
54		30m buffer is arbitrary and overly onerous	See the response to rep 13	See the response to representation 13.
		On what basis is 'key bat habitat' features defined?	'Core bat habitat' should be defined at the bottom of section 4	See the response to representation 24.
		On what basis has the quantum of green space mitigation been allocated.	Greenspace is not allocated in the TBMS but table 4 demonstrates that it should be possible to meet the TBMS habitat requirements after an allowance is made for the footprint of development.	No change required.
		Can Sustainable Drainage Schemes be included in the green space requirements?	Sustainable Drainage Schemes can be designed to provide bat habitat, see section 8.2.4	No change required.
		Could special dispensation be given to developers who have already committed resources to allocation sites.	No, developments must be able to demonstrate they are compliant with the Habitats Regulations which is the purpose of the TBMS.	No change required.
		Can offsite land in the developer's control be used to offset/compensate for potential effects?	Yes potentially, subject to location and ability of the site to contribute to the aims of the TBMS. Early discussions with the Council would be needed.	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		The combined tariff per dwelling for yellow and grey zones is overly onerous.	The tariff for yellow zones is payable through S106 while the tariff for grey zone comes out of CIL, the additional money payable by developers is not considered to be onerous	No change required.
		Specific bat mitigation parameters plan required and an ecological mitigation plan required. Overly onerous.	A parameters plan incorporating bat mitigation is required. It is not unusual to require a parameters plan at outline and a detail mitigation scheme at full application stage	No change required.
		Lighting to be considered from the outset at pre-application stage.	While lighting can be dealt with through the parameters plan for outline applications, full details will be required for full applications. This is already a routine requirement for applications in Bradford-on-Avon, Bath, & Trowbridge	No change required.
		Site specific queries in relation to Elizabeth Way.	These points can be appropriately addressed through pre-application enquiry process.	No change required.
55		Paragraph 100 - clarification needed on the number of static detectors required as there appears to be	The number of statics required will depend on site conditions and potential impacts of the scheme. The purpose is to ensure detection	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		<p>conflict with the Bat Conservation Trust (BCT) guidelines.</p> <p>Clarify what is meant by 'potential flyways' as having static detectors for each flyway appears excessive</p>	of SAC bat flightlines which are used regularly or seasonally. This may mean more statics are required that the BCT guidelines suggest. As always, where doubt exists then pre-application advice should be sought from the Council.	
56	Ecology Solutions	Paragraph 105 – unclear whether baseline lighting surveys would be required for outline applications	Planning submission requirements now clarifies in a new table at the end of section 8.	See the response to representation 23.
57		Paragraph 109 states that baseline light measurements should always be taken in absence of moonlight. This is considered unreasonable as bats may fly in moonlit conditions	The TBMS guidelines adopt the Bat Conservation Trust / Institute of Lighting Professionals guidance. Absence of moonlight is used as a standard as this represents worst case scenario (i.e. the darkest possible conditions). It is acknowledged that bats will fly in moonlit conditions, however their behaviour will change to avoid more brightly lit areas.	No change required.
58		Paragraph 129 – noise is unlikely to be a problem to commuting / foraging bats, only to roosting bats. Guidelines distances needed.	Agree that bats are relatively tolerant of noise depending on its characteristics. Little research to base fixed guidance on therefore a precautionary but reasonable approach is required	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
59		Paragraph 130 – developers are expected to retain and enhance foraging and commuting routes on site. Therefore, no adverse effects can occur and there is no need for mitigation for in-combination effects	There is degree of uncertainty associated with mitigation/enhancement and, in accordance with the precautionary principle and the Habitats Regulations e, in-combination effects are anticipated and are therefore addressed through the TBMS.	No change required.
60		Paragraph 131 – biodiversity offsetting metrics are generally criticised as being simplistic and overvalue habitats of low ecological interest, as such better to use professional judgement	Professional judgement can be variable. Reaching agreement lengthens the determination process. The Environmental Bill is advising the use of metrics.	No change required.
61		Residential areas outside the main settlements in the yellow zone should have a buffer around them to recognise their higher intrinsic light levels	Higher light levels in these areas will be variable, more appropriate to deal with this matter on a case by case basis.	No change required.
62		Query over inconsistencies between Table 3 and Figure 4.	As Table 3 explains, there is a 1.5km buffer for Bechstein's and a 4km buffer for greater horseshoe. The buffers are not entirely consistent with the Bats SAC guidance as it was prepared in 2015. Since then more data has	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
			become available, which has been used in preparing the TBMS.	
		Paragraph 141 refers to 'key bat habitat' but no definition is provided.	Key bat habitat, important bat habitat now termed 'core bat habitat'.	See response to representation 24.
63		Paragraph 143 should clarify which type of planning application it is referring to.	It refers to full and reserved matters applications.	See the response to representation 23.
64		Paragraph 146 – typo last line to read section 8.2 below	Agree.	Typographical error to be corrected.
65		Paragraph 147 should clarify which type of planning application it is referring to	Agree.	See the response to representation 23.
66		Paragraph 148 refers to 'important features' and 'core bat habitat' but no definition is provided	Agree.	See the response to representation 24.
67		The need to buffer new habitat by 15m may dissuade developers from providing bat habitat in the first place. New habitat should not be required to have a buffer.	There is no option but to provide 100% mitigation for lost habitat on site and this must be buffered in accordance with the TBMS.	No change required.
		Paragraph 152 suggests that hop-overs are not an acceptable means of mitigation, however it has been	While it is not impossible that such measures could be effective, there is no evidence that they are and there is some evidence to suggest	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		accepted on other species as mitigation for the same species.	they aren't. Each situation should be judged on its merits, rather than hop-overs being used without question.	
68		Paragraph 160 – what level of noise that would be unacceptable for recreational use of bat mitigation habitat.	Bats are relatively tolerant of noise depending on its characteristics. At this stage, there is little research to base fixed guidance upon therefore a precautionary, but reasonable approach, should be exercised on a case by case basis.	No change required.
69		Paragraph 170 (as set out for para 130 above (representation 60)) where enhancement is achieved, there is no residual impact, therefore no in-combination effect and therefore S106 contributions should not be payable.	There is a degree of uncertainty associated with mitigation / enhancement. Therefore, in accordance with the precautionary principle, in-combination effects are anticipated and addressed through the TBMS.	No change required.
70		The TBMS is more stringent than the requirements of the Wiltshire Housing Sites Allocations Plan (WHSAP) Habitat Regulations Assessment in relation to buffer distances (it required 10-16m corridors below 1 lux)	The final version of the WHSAP has been amended to be consistent with the TBMS.	No change required.
71		Paragraph 196 - comments akin to those for representations 60 and 70 above.	As above for representations 60 and 70.	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
72		In applying the precautionary principle, Wiltshire Council should not be aiming for zero risk (EC advice 2000).	Wiltshire Council is not aiming for zero risk but compliance with the Habitats Regulations and applying the test of beyond reasonable scientific doubt.	No change required.
73		Paragraph 238 – no allowance for developments that chose to include a SANG to avoid paying the levy. Exemptions should be allowed.	New SANGS need to be large enough and interesting enough to attract people who would otherwise visit the woodlands. Most allocations could not achieve this within the allocation boundary.	No change required.
74	Coulston Estates	Concerns raised about the cumulative effect of the TBMS requirements and wider planning measures on the viability of sites. There needs to be clarity over what is required for the different types of planning applications.	We consider S106 contributions would not threaten viability. See response to representations 23 and 66.	No change required.
		Will phased applications relating to less than the full allocation be acceptable (assuming comprehensive masterplan provided)	Yes, provided they comply with the masterplan.	No change required.
		Clarity needed over the 30m buffer zone and how 'core habitat' is going to be defined	Agree, a point raised in several other responses and a matter to be addressed.	See the response to representations 24 and 25.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
		Is further new survey required for Elm Grove?	The currency of data will be a matter for the applicant to address. This will be a matter for the planning application process to consider. Should further data be required this would involve additional survey work.	No change required.
		Paragraph 132 - will Community Infrastructure Levy (CIL) be increased to cover the mitigation required by applications in the grey hatched recreation zone.	No, CIL rates will not be increased.	No change required.
75		Clarification needed over when in the planning process each of the requirements in paragraphs 141 – 143 is needed	See the response to representations 23 and 66.	See the response to representations 23 and 66.
76		Paragraph 150 – clarify whether it is only mitigation for bat <u>habitat</u> loss that needs to be mitigated within allocations	See the response to representations 24.	See the response to representations 24.
77		Para 148 – Definition needed for 'core bat habitat'	Agree. A change should be made to the text to clarify the definition.	See the response to representation 67.
		Para 150 concerns about the width of the buffer being 30m, also a lack of clarity in Figure 6	See the response to representation 25.	See the response to representation 25.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
78		Concerned that the buffers in the TBMS go beyond that specified in the WHSAP Habitats Regulations Assessment.	See the response to representation 71.	See the response to representation 71.
		Paragraph 152 – it may be too onerous to comply with, it may not be possible to mitigate for breached hedgerows	See the response to representation 26.	See the response to representation 26.
79		Paragraph 173 make no reference to baseline light levels.	See the response to representation 27	See the response to representation 27.
80		Raises some of the same points as raised in relation to H2.1.	See the response to representation 74	See the response to representation 74.
81	Newland Homes	As representation 75.	See the response to representation 75	No change required
82		Is further new survey required for Upper Studley?	This would be matter for the planning application process to determine.	No change required
		As representation 76 but with site specific queries for Upper Studley.	See the response to representation 23.	See the response to representation 23
83		As representation 77.	See the response to representation 24.	See the response to representation 24

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
84		Table 2 and Figure 4 – it is considered that there will be areas within the yellow zone that do not provide suitable habitat for SAC bats and if this is confirmed, reduced contributions from development should be sought.	Surveys cannot confirm the presence or absence of Bechstein's bats. The TBMS takes a precautionary approach based upon the best available scientific information. Notwithstanding that point, each application will be considered on its merits, including the results of independent surveys.	No change required.
85		As representation 78	See the response to representation 25.	See the response to representation 25.
86		As representation 79	See the response to representation 26.	See the response to representation 26.
87		As representation 80	See the response to representation 27.	See the response to representation 27.
88				No change required.
89	CTM Wildlife	Figure 4 – it appears the yellow zone only covers part of Biss Brook. It should cover the whole of the Brook as this comprises core bat habitat.	It covers that part of the Brook which may be affected by development. The Brook is undoubtedly a commuting route (and therefore 'core bat habitat'). While it currently doesn't fall under the TBMS, planning applications affecting the Brook may need to meet similar criteria in line with development plan policies.	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
90	Castlewood Properties Ventures Ltd (supported by a technical note from consultants (NPA acting for Castlewood Properties Ventures Ltd))	<p>The TBMS goes too far in terms of proposed scope. It does not meet the definition of Supplementary Planning Document.</p> <p>Bat mitigation should be site specific, informed by master planning and the evidence submitted to support a planning application.</p>	<p>The Council believes it meets the tests for SPD.</p> <p>The Council considers the TBMS provides the minimum level of mitigation necessary to demonstrate planned developments will have no impacts alone and in-combination.</p>	No change required.
		<p>The TBMS is overly prescriptive. It assumes all green space within allocations will provide bat mitigation (see page 2, bullet point 5).</p> <p>The evidence base that supports the TBMS is insufficiently detailed, and it is unclear on what basis it has been determined that proposed housing site allocation H2.2 is an important area for bats.</p>	<p>The TBMS needs to be sufficiently prescriptive to enable the Habitats Regulations Assessment for the Wiltshire Housing Sites Allocations Plan (WHSAP) to be concluded favourably.</p> <p>Provided any formal sports pitches are not lit it is a fair assumption that all green space can provide bat mitigation, albeit sports pitches would be of lower quality than rough grassland, scrub or woodland.</p> <p>Assumptions have been made based on bat records, survey evidence and aerial photographs. Bat records are patchy therefore a precautionary approach has been taken to ensure that less frequent but important migration routes are captured. This precautionary</p>	No change required.

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
			approach is necessary given the inherent difficulties with surveying Bechstein's bats and the need to provide connectivity despite lack of data for the wider landscape.	
		TBMS needs to explain how conflicts between bat and highway lighting requirements will resolved.	The required buffer of 15m to core bat habitat will ensure no conflict with highways requirements.	No change required
		<p>Is the estimated residual green space identified in Table 4 for H2.2 required exclusively for bat mitigation or is this for addressing other constraints as well? This is confusing.</p> <p>Unlike the North Somerset and Mendip bat SAC guidance, TBMS does not include a clear method for calculating required areas for bat mitigation. Without this how can future windfall sites be assessed, how can site viability be tested?</p>	<p>The residual greenspace is that which is left after allowing for housing at 30dph, therefore it includes allowance for all other constraints.</p> <p>The Council expects that developments will be able to use the Defra Biodiversity metric to assess viability etc.</p> <p>Future windfall sites are not expected to come forward for green field sites (other than as NP allocations or rural exception sites).</p>	No change required
		Castlewood Property Ventures and Linden Homes wish to be involved in further stages of the TBMS process.	The Council will continue to work positively with landowners and developers to address specific mitigation proposals.	No change required

Representation No	Representation	Summary of the issue	Wiltshire Council response	Amendments
91	Barratt Homes Bristol	Arnolds Hill Farm is outside the red and yellow zones and therefore this site should be acceptable for development	The TBMS does not extend into the Bradford on Avon Community Area. Further greenfield development with the potential to impact the Special Area of Conservation would need to be subject to appropriate assessment and meet high standards of bat mitigation. This matter will be addressed through the Wiltshire Core Strategy Review process.	No change required.
92	Barratt Homes	Paragraph 141 - H2.3 Elizabeth Way is in multiple ownerships and will be brought forward through separate planning applications. Provided appropriate mitigation is provided and evidenced we do not see the need for a master plan for the whole site.	The master plan will be required to ensure mitigation is adequate in terms of quantum, connectivity and design.	No change required.

Appendix B – Press advert and insertion into the Town and Parish Newsletter

Wiltshire Council Local Development Framework Notice of consultation on Draft Trowbridge Bat Mitigation Strategy Supplementary Planning Document

Town and Country Planning (Local Planning) (England) Regulations 2012 (Part 5 Regulations 11 to 16)

Planning and Compulsory Purchase Act 2004

Wiltshire Council is consulting on a Draft Trowbridge Bat Mitigation Strategy (Prepared in support of the Draft Wiltshire Housing Sites Allocations Plan) Supplementary Planning Document (SPD). When adopted it provides a detailed approach to considering impacts of development in the Trowbridge area on the Bath and Bradford on Avon Bats SAC. This will help inform strategic planning for the area's future housing needs.

Availability of documents

The Trowbridge Bat Mitigation Strategy SPD and information on how to make comments will be published on **21 February 2019**. The documents will be available on the Wiltshire Council website at: <http://www.wiltshire.gov.uk/planning-policy>.

Hard copies of these documents will also be made available during normal office hours at: Trowbridge, Bradford on Avon and Westbury libraries; and the main Council offices in Trowbridge (County Hall).

How to comment

• Comments are invited on these documents **from 21 February until 5pm 21 March 2019**.

Comments can be made:

- Online via the Council's consultation portal: <http://consult.wiltshire.gov.uk/portal>
- By email using the form available at <http://www.wiltshire.gov.uk/planning-policy> and returned to spatialplanningpolicy@wiltshire.gov.uk
- By post in writing to: Spatial Planning, Economic Development & Planning, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

If responding by post, comment forms are available online and from the listed libraries above and the Trowbridge Council office (County Hall).

Next steps

All comments received during the consultation period will be taken into account. Final versions of the Trowbridge Bat Mitigation Strategy SPD will be submitted for approval by Cabinet, with the SPD being considered for recommendation to Full Council for adoption. Any queries should be made to Spatial Planning, Economic Development and Planning, Wiltshire Council on (01225) 713223 or spatialplanningpolicy@wiltshire.gov.uk.

, Corporate Director – Growth, Investment and Place
Wiltshire Council

Appendix C - Letter sent by email or post

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

19 February 2019

Our reference: «Person_ID»

Dear «Given_Name» «Family_Name»,

Notice of consultation on Draft Trowbridge Bat Mitigation Strategy Supplementary Planning Document

Wiltshire Council is consulting on a Draft Trowbridge Bat Mitigation Strategy Supplementary Planning Document (SPD), which has been prepared to support the Draft Wiltshire Housing Site Allocations Plan and the Wiltshire Core Strategy.

It is a strategy for considering the impacts of development in the Trowbridge area on the Bath and Bradford on Avon Bats Special Area of Conservation (SAC) and sets out an approach for mitigation to avoid significant adverse impacts.

Consultation documents

The Draft Trowbridge Bat Mitigation Strategy SPD and information on how to make comments will be published on **21 February 2019** via the Wiltshire Council website at: <http://www.wiltshire.gov.uk/planning-policy>

Hard copies of these documents will also be made available during normal opening hours at: Trowbridge, Bradford on Avon and Westbury libraries; and the main Council office in Trowbridge (County Hall).

How to comment

Comments are invited on the Draft Trowbridge Bat Mitigation Strategy SPD **from Thursday 21 February until 5pm Thursday 21 March 2019**.

Comments can be made:

- Online via the Council's consultation portal: <http://consult.wiltshire.gov.uk/portal>
- By email using the form available at <http://www.wiltshire.gov.uk/planning-policy> and returned to spatialplanningpolicy@wiltshire.gov.uk
- By post in writing to: Spatial Planning, Economic Development & Planning, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

If responding by post, please use the comment forms that are available online and from the listed libraries above and the Trowbridge Council office (County Hall).

Next steps and further information

All comments received during the consultation period will be taken into consideration before the SPD is finalised and presented to the Council's Cabinet and subsequently Full Council for adoption.

Should you require further information on the consultation, please email: spatialplanningpolicy@wiltshire.gov.uk or telephone 01225 713223.


Yours faithfully/sincerely



Corporate Director
Growth, Investment and Place
Wiltshire Council

Appendix D - Wiltshire Council Website

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Local Development Scheme 2019
Consultation on the Masterplan for The Maltings and Central Car Park, Salisbury

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Local Development Scheme

✓ **[Consultation on Draft Trowbridge Bat Mitigation Strategy Supplementary Planning Document](#)**

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It is a strategy for considering the impacts of development in the Trowbridge area on the Bath and Bradford on Avon Bats Special Area of Conservation (SAC) and sets out an approach for mitigation to avoid significant adverse impacts.

Consultation documents

The Draft Trowbridge Bat Mitigation Strategy SPD can be viewed and downloaded via the supporting documents tab in the [consultation portal](#), further information on how to comment can be found below.

Hard copies of these documents will also be available during normal opening hours at: Trowbridge, Bradford on Avon and Westbury libraries; and the main Council office in Trowbridge (County Hall).

How to comment

Comments are invited on the Draft Trowbridge Bat Mitigation Strategy SPD from Thursday 21 February until 5pm Thursday 21 March 2019.

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Brownfield register


Statement of Community Involvement

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JOHNS
ASSOCIATES

Trowbridge Bat Mitigation Strategy SPD



Prepared in support of the
**Wiltshire Housing Sites
Allocations Plan**

January 2020

Wiltshire Council

Wiltshire Council

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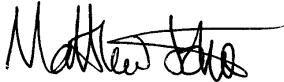
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V4	Revised to include updated costings and feedback from Wiltshire Council	14th December 2018
V5	Revised to include final comments and addition of Map (Fig 2)	19 th February 2019
V6	Revised to include final comments for Council following the review of consultation responses. Figures 2, 4, 5, and 6 are subject to minor outstanding amendments for clarity following the conclusion of the examination into the Wiltshire Housing Site Allocations Plan.	27 th January 2020

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1 SUMMARY

This Trowbridge Bat Mitigation Strategy (TBMS) is aimed at developers, consultants and planners involved in assessing development proposals in the landscapes in and surrounding Trowbridge.

The overall aim is to provide a clear and detailed approach to considering impacts of development in the Trowbridge area on the Bath and Bradford on Avon Bats Special Area of Conservation (SAC). This will help inform strategic planning for the area's future housing needs.

The landscape surrounding Trowbridge is known to be of high importance for bats, supporting at least 14 of the 18 UK bat species. This includes all four of the rarer UK species listed on Annex II of the Habitats Directive (European Council, 1992): greater horseshoe, lesser horseshoe, Bechstein's and barbastelle bats.

In particular, woodlands to the east and south east of Trowbridge are known to support a large and internationally-significant breeding meta-population of Bechstein's bat that is linked to the Bath and Bradford on Avon Bats SAC, including significant maternity colonies in Biss Wood, Green Lane Wood and Clanger and Picket Woods.

Significant potential effects to the SAC therefore include impacts to the foraging areas and commuting routes in the surrounding landscape used by the bats as well as roosts and can include:

- **Habitat degradation** – alteration / demolition / removal of a potential roost feature including changes to environmental conditions (temperature, humidity, internal light levels etc); loss, damage or change of management of potential foraging habitat; or removal / fragmentation / modification of habitats in a potential commuting corridor;
- **Lighting** – increased artificial lighting affecting potential roosting, foraging, commuting features as well as insect availability;
- **Noise and vibration** – construction / demolition activities close to potential roost features;
- **Recreational disturbance** – increasing the risk of recreational visits, both organised and informal. This can result in impacts such as: trampling of vegetation, leading to changes in species composition, loss of vegetation and erosion; disturbance from the presence of people and their activities; 'general' urban effects: dumping of waste, damage, vandalism, fires; and spread of plants including alien species.
- **Pollution** – dust and fumes close to potential roost features; and
- **Mortality** – e.g. predation by domestic cats at roost entrances, collision risk from road traffic and wind turbines.

The Wiltshire Core Strategy (Core Policy 29) anticipates a significant level of growth at Trowbridge over the period up to 2026, including 2,600 homes to the south-east of the town for a mixed-use allocation at Ashton Park. Moreover, the Wiltshire Housing Site Allocation Plan (WHSAP) proposes to allocate additional land for housing in order to support the strategy for the town and thereby help address the indicative housing requirements set out in Core Policy 29 of the Wiltshire Core Strategy. This document considers the requirements of new housing to be delivered under the WHSAP and in accordance with Core Policies 2 and 29 up to 2026.

It is essential that pre-application advice is sought at a very early stage through a formal pre-application request in order to understand how the Council Ecologists are approaching this matter and to reduce the risk of applications being unsuccessful or delayed. The necessary mitigation measures for bats will work when integrated as a fundamental component of the scheme design; but conversely, are unlikely to be successful when tacked on to a scheme retrospectively.

The areas to which this strategy applies are shown in Figure 4 and Figure 5. The key areas have been zoned according to the level and nature of bat sensitivity within each area.

This document has been created to address development in the Trowbridge area and in particular the WHSAP, the extents to which this strategy applies are therefore restricted to a combination of the Community Area and suitable buffer areas surrounding the strategic woodlands. Any development proposals outside of these zones, and therefore the scope of this document, will still be subject to detailed assessment in relation to the potential impacts on bats and will require separate mitigation measures independent of those described within this document. These mitigation requirements are beyond the scope of this document.

The requirements relating to each zone are:

RED ZONE

- new development unlikely to be granted permission

YELLOW ZONE - permission only likely to be granted in accordance with the development plan for Wiltshire

- Development proposals within this zone **must provide appropriate survey of bats** – see Section 6.
- Development proposals within this zone must **mitigate for all impacts on target bat species on site** through retaining and enhancing wide swathes of unlit bat habitat with associated buffer zones. Housing is expected to be provided at lower density to achieve this. Development areas and the area required for bat mitigation for each allocated site within the WHSAP have been estimated and are set out in Table 4. For each allocated site, it is anticipated that in most circumstances the full residual green space will be required for mitigation. See Section 8 for on-site mitigation requirements.
- Development proposals within this zone should expect to make a **payment for strategic habitat mitigation** – see Section 9.1

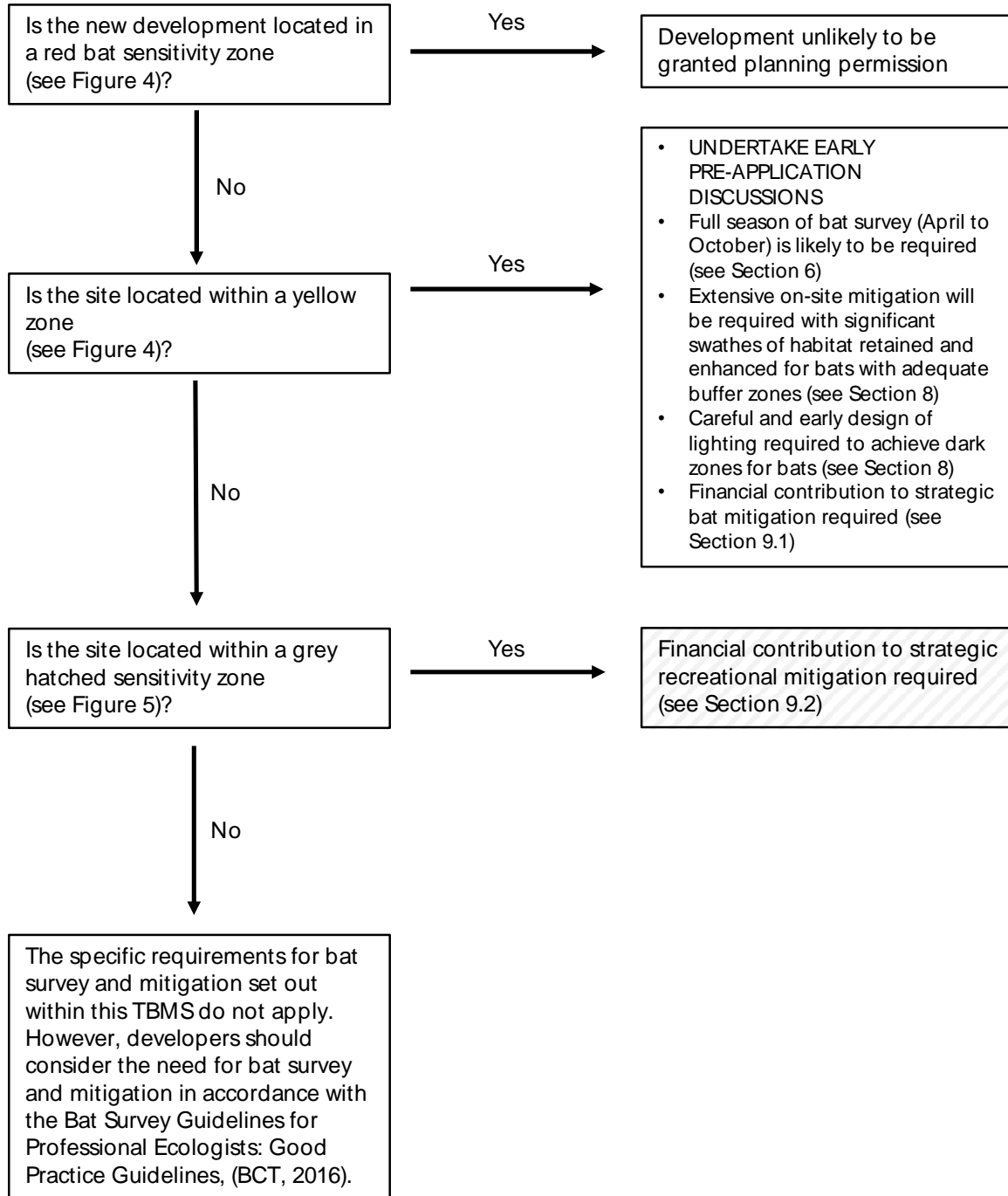
GREY (HATCHED) ZONE

- Development proposals within this zone should expect to make a **payment for recreational mitigation** – see Figure 5 and Section 9.2 As a minimum, the Footprint Ecology Report on recreational pressures in relation to the important woodlands that support the bats, states that (para 6.46) the outer limit of the zone of influence should comprise the settlements of Trowbridge and Westbury.

A flow chart summarising decision making and what is likely to be expected is presented in Figure 1 overleaf.

Figure 1 Decision Flowchart

FLOW CHART FOR NEW DEVELOPMENT IN THE TROWBRIDGE COMMUNITY AREA



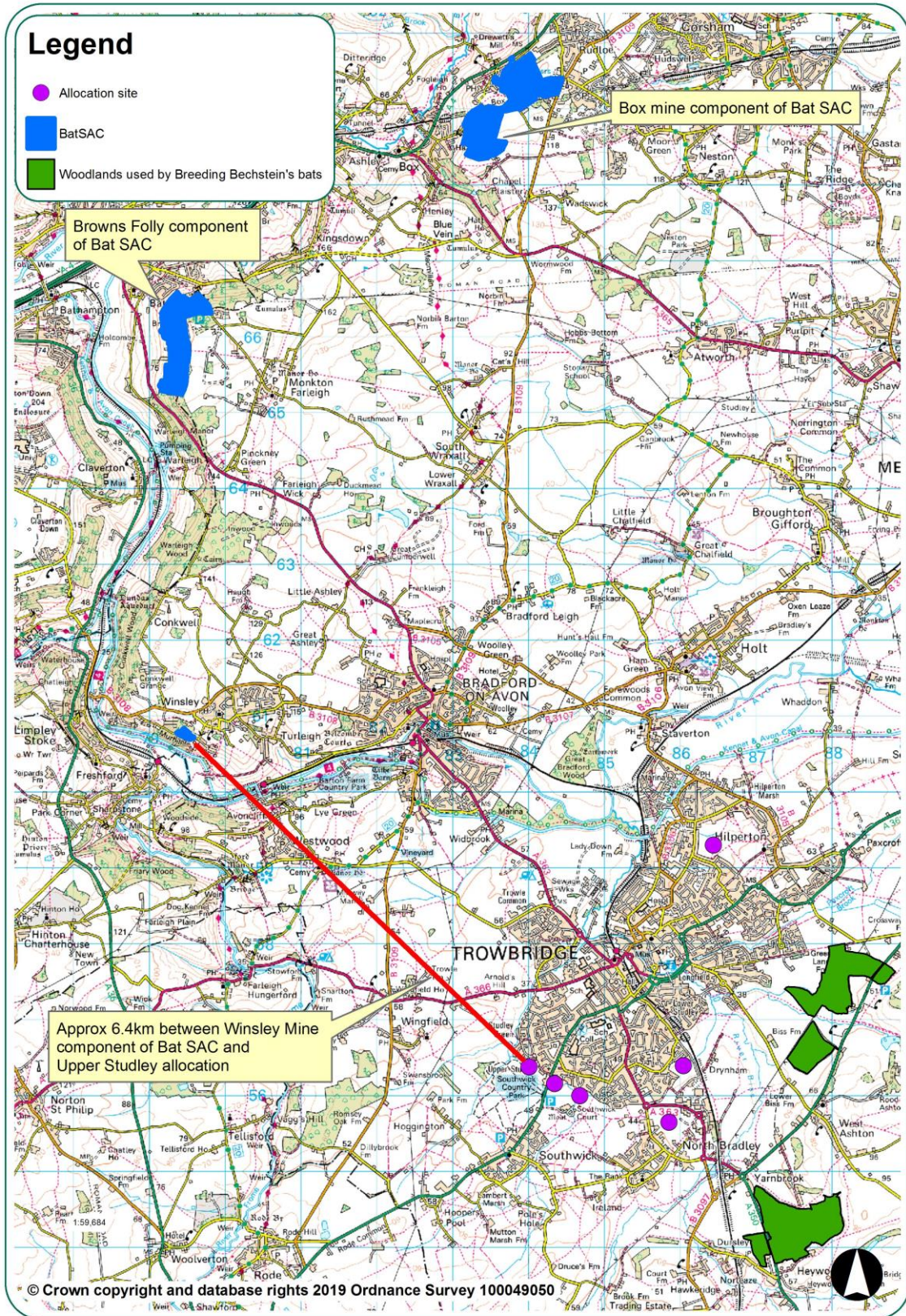
N.B. Financial contributions will be bound by the provisions of the CIL Regulations 2010 (as amended).

2 INTRODUCTION

2.1 The Trowbridge woods and the SAC

1. The landscape surrounding Trowbridge is known to be of high importance for bats, supporting at least 14 of the 18 UK bat species. This includes rarer UK species listed on Annex II of the Habitats Directive (European Council, 1992): greater horseshoe, lesser horseshoe, and Bechstein's bats.
2. In particular, woodlands to the east and south east of Trowbridge are known to support a large and internationally-significant breeding meta-population of Bechstein's bat, including significant maternity colonies in Biss Wood, Green Lane Wood and the woods extending to Clanger and Picket Woods (see Figure 3).
3. The meta-population of Bechstein's bats has been shown to be functionally linked to the Bath and Bradford on Avon Bats Special Area of Conservation (SAC) located to the north west (see Figure 2). The SAC is designated for supporting internationally important populations of hibernating greater horseshoe, lesser horseshoe and Bechstein's bat. The internationally important designation of Bath and Bradford on Avon Bats SAC is comprised of a network of significant underground sites in both the Wiltshire and BANES administrative areas, including four nationally important Sites of Special Scientific Interest (SSSIs), namely Box Mine, Winsley Mines, Combe Down and Bathampton Down Mines, and Brown's Folly. These component sites comprise extensive networks of caves, mines and man-made tunnels which are used by bats for hibernation, breeding, mating and as a staging post prior to dispersal. Box Mine SSSI is also known to support a breeding colony of greater horseshoe bat. Figure 2 also illustrates the location of the allocations proposed in the Wiltshire Housing Site Allocations Plan (WHSAP) in the context of the SAC and woodlands.
4. The landscape surrounding Trowbridge is also known to be important for greater and lesser horseshoe bats, with roosts of conservation significance recorded in the area. It is highly likely that bat populations associated with these local roosts are also associated with the Bath and Bradford on Avon Bats SAC.

Figure 2 Location of Sites



N.B Planned amendments to figure 2

2.2 Potential impacts to the SAC from development

5. The network of significant roosts for the species of bat associated with the SAC includes sites that are not covered by any statutory designation, including the breeding colonies of Bechstein's bats associated with the Trowbridge woods. The landscape surrounding all significant roost sites is critical to maintain the populations. Foraging areas used by bats vary between species and throughout the year, and include a wide range of habitats which support their invertebrate prey. Suitable semi-natural habitats such as woodlands, mature hedgerows, grazed pasture, rough grassland, watercourses and wetlands closest to bat roosts are most likely to be important to the bat populations, particularly for juveniles, however some species are highly mobile and may forage several kilometres from their roosts on a regular basis.
6. In order to migrate between the network of summer, winter and transitory roosts, autumn swarming sites and the commute to and from their numerous foraging areas, bats use established 'commuting corridors'. Although bats are capable of crossing (and frequently do cross) large open areas, good quality connective habitats are preferred. These are generally well vegetated, sheltered linear features that provide direct routes between foraging areas and roosts. They generally provide some protection from predators; and the sheltered conditions also ensure that the bats use less energy in flight rather than flying into the wind e.g. hedgerows, scrub along railway embankments.
7. Significant potential effects to the SAC therefore include impacts to the foraging areas and commuting routes in the surrounding landscape used by the bats as well as roosts and can include:
 - **Habitat degradation** - alteration / demolition / removal of a potential roost feature including changes to environmental conditions (temperature, humidity, internal light levels etc); loss, damage or change of management of potential foraging habitat; or removal / fragmentation / modification of habitats in a potential commuting corridor;
 - **Lighting** – increased artificial lighting affecting potential roosting, foraging and commuting features;
 - **Noise and vibration** – construction / demolition activities close to potential roost features;
 - **Recreational disturbance** – increasing the risk of recreational visits, both organised and informal. This can result in impacts such as: trampling of vegetation, leading to changes in species composition, loss of vegetation and erosion; disturbance from the presence of people and their activities; 'general' urban effects: dumping of waste, damage, vandalism, fires; and spread of plants including alien species.
 - **Pollution** – dust and fumes close to potential roost features; and
 - **Mortality** – e.g. predation by domestic cats at roost entrances, collision risk from road traffic and wind turbines.

3 WHY IS THERE A NEED FOR A TROWBRIDGE BAT STRATEGY?

8. The context for the WHSAP is essentially established by the adopted Wiltshire Core Strategy (WCS). Its primary purpose is therefore to help maintain a rolling five-year supply of housing across Wiltshire's three Housing Market Areas in accordance with the WCS.
9. The WCS (Core Policy 29) anticipates a significant level of growth at Trowbridge over the period up to 2026, including 2,600 homes to the south-east of the town for a mixed-use allocation at Ashton Park. Moreover, the WHSAP allocates additional land for housing in order to support the strategy for the town and thereby help address the indicative housing requirements set out in Core Policy 29 of the WCS.
10. Based on evidence gathered to date, one of the most significant challenges to delivering growth at Trowbridge is the presence of protected bat species and their habitat around the town. Habitats Regulations Assessment work undertaken to date in respect of the planned strategy for growth and recent planning applications, has identified potential risks to the Bath and Bradford on Avon Bats Special Area of Conservation (SAC). These risks relate to direct loss of habitat used by bats for foraging and commuting; recreation pressure in woodlands and other spaces used by the bats for breeding and foraging; and in-combination effects of applications in the Trowbridge and wider area (e.g. cumulative effects of lighting). While recreation impacts relate mainly to proposed housing, direct impacts on habitats and cumulative effects also relate to other uses such as commercial and employment. As such, future development proposals at Trowbridge, be they planned or speculative, have the potential to adversely affect populations of Bechstein's, greater horseshoe and lesser horseshoe bat and therefore the designated features protected by the SAC designation that support these species.
11. This document seeks to address adverse impacts through avoidance and mitigation measures that ensure:
 - the capacity and permeability of the landscape to support foraging and commuting Bechstein's, greater horseshoe and lesser horseshoe is maintained (through a network of habitat enhancement, restoration and creation, including the opportunity to create new roosts). This mitigation will support the viability of the bat populations; and ensure that they are sufficiently robust to respond dynamically to landscape change.
 - adequate mitigation is provided for the increased recreational pressures to the core woodland sites that will result from additional residential development. This will be aimed at diverting people away from the woodland sites to alternative countryside sites and will comprise: development exclusion zones around the woodlands; improved management of the woodland sites themselves; and improvements to the recreational opportunities (away from the woods) available to the residents of Trowbridge. As a minimum, the Footprint Ecology Report on recreational pressures states that (para 6.46) the outer limit of the zone of influence for recreational pressure should comprise the settlements of Trowbridge and Westbury (see Figure 5).
12. This Strategy has therefore been written to set out at a strategic level the mitigation that will be required in association with development to be confident that significant adverse effects to the SAC are avoided.

3.1 Legislative Background

13. The Bath and Bradford on Avon Bats SAC (the SAC) is a European Site designated under the Habitats Directive 92/43/EEC (European Council, 1992), which is transposed into UK law under the Conservation of Habitats and Species Regulations 2017 (the Habitats Regulations) (UK Government, 2017). The [Citation](#) that supports the SAC designation represents a formal description of the reasons why the site has been designated for its conservation importance. SACs are afforded stringent legal protection under Regulation 63 of the Habitats Regulations. The legal protection conferred to SACs is complex, however, in summary, permission cannot be granted for development which will adversely affect the integrity of a SAC unless the conditions of three prohibitive tests (the 'derogation tests') are met. When deciding whether the integrity of a SAC would be adversely affected by development, the legislation requires the application of the precautionary principle, i.e. where there is 'reasonable scientific doubt' as to whether an adverse effect on the integrity of the site would occur, development should not be permitted (unless the three derogation tests are met).

14. Regulation 63 of the Habitats Regulations requires the decision-taker (or 'Competent Authority') to undertake a strict step-wise assessment process for any plans or projects to ascertain potential impacts on European Sites and whether the 'integrity' of the European Site will be adversely affected. This assessment process is known as 'Habitats Regulations Assessment' (HRA). It is important to note that HRA must be applied to 'plans' as well as 'projects'. This means that strategic local plan documents (including the Wiltshire Core Strategy and the WHSAP) must be subject to HRA as well as individual developments which are subject to planning applications. In practice, HRA at the strategic 'plan' level enables more meaningful consideration of potential 'in-combination' impacts; and means that strategic mitigation can be applied effectively to deal with such cumulative effects.
15. A series of [Conservation Objectives for the SAC](#) have been published for the Bath and Bradford on Avon Bats SAC, which provide a statutory framework for decision making in respect of development proposals and therefore help inform 'HRAs undertaken at the plan and project (planning application) level. In addition, they are to be used to inform the design and delivery of mitigation measures deemed necessary to conserve or restore the SAC and/or to prevent the deterioration or significant disturbance of its qualifying features as required by the provisions of Article 6(1) and 6(2) of the Habitats Directive. The Site Improvement Plan prepared for the SAC by Natural England identifies an action for planning authorities to produce and promote guidance to inform strategic planning and enable developers to take full account of the SAC in their schemes. The Trowbridge Bat Mitigation Strategy helps to fulfil this priority requirement.

3.2 Policy background

3.2.1 National Planning Policy

16. National planning policy is set out within the National Planning Policy Framework (NPPF) (UK Government, 2019). The NPPF is clear that pursuing sustainable development includes moving from a net loss of biodiversity to achieving net gains for nature, and that a core principle for planning is that it should contribute to conserving and enhancing the natural environment.
17. Paragraph 174 of the NPPF requires planning policy to plan for biodiversity at a landscape-scale across local authority boundaries. Planning policy should identify and map components of the local ecological networks, including the hierarchy of international, national and locally designated sites of importance for biodiversity, wildlife corridors and stepping stones that connect them and areas identified by local partnerships for habitat restoration or creation. Paragraph 170 requires planning policy and decisions to minimise impacts on and provide net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures.
18. Paragraphs 171, 174, 176 and 177 underline the overriding importance of European sites and removes the presumption in favour of sustainable development (paragraph 11) where development requiring appropriate assessment under the Birds or Habitats Directives is being considered, planned or determined.

3.2.2 Wiltshire Core Strategy

19. The development plan for Wiltshire provides the starting point for the consideration of development proposals within the county. It comprises a suite of documents including the adopted WCS (Wiltshire Council, 2015). The WCS presents a strategy for how Trowbridge will grow over the period 2006 to 2026 and anticipates significant levels of housing to be built as set out above.

Table 3.1 Delivery of Housing 2006 to 2026 (Trowbridge Community Area) based on completions, developable commitments

	Indicative housing requirement 2006-2026	Less Completions 2006 - 17	Less Developable commitments	Indicative remaining requirement	calculations Sum B+C+D	

Trowbridge Town	6,810	-3,019	-1,561	2,230	2,230	
Remainder	165	-256	-32	0 ⁽¹⁾	-123	
Community Area (CA) total	6,975	-3,275	-1,593	2,107 ⁽²⁾	2,107	Shortfall against CS predicted housing supply

[1] The actual delivery from completions and existing commitments for the CA remainder will be in excess of the indicative requirement by 123 dwellings

[2] This figure takes into account the 123 dwellings to be delivered in excess of the indicative requirement for the CA remainder.

20. The policies of the development plan need to be read as a whole. For Trowbridge, the context for development is essentially established by Core Policies 1 (Settlement Strategy), 2 (Delivery Strategy), 28 (Trowbridge Central Areas of Opportunity) and Core Policy 29 (Spatial Strategy: Trowbridge Community Areas) of the WCS. These provide the direction for how the town will change through the Plan period up to 2026.
21. The WCS include a strategic allocation for 2600 homes, the Ashton Park Urban Extension to the south-east of Trowbridge. Whilst the focus for planned housing delivery is upon Ashton Park, there remains a requirement for further housing as part of Core Policy 29 to be delivered over the period to 2026. Core Policy 29 states that it would be the role of the forthcoming Development Plan Document (the WHSAP) to identify and allocate further land for additional housing at the town. The extent of the indicative residual requirement is significant (approximately 2,107 houses) as set out within the Council's housing land supply information - see Table 1 above¹.
22. Core Policy 50 within the WCS provides protection for features of biodiversity and geological value. As a result of Core Policy 50, development potentially affecting the Bath and Bradford on Avon SAC must provide avoidance and mitigation measures to ensure no adverse impact on integrity of the site. Core Policy 50 also requires development to be undertaken in accordance with the Wiltshire Council Bat SAC Guidance (Wiltshire Council, September, 2015).
23. Provision of a coherent and linked landscape for bats is also in accordance with Core Policy 52, which requires development to make provision for the retention and enhancement of the local green infrastructure network. This includes the requirement to identify and provide opportunities to enhance and improve linkages between the natural and historic landscapes of Wiltshire.
24. A HRA of the WCS was undertaken during its preparation (WSP, February, 2012) (WSP, March 2013) (Wiltshire Council, April 2014). The HRA concluded, with agreement from Natural England, that in principle the general quantum of development at Ashton Park could be delivered without having an adverse effect upon the integrity of the local Bechstein's bat populations, subject to sensitive design and incorporation of mitigation measures identified in the Development Template included in the WCS. Subsequently, the Council resolved to grant outline planning permission for this site on 25 April 2018 subject to the prior completion of a Section 106 legal agreement. The application was subject to comprehensive ecological survey and assessment dating back to 2013 (Pegasus Group, August, 2017). The HRA undertaken for this site (Wiltshire Council, February, 2018) concluded that the range of mitigation to be provided for lesser horseshoe and Bechstein's bat and the mechanisms proposed to secure it were sufficient to remove any doubt that the Council may otherwise have had as to the absence of adverse effects on the integrity of the Bath and Bradford on

1 Source: Topic Paper 3 Housing Land Supply Addendum (July 2018)

Avon Bats SAC. As such, Wiltshire Council concluded that the project (as proposed in planning application 15/04736/OUT) would not have an adverse effect on the integrity of the Bath and Bradford on Avon Bats SAC, either alone or in combination with other plans and projects. As a consequence, no further mitigation is required over and above the bespoke mitigation scheme already proposed for Ashton Park as secured by the section 106 agreement for that development.

25. However, the HRA of the WCS (Wiltshire Council, April 2014) could not reasonably assess the effects of the remaining houses to be provided at Trowbridge as part of Core Policy 29 as those effects will be dependent upon the location, scale and nature of the development sites, which was unspecified within the WCS. Core Policy 29 therefore stipulates that provision of additional dwellings requires further assessment of effects on protected bat species and their habitats to ensure they are properly safeguarded. The HRA therefore concluded that the effects of the additional housing to be provided within the Trowbridge Community Area should be further assessed under the HRA accompanying the relevant subsequent planning document which allocates such land (the WHSAP – see below).

3.2.3 Wiltshire Housing Site Allocations Plan

26. The WHSAP which is due to be adopted in February 2020 is being prepared to support the delivery of housing within Wiltshire by helping to address the residual indicative WCS housing requirements. At Trowbridge, the WHSAP identifies specific development sites in order to provide greater certainty that the indicative housing requirement in Core Policy 29 can be achieved by 2026.
27. The WHSAP proposes to allocate six sites that will deliver approximately 1050 new homes on greenfield land over the plan period to 2026. These proposals have been rigorously tested through Sustainability Appraisal (SA) and HRA.
28. The HRA for the Pre-Submission Draft Wiltshire Housing Site Allocations Plan (Wiltshire Council, June, 2017) concluded that:

‘Recent evidence has shown that housing expansion on the eastern edge of Trowbridge is generating increased visitor pressure at ancient woodlands which support an important colony of Bechstein’s bats associated with the SAC. Further allocations at the town could exacerbate this, particularly when considered in combination with planned growth such as the Ashton Park Urban Extension. The options closest to the woodlands, and therefore most likely to contribute to the number of visits, have been removed from the plan and the Council is currently preparing a Trowbridge Recreation Management Mitigation Strategy to address any residual effects in relation to this issue. It is therefore concluded that the plan would not have an adverse effect upon the SAC through increased recreational pressure, subject to the implementation of that mitigation strategy.’

29. In addition, the subsequent Addendums to the HRA (Wiltshire Council, May, 2018), (Wiltshire Council, September 2018) conclude that allocations at Trowbridge are within areas likely to be used by bat populations associated with the Bath and Bradford on Avon Bats SAC. The allocations are likely to contain habitat features used by these species and development could lead to their deterioration through physical loss as well as lack of or inappropriate habitat management and higher ambient light levels. These effects potentially become more significant when the effects of the plan are considered as a whole due to the potential for significant loss and deterioration at a landscape scale.
30. This document, the TBMS (Trowbridge Bat Mitigation Strategy formerly referred to as the Trowbridge Recreation Management Mitigation Strategy), sets out the mitigation measures required by the HRA and designed to ensure no adverse impact on the important bat populations associated with the Trowbridge landscape due to the WHSAP (and therefore no adverse impact on the integrity of the Bath and Bradford on Avon Bats SAC).

3.2.4 Windfall and Neighbourhood Plan Sites

31. The Wiltshire Housing Land Supply Statement demonstrates that there have been a series of historic windfall housing sites approved for Trowbridge within the urban area. To-date, relevant planning applications have been determined in

accordance with the Wiltshire Council Bat SAC Guidance (Wiltshire Council, September, 2015) (see below) to ensure each development provides appropriate mitigation for bat populations associated with the SAC.

32. However, in terms of the mitigation required for bat populations associated with the Trowbridge landscape, the historic picture with respect to windfall developments and the potential identification of new greenfield sites through neighbourhood plans or application of rural exception policies at its surrounding villages has three main implications:
- Windfall development is expected to continue for the Trowbridge area for the foreseeable future;
 - Windfall sites have the potential to add to the cumulative pressures on the local bat populations. Greenfield development sites may contribute to both habitat and recreational pressures while pressures from brownfield housing sites are most likely to be restricted to recreational pressures alone;
 - Therefore, new sites must be catered for in the mitigation to be specified within this document.
33. This strategy will therefore provide guidance for sites coming forward as rural exceptions sites under core policy 44 and through neighbourhood planning. The location and number of such dwellings is difficult to predict and therefore a precautionary approach must be taken towards their mitigation. While the numbers coming forward can be expected to be relatively limited, all such sites will be subject to assessments to ensure compliance with the TBMS and the Habitats Regulations.
34. Development of commercial, employment and other non-residential schemes will also be subject to bespoke assessments. The principles established in this strategy for mitigating habitat loss will apply equally to such schemes but, depending on the nature of the scheme, their effects on recreational pressure are expected to be less significant.

3.2.5 Wiltshire Council Bat SAC Guidance

35. The Wiltshire Bat SAC guidance (Wiltshire Council, September, 2015) has been prepared jointly by Natural England (NE), Wiltshire Council and local experts and researchers. It is aimed at applicants, agents, consultants and planners involved in producing and assessing development proposals in the landscapes surrounding Wiltshire's most sensitive bat roosting sites which are protected by European wildlife legislation. The Wiltshire Bat SAC guidance sets out a requirement for adequate survey information, mitigation and compensation for bats in order to demonstrate that development proposals will not impact on the designated bat populations. The guidance applies to all types of development that are subject to planning control.
36. The Wiltshire Bat SAC guidance explains how development activities can affect Wiltshire's bat SACs and what must be done to avoid or mitigate any impacts. It aims to flag up the types and locations of development that present risks to the SACs so that the needs of bats can be taken into consideration as early as possible in order to avoid unnecessary delays to development projects.
37. This document must be read and interpreted alongside the Wiltshire Council Bat SAC Guidance. It has been written to complement the Guidance; **and does not supersede the policy requirements contained therein.**

3.2.6 Forthcoming Local Plan Review

38. Wiltshire Council has commenced the process of reviewing the WCS which identifies land for development for the period to 2026 (Wiltshire Council, November, 2017). The future document will be named the Wiltshire Local Plan and will identify additional land for development to meet housing requirements for the period 2016 to 2036.
39. The Wiltshire Local Plan Review is in its early stages and no decisions have yet been made on the future locations for growth and development. However, Trowbridge may need to accommodate additional new homes in rolling forward the plan period to 2036. It will be critical that assessment of impacts on important bat populations and provision for essential mitigation measures is factored in to any future allocation of housing for Trowbridge. It is intended that the scope and direction of travel for the TBMS will evolve to set out the mitigation required for Trowbridge bat populations in association with proposals in the Wiltshire Local Plan.

3.2.7 The Evidence Base

40. The evidence base on which this document has been founded includes the sources listed below:

- Bat data compiled from existing ecological consultant's survey reports, which have been submitted in support of a variety of planning applications for individual developments;
- Extensive bat surveys undertaken in support of the Ashton Park planning application 15/04736/OUT, including radio-tracking of ten Bechstein's bats associated with Green Lane and Biss Woods in 2013 (Pegasus Group, August, 2017). Volume Two of the Environmental Statement includes an analysis of Bechstein's bat data for the local area compiled from a variety of sources, including historic surveys within Green Lane and Biss Wood undertaken by Wiltshire Bat Group and historic data from the Westbury Bypass planning application in 2005/06 (Aspect Ecology, August 2017);
- Shadow Habitats Regulations Assessments undertaken by DTA Ecology on behalf of Wiltshire Council relating to the Ashton Park planning application 15/04736/OUT (DTA Ecology, Oct 2016) (DTA Ecology, July, 2017);
- Habitats Regulations Assessments undertaken by Wiltshire Council of the WCS and HSAP; and of the Ashton Park planning application 15/04736/OUT (WSP, February, 2012) (WSP, March 2013) (Wiltshire Council, April 2014) (Wiltshire Council, June, 2017) (Wiltshire Council, February, 2018) (Wiltshire Council, May, 2018);
- Data obtained from the Wiltshire and Swindon Biological Records Centre (WSBRC);
- Evidence and views obtained from a small consultative group of local expert batworkers;
- Castlemead S106 Ecology Monitoring reports undertaken at Green Lane and Biss Woods in 2014, 2015, 2016 (Cohen), 2017 (Cohen), and 2018 (Cohen) on behalf of WWT
- Further contextual information on the key bat species in Wiltshire and the Trowbridge area taken from the Wiltshire Mammal Atlas (Harris G. L., March 2017); and
- A Footprint Ecology Report (Footprint Ecology, November 2018) was commissioned by Wiltshire Council to consider recreation pressures on the nature conservation interest of woodland near to Trowbridge. The report includes the findings from a visitor survey of the East Trowbridge woods and other Trowbridge greenspaces, including information on levels of current use of different sites, why people choose different sites and what management might work to influence and change people's access patterns. The report also presents the results from semi-structured interviews with selected stakeholders to supplement the information from the face-face survey, to understand current issues with management of the woods and opportunities. Finally, the report contains a literature review which identifies issues relating to recreation use/urban effects on woodlands, focusing on bats and also reviews particular approaches to mitigation (exclusion zones and alternative greenspace).

4 WHAT THIS DOCUMENT SEEKS TO DO

41. The TBMS is aimed at developers, consultants and local authority planners involved in assessing development proposals in the landscapes in and surrounding Trowbridge.
42. The overall aim is to provide a clear and detailed approach to considering impacts of development in the Trowbridge area on the Bath and Bradford on Avon Bats SAC. This will help inform strategic planning for the area's future housing needs.
43. The strategy will comprise a component of the development management process, to be considered in line with relevant policies listed above. It should be read alongside the Wiltshire Bats SAC Guidance (Wiltshire Council, September, 2015), or later revision of the same, and seen as a detailed local supplement to this document.
44. This version of the TBMS has been prepared to support the WHSAP and development in accordance with Core Policies 2 and 29. It is also intended that the scope and direction of travel for this document will evolve alongside the emerging Local Plan Review.
45. The status of the strategy as a Supplementary Planning Document (SPD) will help influence and provide guidance on the acceptability of development, including proposed mitigation. The National Planning Policy Framework (glossary) defines SPD as: *“Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan”*. Accordingly, this strategy is intended to provide further detail and guidance with respect to Core Policies 29 (Spatial Strategy: Trowbridge Community Areas) and 50 (Biodiversity and Geodiversity) within the Wiltshire Core Strategy.
46. This strategy sets out:
 - spatial areas (or Bat Sensitivity Zones) where development could have an effect on the SAC and trigger the requirements of the Habitat Regulations. It is those areas to which this strategy relates.
 - survey requirements for bats and lighting that will be expected for development proposals located within the Bat Sensitivity Zones.
 - basic mitigation standards and principles that will be expected for development proposals located within the Bat Sensitivity Zones.
 - requirements for landscape-scale, strategic mitigation to support development proposals, covering both the impacts on core bat habitat; and recreational pressures on key bat sites. Key measures are identified, together with any funding required to implement the strategic mitigation.
 - the mechanism for implementation of strategic mitigation – namely developer contributions via section 106 legal agreement or through Community Infrastructure Levy (CIL) payments.
47. This strategy is based on best practice and learning from similar areas such as North Somerset and Mendip Bats Special Areas of Conservation (SAC) guidance (North Somerset Council, January 2018) and the best scientific information available at the time of writing the strategy. It has been developed with input from Natural England and will be kept under review with updates issued in light of new evidence coming forward.
48. Throughout this document the term 'core bat habitat' is used to distinguish habitat which has been shown through surveys, or is otherwise assumed, to be used by one or more of the SAC bat species and which is therefore required to be retained, protected and buffered in accordance with this strategy. It also refers to habitat which is proposed to be created as a mitigation or enhancement for SAC species. 'Bat habitat' is used more broadly to refer to any habitat which may be used by any species of bats, the importance of which will require separate specific assessment but is not a key consideration within this strategy.

5 BAT ECOLOGY

5.1 Bat ecology – general

49. Bats have a complex life-cycle in which they rely on a network of different sites for roosting throughout the year. Hibernation and maternity roosts are the most critical, but a series of other “transitory” roosts are also used as bats move around from one area to another, using different food sources from a variety of habitats as the seasons unfold. “Swarming” sites where bats congregate for socialising and mating in the autumn (and to a lesser degree also in spring) are also vitally important for maintaining populations. The roost network used by the SAC species throughout the year can include a wide range of features including:

- Mines, shafts and adits
- Caves
- Culverts and tunnels
- Buildings – particularly loft voids and cellars
- Trees – rot holes, flaking bark, woodpecker holes

50. Foraging areas used by bats vary between species and throughout the year and include a wide range of habitats which support their invertebrate prey. Suitable semi-natural habitats such as woodlands, mature hedgerows, grazed pasture, rough grassland, watercourses and wetlands closest to bat roosts are most likely to be important to the bat populations, particularly for juveniles, however some species are highly mobile and may forage several kilometres from their roosts on a regular basis.

51. In order to migrate between the network of summer, winter and transitory roosts, and commute to and from their numerous foraging areas, bats use established ‘commuting corridors’. Although bats are capable of crossing (and frequently do cross) large open areas, good quality connective habitats are preferred. These are generally well vegetated, sheltered linear features that provide direct routes between foraging areas and roosts. They generally provide some protection from predators; and the sheltered conditions also ensure that the bats use less energy in flight rather than flying into the wind. Such connective linear habitat includes:

- Hedgerows, stone walls and tree lines
- Woodland edges and scrub belts
- Riparian corridors e.g. rivers, stream, brooks, canals etc
- Embankments and cuttings e.g. railways, roads, visibility bunds etc.

5.1.1 Impacts of lighting on bats

52. Artificial lighting is known to have severe impacts on bats, acting through a range of different mechanisms (Stone E. , 2013). Light falling on a bat roost exit point, regardless of species, will at least delay bats from emerging, which shortens the amount of time available to them for foraging. As the main peak of nocturnal insect abundance occurs at and soon after dusk, a delay in emergence means this vital time for feeding is missed. At worst, the bats may feel compelled to abandon the roost. Bats are faithful to their roosts over many years and disturbance of this sort can have a significant effect on the future of the colony.

53. In addition to causing disturbance to bats at the roost, artificial lighting can also affect the feeding behaviour of bats and their use of commuting routes. There are two aspects to this: one is the attraction that short-wave length light (UV and blue light) has to a range of insects; the other is the presence of lit conditions.

54. Many night-flying species of insect are attracted to lamps that emit short wavelength component (Bruce-White, 2011). Studies have shown that, although noctules, serotines, pipistrelle and Leisler’s bats, take advantage of the concentration of insects around white street lights as a source of prey, this behaviour is not true for all bat species. The slower flying, broad-winged species, such as long-eared bats, barbastelle, greater and lesser horseshoe bats and the *Myotis* species

(which include Brandt's, whiskered, Daubenton's, Natterer's and Bechstein's bats) generally avoid external lights (Bat Conservation Trust, 2009).

55. This means that light that spills onto bat commuting routes or foraging areas can cause avoidance behaviour by some light-sensitive species (including greater horseshoe, lesser horseshoe and Bechstein's) and isolate or fragment habitat in the landscape (Stone E. , 2013). This will mean that bats may be forced to abandon foraging areas or commuting routes for sub-optimal habitat (which may ultimately result in abandonment of roosts if that alternative habitat is insufficient to sustain the colony). Lighting can be particularly harmful if it illuminates important foraging habitats such as river corridors, woodland edges and hedgerows used by bats. Studies have shown that continuous lighting along roads creates barriers which some bat species cannot cross (Fure A. , 2012).
56. It is also known that insects are attracted to lit areas from further afield. This could result in adjacent habitats supporting reduced numbers of insects, causing a further impact on the ability of light-avoiding bats to feed.
57. The introduction of new lighting is therefore a significant issue for greater horseshoe, lesser horseshoe and Bechstein's bats.

5.2 Bechstein's bat

58. The information on Bechstein's bat ecology and local distribution has been obtained from several main sources:
 - Aspect Ecology (August 2017) (within Pegasus Group, Ashton Park, Trowbridge Environmental Statement Volumes 1 & 2). Report in respect of Bechstein's Bats (including results of the 2013 radio-tracking study).
 - Harris, G and Purgle, L (March 2017). Wiltshire Mammal Atlas Second Edition.
 - Cohen, K. (2017). Castlemead s.106 Ecology Monitoring Report: Green Lane & Biss Woods 2016.
 - Cohen, K. (2018). Castlemead s.106 Ecology Monitoring Report: Green Lane & Biss Woods 2017.
 - Cohen, K. (2019). Castlemead s.106 Ecology Monitoring Report 2018 surveys: Green Lane and Biss Woods

5.2.1 Ecology

59. A medium-sized bat, with a grey-brown dorsal surface and pale belly, the Bechstein's bat is usually easily distinguished from other species by the very long ears which extend beyond the nose when pushed forwards over the muzzle. The Bechstein's bat inhabits wooded landscapes across Europe, from southern England to central Europe and the Balkans, east to the Black Sea, Iran and the Caucasus, typically utilising broad-leaved woodlands, often with watercourses.
60. The Bechstein's bat is considered generally rare throughout its Great Britain range, sparsely distributed, and considered one of Great Britain's rarest mammals in part due to genuine scarcity but also a result of difficulties in achieving reliable surveys. In Great Britain, the species is restricted to southern England, with strongholds in southern counties, including Sussex, Hampshire and Dorset. British populations appear to favour mature deciduous woodlands with a high proportion of oak and ash species (Greenaway and Hill, 2004; Hill and Greenaway, 2008; Schofield and Mitchell-Jones, 2010), which offer a variety of natural roosting opportunities as well as providing important foraging habitat for this species; typically, larger woods are strongly favoured. However European populations also adopt beech woods and conifer woodlands where adequate under-storey is present.
61. The Bechstein's bat is difficult to differentiate from the other Myotis species through acoustic surveys and so trapping surveys with acoustic lures (such as the Sussex Autobat, Hill & Greenaway, 2005) are considered the most reliable survey method. This led to the national Bechstein's Bat Project, coordinated by Bat Conservation Trust, building upon the pilot studies of Dr David Hill and Frank Greenaway (Miller, 2011). In 2015 a joint postgraduate research project was launched by Exeter University and Vincent Wildlife Trust as a result of concerns over inbreeding of isolated populations (Wright, 2018). Whilst genetic diversity was found to be generally high across the species range, a differentiation was also found to exist between the northern and southern part of the Bechstein's range in the UK. The study reports that the absence of obvious

physical barriers such as mountain ranges between both populations suggests that anthropogenic barriers may explain the differentiation. These two projects underpin current knowledge about Bechstein's ecology in Britain.

5.2.1.1 Summer roosts

62. The Bechstein's bat typically spends the summer and breeds in roosts within woodlands, using cavities such as woodpecker holes and bat boxes. In addition, bats are rarely recorded roosting in buildings. Bechstein's bats have also been recorded roosting within hedgerow trees. Palmer et al. found such hedgerow trees to be well used even by maternity groups close to Grafton Wood where there are thought to be ample suitable potential roost cavities (Palmer, 2013). More recent studies associated with the Trowbridge woodlands and Bere Forest in Hampshire have also found maternity colonies associated with mature trees outside of woodlands (Keith Cohen *pers com*; Tristan Norton *pers com*).
63. Maternity colonies range from 10-50 females, rarely to 100 bats, exhibiting fission-fusion societies, i.e. they subdivide and recombine frequently, changing roosting sites every few days. The frequent splitting and regrouping means that at any one time the breeding colony is split between more than one roost and an occupied roost may not contain all the members of the colony. This strategy allows Bechstein's bats to be flexible according to roost availability and suitability, colonising a number of smaller roosts, where necessary. Radio-tracking studies have recorded Bechstein's bats switching roosts every 2-3 days (Schofield and Morris, 2000) although results of radio-tracking at Green Lane Wood suggest the maternity can remain in the roost for longer (Cohen 2017, Cohen 2018, Cohen *pers. comm.*). A single maternity colony can use up to 50 different roosts within a maternity season (Kerth and Koenig, 1999). Male Bechstein's bats typically roost individually or travel to different maternity roosts every year (Greenaway and Hill, 2004).
64. At a landscape scale, the location of roost sites appears to be broadly dictated by distance to individual foraging sites (see below). Bechstein's bats show strong fidelity to individual foraging areas, returning to the same sites on consecutive nights and even years regardless of roosting location (Kerth et al., 2001a) and as such, roosting sites are often located close to foraging habitat, minimising travel distance and therefore reducing the energetic cost of commuting between roosts and foraging areas (*ibid.*)

5.2.1.2 Summer home range and foraging behaviour

65. Bechstein's bats have been recorded foraging mainly in deciduous woodland with a closed canopy (Schofield and Morris, 2000; Fitzsimons et al., 2002; BCT, 2011). Preferred woodland foraging habitats used by Bechstein's include those with a predominance of oak and ash in the woodland canopy, a dense understory with a predominance of native species including hazel and hawthorn and large areas of contiguous woodland (either in one block or several smaller connected areas), of at least 25ha (BCT, 2011). This estimate of 25ha as a minimum viable range has been taken from this model which assumed a minimum viable population of 25 breeding females each requiring 1ha of foraging territory.
66. A number of studies have also recorded foraging sites to be located within woodland in close proximity (up to 1 km) of water (Schofield and Morris, 2000; Fitzsimons et al., 2002, BCT, 2011). Bats have also been shown to use overgrown hedgerows and tree lines for foraging (Schofield and Mitchell-Jones, 2010). Recent radio-tracking studies at the Forest of Bere in Hampshire found that bats were also regularly foraging over grazed pasture and within conifer plantations (Tristan Norton, *pers com*). That Bechstein's bats forage beyond the confines of the roost woodland, utilising the wider landscape, has been replicated by a number of recent radio tracking studies (e.g. Palmer et al., 2013 in Worcestershire and Cohen 2017, 2018, 2019 in Trowbridge).
67. In order to exploit all of the foraging resources available, Bechstein's bats forage throughout the vertical strata of the woodland or mature tree line, from close to the ground to high up in the canopy, catching insect prey both during flight (aerial hawking) and through gleaning invertebrates from the surface of vegetation (Schofield and Morris, 2000; Altringham, 2003; Dietz et al., 2007; Schofield and Mitchell-Jones, 2010). The diet of Bechstein's bats changes throughout the season according to prey availability, whilst faecal analysis has recorded evidence of moths, beetles, crane flies, grasshoppers, dung flies, lacewings and non-flying arthropods such as spiders (Wolz, 1993, referenced in Kerth et al.,

2001a; Altringham, 2003; Dietz et al., 2007). The presence of dung flies in the diet of Bechstein's bat also lends weight to the use of grazed pasture (potentially in a parkland setting) by foraging Bechstein's bat (Tristan Norton, *pers com*).

68. Individual Bechstein's bats typically forage within their own distinct core foraging territories, largely but not always separate from those of neighbouring bats (Kerth et al., 2001a; Greenaway and Hill, 2004). As a result, some Bechstein's bats will travel greater distances from the same roost, through areas of suitable foraging habitat, in order to reach their own individual core foraging site. Studies have thus recorded bats travelling on average between 0.5km and 1.5km from roosts to foraging sites, although distances of up to 4km have been recorded in some instances (Steinhauser, 2002; Boye and Dietz, 2005) and by bats radio tracked as part of the monitoring study undertaken for the Castlemead development at Trowbridge (Cohen, Castlemead s.106 Ecology Monitoring Report: Green Lane & Biss Woods 2016, 2017)
69. Research on foraging Bechstein's bats in the UK has recorded a range of different core foraging ranges, from 0.08ha in a 156ha deciduous woodland in Sussex up to 103.27ha in Worcestershire (Fitzsimons et al., 2002; Palmer et al., 2013). Studies in extensive deciduous woodlands in Europe, which may represent optimum habitat conditions, have recorded smaller territory sizes of approximately 20 ha (Kerth et al., 2001a).

5.2.1.3 Flightlines

70. Studies in Sussex (Greenaway and Hill, 2004; Hill and Greenaway, 2006) reported that female Bechstein's bats generally stay under the canopy of woodland and dense hedgerows when commuting and foraging, which is consistent with the behaviour of other bat species (Entwistle et al., 1996; Brandt et al., 2007). However, radio-tracking studies in Wiltshire (Cohen 2017, 2018, 2019) Dorset (Schofield and Morris, 2000), the Isle of Wight (Ian Davidson-Watts, *pers.comm.*), and Worcestershire (James Hitchcock / Eric Palmer, *pers. comm.*) have reported observations of bats moving directly across open fields or farmland when travelling from, or returning to, roost sites and foraging areas.
71. In addition, a number of studies in the UK have recorded Bechstein's bats crossing roads, including the A422 in Worcestershire (Palmer et al., 2013) and the A350 in Trowbridge (Cohen 2017, 2018, 2019). Radio-tracking studies undertaken in woodlands in the vicinity of Trowbridge, including Green Lane Wood and Biss Wood, have recorded bats crossing the A350 (Laurence, 2003; Laurence, 2007, Aspect Ecology, August 2017, Annex 4). Although Bechstein's bats have been recorded crossing roads, there is evidence that for larger roads, such as motorways there may be a barrier effect (Kerth and Melber, 2009). In the vicinity of such roads, it is likely the retention of cluttered habitat is particularly important, to maintain habitat linkages.

5.2.1.4 Hibernation roosts

72. During winter in the UK, a small number of Bechstein's bats have been recorded hibernating in caves and mines. However, hibernating Bechstein's bats are rarely observed within the SAC mines, and it is unclear if these mines are a main hibernation site for them, although some individuals are likely to be hidden from view in narrow and inaccessible crevices. It is thought that Bechstein's bat is likely to utilise both underground sites (mines, caves, etc.) and woodland hibernation sites, such as deep holes or cavities within deciduous trees, and thus may remain in the breeding woodlands all year round.

5.2.1.5 Autumn swarming

73. In autumn, Bechstein's bats travel to swarming sites (which may be located some distance from their habitual summer foraging areas). There is evidence to suggest that swarming behaviour is a mating event (Kerth et al., 2002), where bats will chase one another, particularly at cave or mine entrances which are known hibernation sites for the species. The reason for swarming behaviour in bats is not fully understood. However, theories include social learning (i.e. swarming behaviour teaches juveniles to become familiar with suitable winter roost sites); and increasing genetic diversity (i.e. congregation of bats at autumn swarming increases the number of potential mates, which provides opportunities for genetic mixing between populations). Bechstein's bats tagged at swarming have been recorded returning to their maternity sites at the end of the night, rather than being temporarily resident near / at the underground sites (Dekeukeleire, 2016).

5.2.2 Local context

74. Records of Bechstein's bat within Wiltshire include a number of hibernating bats within a series of caves and mines in the West of Wiltshire located approximately 8 - 12km from Trowbridge (JNCC, 2011). These caves also support large numbers of hibernating greater horseshoe and lesser horseshoe bats and as such have been designated as the Bath and Bradford on Avon Bats SAC. Hibernating Bechstein's have also been recorded in Chilmark Quarries SAC.
75. Box Mine SSSI (a component site of the Bath and Bradford on Avon Bats SAC) is also an important site for swarming Bechstein's which is likely to be frequented by bats whose core ranges are a considerable distance from the site. Bechstein's bats are regularly recorded during autumn swarming trapping surveys at a range of stone mines within the Bath & Bradford on Avon Bat SAC (40 records amounting to a total of 184 individual Bechstein's bats trapped and ringed during this time). Whilst the swarming function is not a qualifying feature of the SAC, it is nonetheless a vital element of the ecology of Bechstein's bat.
76. Ringing records obtained from Dr Danielle Linton have confirmed links between bats swarming at Box Mine and three additional sites in Wiltshire (the maternity colonies at Green Lane and Biss Woods, Trowbridge; and a roost at Drews Pond Wood Local Nature Reserve (LNR), Devizes). These ringing records confirm a functional link between the Bechstein's bat roosts in Green Lane and Biss Wood and the Bath and Bradford on Avon Bats SAC; and it is therefore inferred that Bechstein's bats annually migrate between the SAC and other hibernation and breeding sites that constitute the wider SAC network. Other swarming sites such as Gripwood, that are not part of the SAC, are also recorded as being visited by ringed Bechstein's bats from Green Land and Biss Woods (Linton / Cohen *pers. comm.*); individual populations of swarming bats of other species have been found to have high fidelity to individual swarming sites and as such each site has value to a distinct bat population (Dekeukeleire, 2016).
77. Wiltshire has seen extensive study in recent years on Bechstein's bats, focused in particular upon the breeding populations at Trowbridge, particularly the long-term studies at Green Lane Wood and Biss Wood, following their discovery here in 1999. A summary of the known habitat use and behaviour of the Bechstein's bat population in the Trowbridge area is provided below, mostly taken from the Aspect Ecology Environmental Statement (amended in 2017) (Pegasus Group, August, 2017):
- A number of tree roosts (most commonly woodpecker holes and rot holes) and bat box roosts have been recorded during radio tracking studies. The majority of these were located within woodland blocks, however, some day roosts were recorded outside the main woodlands, the most notable of which comprised a hedgerow tree located some 500m north of Green Lane Wood (with 100+ bats recorded emerging in 2016) (Cohen, Castlemead s.106 Ecology Monitoring Report: Green Lane & Biss Woods 2016, 2017)
 - Based on the observed regular use of roosts, together with the recorded ranging distances of individual bats and the flight behaviour of radio tracked bats, it is considered likely that the Bechstein's bats in the local area belong to several 'sub-colonies' associated with particular woodlands, namely Green Lane Wood-Stourton Plantation; Biss Wood; Church Lane; Woodside Wood; Clanger Wood; Round Wood; and Picket Wood (see Figure 3 below);
 - The sub-colonies appeared to form relatively distinct female maternity groups. However, low levels of sub-colony mixing were recorded, with individuals recorded to move between various woodlands during the 2013 radio-tracking study and from previous survey work undertaken by other parties (as reported in Aspect Ecology (August 2017) e.g. Laurence, 2003; Laurence, 2004; Billington, 2006; Laurence, 2007). On this basis, all of the sub-colonies are considered likely to form one large and semi-linked meta-population across the local area and the local population is conjectured to be between 350 and 700 bats (Aspect Ecology, August 2017). Natural England has confirmed that this is one of the largest known Bechstein's breeding populations in the country and on this basis is currently considering whether to notify the woodlands as SSSI. It is possible that further sub-colonies which form part of the larger meta-population may be discovered with further research work. For example, radio tracking by the Wiltshire Bat Group during the period 2003 to 2006 also found Bechstein's tree roosts at Kennel Wood, wooded copses associated with Rood Ashton Manor and near East Town;
 - The recorded summer home ranges for radio tracked bats in the Trowbridge landscape in 2013 are particularly large in comparison to those reported in other radio-tracking studies in Worcestershire, Sussex and Dorset

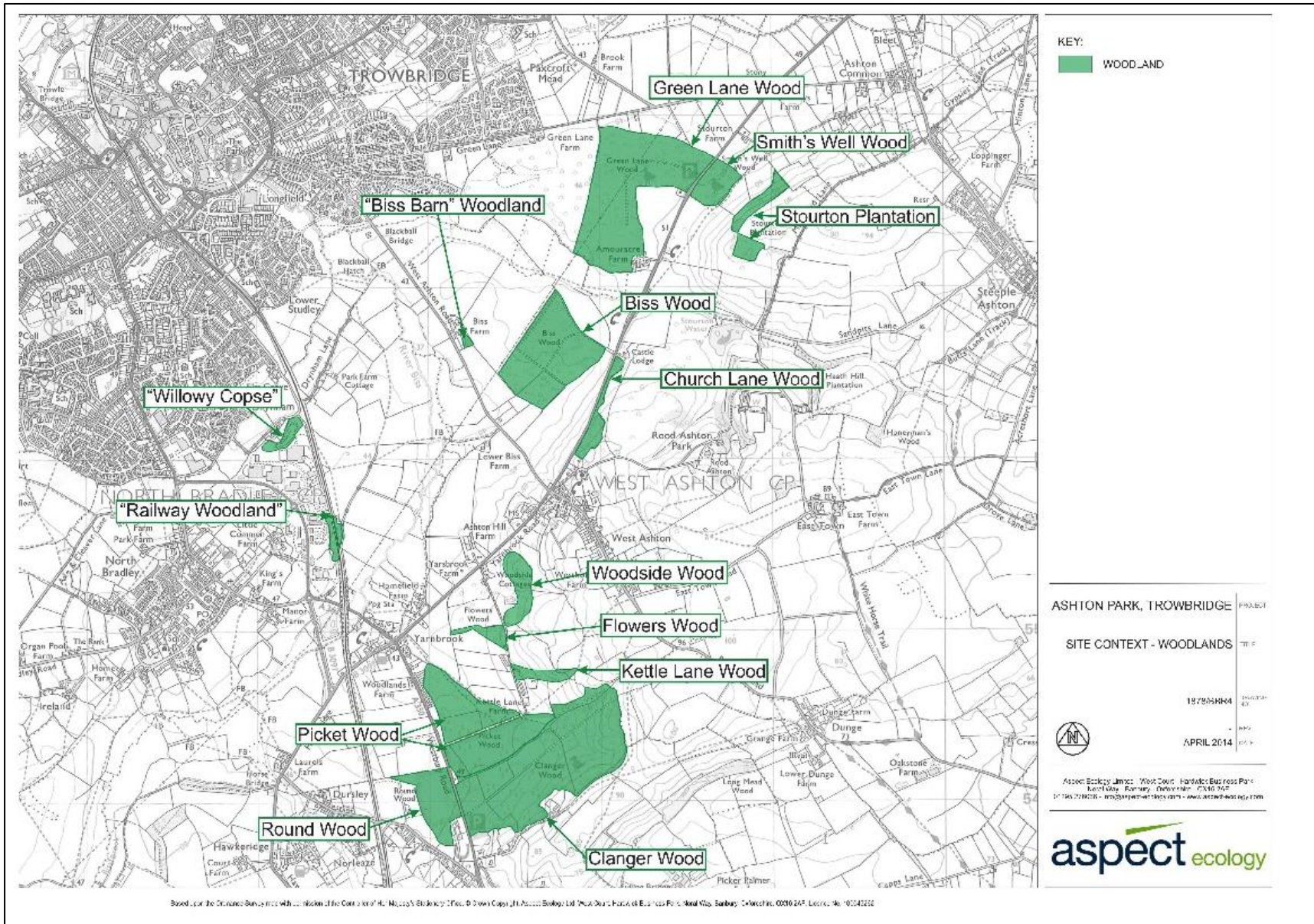
(recorded as an average of 150 ha, although ranging from 35 to 445 ha for individual bats) (Fitzsimons et al., 2002; Palmer et al., 2013). Further, the size of core foraging and feeding ground range was also recorded to be markedly higher, averaging 6.18ha and 55.52ha, respectively. Bats will only utilise as much habitat as is necessary to meet their foraging needs; and the larger summer ranges recorded for this population are likely to be due to the fragmented and sub-optimal nature of the wooded landscape, forcing bats to expand their summer home and foraging ranges in order to meet their foraging needs;

- The majority of foraging was recorded within and immediately adjacent to woodlands in the local area. However, the radio tracked bats were also recorded to make use of non-woodland habitats for foraging in the form of the River Biss corridor and occasionally hedgerows, varying in structure and composition, ranging from relatively dense outgrown hedgerows to box-cut hedges; two bats also foraged over cattle in farm sheds. Two bats radio tracked in 2016 travelled as far north as the Kennet and Avon Canal and spent time foraging along the canal (Cohen, Castlemead s.106 Ecology Monitoring Report: Green Lane & Biss Woods 2016, 2017)
- The results of the radio-tracking study undertaken in 2013 indicate overlap in core foraging areas, between several bats. There is research evidence to suggest that there is a direct link between relatedness and the level of overlap of core foraging areas, indicating maternal inheritance of core foraging areas (Kerth et al., 2001a). On this basis, the considerable overlap in core foraging areas recorded, could indicate relatedness between the bats concerned. However, overlapping home ranges could also be an indication of the limitations of local foraging habitats;
- In 2013, relatively high-level foraging use of 'Willow Copse' (a young deciduous plantation woodland, likely to have originated from the 1980s) was made by one radio tracked bat. Similar use of a young plantation sycamore copse to the north west of East Town was recorded by a female Bechstein's bat radio tracked in September 2003 by Wiltshire Bat Group. The level of use made of such young plantation woodland raises the possibility that Bechstein's bats can gain significant sustenance from such small young new woodlands, a finding which could have important benefits for the maintenance and enhancement of this species at this site and across its range;
- Radio tracked Bechstein's bats in 2013 were recorded as using a range of (predominantly linear) habitat features for commuting, including the River Biss corridor, hedgerows, tree lines, woodland edges and the railway line. All linear features comprised dark unlit corridors. The linear features are likely to be important to provide connectivity between areas of optimal woodland habitat, such that the Bechstein's bats are likely to utilise these linear features out of necessity to maintain sufficient summer home ranges and to access the optimal roosting and foraging habitat available;
- All ten radio tracked Bechstein's bats in 2013 were recorded to cross roads, including the A350. The majority of individuals in this study were recorded to commute along linear features, in the form of hedgerows and tree lines, leading up to the A350. As well as crossing the unlit A350, Bechstein's bats were recorded to cross Bratton Road in West Ashton, lit by orange, low pressure sodium lights. In 2016 and 2017, bats were regularly recorded crossing Ashton Road adjacent to the junction with Green Lane, and in 2016 two bats also crossed the A361 east of Trowbridge (Cohen, Castlemead s.106 Ecology Monitoring Report: Green Lane & Biss Woods 2016, 2017)
- Radio tracking studies have shown foraging and night-roost use of parkland and hedgerow trees, mainly mature oaks, within fields near to the core woods (<1km) (Cohen, Castlemead s.106 Ecology Monitoring Report: Green Lane & Biss Woods 2017, 2018) (Cohen, Castlemead s.106 Ecology Monitoring Report: Green Lane & Biss Woods 2016, 2017) Similar observations have been recorded by other recent radio tracking studies e.g. at Grafton Wood (Palmer, 2013)

Figure 3 Woodland habitat utilised by the local Bechstein's 'meta-population', reproduced from (Aspect Ecology, August 2017)

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Persimmon Homes Wessex.

5.3 Greater horseshoe bat

5.3.1 Ecology

78. The following information on greater horseshoe bat ecology and local distribution has been obtained from two main sources:
- Harris, G and Purgle, L (March 2017). Wiltshire Mammal Atlas Second Edition; and
 - North Somerset Council (January 2018). North Somerset and Mendip Bats Special Area of Conservation (SAC) Guidance on Development: Supplementary Planning Document
79. The horseshoe bats can be distinguished from other British bats by the 'noseleaf', which is thought to act as an 'acoustic lens', focusing echolocation pulses that are emitted from the nose. The greater horseshoe bat is the largest European horseshoe species. When roosting, they hang free with the wings enfolding their body, resembling small pears. They are long-lived animals and individuals have been known to live for up to 30 years. Greater horseshoe bats were originally cave dwellers, but most maternity colonies today are in buildings, choosing sites with large entrance holes which the bats can fly through with access to open roof spaces warmed by the sun. Greater horseshoe bats require a number of night roosts in the landscape near to the maternity roost (usually up to 4 km, but exceptionally up to 14 km) for resting between foraging bouts.
80. In winter, the greater horseshoe bat uses a series of caves, disused mines, cellars and tunnels as hibernation sites. These sites can be some distance from the breeding roost (> 50 km). Hibernation is interrupted between once a day and once every 6-10 days (depending on the temperature and time of year) to feed near the cave entrance or change roost site. Transitional roosts used during the spring and autumn are important staging posts for the population moving between breeding and hibernation roosts.
81. Greater horseshoe bats require a diverse habitat mosaic, including:
- **grazed pastures** are critical foraging habitat for greater horseshoes. Cattle are preferred to smaller grazers, since they create the ideal structural conditions for perch-hunting bats in hedgerows and woodland edge. Large dung beetles, *Geotrupes* spp., can provide a major dietary component of greater horseshoe bats. Most favour cattle dung, but some also use sheep dung; and *Aphodius* dung beetles live in cow, sheep and horse dung. Short grazed habitat, such as produced by sheep, also benefits *Melontha* and *Tupilid* species which require short grass to oviposit. Within 1 kilometre of the roost the presence of permanent grazed pasture is critical for juvenile greater horseshoe bats. A high density of grazing animals should be present giving high presence of dung.
 - **mature semi-natural woodlands** including riparian woodland. Rides and footpaths are used by greater horseshoe bats when flying in woodland feeding areas. Grassy rides and glades in woodland increase the range of food and provide opportunity for perch hunting. Woodland supports high levels of moth abundances. Macro (and micro) moths are densest where there is grass or litter, less so where there are ferns, moss, bare ground or herbs. They are richer where there is native tree diversity and trees with larger basal areas. Species such as oak, willow and birch have large numbers of moths, whereas beech has small numbers even when compared to non-native species such as sycamore. Uniform stands of trees are poorer in invertebrates than more diversely structured woodland.
 - **other grasslands**, including meadows kept for hay and silage; and flower-rich grasslands on road verges, grassy embankments and brownfield sites. Longer swards benefit the larvae of noctuid moths, for example, the main moth species eaten by greater horseshoe bats associated with the maternity roost at Woodchester Mansion, Gloucestershire are all species associated with grassland habitats, including large yellow underwing, small yellow underwing, heart and dart and dark arches (Ransome, 1997);
 - **scrub**, for example, Billington (Billington G. , 2000) recorded frequent foraging use of scrub habitat, particularly Buddleia scrub within disused quarries, during radio tracking carried out for the Mells Valley SAC in June. However, large areas of continuous scrub are likely to be avoided by greater horseshoe bats.

- **well-developed hedgerows or lines of trees.** Larger hedgerows are required for commuting as well as foraging. Substantial broad hedgerows with frequent emergent trees can provide suitable structure for foraging conditions for greater horseshoe bats if woodland is scarce; and
 - **watercourses.** Tipulid larval development is favoured by damp conditions. Therefore, any aquatic environments and/or marshes can provide a secondary prey source. Aquatic environments could also favour the production of caddis flies in certain months, such as May and late August / September when other food supplies may be erratic. There is significant caddis fly consumption at roosts close to extensive river or lake habitats (Ransome, 1997). Extensive use of the Bristol Avon by greater horseshoes was recorded during radio tracking in the Bradford on Avon area (Fiona Mathews, pers. com.); and in Devon the River Dart, a large river system, mostly banked by broadleaved woodland was also found to be a key habitat (Billington G. , 2003).
82. These habitats are not used consistently throughout the year but change with the seasons. Woodlands and pasture adjoining wood are used in spring and early summer. As summer progresses, feeding switches to areas further away and tends to be fields used for grazing cattle and other types of stock. Meadows that have been cut and where animals are grazing are also used. A balance of woodland and pasture of about 50% and 50% provides optimum resources for greater horseshoe bats.
83. Dietary analysis of greater horseshoe bat droppings shows that this species is conservative in its food sources and there are three main prey items: cockchafer *Melolontha melolontha*; dung beetles *Aphodius* sp. (Coleoptera: Scarabaeidae); and moths (Lepidoptera). Of these moths form the largest part of the diet but the other two are important at certain times of year. Three secondary prey sources are also exploited: crane flies (Diptera: Tipulidae), ichneumonids (Hymenoptera: Ichneumonidae) of the *Ophion luteus* complex, and caddis flies (Trichoptera)
84. The preferred key prey in April for all bats that have survived the previous winter is the large dung beetle *Geotrupes*. In May, the preferred key prey is the cockchafer *Melolontha melolontha*. In June and early July, pregnant females feed on moths, their key prey at that time, and continue to do so after giving birth, until late August. Moth supplies usually fall steadily in August and September, due to phenological population declines, or rapidly at a particular dawn or dusk due to temporary low temperatures. If either happens, adult bats switch to secondary, single prey items, or combine moths with them. In very cold spells ichneumonids, of the *Ophion luteus* complex are consumed. They are common prey in October and through the winter as they can fly at low ambient temperatures.
85. Juvenile bats do not feed at all until they are about 29 or 30 days old, when they normally feed on *Aphodius rufipes*, which is their key prey. This dung beetle species is a fairly small (90mg), easily-caught and usually abundant prey, which reaches peak numbers at the time that the young normally start to feed in early August.
86. Favoured prey is caught on the wing or by gleaning prey from the surface of vegetation; flight is typically slow and often low above the ground. Greater horseshoe bats also frequently use a 'sit and wait' tactic whilst hanging from twigs and small branches within the vegetation, 'watching' from a regular perch and flying out to take passing insects.

5.3.2 Local context

87. The following information has been taken from Mammals in Wiltshire, Second Edition (Harris G. L., March 2017) with supplementary local contextual information added where appropriate.
88. Only two maternity roosts are currently confirmed in Wiltshire at the time of writing (September, 2018): one in Box Mine SSSI and the other at a residential property in Westbury Leigh. Note that Iford Manor SSSI lies adjacent to the county boundary, just outside Wiltshire – this is one of the largest maternity colonies in Great Britain.
89. During 1996-2016 over 4100 records of greater horseshoe bats had been submitted, of which over 3500 records relate to hibernation counts at Bath and Bradford-On-Avon Bats SAC and a lesser number at Chilmark Quarries SAC. Ongoing hibernation counts at sites within, and associated with, the Bath and Bradford-on-Avon SAC, coordinated by Dr Fiona Mathews and Wiltshire Bat Group, have confirmed that these sites continue to support significant numbers of greater horseshoe bats, and furthermore, ringing studies are now providing an insight into how individuals move regularly

between sites during the winter. An approximate total of 19 separate hibernation sites (the large Box Mine complex has been treated as a single site) are represented in the records. Low numbers have been captured at some of these hibernation sites during autumn swarming surveys indicating that they are also used as mating and/or transitional roosts. Box Mine SSSI is also subject to more detailed monitoring, formerly by Ian Davidson-Watts, latterly by Roger Martindale, whose more extensive surveys of the complex yield higher counts at this location. Sites monitored in the Bath and Bradford on Avon SAC offer a 10-year peak mean of 414 greater horseshoe bats, with Box Mine SSSI supporting the majority of these. Peaks between winters and sites vary according to weather conditions and disturbance, with Box Mine alone ranging from 6 to 629 bats recorded during the period 2005/06 to 2015/16. More detailed analyses are required so these figures are provisional.

5.4 Lesser horseshoe bat

5.4.1 Ecology

90. The lesser horseshoe bat is the smallest European horseshoe species and when roosting they hang free with the wings enfolding their body, resembling small plums. Lesser horseshoe bats mainly roost in buildings that allow uninterrupted flight access during the summer months, often with stone walls and slate roofs. Maternity roosts are typically associated with buildings that offer a range of microclimates (e.g. attics, cellars and chimneys), thus allowing bats to shift location depending on the external temperature. Lesser horseshoe bats hibernate during the winter in underground caves, mines and cellars, which are humid and range between 4-12 degrees Centigrade. Hibernation roosts are typically within 5km of the maternity roost (maximum known distance 32km away).
91. Lesser horseshoe bats are specialised for foraging in cluttered environments, particularly woodlands, wooded riparian corridors, and mature treelines and hedgerows, feeding within or below the canopy, mainly taking small flying insects including diptera (flies including midges, gnats and dung flies), tipulids (crane flies) and lepidoptera (moths). Landscapes which are of most importance for lesser horseshoe contain a high proportion of woodland, parkland and grazed pasture, linked with linear features, such as overgrown hedgerows.
92. Woodland, particularly broad-leaved woodland, comprises the most important foraging habitat for lesser horseshoe bat. However, radio tracking research (Cresswell Associates, 2004) shows lesser horseshoe will forage over pasture, but cattle must be actively grazing the field. Once cattle are removed from a field foraging by lesser horseshoe bats ceases immediately. However, pasture in such use offers a valuable and predictable food source at a time of year when bats are energetically stressed (pre- to post-weaning), because they are feeding their young. Scatophagidae (dung flies) can be one of the major prey categories in the diet of lesser horseshoe bats; and the larvae of the yellow dung-fly *Scatophaga stercoraria* develop in cattle dung. The presence of pasture is also indispensable to the larval stage of development for certain species (Tipulids), which form a significant proportion of the prey hunted by lesser horseshoe bats.
93. Lesser horseshoe bats fly an average of 2km per night from roosts during the summer. Band widths for foraging lesser horseshoe bats during the summer are derived from radio tracking studies. Knight (Knight T. , 2006) found that the maximum distance travelled in one night in a lowland area in North Somerset was 4.1km for an adult female and 4.5km for a nulliparous female. The mean maximum range was 2.2km. Bontadina et al (Bontadina, 2002) found a similar maximum foraging range; and recommended that conservation management should be concentrated within 2.5km of the roost with special consideration within 600 metres of the roost where the colony foraged half the time.
94. Lesser horseshoes exhibit multi-modal behaviour and fly for just over 50% of the night, resting after each foraging bout in night roosts, which appear fundamental to the conservation of lesser horseshoe bats, particularly during pregnancy and lactation (Knight T. , 2006).

5.4.2 Local context

95. The following information has been taken from Mammals in Wiltshire, Second Edition (Harris and Linham, 2017) with supplementary local contextual information added where appropriate.

96. During 1996-2016 a total of 925 records of lesser horseshoe bats had been submitted, of which 186 relate to hibernation counts at sites within the Bath and Bradford-On-Avon Bats SAC and 23 at Chilmark Quarries SAC. Ongoing hibernation counts continue at sites within, and associated with, the Bath and Bradford-on-Avon SAC, coordinated by Dr Fiona Mathews and Wiltshire Bat Group. Of the records from the Bath and Bradford-on-Avon Bats SAC, Box Mine SSSI supports significant numbers of hibernating lesser horseshoe, with hundreds of bats regularly recorded. Several other disused limestone quarry hibernation sites feature in the records in the vicinity of the Bath and Bradford on Avon Bats SAC.
97. Forty-eight of the recorded roosts within Wiltshire comprised maternity roosts of which several were in the area around Bradford on Avon, Corsham and Trowbridge (thereby close to known hibernation sites). The recent finding near Green Lane Wood of a ringed lesser horseshoe bat ringed during swarming surveys at Gripwood in Bradford-on-Avon (referenced in Cohen, 2017), suggests there may be a functional link between the SAC and woodlands around South Trowbridge for lesser horseshoe bats.

6 BAT SURVEY REQUIREMENTS FOR DEVELOPMENT

98. The Wiltshire Council Bat SAC Guidelines (2015) set out general requirements for bat surveys in association with development and these should also be referred to. A series of additional survey requirements that must be adhered to within the area covered by this Strategy have been set out below.

6.1 General survey requirements

99. Early support and engagement with ecological consultees (including Wiltshire Council and Natural England) is critical to ensure that survey and mitigation scope are adequate. Use of the Council's pre-application service is recommended.
100. Within all Bat Sensitivity Zones (see Section 7 below), a licensed bat ecologist should be commissioned to carry out a preliminary visit and desk study to assess the risk and the need and scope of further survey work. **NB note that development of new sites in the Red Bat Sensitivity Zone is unlikely to be acceptable due to high impacts on the bat SAC populations – see Section 7 below.**
101. All bat survey work should be undertaken in accordance with the BCT Bat Surveys: Good Practice Guidelines. (Bat Conservation Trust, 2016).
102. Bat surveys are seasonally constrained. A substantial suite of surveys may take up to 12 months to complete and should therefore be programmed into the project delivery plan at an early stage to avoid delays.
103. Mating sites are often overlooked. A single bat in a roost is often considered to be of low conservation value, but actually could be essential to the favourable conservation status of the population if it is a male. Surveys in April and October can be critical to establishing whether the roost is a mating site and it may be necessary to trap bats to establish gender.

6.2 Lighting survey

104. Some of the technical information in this section has been reproduced with the kind permission of Bath and North East Somerset Council from their Waterways Design Guidance Protecting Bats in Waterside Development (Bath and North East Somerset Council, 2018).
105. In addition to the guidance set out in this section, it is expected that the approach to lighting for new development, including lighting survey, is undertaken in accordance with the guidance in (Bat Conservation Trust and Institution of Lighting Professionals, 2018) and (Gazaryan, S., and Meyer-Cords, T. (Eds) (2018).
106. The introduction of new lighting can result in adverse impacts to populations of Bechstein's, greater horseshoe and lesser horseshoe bat. It is therefore critical to maintain functional dark foraging habitats and commuting corridors for these species. In order to achieve this alongside new development, it will be essential that the bats and lighting issue is acknowledged and integrated into the design process from the outset, and in an iterative way. It should not be left to later design stages or be retrofitted into development proposals. In order to demonstrate that the development has been designed to accommodate light-sensitive bats, it will be necessary to provide the baseline lighting survey and modelling information set out below.
107. Early consultation with Wiltshire Council is required to establish the need for surveys of existing light levels on the proposed development site, however, it is anticipated that baseline lighting surveys will be required for all allocated sites within the WHSAP. An understanding of baseline illuminance levels will allow accurate comparisons to be undertaken during post development monitoring and compliance checks.
108. Where baseline lighting surveys are confirmed to be required in consultation with the Council, they must be undertaken by a suitably experienced and competent lighting professional (member of the Chartered Institution of Building Services Engineers (CIBSE), Society of Light and Lighting (SLL), Institution of Lighting Professionals (ILP) or similar). The lighting

professional should determine the appropriate number and location for sample readings to be taken, taking into account the habitats of value to bats on site and the potential need for the samples to be repeated post-development as closely as possible.

109. Baseline measurements should be taken systematically across the site or features in question. That is, they will need to be repeated at intervals to sample across the site or feature, either in a grid or linear transect as appropriate. At each sample location, a reading should be taken at ground level on the horizontal plane (to give illuminance hitting the ground). Vertical readings should also be taken at each sample location at 1.5m (to replicate the height at which horseshoe bats will typically fly); and at 4m (to replicate the height at which Bechstein's bats will typically fly). The orientation for vertical readings should be perpendicular to the surface/edge of the habitat feature in question (such as a wall or hedgerow) in order to produce a 'worst case' reading. Further measurements at other orientations may prove beneficial in capturing influence of all luminaires in proximity to the feature or principal directions of flight used by bats. This should be discussed in pre-application discussions with Wiltshire Council.
110. An appropriately high-quality light meter must be used which is V-Lambda and Cosine Corrected and the type of light meter used for the survey must be specified in a baseline survey report (e.g. Minolta T10). Measurements should always be taken in the absence of moonlight, either on nights of a new moon or heavy cloud to avoid artificially raising the baseline. Baseline surveys must be undertaken with all existing luminaires switched on and undimmed, and where possible, with all internal lighting switched on and with blinds or screens over windows removed. Where possible, measurements should be taken during the spring and summer when vegetation is mostly in leaf, in order to accurately represent the baseline during the principal active season for bats and again to avoid artificially raising the baseline.
111. A horizontal illuminance contour plan (isolux plot) should be prepared by the lighting professional, plotted at ground level. Vertical illuminance contour plots for 1.5m above ground level and at 4m above ground level, or similar graphic representations of illuminance levels showing light spill on vertical planes, will also need to be submitted with the planning application. Each contour plan should be accompanied by a table showing their minimum and maximum lux values.

6.3 Surveys aimed at horseshoe bats

112. Following the initial site visit and desk study by a licensed bat ecologist (see 6.1 above), early consultation with Wiltshire Council is recommended to confirm the need for, and scope of, surveys aimed at horseshoe bats. Horseshoe bat surveys are likely to be required for any development of greenfield sites within the yellow bat sensitivity zones, including all proposed allocations within the Housing Sites Allocation Plan. Where required, horseshoe surveys should be undertaken in accordance with the specifications listed below.
113. All surveys aimed at horseshoe bats must be designed and undertaken by a qualified ecological consultant (employed by the developer) with experience of greater and lesser horseshoe survey and mitigation. A suitably experienced and licensed bat ecologist must produce and sign off the final bat report to be submitted with the planning application.
114. It is expected that all potential roost structures for horseshoe bats will be subject to visual inspections and dusk emergence/ dawn re-entry surveys in accordance with the BCT Bat Surveys: Good Practice Guidelines. (Bat Conservation Trust, 2016).
115. As a minimum, extensive static detector surveys will be required for any development in the yellow or red Bat Sensitivity zones identified in Section 7 below. Intensive survey effort in combination with appropriately positioned, high sensitivity microphones and devices that record in full spectrum format will be necessary to ensure that greater and lesser horseshoe bat will be detected (if present) (both species are more difficult to detect compared to most other British bat species due to the directionality and rapid attenuation of their echolocation calls). The primary objective of these surveys will be to detect commuting routes and foraging areas rather than roosts. Enough static detectors need to be deployed to monitor all potential flyways (particularly linear habitat features) but also to sample all habitats within the development site, including open grasslands, woodland edge, woodland canopy, woodland shrub layer etc. The period of deployment at

each location will be at least 50 days from April to October and will include at least one working week in each of the months of April, May, June, July, August, September and October (50 nights out of 214 ≈25%). Full details of equipment used as well as photographic evidence with a supporting diagram showing detection radii for horseshoe bats should be submitted to demonstrate that the site has been adequately surveyed.

116. As a minimum, manual transect surveys in any of the Bat Sensitivity Zones will require: manual transect surveys to be carried out on ten separate evenings. At least one survey will be undertaken in each month from April to October, as the bat's movements vary through the year. Transects will cover all habitats likely to be affected by the proposed development, including a proportion away from commuting features in field.

6.4 Surveys aimed at Bechstein's bat

117. Bechstein's bats are associated most frequently with tree roosts. The local population has been shown to use trees outside the main woodland blocks for day and night roosting, as well as foraging, including a hedgerow tree that supports the largest recorded emergence count for any of the known maternity roosts. A number of tree roosts used by Bechstein's bats in the UK have also been found in small trees e.g. with a DBH (diameter at breast height) as low as 13cm (Andrews Ecology Ltd, 2017) and DBH of 8.5cm at Green Lane Wood (Keith Cohen *pers comm*).
118. As such, all planning applications for development affecting trees within the bat sensitivity zones, either through direct loss or via indirect impacts such as lighting or fragmentation, must be supported by comprehensive bat tree surveys aimed at establishing the presence and conservation significance of tree roosts. In the first instance, this must comprise a thorough ground-based assessment, undertaken by a suitably experienced bat ecologist, to categorise any trees with potential to support roosting bats. Where trees are at risk, tree surveys should follow the Bat Roosts in Trees methodology (BTHK, 2018) Any such trees should be subject to endoscope surveys potentially with multiple inspections over the year given the well-known low encounter rates of bats using tree roosts and climbing surveys, as relevant, by an appropriately licensed bat ecologist. Further emergence and re-entry surveys of affected trees may be required, and early consultation with Wiltshire Council is advised to agree the full scope of tree surveys. **Unoccupied potential roost features are as important as occupied features. Wherever possible, trees in the early mature phase or older should be retained within the dark habitat network for bats regardless of whether they contain potential roost features as it is important to retain continuity of the future roosting resource, as well as foraging resource.**
119. The Bechstein's bat is difficult to differentiate from the other *Myotis* species through acoustic surveys. In addition, the bat echolocates very quietly, frequently from high in the canopy, and can often be missed during acoustic surveys. This means that standard acoustic survey techniques are **not** adequate to detect the likely presence or absence of this species from a development site.
120. Survey techniques for Bechstein's bat typically involve trapping surveys (using mist nets and harp traps) with acoustic lures. Further advanced survey techniques such as radio tracking may also be deployed to assess which habitat features in the landscape are used for foraging and commuting. However, due to the low density of this species and lack of experience of many bat ecologists in capturing it, unsuccessful surveys cannot on their own be interpreted as meaning this species is absent. In addition, advanced survey techniques such as trapping and radio tracking can be time-consuming and expensive; may require a project licence from Natural England; and also need to be deployed with care to avoid the excessive disturbance to local bat populations that could arise from trapping for multiple projects.
121. Trapping and radio tracking of Bechstein's bats associated with the Trowbridge woods have been undertaken and coordinated at a strategic level for a number of years. These surveys have yielded a wealth of information about important roost sites, foraging areas and commuting routes used by the local population. It is intended that these surveys will continue in future years and be supplemented by funding through this strategy in order to build on this baseline. Given the limitations of relying on individual site surveys, this strategic approach is likely to be more cost-effective to developing a baseline of Bechstein's presence and behaviour across the Trowbridge area.

122. The bat sensitivity zones described in Section 7 below have been developed based on existing survey information and current scientific knowledge about the species to denote those areas where habitat is of importance or is highly likely to be of importance for Bechstein's bat. It should be assumed that Bechstein's bat will be present in all red and yellow sensitivity zones and making use of all potential habitat features. Taking this into account, as well as the strategic surveys discussed above, it may not be necessary for specific surveys for Bechstein's bat to be undertaken in support of individual planning applications for development.
123. However, it is recommended that early consultation is undertaken with Wiltshire Council ecologists to confirm whether advanced survey techniques for Bechstein's bat are required to support a planning application. In situations where Wiltshire Council deem that Bechstein's surveys are nevertheless required, the survey methodology must be agreed with Wiltshire Council in advance (e.g. suitably competent staff, trapping dates, trap numbers, trap types and locations, sample size to be tagged, number of nights to track each tagged bat).
124. In these situations, the following minimum standards will apply:
- All surveys aimed at Bechstein's bats must be designed and undertaken by a suitably experienced and licensed bat ecologist with experience of Bechstein's survey and mitigation. This person will be registered on the Natural England Level 3/4 class licence; and must produce and sign off the final bat report to be submitted with the planning application.
 - Trapping surveys must be undertaken with a Sussex Autobat acoustic lure, as this model has been shown to attract Bechstein's bats through use of synthesised Bechstein's social calls (Hill, 2005). Use of other types of acoustic lure must be justified, including provision of evidence that the call sequence is effective in attracting Bechstein's bats.
 - Surveys for Bechstein's bats are likely to be required throughout the active season (April to October), although winter hibernation surveys may be necessary in some circumstances. It should be noted that swarming sites for Bechstein's can be missed if surveys are not undertaken in August to October. It is particularly difficult to assess the importance of these sites or dismiss the presence of Bechstein's therefore a precautionary approach is important.
 - All Bechstein's bats caught will be ringed and the data shared, to support the ongoing strategic population studies.

7 BAT SENSITIVITY ZONES

7.1 What do bat sensitivity zones mean?

125. The maps provided as Figure 4 and Figure 5 show mapped Bat Sensitivity Zones for Trowbridge and the surrounding area, including land to the north of Westbury on account of the evidence gathered in respect of visitor movements from Westbury to Clanger and Picket Wood.
126. These sensitivity zones are accessible in high definition via the Wiltshire Council website to allow accurate identification of the boundaries of each zone with respect to individual sites.
127. The zones identify where development of new greenfield sites would cause a high or medium risk of negative impact on the bat populations associated with the Bath and Bradford on Avon Bats SAC (Bechstein's bat, lesser and greater horseshoe bats). The Bat Sensitivity Zones are divided into 3 levels, which accommodate two factors: the likely importance of the habitat for the bat SAC populations; and the potential for impacts due to increased recreational pressure on key woodland sites.
128. For each different Bat Sensitivity Zone, Table 2 below sets out the type of impact that could occur due to development and a description of the implications for development proposals within each zone. A summary of the main factors associated with each Sensitivity Zone is provided below. The evidence that has been used to derive the boundaries of each Bat Sensitivity Zone has been set out in Section 5.

129. The Red Zone is located within 600m of woodlands or trees known to support maternity roosts for Bechstein's bat. New development of greenfield or residential brownfield sites within this zone is likely to result in high and unacceptable risks to bat populations, as a result of increased recreational pressure on key woodland sites and/or as a result of habitat loss. As such, development of new sites within this zone is highly unlikely to be permitted, and there should be no net increase in new residential curtilage or light levels within the zone.
130. The yellow medium risk zone represents the areas where habitat has been shown to be of importance, or is highly likely to be of importance, for Bechstein's, greater horseshoe and / or lesser horseshoe bat. Development of new greenfield sites is not precluded within these zones and sites have been identified within the WHSAP. However, such development is likely to require significant and appropriate habitat mitigation measures to be provided on site significantly reducing the developable area, and therefore the density of development as described in Section 8 below. Other considerations such as light levels, noise etc. will also need careful design to demonstrate that they will have limited impact.
131. Within the yellow medium risk zone, it will be critical to ensure that adequate bat surveys have been undertaken to inform development in accordance with Section 6 of this Strategy. It will be expected that habitat features of importance for greater horseshoe, lesser horseshoe and Bechstein's bat, including roosts, foraging areas and commuting routes, are retained and enhanced *in-situ* ensuring full functionality: specific guidance on how this should be achieved is set out in section 8 below.
132. Development within the yellow medium risk zone will be expected to firstly, fully mitigate on site for the loss of habitat to ensure no net loss using The Biodiversity Metric 2.0 an established metric based on best practice and secondly, make a financial contribution to mitigate against the in-combination effects of development on greenfield sites, through strategic habitat creation and enhancement (see section 9 and Appendix 1).
133. The dark hatched medium recreational risk zone represents the areas where new residential development is expected to result in increased recreational pressure on key woodland bat sites. **New residential development proposals within this zone will be expected to contribute towards the delivery of mitigation to address strategic recreational pressure (see Appendix 2). Such mitigation will be paid for through Community Infrastructure Levy (CIL).**

Table 7.1 Bat Sensitivity Zones

Level of Impact/ Risk	Type of Impact/ Risk ²	Implications for development
<p>RED ZONE</p> <p>HIGH RISK</p> <p>(Figure 4)</p>	<p>Impacts will arise as a result of:</p> <ul style="list-style-type: none"> • Recreational pressure on woodlands used by breeding Bechstein’s bats • Loss of habitat of critical importance to supporting breeding Bechstein’s bats • Impacts will arise from developments considered alone and/or in-combination with other plans and projects 	<p>Habitat within the red zone is likely to be critical now and / or in the future to sustain this breeding population of Bechstein's bats. It is unlikely that development in this zone will be able to provide adequate mitigation to enable an assessment under the Habitats Regulations to conclude, beyond reasonable scientific doubt, no adverse effect on the integrity of the SAC.</p>
<p>YELLOW ZONE</p> <p>MEDIUM RISK</p> <p>(See Figure 4)</p>	<p>Impacts will arise on individual sites and in-combination with other development as a result of:</p> <p>Loss and/or degradation of habitat of importance to Bechstein’s, greater horseshoe and lesser horseshoe bats for foraging, commuting and roosting including:</p> <ul style="list-style-type: none"> • Buildings • Grassland • Hedgerows • Trees • Scrub • Water bodies • Riparian corridors • Availability/access to roosts 	<p>Development on greenfield sites outside the settlement boundaries will be able to demonstrate no adverse effect on site integrity of the SAC provided that:</p> <ul style="list-style-type: none"> • 100% mitigation is provided for all greenfield habitat loss within the allocation site boundary as demonstrated by use of The Biodiversity Metric 2.0 • Retained core bat habitat remains connected to the wider habitat network and is adequately buffered in accordance with this strategy • Core bat habitat remains relatively undisturbed by the effects of urbanisation in accordance with this strategy • A financial contribution is made towards funding the LPA scheme in Appendix 1 for mitigating residual in-combination effects from loss / degradation of bat habitat.
<p>GREY HATCHED ZONE</p> <p>MEDIUM RISK</p> <p>(See Figure 5)</p>	<p>Impacts will arise in-combination with other development as a result of:</p> <ul style="list-style-type: none"> • Recreational pressure on woodlands used by Bechstein’s bats 	<p>Residential development will be able to demonstrate no adverse effect on site integrity of the SAC provided that:</p> <ul style="list-style-type: none"> • Funding being collected via CIL towards the LPA scheme in Appendix 2 for mitigating residual in-combination effects from recreational pressure.

² Note that impacts arising from the Strategic Allocation for Trowbridge have already been addressed through a bespoke mitigation strategy and no further mitigation is required for this allocation.

Table 7.2 Criteria applied to derive bat sensitivity zones

Level of Impact/Risk	Criteria
<p>RED ZONE</p> <p>HIGH RISK</p> <p>(See Figure 4)</p>	<p>This includes land within 600m of identified woodlands containing 'Core Roosts'.</p> <p>The Footprint Ecology Report (Footprint Ecology, November 2018) showed that the woodland bat sites draw visitors on foot from a radius of around 600m; beyond this, visit rates reduce to a low and constant rate. Any new residential development within the 600m radius is likely to increase foot visitors to the woodlands and therefore increase recreational pressure within the woodland. Recreational pressure is already being shown to have negative impacts to the woodland site, including the bat populations, so any additional incremental residential pressure would have an adverse impact on the integrity of the Bath and Bradford on Avon Bat SAC.</p> <p>Records within the GIS database and contained in reports submitted to comply with the S106 agreement for Castlemead, show that habitat within the red zones comprises critical habitat within the core foraging and feeding ground ranges associated with Bechstein's maternity roosts providing key resources now and / or in the future, in part compensating for limitations in the core woodland habitat.</p>
<p>YELLOW ZONE</p> <p>MEDIUM RISK</p> <p>(See Figure 4)</p>	<p>This zone is a composite of:</p> <ul style="list-style-type: none"> • A 1.5km buffer around 'Core Roosts³' for the Bechstein's breeding population in the Trowbridge area, including Green Lane Wood, Biss Wood and Picket and Clanger Wood. These buffers are referred to as 'Core Areas' in the Wiltshire Bat SAC Guidance page 7, section 3.2 (Wiltshire Council, September, 2015) 'Core Areas' are of particular importance for foraging and commuting bats associated with the 'Core Roosts'. • A 4km buffer around 'Core Roosts' for greater horseshoe bats and a 2km buffer around 'Core Roosts' for lesser horseshoe bats where these overlap with the Trowbridge Community Area. • Key commuting corridors which link the above-mentioned Core Areas with the SAC which lies beyond the Trowbridge Community Area. These include: the River Biss and railway line through Trowbridge; the area known as the Hilperton Gap in north Trowbridge; land to the south west of Trowbridge and; land to the north east of Trowbridge. Evidence comes from radio tracking and verified records of Annex 2 species found in this locality. <p>This zone is relevant to development at new greenfield sites and as such excludes existing urban areas as defined by settlement boundaries.</p> <p>Note that the Wiltshire Bat SAC Guidance is subject to review and this zone will need to be reconsidered if 'Core Areas' are amended in the light of new scientific information.</p>
<p>GREY HATCHED ZONE</p> <p>MEDIUM RISK</p> <p>(See Figure 5)</p>	<p>The Footprint Ecology Report has identified the zone of influence within which new residential development is likely to result in increased recreational use of the woodland bat sites. As a minimum, the Footprint Ecology Report states that (para 6.46) the outer limit of the zone of influence should comprise the settlements of Trowbridge and Westbury. For areas outside the settlement boundary, the zone from which 75% of visitors originate has been mapped in accordance with recommendations in the Footprint Ecology Report (which comprises 3.356km for Clanger and Picket Wood and 2.656km for Green Lane Wood).</p>

³ The Wiltshire Council Bat SAC Guidance includes the following criteria for 'Core Roosts' relevant to this document: breeding or wintering roosts containing 50+ adult greater horseshoe bats; breeding roosts containing 100+ or wintering roosts containing 50+ adult lesser horseshoe bats; any traditional breeding roosts for Bechstein's bats.

7.2 How bat sensitivity zones have been derived

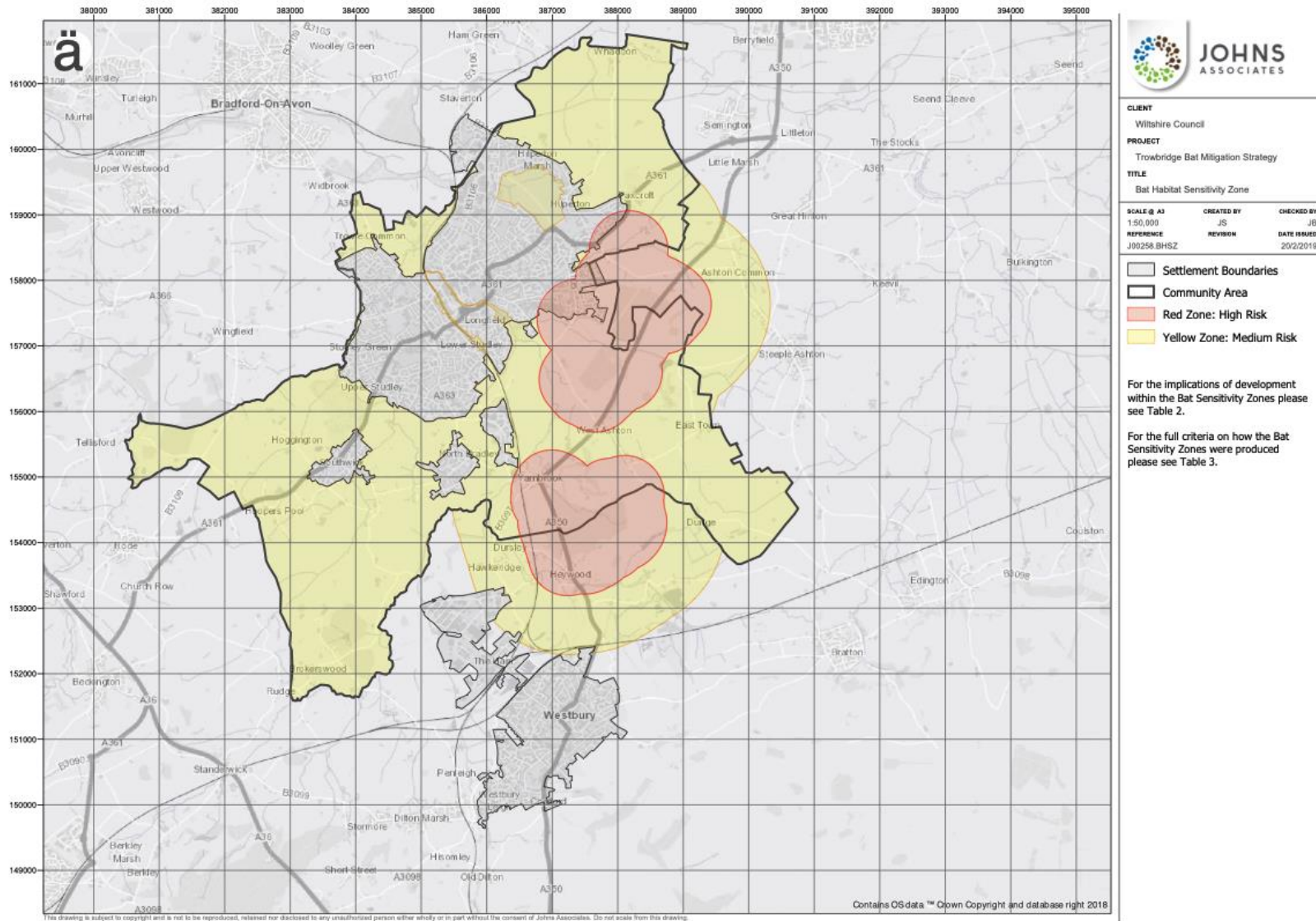
134. The baseline sources from which the Bat Sensitivity Zones have been derived are listed in Section 3.2.7 of this document. The various bat data have been compiled on a GIS database. Table 3 sets out the criteria that have then been applied to determine the boundaries of each zone in accordance with the GIS database.

7.3 Review of bat sensitivity zones

135. The Bat Sensitivity maps that have been created during this process must be considered dynamic documents as the relative importance of landscape features will alter as the area is subject to further development and habitat change. The intention is that this document and the corresponding mapping outputs will be periodically reviewed to ensure that it remains relevant to the present landscape.
136. The importance of landscape features and habitats for bats, particularly relating to those species associated with the Bath and Bradford on Avon SAC, has been assessed for the purposes of this document based on the current scientific research and understanding of the ecology of these species. As further research is published that alters our understanding, this assessment should be revised to accommodate any new information. For example, the 'Core Areas' sourced from the Wiltshire Council Bat SAC guidance (Wiltshire Council, September, 2015) are based on generic research for the SAC species. The actual location of key foraging elements may in some cases be beyond the currently mapped 'Core Area' range; and asymmetry in habitat dispersal may strongly influence bat activity. It is therefore essential to maintain a feedback loop in the process to allow additional areas to be added to the 'Core Areas' where necessary.
137. It should be noted that the Wiltshire Council Bat SAC Guidance is regularly reviewed and updated to take account of latest scientific information or changes to legislation. Any changes to this overarching guidance may therefore result in further changes to the Bat Sensitivity Zones for Trowbridge and the surrounding areas. For example, evidence is emerging that the local population of Bechstein's bat requires a larger summer range than other studied populations and Core Areas may therefore need to be extended around other woodlands that have been shown to support breeding sub-colonies (e.g. Woodside Wood).

Figure 4 Trowbridge Bat Mitigation Strategy – Bat Sensitivity Zones for Habitat

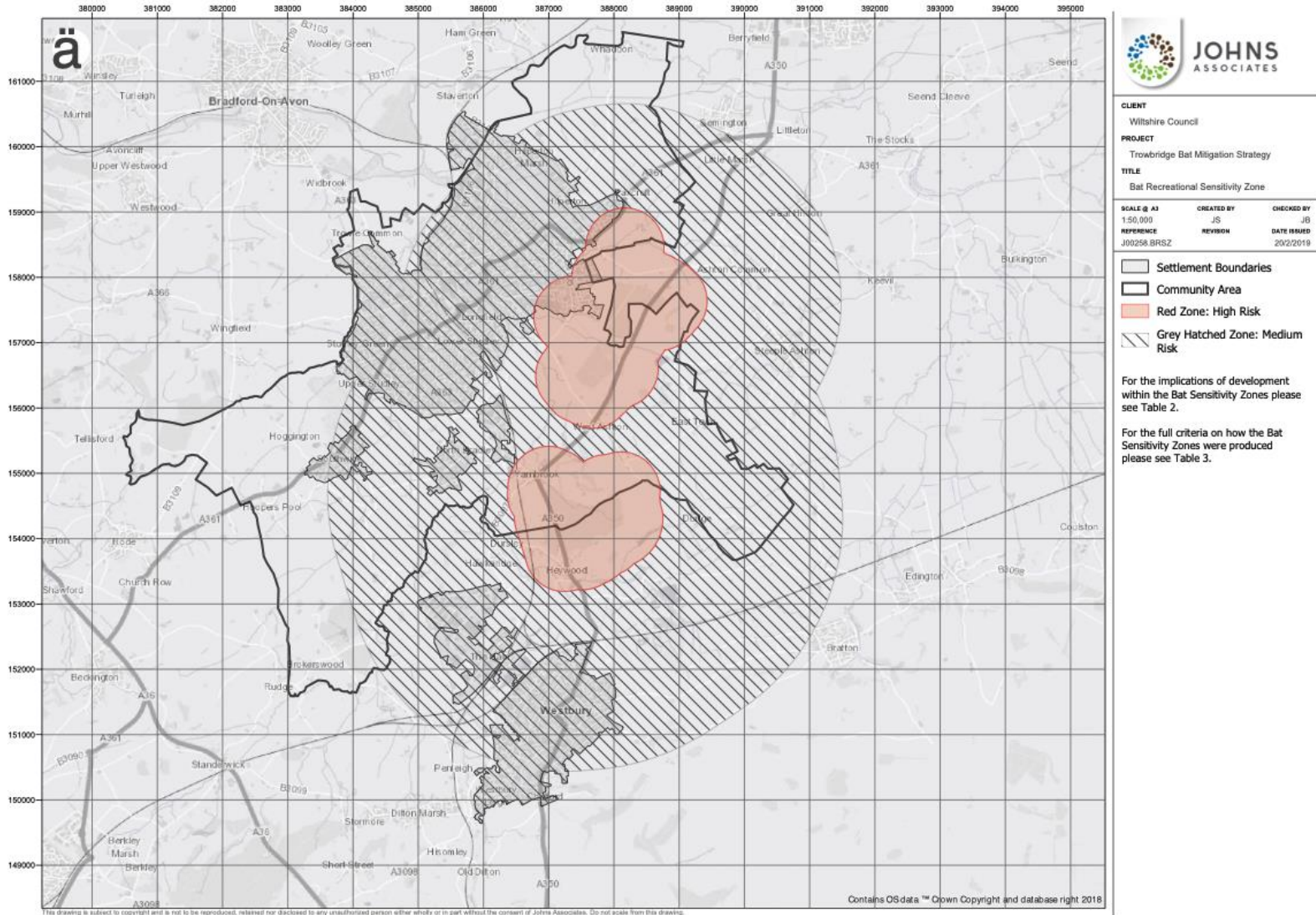
N.B. This document has been created to address development in the Trowbridge area and in particular the Housing Sites Allocations Plan, the extents to which this strategy applies are therefore



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restricted to a combination of the Community Area and suitable buffer areas surrounding the strategic woodlands. Any development proposals outside of these zones, and therefore the scope of this document, will still be subject to detailed assessment in relation to the potential impacts on bats and will require separate mitigation measures independent of those described within this document. These mitigation requirements are beyond the scope of this document.

Figure 5 Trowbridge bat Mitigation Strategy – Bat Sensitivity Zones for Recreational Pressure



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N.B. This document has been created to address development in the Trowbridge area and in particular the Housing Sites Allocations Plan, the extents to which this strategy applies are therefore restricted to a combination of the Community Area and suitable buffer areas surrounding the strategic woodlands. Any development proposals outside of these zones, and therefore the scope of this document, will still be subject to detailed assessment in relation to the potential impacts on bats and will require separate mitigation measures independent of those described within this document. These mitigation requirements are beyond the scope of this document.

8 ON SITE MITIGATION REQUIREMENTS

138. **This section sets out generic standards for all developments located within the Yellow Bat Sensitivity Zones** (and also the Red Zones on the rare occasion that it is deemed acceptable in principle, for example for householder applications where bat habitat is not affected). This section has been based on the guidance contained within the Wiltshire Council Bat SAC Guidance (Wiltshire Council, September, 2015), but includes additional specific requirements for the Trowbridge area.

8.1 Recommended Approach and Information Required for Planning Applications

139. The requirements for ecological mitigation must be used to guide development design from the outset. The necessary mitigation measures for bats will work when integrated as a fundamental component of the scheme design; but conversely, are unlikely to be successful when tacked on to a scheme retrospectively. Developers are encouraged to seek pre-application advice through a formal pre-application request in order to understand how the Council Ecologists are approaching this matter and to reduce the risk of applications being unsuccessful.
140. Mitigation proposals must be developed in close consultation with other professionals such as highways / lighting engineers, landscape architects and urban designers to ensure that they are realistic, achievable and deliverable, and can be maintained in the long-term without creating conflicts with the needs or aspirations of highways uses and local residents.
141. Ecological mitigation design must be based on good standards of bat survey (in accordance with Section 6) and must address all habitat features of value for Bechstein's, greater horseshoe and lesser horseshoe bat (including roosts, foraging areas and commuting routes). The design must focus on retaining, protecting and buffering these habitat features so their key functionality can be retained in accordance with guidance set out in Section 8 of this document.
142. Development of site allocations and large neighbourhood plan sites are expected to be subject to a prior rigorous whole site masterplanning process, either via a Development Brief, or via an outline planning application that covers the entire allocation. The masterplanning process must incorporate core bat habitat features as a fundamental component of the site design. A Parameters Plan (PP) must be prepared identifying areas of the site where specific sensitive design measures or restrictions will be required and areas which are to remain undeveloped or form part of the landscaping. The Site Masterplan will demonstrate how the development proposals could be delivered in light of those constraints. In particular it will demonstrate that sufficient land can be set aside for habitat to mitigate for 100% of the land lost to the development footprint. Outline planning permission, if granted, will be subject to compliance with the PP.
143. For full and reserved matters planning applications, an Ecological Mitigation Plan (EMP) must be submitted as a formal planning application drawing. This may incorporate other landscape details as appropriate. The EMP must be a scaled plan that clearly shows the following information:
- Location and dimensions of replacement roosts plus separate architectural drawings to show detailed design and materials for bat houses. Plans must demonstrate how replacement roosts are tied into the surrounding landscape in terms of providing suitable vegetation to shelter emerging bats and in terms of connectivity to commuting routes and foraging areas.
 - The EMP should be based on topographical survey and must show the accurate location, extent and area of connective / foraging habitat to be retained, created or enhanced.
 - Any proposed tree or shrub planting and areas of wildflower grassland to be seeded must be scaled and accurate with the extent and areas shown and with full landscape specifications. Further details are provided in Sections 8.2 and 8.3.
 - The EMP must identify required temporary working areas as well as the boundary of the permanent built development. Accurate development boundaries should be overlaid on the EMP to allow accurate scaling and location of mitigation measures.

- Detailed and scaled cross-sections linked to the EMP should be provided. These should show all structures and vegetation to be provided together with minimum widths and distances for each component (see also Section 8.2 below).
 - The timing of the delivery of measures included within the EMP is crucial to the assessment of the suitability of these measures, risks of delivery and the impact of any lag between habitat removal and the establishment of replacement habitats/features. As such, a detailed schedule of works should be submitted describing the delivery timescales for all measures included within the EMP.
 - A review process to ensure that failed measures are highlighted and can be remedied.
144. For development proposals affecting core bat habitat, the following additional information is likely to be required to support planning applications:
- Pre and post development lux contours (see Section 6.2) plus details of lighting design (see Section 8.3);
 - A Construction Method Statement which sets out how impacts to bat habitat features, including core bat habitat will be managed during the construction phase. Consideration must be given to timescales for the new planting to become effective. New connective habitat should be in place at the earliest possible stage and conditions may be used to secure planting pre-commencement or before completion; and
 - A Landscape and Ecology Management Plan (LEMP) that includes a Habitat Management Plan (HMP) to ensure the successful long-term habitat management of bat habitat, including core bat habitat. This must identify who will be responsible for undertaking the management as well as mechanisms of funding together with aims and objectives of management. Initial management prescriptions and timescales should be specified together with a review mechanism for updating the HMP as required;
145. Commuting routes and foraging areas should be retained within the public realm where they can be effectively protected and appropriately managed for bats in accordance with the approved LEMP in perpetuity under the terms of an enforceable planning condition or legal agreement.
146. Implementation of the overarching mitigation strategy and submitted supporting information, including the PP and/or the EMP and/or the LEMP, will be secured either through a condition or legal agreement of any permission granted. If insufficient mitigation measures are provided to demonstrate that the bat populations would be adequately protected, the local authority will have no legal alternative but to refuse the application.
147. Further details of the information that will be expected on lighting, habitat creation and enhancement associated with connective and/ or foraging habitat and associated buffer zones have been provided in Sections 8.2 and 8.3 below.

8.2 Standards for Habitat Mitigation Within the Site

148. This section sets out the standards for mitigation and creation of habitat for Bechstein's, greater horseshoe and lesser horseshoe bat, together with the minimum information that must be submitted to demonstrate that proposals will be effective.

8.2.1 General principles

149. It is expected that all direct and indirect impacts on bat habitat lying within the allocations will be mitigated within the respective allocated site. It is expected that core bat habitat will be retained and reinforced and enhanced as dark zones to retain connectivity for bats in the landscape. **The most important general principle is that wide swathes of land are required to be set aside as core bat habitat in order to retain a permeable and functioning landscape for the target species.** Development areas for each allocated site have been estimated as set out in Table 4 below. For each allocated site, it is anticipated that in most circumstances the full residual green space will be required for mitigation. Dark buffer zones may be used for hard and soft landscaping provided that this use does not compromise the functioning and maintenance of the core bat habitat it protects.

150. The diagram in Figure 6 below provides an illustration of retention and enhancement of core bat habitat (Zone A) in relation to the development area.

Table 8.1 Trowbridge housing sites estimated area of land to be developed and land available for mitigation

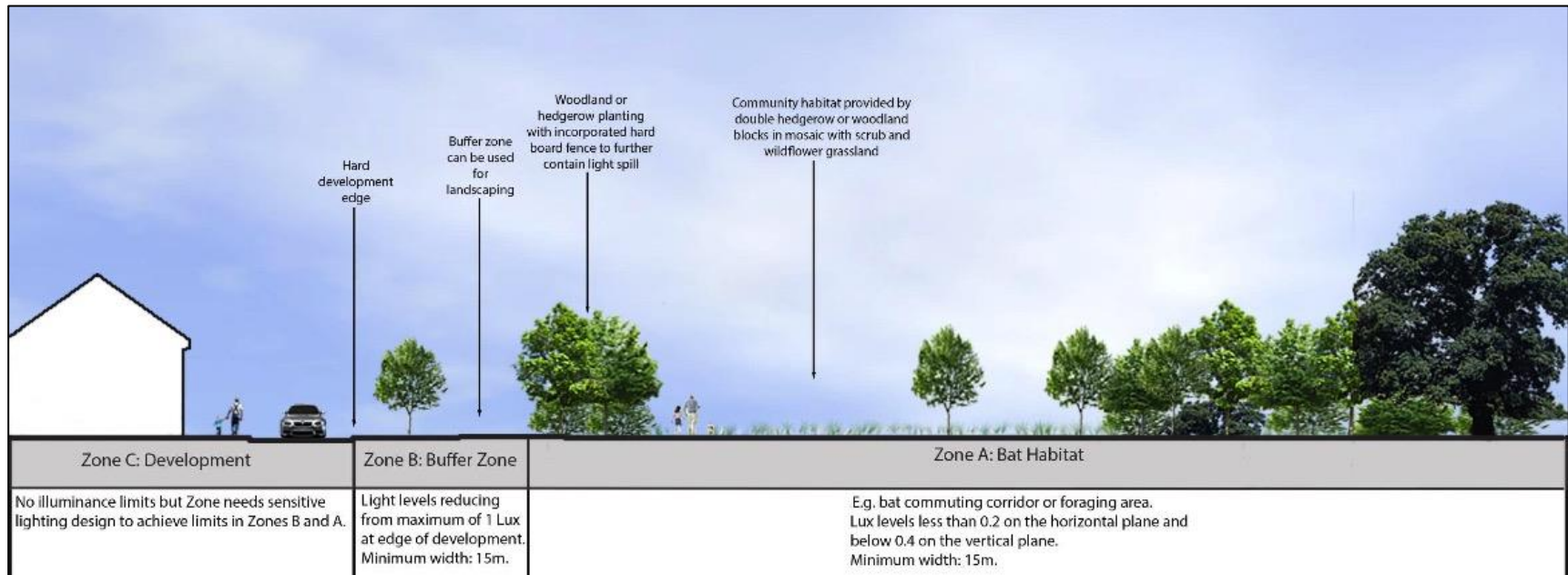
Trowbridge	Community Reference/Site Name	Original Number of dwellings and size	Revised Number of dwellings and size	Estimated Development Area (based on 30 dph ie total no. of dwellings /30)	Estimated residual green space/on-site mitigation
H2.1	Elm Grove Farm, Trowbridge	200 Approx.14.33ha of land	250 Dwellings Approx.17.78ha of land	8.33ha	9.45ha
H2.2	Land off the A363 at White Horse Business	150 Was 25.62ha	175 Dwellings Approx. 18.96ha land	5.83ha	13.13ha
H2.3	Elizabeth Way, Trowbridge	205 Was 16.33 ha	355 Dwellings Approximately 21.24 ha of land	11.83ha	9.41ha
H2.4	Church Lane, Trowbridge	45 Was approx. 3.72ha	45 Dwellings 5.93 ha of land	1.5ha	4.43ha
H2.5	Upper Studley, Trowbridge	20 Was 2.33ha of land	45 Dwellings 2.27ha of land	1.5ha	0.77ha
H2.6	Southwick Court, Trowbridge	180	18.17ha 180 dwellings	6ha	12.17ha
Total			1,050 Dwellings Approx. 84.35ha	34.99ha ¹	49.36ha

¹ Development Area is considered to be all the land in Zones B and C as shown on the illustrative section given in Figure 6.

NOTE: The allocations in the HSAP include allowances for on-site mitigation to address identified constraints including: flood risk, ecology, landscape, historic environment. Based on a conservative estimate that the sites will be built out at 30 dwellings per hectare, the estimated site development area can be expressed as above.

151. In addition, to retention and enhancement of core bat habitat, **adequate buffer zones must be provided for retained, enhanced or newly created core bat habitat** (see Figure 6 below). It is likely to be necessary to buffer bat habitat features considerably from development in order to secure suitable habitat conditions and suitable light levels, taking into account the potential for private owners to fit their own external/security lighting in the future. A minimum standoff distance of 15m from the development to the outside edge of any part of the bat core habitat is required to be provided as a buffer zone. The minimum dark buffer zone (Zone B) that must be provided from core bat habitat features is shown in Figure 6 below, together with associated lux level requirements. Further descriptions of acceptable land uses within the buffer zone is also provided in Section 8.2.
152. The following general principles also apply for habitat creation and retention (see also Sections 8.2 and 8.3 below):
- **Substrate:** using the correct planting substrate is critical to the eventual success of new habitat creation. For example, wildflower-rich grassland should be created on soils with low nutrient content, whereas good sub and topsoil depth and structure is required for tree and shrub planting. It is expected that full details of planting substrate must be provided with planning applications, including the results of soil testing in some instances.
 - **Species** to be planted or sown must be native and locally appropriate to the Trowbridge area.
 - **Programme:** a timeframe for habitat creation and enhancement together with timing of expected management measures must be provided. It is expected that all habitat creation and enhancement measures will be implemented at the optimum time of year unless otherwise justified e.g. tree planting during the winter; and sowing seed in the spring or autumn.
 - **Detailed methodology** must be specified that sets out how habitats will be created or enhanced.
 - **Management methods** must be specified for immediate aftercare of created/ enhanced habitats. For example, maintenance of tree planting, with replacement of all failures after three years.
 - **Methods** for long-term management of created/ enhanced habitats must be specified.

Figure 6 Core bat habitat feature and associated buffer zone



8.2.2 Hedgerows

153. Hedgerows act as commuting structures, foraging habitat and provide feeding perches for horseshoe bats and probably for Bechstein's bat. Priority should be given to enhancing existing hedges, particularly ancient hedges, through planting up gaps and implementing improved management regimes for the long-term. Methods for restoration of hedgerows such as coppicing or laying must be specified in detail. The breaching of some hedgerows will be unavoidable but mitigation will need to ensure that across the site as a whole, habitat continuity is maintained. Mitigation for individual hedgerows should be proportionate to their importance for bats. Residual in-combination impacts will be mitigated offsite through S106 contributions to the Council's bat habitat mitigation scheme.
154. New hedge lines may provide effective mitigation if they divide large fields into smaller units and/or provide links to other bat habitat such as blocks of woodland. Hedgerows must be considered as being located entirely in Zone A and the strict illuminance limits specified in Section 8.3 must apply. Hedgerows used for bat mitigation must be capable of being managed to meet the following criteria:
- be at least 3 to 6 metres wide
 - at least 3 metres high
 - contain standard trees planted frequently along their length.
 - Cutting /trimming every 2-3 years
 - Sufficient space adjacent to the hedgerow to allow for 2-3 years growth and access for maintenance. This area to be managed as species-rich grassland.
 - No spraying or mowing at hedge base

8.2.3 Woodlands

155. Woodlands provide core foraging habitat for all three target species of bat. It is expected that all existing areas of woodland will be retained as part of development proposals. Mitigation may take the form of enhancement of woodland habitat in line with the principles outlined in this section.
156. Even recently-planted copses have been shown to provide value in the Trowbridge landscape for foraging Bechstein's bat and therefore inclusion of new woodland planting as part of development proposals should be considered as mitigation, either to extend existing woodland habitat or as new copses.
157. In general, woodland blocks should be as large as possible; and should be directly connected to suitable bat habitats in the surrounding landscape. They should support a diverse and species-rich mix of native tree and shrub species in the canopy and understory layers.
158. Trees and shrubs for new woodland should be planted in naturalistic non-linear patterns. Specifications for new woodlands must include adequate detail, including a planting schedule that specifies species, stock, ground preparation, planting density, timing, planting methodology, weed control, plant protection and long-term maintenance. Aftercare management, until such point that the woodland is established, will be particularly important.
159. When designing woodlands, the target species needs to be considered. For example, Bechstein's bat prefers woodland with a closed canopy and a dense understorey. Lesser horseshoe bats prefer to forage in the woodland interior where micromoth abundance is greatest: and therefore, require proportionally less woodland edge exposed to the surrounding matrix, but with constant canopy cover and a diverse understorey. Whereas greater horseshoe bats show a preference for large grassy rides and glades where macromoth abundance will be greatest.
160. Woodland edge should be managed with diverse structure. Scalloped edges and bays will provide sheltered areas with higher insect concentrations. Management should aim for a structured transitional edge with a variety of types of vegetation from trees to shrubs and rough grass.

161. Whilst formal access and anthropogenic disturbance (e.g. lighting, noise) is unacceptable within on-site mitigation woodlands, a degree of well managed informal access may be permitted, subject to an assessment as to the degree to which this recreational use would compromise the provision of high quality foraging habitat for bats.

8.2.4 Aquatic habitat

162. Aquatic habitat is used for foraging to a greater or lesser extent by all target species of bat. Bechstein's bat has been shown to prefer woodland in close proximity to water; whilst caddis flies (with an aquatic larval stage) are an important secondary food source for greater horseshoe. Prey favoured by lesser horseshoe includes mosquito, gnat and caddis fly, all of which have an aquatic life stage; and note that gnats and midges also use damp places near water to breed.
163. Therefore, incorporation of new ponds and waterbodies into habitat creation schemes should be considered, providing that these features are linked to other favoured habitat types, particularly woodland and hedgerows. Ponds or water bodies with permanent water should be created in dark areas. It is possible that these could form SuDS attenuation features as part of the surface water drainage design for a development.
164. The aim should be to achieve a varied and diverse habitat on the banks of ponds, including varied bank profiles with small bays and headlands, and a diverse structure to marginal vegetation (trees, shrubs and tall herbs and grasses). Ponds should be created with varying depths and undulating topography to the bed.
165. Where bank management is necessary, restrict it to a small area and work on one bank at a time. Carry out management sensitively, aiming to enhance variation and structure in vegetation.

8.2.5 Grasslands

166. Although good for bats, grazed pasture is unlikely to be a practical option for most development schemes. The creation of species rich grassland is likely to be more feasible for mitigation, particularly where impacts to horseshoe bats are predicted. This will need to be managed to produce a long sward to support an abundance of Noctuid moths, one of the main prey items hunted by greater horseshoe bats, as well as micromoths hunted by lesser horseshoe. Specified seed mixes should include food plants, as well as grasses, such as dandelion, dock, hawkweeds, plantains, ragwort, chickweed, fat hen, mouse-ear and red valerian and other herbaceous plants. Wildflower grassland creation must be specified in detail (including seed mix, ground preparation, sowing methodology and aftercare).
167. Management of grassland areas should aim to encourage development of a grassland-scrub mosaic to provide structured and sheltered habitat and to encourage a diverse range of prey species. Management should comprise rotational cutting with cuttings removed. Cutting should be undertaken in late autumn.

8.3 Lighting

168. Some of the technical information in this section has been reproduced with the kind permission of Bath and North East Somerset Council from their Waterways Design Guidance Protecting Bats in Waterside Development (Bath and North East Somerset Council, 2018).
169. In addition to the guidance set out in this section, it is expected that the approach to lighting for new development is undertaken in accordance with the guidance in (Bat Conservation Trust and Institution of Lighting Professionals, 2018).
170. It is essential that the bats and lighting issue is acknowledged and integrated into the design process from the outset, and in an iterative way. It should not be left to later design stages or be retrofitted into development proposals.
171. As an overarching principle, dark corridors must be maintained around roosts, foraging areas and commuting corridors with no net increase in light levels as a result of the development in areas used by bats. It should be noted that enhancements over the existing baseline must also be built into scheme design wherever possible i.e. development schemes that actively reduce any existing elevated lux levels associated with bat habitat features.

172. Each development scheme is likely to require bespoke lighting mitigation, designed by a lighting engineer, working in collaboration with a specialist bat ecologist.

8.3.1 Illuminance Zones

173. Development sites should include a discrete buffer zone oriented parallel to each retained bat habitat feature. The zones shown on Figure 6 and described below must be used to determine the boundaries for the control of light spill to be imposed at the outset of scheme design.
174. It is critical that the bat habitat zone (Zone A) is maintained in 'completely dark' conditions, defined as < 0.2 lux on the horizontal plane and less than 0.4 lux on the vertical plane (measured at 1.5m and 4m) (Bat Conservation Trust and Institution of Lighting Professionals, 2018). There must be no glare impact from the development within this zone. Where baseline levels are above the lux levels stated here, the development design should ensure there is no increase above existing background light levels and ideally, where possible, reduce these towards completely dark conditions.
175. The buffer zone (Zone B) is the area where the urban environment gives way to softer landscaping and natural features. It is expected that habitat sympathetic to the bat habitat zone will be created in the buffer zone. However, the buffer zone can also be multi-functional in that it can be used as public open space, access for pedestrians and cyclists, soft landscaping with native species, or fencing. It is critical that the buffer zone is unlit, with strict illuminance targets to be met (within the range of <1 lux on the horizontal plane measured at the development edge of the buffer zone reducing to <0.2 lux on the horizontal plane at the boundary with the bat habitat zone).
176. The development zone (Zone C) is characterised by a dominance of hardstanding and built structures. While lighting is required in this zone, sensitive lighting design will be required in order to achieve illuminance targets within the buffer zone and the bat habitat zone and to avoid upward spread of light and thereby minimise environmental impacts more generally.

8.3.2 Prediction of post-development lighting conditions

177. A detailed Lighting Impact Assessment (LIA), including modelled lux contour plots or similar plans displaying projected illuminance levels, is required and should be prepared by a suitably competent lighting professional. The LIA should show the number, location and specification of each luminaire within the development, including its orientation, dimming, shielding, height, recessing, tilt and its output. All luminaires apart from those solely used in emergency situations must be included within the modelling and be set to their intended normal output levels during active use. Motion-sensitive or security lighting e.g. for individual dwellings is not considered emergency lighting and should be included.
178. All areas of the development site must be modelled using a horizontal ground level calculation plane, with modelled contours shown on a horizontal illuminance contour plan. Additionally, separate calculation grids should be included where potential bat habitat features would be affected by increased light levels to show vertical plane illuminance at 1.5m and at 4m (with vertical illuminance contour plans provided). These directions and heights correspond to likely horseshoe and Bechstein's bat behaviour and enable light spill from all directions to be accounted for.
179. The potential for glare, source intensity in candelas, should be considered and a discussion of its potential to be felt (by humans) at locations beyond the site boundary should be given.
180. Software used should be an industry-recognised package operated by a lighting professional.
181. Illuminance calculations will need to combine the outputs of exterior and interior light sources, thereby including the component of light transmitted via windows and other openings. Interior lighting to be modelled in all areas where there is potential for light to emanate through glazing, towards any sensitive bat habitat features. It is essential that the worst-case scenario is modelled i.e. all interior lighting switched on, and assuming no curtains or blinds in operation. Any light transmission factor applied to the glazing (tinting) should be clearly stated.

182. A maintenance factor of 1 should be applied to all lighting calculations and all lumen outputs must be based on a luminaire's Initial Lumens (IL) in order to show its 100% intended 'Day 1' output.
183. While soft landscaping planting is highly encouraged and can make a significant impact on attenuating glare and illumination, it cannot be factored in to the illumination models for several reasons. Newly planted vegetation may take several years to become established and may be removed in later years causing problems in enforcing planning conditions. The screening effects of immediate and more permanent barriers such as fences, walls and banks should be factored in by using topographical data within modelling.

8.3.3 Lighting design solutions

184. The following measures should be considered for incorporation within lighting schemes to reduce and minimise the impact from development. Lighting design must be undertaken by a suitably competent lighting professional.

8.3.3.1 *Mitigating light spill from exterior lighting provision*

185. Consider whether exterior lighting is absolutely required and avoid lighting where unnecessary. The likely uses of the external spaces/routes of a development must be fully understood to determine whether they should be lit after dark, and if so how, to what level and during which hours of use after dark. All of these should be articulated as part of a proposal.
186. Consider using barriers to light: light intensity can be reduced in some locations by creating a light barrier to restrict the amount of light spill reaching sensitive areas. Barriers can be in the form of walls, bunds or fences. Vegetation can be used to enhance these features, but shouldn't be relied upon in achieving desired light levels.
187. Where lighting is unavoidable, seek to reduce light intensity and numbers of luminaires, and ensure the use of the most directional and focused luminaires available. Careful specification of optics and light shielding/shaping accessories fitted to luminaires as specified by a lighting professional can further reduce light spill. Aim to ensure that the Upward Light Ratio (ULR) of the installation is limited to 0% in order to stop poorly aimed luminaires and reduce glare. Mounting heights should be minimised to reduce the distance light can spill.
188. Light sources with low blue and low UV content to be employed. In preference modern LEDs should be selected as these emit significantly less or no UV light so are less disruptive to both insects and bats. Warm colour temperature LED light sources to be employed preferably at 3000Kelvin (as these have been shown to cause less impact on bats) (Stone E. L., 2015; Stone E. L., 2009; Stone E. L.).
189. Installation by developers of specified security lighting will minimise the likelihood of new occupants installing their own devices. Such essential specified security lighting should exclusively use PIR motion-sensitive luminaires located and designed to avoid light spill into bat habitat and buffer zones. Security lighting must be specified to minimise above horizontal outputs and should comprise LED warm light sources (at 3000Kelvin).
190. Consider the use of Control Management Systems (CMS) to apply dimming regimes during the night to reduce levels of illuminance during periods of high bat activity (typically soon after dusk and the hours pre-dawn) or to ensure lighting only comes on when it is needed –e.g. when activated by the movement of pedestrians. Pre-programmed dimming must be included on all highway lighting with the dim level appropriate to the location and highway safety requirement. Even colour shifting can be considered. This should not be at the expense of public safety and could include the use of presence detectors to enable light levels to intensify or light colours to shift when required. E.g. Low levels of amber-red light could be employed along protected corridors, with warm white light with increased colour rendering activated to support pedestrian safety and security.

8.3.3.2 *Mitigating light spill from interior lighting provision*

191. Building set back and orientation can dramatically reduce the reach of light spill and the encroachment on sensitive bat habitat features so should be carefully considered with the input of a lighting professional.
192. The careful planning of internal building layout and proposed use may be an option for achieving the above standards near bat habitats where: there are space restrictions on small developments; existing buildings are being retrofitted; or in very limited circumstances for larger developments. The following factors should be taken into consideration. However, as many of these factors are difficult to enforce for the lifetime of the development, their suitability will be assessed against the particular significance of the bat feature concerned.
- The design and depth of window reveals and reduced transparency of glazing to substantially reduce light transmission.
 - The use of balconies and louvered windows to reduce light transmission onto sensitive bat habitat features.
 - Tight optical control must be applied to any luminaire within 1.5m of glazing. This includes the use of, for example, 'darklight' type downlights with deep recessed light sources and focused beams. Diffuse fluorescent type luminaires should be avoided alongside glazing.
 - Light fittings can be set back away from windows and also recessed into ceilings rather than using pendant luminaires to further control light transmission.
 - Light spill from ground floor spaces should not extend beyond 1.5m of the glazing line.
 - In the case of office lighting, lighting to areas behind glazing should be controlled on a separate lighting circuit to enable them to be switched off or dimmed separately when a different area of the office floor is in use.
 - All internal lighting must be switched off when the room is unoccupied – this is only relevant to commercial buildings and should be achieved through the use of lighting control systems and/or appropriate building management.
 - The use of automated dimming circuits and automated blinds on windows to attenuate light spill is unacceptable due to concerns regarding their long-term maintenance.

8.3.4 Monitoring of lighting

193. In order to ensure the accuracy of modelled lighting and conformity with predicted lux contours, a post-development lighting survey should be carried out by a lighting professional using a calibrated cosine corrected light meter within three months following completion. This will be required by planning condition provided that options for remediation are likely to be available. Otherwise the planning authority will place the onus on the developer demonstrating that a precautionary approach has been followed. A further compliance survey may also be required 2 years post-completion to check that no alterations have been made within the development.
194. The survey should be carried out with all lighting active (to replicate the lighting state within the modelling) and notes should be taken as to the output and activity of luminaires observed during the survey. Surveys should be timed to take place on evenings of little moonlight, either due to cloud cover or a new moon. Readings of illuminance should be taken at representative locations according to the planes and orientations used in the modelled calculations as chosen by the lighting professional. Results and discussion must be submitted to Wiltshire Council for approval.
195. Where lighting levels are greater than predicted, remedial measures must be put in place to reduce illuminance as per the lighting condition.

8.3.5 Summary of Submission Requirements for Planning

196. Under the Habitats Regulations 2017 (as amended) the planning authority is required to undertake an appropriate assessment before issuing planning authorisations. Developers will therefore need to satisfy TBMS requirements at each stage of the planning process. In the time between granting outline permission and submission of reserved matters it is possible these requirements may change e.g. as a result of new survey or other evidence becoming available. All applications will be judged against the most up to date evidence available.

Table 8.2 Information required for different planning application types

Submission requirement	Planning Application Type			
	Outline	Full	Reserved Matters	Householder
Seek pre-application advice	Helpful to establish whether the TBMS constrains the principle of development	Helpful to establish the extent to which the TBMS will drive layout and design of the development	Helpful to establish whether changes have occurred in relation to the TBMS since planning permission was granted	Necessary if application lies in the Red Zone
Bat surveys	Yes	Yes	Yes if more than 2 years since Outline / Full application approved	Potentially yes depending on nature of the proposals
Masterplan	Yes, to cover the entire allocation. Indicative test layouts required to demonstrate housing numbers are compatible with constraints	Only if permission is being sought for part of a larger allocation / development site	No	No
Parameters Plan incorporating TBMS standards for habitat mitigation (section 8.2)	Yes	No	No	No
Ecological Mitigation Plan	No	Yes	Yes	Potentially yes depending on nature of the proposals
Baseline lighting surveys	Not usually, may be necessary where housing density suggests criteria may not be met	Yes	Yes if not provided in Outline application	Yes if standards in section 8.2 cannot be met
Lighting Impact Assessment, including lux contour plots, in line with section 8.3 of TBMS	Not usually, may be necessary where housing density suggests criteria may not be met	Yes	Yes if not provided in Outline application	Yes if core bat habitat affected
Construction Ecology Management Plan	No	Yes, may be deferred to condition if requirements are straightforward	Yes, may be deferred to condition if requirements are straightforward	Not usually
Landscape and Ecology Management Plan	no	Yes, may be deferred to condition if requirements are straightforward	Yes, may be deferred to condition if requirements are straightforward	Not usually

9 OFF-SITE AND STRATEGIC MITIGATION

9.1 Habitat Mitigation Measures – The Batscape

197. One of the main aims of the strategic mitigation set out within this document is to ensure the capacity and permeability of the landscape to support foraging and commuting Bechstein's, greater horseshoe and lesser horseshoe is maintained

(through a network of habitat enhancement, restoration and creation). This will support the viability of the bat populations; and ensure that they are sufficiently robust to respond dynamically to landscape change.

198. The strategic mitigation measures set out in this section are designed to address the potential 'in-combination' and residual impacts from development allocations within the WHSAP, primarily arising due to the incremental loss of areas of 'poor quality' habitat such as species-poor improved grassland or grazed pasture, but also the potential cumulative loss of connectivity arising through increasing levels of urbanisation. When assessing the impact of a single development, it may be reasonable to assume that loss of small quantities of poor-quality habitat will not result in an impact on the SAC when considered alone. However, such impacts considered at the landscape scale i.e. 'in-combination' with other developments may add up to a more significant impact due to cumulative loss of foraging habitat and connectivity for bats. These in-combination impacts are intangible and difficult to measure, and therefore the approach set out in this section adopts a precautionary approach to ensure adequate strategic mitigation is provided at the landscape-scale.
199. As a starting point, a detailed GIS database will be compiled that identifies specific opportunities within the landscape around Trowbridge for habitat enhancement, restoration and creation, based on known bat use of the landscape; expert opinion from local batworkers; and analysis of aerial photography to identify areas of poor or degraded habitat. It will be important that new habitat creation is planned carefully to avoid negative changes to existing bat habitat. For example, creation of new woodland on a grazed pasture site will need to consider any potential impact to foraging greater horseshoe bat.
200. Specific habitats that will be targeted for enhancement, restoration and creation will include those listed below. The overall principles and objectives for each habitat are set out in Section 8.2 above:
- Woodland – expansion or new blocks. A target minimum of 6 ha will be provided over the period of the WHSAP to reflect actual numbers of new dwellings in greenfield sites that come forward;
 - Hedgerows – gapping up, improved management (tall and bushy with more trees) or new hedgerows with trees. A target minimum 11km of new hedgerow will be planted over the period of the WHSAP to reflect actual numbers of new dwellings in greenfield sites that come forward;
201. All habitat enhancement, restoration and creation must be delivered within the red or yellow bat sensitivity zones.
202. Measures implemented in close proximity to the known important bat roosts will be prioritised over those located at greater distance.

9.1.1 Delivery mechanism and implementation

203. The anticipated delivery mechanism to achieve habitat enhancement, restoration and creation is likely to comprise a number of different options. In the first instance, a Project Officer will be appointed by Wiltshire Council to manage the delivery on the ground, which will be funded by developer contributions (see Appendix 1) and will be appointed once sufficient funds to cover the first year of the post have been identified. This Officer will liaise with Natural England to agree an acceptable programme for delivery of the mitigation strategy.
204. It is envisaged that other habitats (hedgerow and woodland management and creation) will be delivered through a new Bat Stewardship Scheme that will be set up and administered by the Project Officer. Grants will be allocated to individual land owners, dependent on the type and quantum of habitat to be delivered. Funding will be dependent on long-term delivery of habitat management.
205. Additional habitat, particularly new woodland, will be delivered through a variety of means, including contributions towards off-site planting and land acquisition. It is intended that Wiltshire Council would purchase the land with the Project Officer being responsible for woodland establishment. Land would then either be retained by Wiltshire Council or would be passed on to an appropriate organisation for long-term management.

206. In the first instance, the Project Officer will develop a package of work to produce a handbook and agreed Terms of Reference for the Bat Stewardship Scheme. This will set out full details, including the following:
- The area covered by the scheme;
 - How the Bat Stewardship will work in parallel to add to and complement national stewardship schemes;
 - Who will be eligible to apply;
 - What land (and habitats) will be eligible;
 - Criteria to be used for judging submitted applications;
 - How long the agreements will operate;
 - Options for capital works (e.g. new hedgerow planting);
 - Options for management works (e.g. management of hedgerows);
 - What will be paid for each option and when payments will be made;
 - How individual agreements will be monitored and enforced.
207. The Project Officer will be responsible for administration of the scheme, farm visits and liaison with land owners, as well as monitoring and enforcement of agreements; and strategic monitoring across the scheme area.
208. The Project Officer hosted by Wiltshire Council will be responsible for undertaking, or facilitating, the following strategic monitoring:
- Quantum and condition of habitats enhanced or created as part of the scheme for bat target species;
 - Continuing to develop the evidence base within red and yellow zones shown on Figure 4 (e.g. through radio tracking of lesser and greater horseshoe bat);
 - Long-term monitoring of bat populations, particularly numbers of Bechstein's bat associated with the core woodland maternity sites.
209. It is recognised that at this stage, there will be uncertainty in terms of which specific habitat enhancement, restoration or creation opportunities can be delivered and where, as most if not all land is within private ownership; and delivery therefore depends on engagement with land owners. As such, a multitude of potential opportunities will be identified taking a whole landscape approach to ensure there is sufficient scope to deliver the agreed quantum of habitat enhancement, restoration and creation improvements.

9.1.2 Developer contributions for strategic habitat mitigation

210. Any development of new greenfield (namely the WHSAP, neighbourhood plan or exception sites; and other uses consistent with WCS policies) located within the yellow Medium Risk Bat Sensitivity Zone (see Figure 4) must, where appropriate, expect to contribute to strategic habitat mitigation via a section 106 agreement (S106) as follows:
- For residential development, £777 per dwelling, which will be payable through S106;
 - For all other development types, £23,310 per hectare which will be payable through S106.
211. The calculation which sets out the basis for these contributions is set out in full within Appendix 1.

9.2 Recreational Pressure Mitigation

212. The Footprint Ecology Report (November 2018) was commissioned by Wiltshire Council to consider effects of recreation on the nature conservation interest of woodland near to Trowbridge. The report sets out a series of recommended measures aimed at avoiding and mitigating the impacts of increased recreational pressure arising from new residential development at Trowbridge on important woodland bat sites. The measures that Wiltshire Council intends to take forward through implementation of this document have been summarised below.
213. Footprint Ecology recommends that a 600m exclusion zone is established around important bat woodlands where residential development should be restricted (i.e. no net increase in new residential curtilage within the zone). This recommendation has been implemented in full within this document.

214. Other recommended mitigation and avoidance measures within the Footprint Report that will be adopted through implementation of this Mitigation Strategy have been summarised below. The recommended costed measures to be implemented through this strategy have been itemised separately in Appendix 2. Note that it is the measures set out in Section 9.2.2 that will be the focus of implementation of this Strategy (the measures set out in Section 9.2.1 are critical, however, they will largely be implemented through the s106 agreement associated with the Ashton Park planning permission).
215. It should be noted that new housing allocated through the WHSAP together with other residential development (windfall development in the urban area, neighbourhood plan or rural exception sites) could result in a total of 2107 additional dwellings for an estimated 4,846 people by 2026 (based on the average of 2.3 people per household (Office for National Statistics, 2018) if the WCS requirement is met (see Table 1 above). Working on the basis of 8ha green open space per 1,000 people (Footprint Ecology, November 2018), this means that an extra 38.8 ha of green space capacity needs to be provided in association with this level of additional development. In practice, as reflected in the Footprint Ecology recommended measures, green space capacity can be created through the implementation of different measures. However, due to the need for certainty, a precautionary approach has been taken to calculate the maximum cost per new dwelling, which is based on the creation of a new SANG for the full 38ha (i.e. the costliest measure). This indicates that an allocation of up to £641 per new dwelling would need to be available from the Community Infrastructure Levy to ensure adequate mitigation can be created to accommodate increased recreational pressure from planned housing (See Appendix 2).
216. However, it is likely that Wiltshire Council will adopt a ‘mix and match’ approach to select a variety of measures for implementation that can best-deliver the required capacity over the next 7 years, including enhancement of existing green spaces and working towards developing a new country park (or SANG) if necessary. The size of any SANG needed would reflect any recreational pressure not addressed through enhancement of existing green spaces. The measures in paragraph 228 may well be more cost effective in delivering reductions in visitors to the woods concerned than by SANG creation alone. The project officer will develop an appropriate method for comparing the efficacy of the measures adopted to ensure that the increased recreational pressures are effectively and adequately mitigated.

9.2.1 Recognising important bat woodlands as nature reserves

9.2.1.1 *Limiting parking*

217. Additional parking in the general vicinity of the woodlands is unlikely to be acceptable due to the increased risk to the bat populations from higher visitor numbers

9.2.1.2 *New interpretation and signage at the woodland bat sites*

218. Interpretation provides information for visitors about the site, while signage informs visitors as to how to behave and helps way-finding. The two can be linked. New interpretation and signage would ensure visitors are aware the sites are important and managed for nature conservation, as distinct from the other greenspace sites which are managed primarily for access. There should be clear instructions/guidance relating to the issues of fires, camping, remaining on paths, dog fouling, dogs off leads etc. Improved way-marking will help people follow particular routes through the woods. As Bechstein’s bats regularly move roost sites, it is likely that disturbance will be minimised if the area used for access is minimised. Focusing access on selected paths and reducing desire lines is therefore likely to be beneficial, and good way-marking within the woods may help achieve this.
219. In addition, the Green Lane Wood complex comprising Green Lane Wood, Biss Wood and the Green Lane Nature Park needs careful branding to ensure visitors clearly distinguish between the different purposes of each separate area (i.e. ensuring a clear separation between areas where there is a nature conservation focus and those areas where the focus is access and recreation). This is likely to be resolved through the new iteration of the Green Lane Wood Complex Management Plan which will be funded by the Ashton Park developer following grant of planning permission for Ashton

Park. Only in exceptional circumstances would new signage and interpretation be funded through contributions from other developments besides those from Ashton Park.

9.2.1.3 *Improvements to paths within the woodland bat sites*

220. Improvements to path surfacing/routes at woods should also help focus access within the woodland sites and limit desire lines/spread of access within the sites. Improvements should be low key, with the aim of containing access along particular routes and keeping areas of the wood quiet, rather than enhancing the sites to draw more visitors. Improvements to the path network should ensure the woodland sites are more robust in terms of absorbing any changes in recreation use in the future.
221. Given the erratic nature of roost sites and the limited knowledge of the full picture of roost sites in the woods, there is little evidence as to where the paths should be directed. But it is nevertheless recommended that any revisions to the path networks should consider the possible effect of pushing or pulling visitors to different parts of the sites near bat roosts or the habitat potential for roosts. Changes to paths should be agreed in liaison with the expert bat workers who undertake monitoring of roosts and bat boxes within the woods. The principles for locating and maintaining the path network in the Green Lane Wood Complex will likely be considered in the next iteration of the Management Plan. Only in exceptional circumstances would path repairs etc be funded through contributions from other developments besides those from Ashton Park.

9.2.1.4 *Fencing at woodland bat sites*

222. From evidence gathered through stakeholder interviews there is a need for improvements to fencing and new fencing around the woodland sites. Fencing serves two purposes. Management of deer within the woodlands is difficult where there is access, and therefore impacts of deer are likely in the long term to be resolved by keeping deer out rather than culling. This will reduce damage to ground flora, coppice regrowth and overall woodland structure, and is particularly relevant at Biss Woods. Fencing also serves to limit desire lines and stops diffuse access; visitor use is then focused through gates and main paths, meaning signage, interpretation and engagement can be more effectively targeted and visitors are funnelled onto the main paths. This is particularly relevant along the western edge of Green Lane Wood. Fencing principles should be considered in the next iteration of the Management Plan. Only in exceptional circumstances would fencing be funded through contributions from other developments besides those from Ashton Park.

9.2.1.5 *Increased warden presence at woodland bat sites and other greenspace sites*

223. The granting of planning permission for Ashton Park requires the provision of a full-time dedicated warden employed by Wiltshire Wildlife Trust. The warden's duties will be defined in the S106 agreement and will essentially seek to balance visitor and wildlife needs, with particular emphasis on enhancing conditions for Bechstein's bats. There will be an element of policing to avoid informal fire making, camping, dogs being out of control etc but also an emphasis on engagement to foster a fuller appreciation of the sensitivity of the area by local residents and visitors.

9.2.1.6 *Engagement with visitors and the community*

224. Engagement work with visitors and the local community (including schools), will be undertaken by Wiltshire Wildlife Trust through arrangements agreed with Wiltshire Council and the developer through the grant of permission for Ashton Park. Such activities will likely include:

- Information packs to local schools
- Visits to local schools
- Community events
- Engagement events on sites
- Guided walks (e.g. with bat detectors)
- Material on the web, with material on local bats (e.g. showing tracking results)

- Establishing volunteer wardens or ‘ambassadors’ to help spread key messages such as dogs on leads or the need to pick-up dog mess.
- Volunteer groups, for example helping with tree planting

9.2.1.7 *Provision of outdoor learning space for schools*

225. Linked to the previous recommendation, stakeholder interviews highlighted the need for an outdoor learning space for the Castle Mead school and potentially other schools. Local schools already visit the woods and such use is likely to increase in the future, adding to the pressures on the woods. Provision of facilities for the schools will evolve over time and will be funded through the agreements entered into for the Ashton Park and Castle Mead developments. Outdoor learning space would need to be sited away from areas that support bat roosts and therefore potentially outside the woodland bat sites, yet woodland cover is ideal for ‘forest schools’. Green Lane Nature Park could be a suitable venue. Equally it may be possible for the scout’s Jubilee Wood to be shared with the school, which already has many of the provisions needed and is developing into a pleasant woodland space. This would require liaison between the school and scout groups.

9.2.2 Infrastructure enhancements to other greenspace sites

226. The visitor surveys targeted a range of greenspace sites away from the bat woodlands. It is clear these are well visited already. Enhancements to these sites could enable them to absorb additional recreational use and for much recreational pressure to be focused on these sites in the future. The visitor survey results provide much information to help guide potential enhancements to draw use away from the woodlands. Dog walking is the main activity at all sites (79% of interviewees) but accounted for a particularly high proportion of visitors at Clanger and Picket Woods (91%). Dog walkers should therefore be a key target group.
227. The visitor survey results show that visitors to the woodland bat sites tended to undertake longer visits compared to other sites (at Biss Wood and Clanger and Picket Woods in particular). The woods also have a relatively high proportion of people visiting infrequently (less than once a month) and at weekends, and therefore it would seem the woods currently draw people who wish to undertake a longer walk and who occasionally make the effort to visit such sites in order to have a longer walk. Clanger has a particular draw for people who come by car, and therefore are making a particular effort to visit. People tended to travel further to Clanger and Picket Woods compared to other sites (potentially reflecting the high proportion of car-users at the site). In contrast, Green Lane Wood has a significantly higher proportion of interviewees who have been visiting for relatively short periods of time, and therefore it is clear that the woodland sites are attracting new visitors and new housing will result in increased levels of use. Routes walked were longer at Clanger and Picket and Green Lane Wood compared to the other sites – at both these locations visitors were typically walking around 2.5km, where none of the other sites had median route lengths above 2km (although Southwick Country Park was just under 2km – the length of the surfaced path.).
228. Looking at the other greenspace sites, Southwick Country Park was notable in the high numbers of people travelling to the site by car, but it is clear that there are sometimes issues at this site with parking capacity, with the current car-park limited to around 40 spaces. While the other non-woodland greenspaces lacked a formal car park for site visitors.
229. ‘Close to home’ was less of a driver influencing site choice at the woodland bat sites compared to other greenspace sites. People appear to select the woods (compared to other sites) because they are good for the dog/dog enjoys it, because they don’t have many other people and because they are relatively quiet (e.g. in respect of traffic noise). The woods also seem to perhaps have more of a rural/wild feel and are more suitable in certain weather conditions (i.e. providing shade). For the other greenspace sites to provide an alternative to the woods, they should therefore be enhanced to provide these characteristics.
230. Ideally the other greenspace sites will function as a network, providing a range of different opportunities, thereby ensuring visitors have a variety of potential sites to visit. Across the network the following features could therefore be

provided and maintained (not at all locations but rather at one or more locations), with the aim to enhance access provision and draw visitors away from the woods, taking care not to create too urban a feel across the sites:

- Fenced dog training area, drawing dog walkers with unruly dogs or those with new dogs. For example, at Southwick Country Park, where interviewees suggested dog behaviour is an issue and the improvement could be situated carefully to spread users more.
- Water for dogs, such as pools or ponds where dogs can swim and have access to water to drink (e.g. at Biss Meadows and Paxcroft Mead).
- Dog bins at all sites, near/at main access points.
- Surfaced all weather paths, drawing use in wet weather and when ground conditions are muddy. For example, the western bank of Biss Meadows, which could be encouraged to have more use.
- Provision of longer walking circuits. Longer routes (at least 2.5km) should encompass relatively quiet areas with rural feel (i.e. without lots of people and noise).
- A range of parking locations providing safe, off-road parking, easily accessible and with plenty of space to park (i.e. so visitors that do arrive by car can be confident of being able to park). Additional parking provision is necessary to serve Southwick Country Park and could include the main car-park but also outside the country park to provide additional parking at other locations around the site (e.g. near the allotments or from Studley).
- Café and toilets, particularly at Southwick Country Park, providing for those visitors that wish for such facilities. Café facilities may work to draw visitors who wish to meet socially (e.g. meeting for a walk) and toilets/café may help draw groups. Ideally café facilities should include outdoor seating etc. where dog walkers can sit with their pets.
- Outdoor gym area/facilities for exercise, potentially drawing users who are seeking to exercise and wishing for space to 'get fit'. Fun, amusing gym like facilities for children and adults are enjoyable and combine health benefits of heart rate simulation, rather than solely low heart rate activities, such as walking.
- Creation and management of a range of habitats, particularly ensuring a range of wooded habitats and mix of open areas and woodland, providing good space for dog walkers and others potentially currently attracted to the woods.

231. While it appears Southwick Country Park offers good potential for attracting new visitors who might otherwise visit the woodlands, it should be noted the country park is of considerable biodiversity value in its own right. It contains sufficient biodiversity interest to qualify as a Local Nature Reserve and this statutory designation is being pursued by the Council and the Friends of Southwick Country Park with Natural England. The Country Park also has plenty of habitats suitable for foraging, and commuting by all three SAC bat species. It has many older trees suitable for roosting by Bechstein's bats and this species was confirmed in a tree roost at the park in 2016. Southwick Country Park would be regularly used by householders in the three closest HASP allocations. Measures will therefore be required to ensure the additional pressure can be absorbed without presenting additional risks both to SAC bat species and other wildlife. The Council will discuss the best way to deliver these using contributions from development with the Friends of Southwick Country Park.

9.2.3 Signage and interpretation at other greenspace sites

232. Interpretation and signage at other greenspace sites could help to create a different feel and identity from the woodland bat sites, ensuring that visitors recognise a clear distinction between sites where there is nature conservation interest and sites that are primarily managed for access and the benefit of people. Signage and interpretation are likely to help visitors to get the most from their visit.

233. Consistent signage across the other greenspace sites may also help visitors place sites within the context of each other and therefore move more between sites on foot, as there is a feeling of greater connectivity between sites.

9.2.4 Creation of additional green infrastructure (SANG)

234. Suitable Alternative Natural Greenspaces (SANGs) is the term given to greenspaces that are created or enhanced with the specific purpose of absorbing recreation pressure that would otherwise occur at sites designated as European wildlife

sites. SANGs are created, or existing greenspaces enhanced to create a SANG, in order to mitigate for the effects of new housing development, absorbing the level of additional recreation pressure associated with the new development.

235. A busy, overcrowded site is unlikely to provide that experience. The extent to which a site feels too busy is likely to be subjective, dependent on the vegetation, views, site lines, noise levels, the shape of the site etc; as such setting a standard for existing sites is a challenge.
236. For a site to be effective as a SANG it must provide an alternative to the site of nature conservation importance that is under pressure, and therefore (at least in part) replicate the experience gained from a visit there. Effective SANGs therefore potentially need to be relatively wild, semi-natural spaces and large.
237. The Footprint Ecology Report found that, currently, the total area of accessible greenspace around Trowbridge is around 278ha, of which 162ha is other greenspace away from the bat woodland sites. Footprint Ecology considered that some enhancement of existing greenspace sites such as Southwick Country Park can be undertaken to increase their capacity and proposed strategic measures for such capacity enhancement are set out above
238. However, the Footprint Ecology Report concluded that the provision of additional green infrastructure needs to be considered in order to meet benchmarks for levels of accessible greenspace available for new residents. As such, there is a recognised need for new greenspace to be provided in association with new residential development at Trowbridge.
239. However, the Footprint Ecology Report also concluded that it should be possible for such additional greenspace land to be phased over time, and as such this is a long-term measure. Nonetheless, additional green infrastructure should be planned well in advance and implemented strategically to maximise its benefit. It will need to be targeted to match the locations where housing will come forward, such that the greenspace is easily accessible.
240. As a starting point, Wiltshire Council will therefore undertake a site search, assessment and feasibility study to allocate suitable land in the Trowbridge area for Suitable Alternative Natural Greenspaces (SANG). Once suitable land has been identified, Wiltshire Council will seek to either acquire land, or ensure that land is secured, for the purposes of delivery of one or more SANGs. All SANGs to be provided must comply with the quality criteria set out in Appendix 3.

9.2.5 Developer contributions for strategic recreational pressure mitigation

241. Any new residential development located within the grey hatched Medium Risk Bat Sensitivity Zone (see Figure 5) will require an allocation from Community Infrastructure Levy to ensure mitigation measure can be created for the increase in recreational pressure. The contribution for such strategic recreational pressure mitigation will be made via CIL as follows:
- For residential development, calculated at £641 per dwelling. Developers will not pay this directly, but it will be calculated annually from the number of housing completions and taken from the CIL receipts
242. The calculation which sets out the basis for these contributions is set out in full within Appendix 2. The costs in Appendix 2 have been based on the establishment of acquiring and establishing a new 38ha SANG and hence reflect a 'maximum worst case' scenario.

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APPENDIX 1 COSTED HABITAT MITIGATION

Habitat	Works	Item	Total minimum target (ha)	Unit cost (£)	Unit	Total cost (£)	Period (years)	Annual cost	Capital cost	Source of costs	Comments on application of grant (3)	Comments on calculation assumptions
Broad-leaved woodland	Woodland creation	Total cost estimate for category	6			282,330		7,680	228,570	2		6 ha of new woodland will be delivered within the risk zones to compensate for residual and in-combination effects arising from development. 6 ha will deliver a 5% increase in the area of the high quality woodland habitat upon which the local Bechstein's population depends.
		Detailed breakdown										
		Land acquisition	6	22,500	per ha	135,000			135,000			At the close of 2017, Savills GB Farmland Value Survey shows average prime arable commanded close to £9,000 per acre, with average grade 3 farmland trading at £7,500 per acre.12 Feb 2018 (https://www.savills.co.uk/research_articles/229130/228020-0)
		Prepare Woodland Creation Plan	6	1,200	per woodl and plan	7,200	N/A		7,200		Assumes woodland will be planted in minimum blocks of 1 ha.	
		Woodland site preparation: subsoiling, fertiliser & herbicide	6	450	per ha	2,700	N/A		2,700	2		
		Hand planting bare-rooted broad-leaves	6	350	per ha	2,100	N/A		2,100	2		
		Additional to fit stakes and tubes to broad-leaves	6	350	per ha	2,100	N/A		2,100	2		
		Materials: bare-rooted trees	6	495	per ha	2,970	N/A		2,970	2		
		Materials: tubes & stakes	6	2,750	per ha	16,500	N/A		16,500	2		
		Deer fencing for new woodland planting	2400	25	per metre	60,000	N/A		60,000	3	Assumes woodland will be planted in minimum blocks of 1 ha.	Estimated costings subject to uplift to allow for contractor OH and profits
		Annual payment to maintain woodland planting	6	1,280	per ha	53,760	7	7,680		3	To include beating up, weeding & herbicide application.	Assumes most maintenance will be required in first 5 years, after which a general annual maintenance payment will be required. Assumes beating up will require replacement of 10% of failures; herbicide 'spot' application will be required 1x per annum in first 5 years; weeding required x 2 in first 5 years.

Hedgerows	Creation	Total cost estimate for category	11 km			349,932		15,554	303,270		Aim is for all restored or newly planted hedgerows to be double fenced to 3m width, with standards. Must include the cost of initial maintenance for 3 years after planting, to include removal of any tree guards and shelters, 'beating up' (replace all failures in the following planting season), and trim the newly planted hedge in at least the first 2 years to encourage bushy growth, allowing the hedge to become taller and wider at each cut	Based on comments from Natural England dated 31/8/18. 11km of new (or 22km of enhanced) hedges – far enough to provide a single new connective corridor from Southwick Country Park to Green lane wood, assuming 100% establishment success rate and a 33% loss over the longer term, and a 1.2 temporal multiplier (assuming hedges are delivering benefits after 5 years):
		Detailed breakdown										
		Excavate trench for hedges	11000m	6.93	per m	76,230	N/A		76,230	2		Trench excavated by machine. Trench 500mm deep x 700mm wide.
		Plant hedge	11000m	9	per m	99,000	N/A		99,000	4		Assumes backfill with excavated topsoil. Assumes hedges to be planted with bare root whips, in a double row with 200mm centres
		Plant standard trees	220 trees	32	per tree	7,040	N/A		7,040	5	1 standard tree per 50m (as per Important Hedgerow criteria in the Hedgerow Regulations)	Assumes light standard (tree girth of 6-8cm) bare root tree in tree pit measuring 600x600mm deep. Includes excavation of pit by machine, fork over bottom of pit, plant tree with roots well spread out, backfill with excavated material, incorporate organic manure, 1 tree stake and 2 ties.
		Stock proof fencing (2 sides)	11000m	5.5	per m	121,000	N/A		121,000	3		
		Initial payment to maintain new hedgerows	11000m	1,414	per km	46,662	3	15,554		3	To include beating up, weeding & herbicide application. Initial maintenance assumed as required for 3 years following planting. Assumes replacement of failures at 10%.	Extrapolated approximately from per ha costs (assumes 1km = 1ha)
Hedgerows	Long-term management	Total cost estimate for category	11km			9240		1,320				
		Detailed breakdown										
		Compliance with hedgerow management specification	16.5km	8	100m	9240	7	1,320		6	Maintain hedges at least 3m tall and 2m wide. Cut no more than 1 year in 3 (leave at least 2/3 of hedges untrimmed each year). Cut between 1st January and 28 February. Cut incrementally, rather than trimming back to the same point, aiming to allow hedges to increase in height and width by several centimetres at each cut	Assumes grant would be paid over a 10 year period. The total 10 year cost has therefore been averaged over the 7 years for which these costings are estimated to cover).
Administration, implementation, enforcement and monitoring						175000		25,000				
		Detailed breakdown										

4 Agro Business Consultants (May, 2018). The Agricultural Budgeting & Costing Book No 86

5 Based on: (Aecom) (Ed) (2016) SPON'S External Works and Landscape Price Book 35th Edition.

6 Based on: Forestry Commission, Natural England (Revised July 2018) Countryside Stewardship Mid Tier Options, Supplements and Capital Items https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/723365/mid-tier-options-supplements-capital-items-2018.pdf

		Part-time project officer				105,000	7	15,000				Assumes £30,000 annual salary, including on-costs. Assumes 2.5 days per week. Costs cover this post for 7 years (the plan period)	
		Fund for monitoring				70,000	7	10,000				e.g. to cover consultant's radio-tracking fees, bat detector equipment	
Contribution Per Dwelling								£777.62	N.B. This equates to £23,310 per ha commercial development (contribution based on the equivalent of 30 dwellings per ha of developed element of the site excluding land set aside for onsite mitigation) to mitigate against in-combination effects on ALL new greenfield developments within the bat sensitivity zones after achieving no net loss on site. To include (but not restricted to) all new developments: within the Sites Allocations plan, Neighbourhood plans, Rural exception sites. The calculation uses the sites allocation figure (1,050) as set out in Table 4)				

General assumptions

Allocations within the Wiltshire Housing Site Allocations Plan will be delivered over the period 2019 to 2026 (and therefore payments for habitat improvement payments will be made during this 7-year period)

The core woodland block area has been calculated by summing the area of Green Lane, Biss and Clanger and Pickett Woods (120 ha in total).

Units as per column headings unless otherwise stated.

APPENDIX 2 COSTED RECREATIONAL PRESSURE MITIGATION

Mitigation measures	Potential location	Approximate total cost	Comments on source of costings	Assumptions for costings
New SANG site				
Land acquisition	Countryside surrounding Trowbridge	£855,000	At the close of 2017, Savills GB Farmland Value Survey shows average prime arable commanded close to £9,000 per acre, with average grade 3 farmland trading at £7,500 per acre. 12 Feb 2018. https://www.savills.co.uk/research_articles/229130/228020-0	38 ha of SANG capacity is required in accordance with recommendations in Footprint (November 2018). Trowbridge Visitor Survey and Recreational Mitigation Strategy)
New SANG infrastructure				Costs are very approximate and need to be recalculated on a site-specific basis, using costings requested from contractors.
Surfaced paths	New SANG site	£74,250	Based on: Contractor's pricing (Keffen Civils Groundwork Contractors) for SANG path works in Dorset, 2018	Assume 2.5km of all-weather path suitable for all abilities. Assume paths are 1.8m wide, no edging. 50mm thick self-binding aggregate on 150mm type 1 (crush concrete); non-woven geotextile membrane. Excavated spoil left next to path
Gravel pathways	New SANG site	£37,500	Based on: (Aecom) (Ed) (2016) SPON'S External Works and Landscape Price Book 35th Edition.	Assume 2.5km of less formal gravel path, 1m wide. No edging to path
Signage and interpretation	New SANG site	£17,500	Panter, C., Lake, S., & Liley, D. (2017). Trowbridge Visitor Survey and Recreation Management Strategy. Unpublished report by Footprint Ecology for Wiltshire Council	Costs are very approximate and need to be recalculated on a site-specific basis, using costings requested from contractors. 5 AO interpretation panels at £3000 each. 25 softwood marker posts at £80 per post. £500 for discs made of glass reinforced plastic. Signage needs to be consistent and carefully branded.
Habitat creation (woodland planting)	New SANG site	£47,580	Agro Business Consultants (May, 2018). The Agricultural Budgeting & Costing Book No 86	Assume planting 4 ha. Assume £11,895 per ha, inclusive of ground preparation, planting, materials and deer fencing (cost per ha taken from the habitat enhancement costings spreadsheet)
Car park	New SANG site	£68,399	Based on: (Aecom) (Ed) (2016) SPON'S External Works and Landscape Price Book 35th Edition.	Costs are very approximate and need to be recalculated on a site-specific basis, using costings requested from contractors. No costs included for vegetation clearance, preliminaries or contractor OH/ profits. Assume additional 30 parking spaces provided, and 2 disabled spaces. Assume 440m2 gangway. Assume 130m of block paving edging. Assume 20m Macadam roadway from highway junction for car park.
Dog bins x 3	New SANG site	£450	Panter, C., Lake, S., & Liley, D. (2017). Trowbridge Visitor Survey and Recreation Management Strategy. Unpublished report by Footprint Ecology for Wiltshire Council	
Benches	New SANG site	£12,627	Based on: (Aecom) (Ed) (2016) SPON'S External Works and Landscape Price Book 35th Edition.	Assumes 6 x timber benches; 3 x timber picnic tables. Assumes bolting into existing paving.
Litter bins x 5	New SANG site	£3,300	Based on: (Aecom) (Ed) (2016) SPON'S External Works and Landscape Price Book 35th Edition.	
Promotion to residents	New SANG site	£5,000		
CIL delivery officer	New SANG site	£210,000	Wiltshire Council	Assumes £30,000 annual salary, including on-costs.
Monitoring				
Monitoring visitor numbers.		£20,000	Panter, C., Lake, S., & Liley, D. (2017). Trowbridge Visitor Survey and Recreation Management Strategy. Unpublished report by Footprint Ecology for Wiltshire Council	Across all greenspace sites. Single visitor survey in Year 5
Total		£1,351,606	This applies to new residential development within the residential pressure zone (see Figure 5).	
Per Dwelling Contribution		£641.48	N.B. the calculation uses estimated residential growth (2,107 dwellings) as set out in Table 3.1. Most costings provided are generic and where necessary have taken a precautionary approach. Accurate costs can only be calculated on a site-specific basis, taking any site-specific issues into account	

APPENDIX 3 DESIGN STANDARDS FOR A SANG

- **Location:** needs to be accessible to residents of new development and potentially existing residents, such that the SANG is at least as easy to access as the European sites
- **Size:** sites ideally need to be in the order of 30ha to provide suitably long routes (visitor data from the European sites are necessary to indicate how far people typically walk). There may be potential to link to other sites or rights of way but ideally such route lengths should be entirely accommodated within the SANG.
- **Routes:** a range of routes should be possible, with longer walks (longer than 2.5km) possible. Routes should be easy to find, ideally way-marked and accessible at all times of year.
- **Types of access:** access provision needs to match the requirements of residents and the types of use on the European sites. Dog walkers are likely to be a major component, but requirements are site specific. There are SANGs in Dorset that are designed entirely for BMX riders.
- **Parking:** If the aim of the SANG is to draw people from a reasonable radius, good quality parking will need to be provided. Car parks need to be of appropriate size, free (assuming it is free to park at the European sites) and safe. Dog-walkers will prefer locations where the dog can be let out of the car safely.
- **Feel:** sites should be welcoming, clearly open to the public for access and safe. Adjacent busy roads, sewage works, industrial sites etc. are likely to detract from the appeal of the sites. SANGs should provide a suitable alternative to the ecologically sensitive sites and are therefore likely to need to be relatively wild and semi-natural in feel.
- **Features:** it may be possible to draw visitors and enhance sites with art installations (e.g. sculptures), infrastructure (screens to view wildlife, viewpoints, wild play facilities, benches etc.), however such features should not lead to the site being too urban in feel.
- **Facilities:** large sites may benefit from toilets, a café etc. but such facilities are unlikely to be essential components. Dog bins may be necessary. Some SANGs (e.g. Upton Country Park in Dorset) have dedicated facilities for dog walkers including a fenced dog training area and a stream area where dogs can drink and access the water).
- **Promotion:** it is important that SANGs are widely promoted to local residents. Good road signs, resident's packs, leaflets and promotion on the internet are important.
- **Management:** SANGs need to be permanent and management (e.g. maintenance, grass cutting, path surfacing) needs to be secured in-perpetuity. Some sites are owned by local authorities, other approaches include management by a trust or a suitable charity such as the local wildlife trust.
- **Monitoring:** visitor surveys of SANGs are likely to be necessary in the early days to check sites are being used and drawing the right types of access. Visitor survey results can provide the feedback necessary to modify or enhance the SANG. Any issues (anti-social behaviour, vandalism, poached ground etc.) need to be picked up and resolved.



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Wiltshire Council

Cabinet

04 February 2020

Subject: Introduction of District Level Licensing for Great Crested Newts in Wiltshire

Cabinet Member: Councillor Toby Sturgis - Spatial Planning, Development Management and Investment.

Key Decision: Non Key

Executive Summary

As a European protected species, great crested newts (GCN) and their habitats are protected by law. GCN habitat exist across most of Wiltshire. The current process for protecting GCN from the impacts of new development is often expensive to apply and may not ensure the long-term protection of the newts. Mitigation measures that are delivered on site can sometimes be detrimentally affected by unexpected pressures arising from the new development, poor on-going management and maintenance and, in some cases, newts and their habitats can be lost altogether over time.

This report seeks authority for Wiltshire Council to become part of a national roll-out by Natural England of District Level Licensing (DLL) for Great Crested Newt habitats. DLL provides an alternative mechanism for protecting newts, which is intended to reduce the uncertainty and the costs on developers and which will enable newt populations to flourish in more suitable locations.

The report also proposes the potential use of suitable areas of Council owned land for the creation of habitat for GCN.

Introducing District Level Licensing of GCN in Wiltshire will provide an alternative option for developers. It will not replace the current route which will remain available should planning applicants wish.

Proposal(s)

That Cabinet:

- (i) Approve the introduction of District Level Licensing for Great Crested Newts into Wiltshire as part of the national roll-out by Natural England (NE).
- (ii) Delegate authority for the Director of Economic Development and Planning, in consultation with the Director of Legal, Electoral and

Registration Services, the Director for Housing and Commercial Development and associated Cabinet Members to:

- i. identify, bring forward and implement as necessary, suitable Council owned land for GCN habitat restoration/creation:
- ii. should such land be identified, sign up to a Memorandum of Agreement with NE to establish the Council as a Habitat Delivery Body, authorised by NE, to create and maintain great crested newt habitat within Wiltshire and enter into all other legal agreements deemed necessary to approve the use of Council owned land and protect the Council's interest.

Reason for Proposal(s)

The proposal introduces an alternative mechanism for protecting newts, which is intended to:

- (i) Reduce the costs and uncertainty on developers and improve delivery of development (e.g. by the implementation of an agreed mitigation approach that enables the provision of habitat off-site)
- (ii) Enable newt populations to flourish in identified suitable locations.

Alistair Cunningham
Chief Executive Officer – Place

Wiltshire Council

Cabinet

04 February 2020

Subject: Introduction of District Level Licensing for Great Crested Newts in Wiltshire

Cabinet Member: Councillor Toby Sturgis - Spatial Planning, Development Management and Investment

Key Decision: Non Key

Purpose of Report

1. To seek Cabinet approval for the introduction of District Level Licensing for Great Crested Newts (GCN) in Wiltshire as part of a national roll-out by Natural England, initially for a 24-month period.
2. To seek delegated authority for the Director of Economic Development and Planning, in consultation with the Director of Legal, Electoral and Registration, the Director for Housing & Commercial Development and associated Cabinet Members to:
 - (i) identify, bring forward and implement as necessary, suitable Council owned land suitable for GCN habitat restoration/creation;
 - (ii) should such land be identified, sign up to a Memorandum of Agreement with NE to establish the Council as a Habitat Delivery Body, authorised by NE, to create and maintain great crested newt habitat within Wiltshire and enter into all other legal agreements deemed necessary to approve the use of Council owned land and protect the Council's interest.

Relevance to the Council's Business Plan

3. The introduction of the option for developers to follow the District Level Licensing (DLL) route assists the council in achieving two outcomes in the Business Plan 2017-2027. For development sitesF which have the potential to adversely affect Great Crested Newts DLL would assist these outcomes by:
 - **Growing the economy** – by increasing the certainty, early in the planning process, for developers of sites that are proposed in locations that could adversely affect GCN. This would be achieved by having an agreed mitigation approach for developments, that are within locations that Natural England has agreed are suitable for DLL, saving both time and money.

- **Demonstrating an innovative and effective council** – the Council has undertaken work to introduce DLL for GCN as part of the second phase of Natural England’s national rollout. It offers an innovative and effective alternative option that will help speed up the statutory planning function of the Council and provide a better long-term solution for the protection of GCN populations across Wiltshire.

Background

4. The option for some councils to follow a new district licensing of GCN is Natural England’s (NE) response to the ‘Red Tape Challenge’ & ‘Better Regulation’. The Housing White Paper also identified district licensing as one of the tools for speeding up sustainable housing delivery. Furthermore, Defra’s 25 Year Plan refers to ‘district species licensing’ and affords support to testing an innovative approach to the protection of newts through the planning system.
5. By integrating GCN licensing with planning provides more effective control over habitat and species retention to Natural England and local planning authorities. One of the key purposes of district licences is to speed up delivery of sustainable development. A national study undertaken by NE found that over 80% of developers said that they would support the district licensing approach for GCN.
6. District Level Licensing (DLL) is proposed as an improved approach to the conservation of Great Crested Newts. These protected species are rare in Europe but there are numerous populations across Wiltshire and their protection and strict licensing arrangements has a significant impact on developments in terms of both the necessary land take for habitat and the timeframes for trapping and translocation. Currently licences for great crested newt populations are determined on a site by site basis and requires agreement from Natural England.
7. This new approach focuses on bringing the greatest benefits to the amphibians while streamlining the licensing process for developers. Following a successful pilot project DLL is now part of a national roll-out programme with government funding as announced in the Government’s Housing White Paper in 2017.
8. DLL is widely viewed as a proactive approach and has been well received by ecologists, land agents and the development industry.

Main Considerations for the Council

9. Currently licences for GCN populations are considered and issued on a site by site basis by Natural England (NE). They are constrained by seasonal timings for surveys and mitigation, whilst habitat recreation is normally required on site. Under the traditional licence method, the costs of surveys, trapping and exclusion can outstrip that spent on habitat creation and management by a factor of 7:1.

10. The new strategic approach focuses on bringing the greatest benefits to GCNs, which have declined dramatically in Europe over the last 60 years, while streamlining the licensing process for developers.
11. The new strategic approach involves surveys of areas where newts are most prevalent, mapping of the potential impacts of planned development on the species and fundamentally the proposal of habitat compensation for the full impact of all planned development within the county. This countywide conservation strategy for the species has the potential to significantly assist the council's growth agenda by providing more certainty and saving developers' time and money, whilst also making newt populations healthier and more resilient.
12. Surveys of GCN presence and habitat suitability in Wiltshire have been completed by NE. This has resulted in a comprehensive evidence base to support DLL. The outputs have been categorised into risk zones of red, amber and green; red indicates areas subject to existing licensing measures and potential high impact on nationally recognised populations of GCN; amber zones indicate suitable habitat for GCN and green zones are where NE predicts there is little or no suitable habitat for GCN. The analysis has resulted in a NE Strategic Opportunity Areas map identifying suitable areas for the creation or improvement of GCN habitat as part of compensation pond creation.

Benefits of District Level Licensing

13. A key benefit of DLL is that it creates a more open choice of where to locate compensatory habitat which can relieve land-take in key development locations and maximise the potential to strengthen, extend and connect existing newt populations and habitats. The benefit to the Local Authority and community is:
 - The timely delivery of the council's allocated growth areas and windfall sites could be significantly assisted and de-risked by DLL.
 - The overall benefit to the newt species in securing larger, sustainable populations within managed habitat in locations that could have wider environmental benefits including health and wellbeing and climate change, for example, through improved access to the countryside and new planting strategies.
 - The council's own land and potential development sites could also benefit from this process.
 - There are opportunities to use parts of the council's land holding that are too constrained for development for newt mitigation. This has the potential to make low value development land realise an income potential through DLL payments for mitigation and management.

Wiltshire Council as a Land Owner and potential Habitat Delivery Body

14. Natural England's Strategic Site-based GCN Licensing approach is to be achieved by creating suitable amounts of new and optimum habitat for the species under which developers of land may opt to make the appropriate pre-set financial contribution to the costs of creating and maintaining compensatory habitat for GCN.
15. Where this option is pursued Natural England (NE) will collect the required financial contribution and oversee the creation and maintenance of the compensatory habitat by authorised bodies. Should the Council wish to deliver habitat on land it owns, using the funding collected by NE, it would be required to sign up to a Memorandum of Agreement (MoA) with NE.
16. The MoA would establish the Council as a Habitat Delivery Body authorised by NE to create and maintain GCN habitat within Wiltshire (subject to prior approval by NE of each individual project).
17. The MoA is necessary for NE to be confident that the locations, type and specification of pond work and maintenance will be undertaken to a standard that will make it suitable for GCN.
18. There will be a few Habitat Delivery Bodies across Wiltshire that Natural England will be at liberty to appoint for delivery of works on other, privately owned, land. The Council will only need to sign up to the MoA if it wishes to bring forward land it owns for mitigation and wishes to deliver the works.
19. Such a decision will firstly, be subject to suitable land being put forward by the Council and secondly, the land and proposed works being approved by NE. However, to enable the option to be considered and pursued it is recommended that delegated authority be given to the Director of Economic Development and Planning in consultation with the Director of Legal, Electoral and Registration Services, the Director for Housing and Commercial Development and associated Cabinet Members (as set out above) to complete a Memorandum of Agreement, Landowner Agreements and to put in place any other legal documents required to protect the Council's interest.

Overview and Scrutiny Engagement

20. This has not been subject to overview and scrutiny as this is not considered as a priority matter.

Safeguarding Implications

21. There are no safeguarding implications related to these proposals.

Public Health Implications

22. A robust approach to managing GCN populations will contribute towards maintaining a healthy and resilient environment for all.

Procurement Implications

23. There are no direct procurement implications arising from this report.

Equalities Impact of the Proposal

18. There are no equality implications arising from this report.

Environmental and Climate Change Considerations

19. This proposal is primarily focussed on making GCN populations in Wiltshire healthier and more resilient. Currently mitigation measures, such as the creation of a new pond, are generally delivered on site. However, this may not be the best long-term solution for GCN.
20. DLL provides an option for mitigation to be provided off-site in locations that are more sustainable with less conflicting pressures. Off-site compensation measures delivered through DLL would increase the amount of GCN habitat by over 50%.
21. Pond and habitat creation could in some locations, be part of delivering wider strategic green infrastructure and climate change measures across Wiltshire, including improving eco-networks and providing alternative sustainable off-road cycling and walking routes.

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

22. The need to offer a faster and more certain option for managing GCN habitat has been identified in the 'Red Tape Challenge' & 'Better Regulation', The Housing White Paper (2017) and in Defra's 25 Year Plan. Given the widespread recognition of the need for this approach, developers could be concerned if this option was not made available in Wiltshire particularly as it has potential benefits for developers through a speedier and more certain decision-making planning process in relation to GCN.

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

23. The GCN district licensing scheme in Wiltshire will run for an initial 24-month period, after which there will be a review of its effectiveness. Before the end of this 24-month period a further report will be prepared to evaluate the scheme with recommendations for the next stage.
24. Consideration will be taken to ensure that management to GCN in relation to planning, through the two possible routes, is beneficial and not overly bureaucratic, expensive or confusing.

Financial Implications

25. NE obtained funding from Ministry of Housing Communities and Local Government to allow it to develop strategies within 150 Local Authority areas to enable DLL to be available by April 2020. The initial survey and management strategy work have been funded through this at no cost to the council.

26. In addition, NE has further funding that is facilitating the creation of advance habitat suitable for GCN across Wiltshire. Besides the upfront works necessary to kickstart the scheme all further works as well as ongoing maintenance and monitoring costs would be funded through contributions made by developers.
27. The ongoing maintenance and monitoring costs would be recouped through payments made by developers. Each mitigation package is self-funded and includes sufficient monies for 25 years of maintenance and for a duplication of the mitigation if replacement is necessary. NE would carry the start-up risks and run the DLL project for the initial 24 months before the Council would be asked to consider administering it. By that stage it is anticipated that the financial model would have been fully tested in Wiltshire and any necessary changes made.
28. There are therefore no budget implications for the council with this proposal. See workforce implications below.

Legal Implications

29. Should Cabinet provide the delegated authority sought in this report all legal agreements, including a Memorandum of Agreement and landowner consents will be considered and where appropriate approved and entered into through that delegated authority.

Workforce Implications

30. The DLL will be administered by Natural England for an initial 2-year period. The council will support the delivery by raising awareness of the option, providing guidance and information as necessary. Much of this will be through the provision of new information on the Council website and through developer forums.
31. Any additional officer time needed to support DLL in Wiltshire is expected to be offset by the time saved through having an agreed approach to mitigation of GCN which can be used for relevant planning applications.
32. Further staff resource (expected to be at most 1 FTE ecology post) may be required if after 24 months the Council decide to take on the administration of the DLL project from Natural England. However, the administration fee income would fully offset the costs of this. There is no requirement to take up the option of running DLL, but there may be some tangible benefits.

Options Considered

33. The proposal introduces more choice for developers on how to comply with legislation on sites where potential GCN habitat is affected. It does not remove the current route and merely provides an alternative option.
34. There is a similar alternative scheme operated by Nature Space. This is operated by a third party and whilst it would follow the same principles it

does not afford the council the same level of involvement and control over where the mitigation sites are to be delivered.

35. The NE option would also allow the Council to bring the management and delivery of DLL inhouse in the future should the Council wish. DLL is a developer funded service. NE is rolling out this new form of DLL for GCN and will do so with or without the Council's direct involvement. However, it is recommended that the Council plays an active role in DLL; both in terms of the opportunity to bring forward Council owned sites for development that would otherwise be impeded or delayed by the traditional licensing methods, and also in terms of the use and funding for long term management of suitable areas of Council land.

Conclusions

36. The introduction of District Level Licensing for Great Crested Newts into Wiltshire is part of a national roll-out by Natural England. The proposal introduces an alternative mechanism for protecting Great Crested Newts, which is intended to reduce the time and costs on developers and which will enable newt populations to flourish in suitable locations
37. Delegated authority for the Director of Economic Development and Planning in consultation with the Director of Legal, Electoral and Registration Services, the Director for Housing and Commercial Development and associated Cabinet Members would enable suitable Council owned land for GCN habitat restoration/ creation to be brought forward and all necessary legal agreements to be put in place to protect the Councils interest.

Sam Fox (Director - Economic Development and Planning)

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19 December 2019

Appendices

None

Background Papers

Please refer to this link via Natural England's website:

<https://naturalengland.blog.gov.uk/2017/02/17/newts-in-the-news-a-major-step-forward-for-district-licensing/>

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Wiltshire Council

Cabinet

4 February 2020

Subject: **Budget Monitoring, Performance & Risk Management
2019/20 Quarter 3 (31 December 2019)**

Cabinet Member: **Cllr Simon Jacobs – Cabinet member for Finance and
Procurement**

Key Decision: **Non Key**

Executive Summary

This report brings together the regular reports on Budget Monitoring, Performance & Risk Management. The aim is to combine key information to give a complete picture of performance, both financial and non-financial, in regular reports which highlights the main area for consideration in a clearer format.

This report advises members of the Budget Monitoring, Performance & Risk Management as at the end of Quarter 3 (as at 31 December 2019) for the financial year 2019/20. Highlighting recommended actions as appropriate.

Budget Monitoring

The Council has delivered most of the savings planned for delivery in 2019/20 and expects to deliver a balanced budget by the end of the financial year. However, there are some services which have identified large variances due to additional cost pressures identified in year and these forecasts indicate a general fund variance, if no further action is taken, of £2.758 million. This is 0.8% of the Council's net budget

Directors and Heads of Service are identifying compensating actions to bring this back into a balanced year end position. Individual recovery plans are being produced for areas showing forecast overspends.

The report includes commentary on the Dedicated Schools Grant (DSG). This is coming under increased pressure in Wiltshire as it is across the country. Current forecast is for a £7.314 million overspend. Mitigation plans are in place to address this overspend; further details are outlined in the main body of this report.

This report also details changes to the capital budget made since the 2019/20 budget was set on 20 February 2019 and reflects the forecast year end position of the 2019/20 capital spend against budget as at Quarter 3 (as at 31 December 2019). The revised capital programme as at Quarter 3 is £148.736 million, which includes £12.418 million of budget reprogramming into future years.

Performance

Due to the timing of the report not all indicators from the Corporate Performance Framework are available to be included. This is because the time required to record

work done, extract data from recording systems, validate that data and report it correctly is, in many cases, weeks rather than days. In addition, a number of the Council's chosen indicators require input from partner organisations who are not ready to report to the council at this time. Available indicators have been included when they relate to the financial information being reported.

Risk Management

The Council's Strategic Risk Register for Quarter 3 (Appendix G) contains 12 significant service and composite corporate risks. Three of those risks have a high inherent rating. Most of the risks on the strategic register remain as they were in quarter one.

Proposal

Cabinet is asked to note:

- a) that the budget is forecast to breakeven by the end of the financial year with the General Fund Quarter 3 projected year end outturn being an overspend risk of £2.758 million, before management actions are made.
- b) the HRA Quarter 3 projected year end outturn is online.
- c) the 2019/20 capital programme as at quarter 3 (31 December 2019) has been revised to a budget of £149.214 million (including requested additions).
- d) outturns against the selected performance measures in relation to the Council's Business Plan.
- e) the scoring and commentary on the Strategic Risk Register.

Cabinet are asked to approve:

- f) the budget virements in the revenue budget and capital programme, per Appendices C, D & E.
- g) a recommendation to Full Council to approve additions to the capital programme of £2.459 million.

Reason for Proposal

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

To inform Cabinet of the position of the 2019/20 budget as at Quarter 3 (31 December 2019), including highlighting any budget changes.

To inform Cabinet on Performance and Risk in the context of the financial position in relation to the Council's stated aims in its Business Plan.

Alistair Cunningham and Terence Herbert – Chief Executive Officers

Wiltshire Council

Cabinet

4 February 2020

Subject: **Budget Monitoring, Performance & Risk Management
2019/20 Quarter 3 (31 December 2019)**

Cabinet Member: **Cllr Simon Jacobs – Cabinet member for Finance and
Procurement**

Key Decision: **Non Key**

Purpose of Report

1. To advise Members of the Budget Monitoring, Performance & Risk Management position 2019/20 Quarter 3 (31 December 2019) for the financial year 2019/20 with suggested actions as appropriate.
2. To inform Cabinet on the position of the 2019/20 revenue and capital budgets as at quarter 3 (31 December 2019), including highlighting any budget changes.
3. To provide an update on the progress against the stated aims in the Council's Business Plan to include measures from the corporate performance framework as well as the latest version of the Council's strategic risk register as at the end of September 2019.

REVENUE BUDGET BACKGROUND

4. The Council approved the 2019/20 budget at its meeting on 26 February 2019 for the sum of £332.377 million. The report focuses on forecast exceptions to meeting the approved budget. Comprehensive appendices showing the individual service headings are included in Appendix A. More details on any revisions to the original base budgets in year are also included in the report.

Revenue Summary

5. The projected year end position for the relevant accounts is set out as follows:

Summary Position	2019/20 Budget	Profiled Budget to date	Actual to date	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at Quarter 2	Movement since Quarter 2
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
General Fund Total	332.377	347.585	311.506	335.135	2.758	2.678	0.080
Dedicated Schools Grant (DSG) *	178.776	119.914	123.054	186.081	7.314	3.000	4.314
Housing Revenue Account	0.000	(11.145)	(11.032)	0.000	0.000	0.000	0.000

*largely driven by High Needs Block overspend – as reported to Schools Forum January 2020

6. This projected position is the current projected outturn position after any current approved recovery actions have been actioned. Information on significant movements since Quarter 2 are included in the detail below.
7. Managers are instigating recovery plans which will ensure that an overall break-even position is achieved by the end of the year. Further details are included below.

Recovery Plans

8. The report shows that some services have identified large variances at this stage of the year. Details of these areas are included below. Directors and Heads of Service are identifying compensating actions to bring these variances back in line. These are explained in the service sections below.
9. As corporate measures, officers are committed to ensuring that non-essential spend is delayed or not undertaken. This will include staffing and non-staffing costs. Additionally, they are looking to bring forward savings and efficiencies into 2019/20 to help mitigate budget pressures and to reduce costs wherever possible.

10. As well as this, a review of outstanding earmarked reserves and grants has been undertaken in order to identify potential reserves and grants that could be released to mitigate the service in year position. A review of transformation costs that have delivered savings is in progress to facilitate an increased use of flexible capital receipts in line with the Council's flexible use of capital receipts strategy.
11. Officers are formulating and embedding these recovery plans, and it is currently forecast that enough compensating savings will be identified to ensure that the Council break even by the end of the financial year. This will need to be rigorously monitored and a tracker for mitigation plans, alongside the existing savings tracker, will be developed.
12. Where Corporate services are currently forecasting an underspend position, it is proposed that these underspends are used to ensure that the overall council position breaks even.
13. At the beginning of 2019/20 the General Fund Reserve balance was £15.100 million; it is essential that this projected overspend is recovered without the need to draw on the General Fund reserve to ensure that an adequate minimum reserve balance is maintained.
14. The forecast DSG high needs block budget pressures are leading to a £7.314 deficit for the year. A specific working group comprising heads and local authority officers has been established to implement and monitor the 11 proposed recovery actions. It is anticipated that the recovery will take a number of years.

Budget Movements

15. There have been a number of budget movements during 2019/20. These are due to budget virements (transfers) relating to factors such as structural changes or allocation of funding for the pay award. A full breakdown is shown in Appendix B. The overall net budget remains the same as agreed by Full Council in February 2019.
16. In accordance with the scheme of delegation those budget transfers amounting to more than £0.250 million need to be reported to Members. Details are included in Appendix C.

REVENUE BUDGETS

17. The breakdown of the projected year end position by services is set out as follows

Summary Position	2019/20 Budget £ m	Profiled Budget to date £ m	Actual to date £ m	Projected Position for Year (before mitigation) £ m	Projected Variance £ m	Variance reported at Quarter 2 £ m	Movement since Quarter 2 £ m
Adult Care, Public Health & Digital	156.487	121.134	130.544	157.474	0.987	1.379	(0.392)
Children & Education Service	80.830	165.587	119.040	83.533	2.703	2.956	(0.253)
Growth, Investment & Place Service	99.573	73.773	73.259	103.416	3.843	3.213	0.630
Corporate	(4.513)	(12.909)	(11.337)	(9.288)	(4.775)	(4.870)	0.095
General Fund Total	332.377	347.585	311.506	335.135	2.758	2.678	0.080

18. The corporate composite risk related to budget management remains in the medium bracket. Monthly reporting to the Corporate Leadership Team and quarterly reporting to Cabinet help mitigate this risk as does continued monitoring of projected spend, linked metrics and managers applying a rating to savings targets.

19. The corporate risk around the difficulty of delivering a balanced budget with uncertainty in the future of local government financing has remained low. This is because of the continued delay in the expected review. This risk will be removed from the corporate risk register until a time when it becomes relevant again.

20. The corporate composite risk around contract management remains at the high level and on the edge of the Council's risk appetite. The Corporate Leadership Team have approved an action plan and, while partly underway, its full impact has yet to be felt. It is hoped that the residual risk could be scored lower in future quarters.

General Fund Monitoring Details

21. Overall the Quarter 3 report identifies potential net year end forecast overspend of £2.758 million before further mitigating action. Below are the details of the services and comments on the main forecast variances.

22. Overall a significant proportion of service expenditure is in line with budget profiles and forecasts, however areas of concern have been highlighted. Details of these areas are included below. Directors and Heads of Service are identifying compensating actions in order to ensure a balanced year end position.

ADULT SOCIAL CARE, PUBLIC HEALTH, LEGAL AND DIGITAL SERVICE

Summary Position	2019/20 Budget £ m	Profiled Budget to date £ m	Actual to date £ m	Projected Position for Year (before mitigation) £ m	Projected Variance £ m	Variance reported at Quarter 2 £ m	Movement since Quarter 2 £ m
Adults 18+	48.871	36.720	42.572	51.084	2.213	2.164	0.049
Mental Health	18.301	14.471	14.703	17.722	(0.579)	(0.443)	(0.136)
Learning Disabilities	51.914	38.946	40.386	51.818	(0.096)	0.113	(0.209)
Adults Commissioning	23.279	18.928	18.441	23.054	(0.225)	0.365	(0.590)
Total Adults	142.365	109.065	116.102	143.678	1.313	2.199	(0.886)
Public Health	1.418	1.272	0.362	1.492	0.074	(0.420)	0.494
Information Services	8.937	8.028	11.000	8.937	0.000	0.000	0.000
Legal & Democratic	3.767	2.769	3.080	3.367	(0.400)	(0.400)	0.000
Adult Care, Public Health & Digital Service Total	156.487	121.134	130.544	157.474	0.987	1.379	(0.392)

Adult Social Care

23. Adult Social Care budgets are projecting a net variance of £1.313 million overspend.

24. A recovery plan is being developed to address this projected overspend.

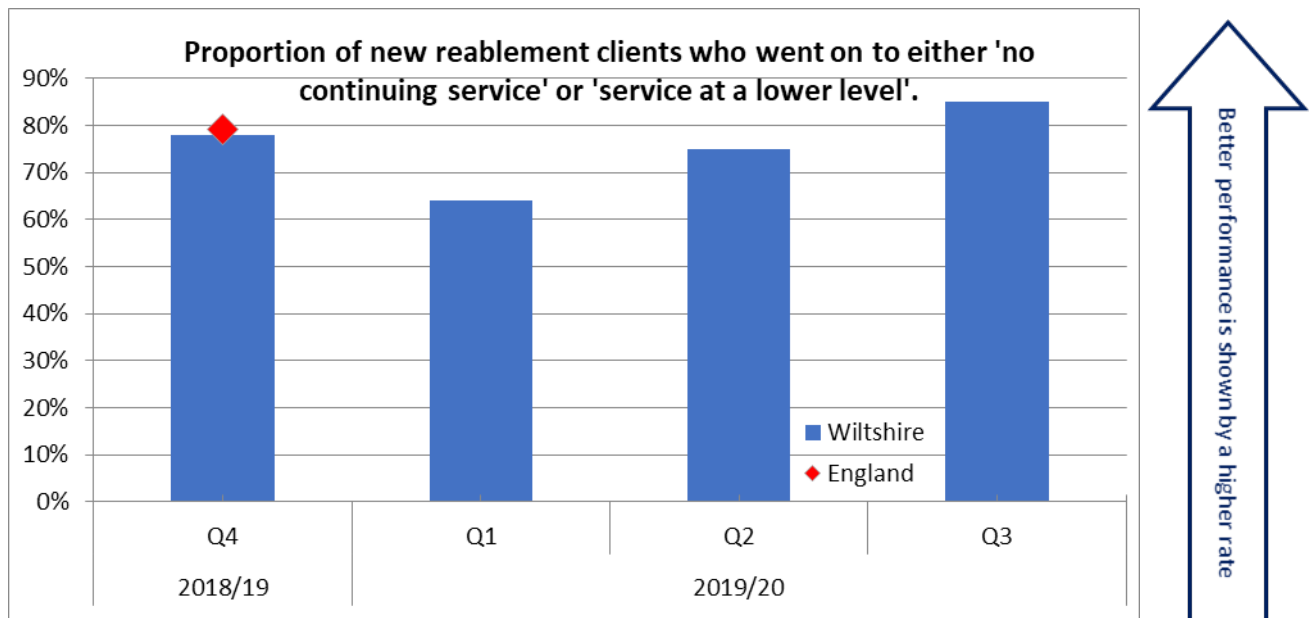
25. The 18+ Service – risk of additional budget pressures of £2.213 million

26. Although the Reablement in-house service is over achieving its savings target of £2.350 million (of which £3.776 million has been achieved to date), there has been a sharp reduction in people having a direct payment (27%) and transferring to have council arranged domiciliary care packages. There has also been an increase of 20 residential spot purchases since budget setting which equates to 6.69%. The demographic growth projected (as per ONS) was 4.5%.

27. The Council aims to provide care as close to home as possible for its customers. Wiltshire Council's in-house Reablement service became operational in September 2018. Reablement is a short-term intervention in a person's own home designed to maximise independence and reduce the need for long term and

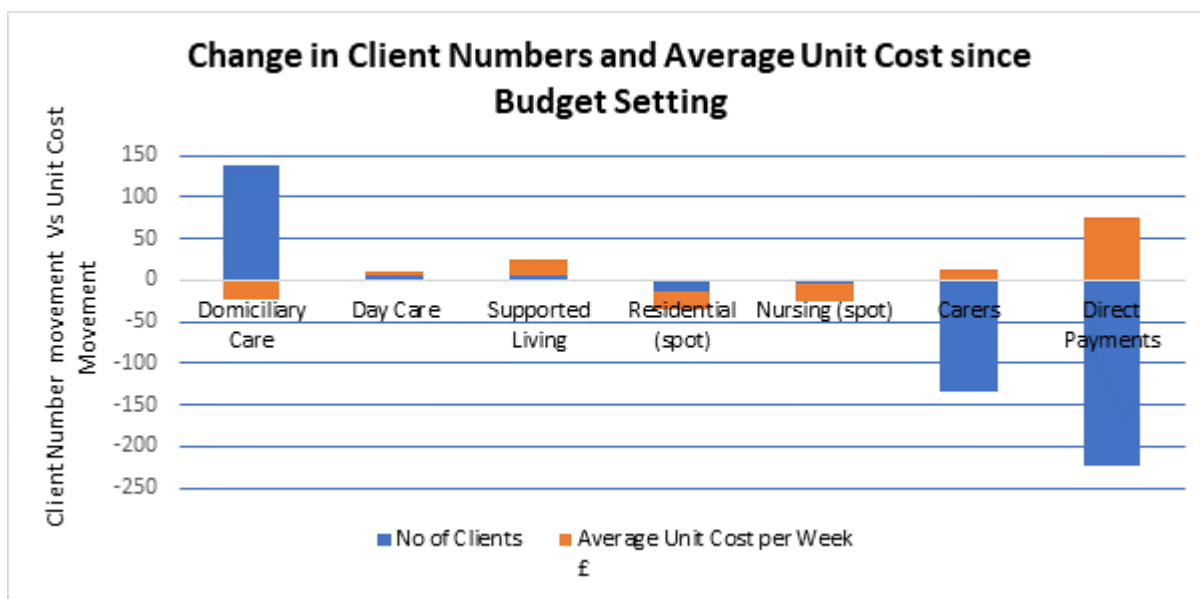
ongoing care. In the second half of the last financial year the Reablement service avoided the need for over 2,000 hours of care; over 3,000 hours have been saved in the first half of the current financial year. The total cumulative savings made by the service are nearly £3 million in the six months to October 2019. The total cumulative savings in the previous six months was just under £0.9 million.

28. Wiltshire Council's in-house Reablement service became operational in September 2018. Reablement is a short-term intervention in a person's own home designed to maximise independence and reduce the need for long term and ongoing care. The way such services are judged nationally is the longer-term requirements for people accessing a reablement service. At the end of the 2018/19 financial year Wiltshire saw 78% of reablement clients either not requiring a further service or requiring a lower level of service. This was broadly equivalent to the national average. At the end of quarter three in this financial year the success rate for Wiltshire Council's reablement service was 85%.



29. Mental Health, current trends suggest that they will underspend, however this is after taking into account savings targets which are still to be achieved. Work is ongoing to achieve these targets.

30. The main underlying pressure across Adult Social Care relates to placements and the increase in both activity and unit cost. The table below shows the reduction in direct payments and the correlating increase in domiciliary care.



31. The corporate critical service risk related to Safeguarding Adults remains at the medium level it has been at for the last few quarters following the introduction of the Adults Multi-Agency Safeguarding Hub (MASH) in May 2019. Mitigating actions are focused on solving issues surrounding the recruitment and retention of staff and reducing the reliance of agency staff. Because of the seriousness of any safeguarding issues it is not expected to be possible to reduce this risk below its current level.

Public Health

32. Public Health is projecting a net variance of £0.074 million after use of one-off earmarked reserves to fund public health as part of the recovery plan.

33. The corporate composite risk around health, safety and wellbeing is maintained at the low level that it has been at for the last year. New actions including the introduction of a staff wellbeing platform and a lone working audit help to ensure the component risks across the council are well managed.

Information Services

34. Information Services is forecasting a balanced year end position.

35. The corporate Cyber Resilience risk, which considers the likelihood and impact of potential cyber-attacks on the Council's information technology systems, remains high. A new action plan is being discussed with the Council's senior leadership and there will be new actions being introduced in the coming quarters that should have the eventual impact of reducing both the inherent impact and likelihood scores.

Legal, Electoral & Registration

36. Legal, Electoral & Registration is projecting a net variance of (£0.400) million after use of one-off earmarked reserves as part of the recovery plan. Service pressures of £0.200 million arising from the need to extend the use of external consultancy services to cover for long term sickness within the Elections team as well as to mitigate against the risk of the unplanned general election are offset by an in-year reduction of £0.200 million and a one-off release of £0.400 million from the Elections Earmarked Reserve. The four yearly cost of the elections have been added to the MTFS, which is elsewhere on the agenda.

Adult Social Care, Public Health, Legal & Digital Recovery Plan

37. The recovery plan for this service includes:

- Review and release of one-off earmarked reserves
- Review potential increased use of flexible capital receipts to fund transformational work
- Review all red rated savings and deliver commitments
- Review direct payments and clawback surplus
- Review non-essential spend and defer recruitment to non-essential vacancies
- Adult social care to focus on reablement and enablement and personal budgets to achieve better value for money as well as rigorously challenging high cost care packages through the QUAM process

CHILDREN & EDUCATION, COMMUNICATIONS AND HUMAN RESOURCES SERVICES

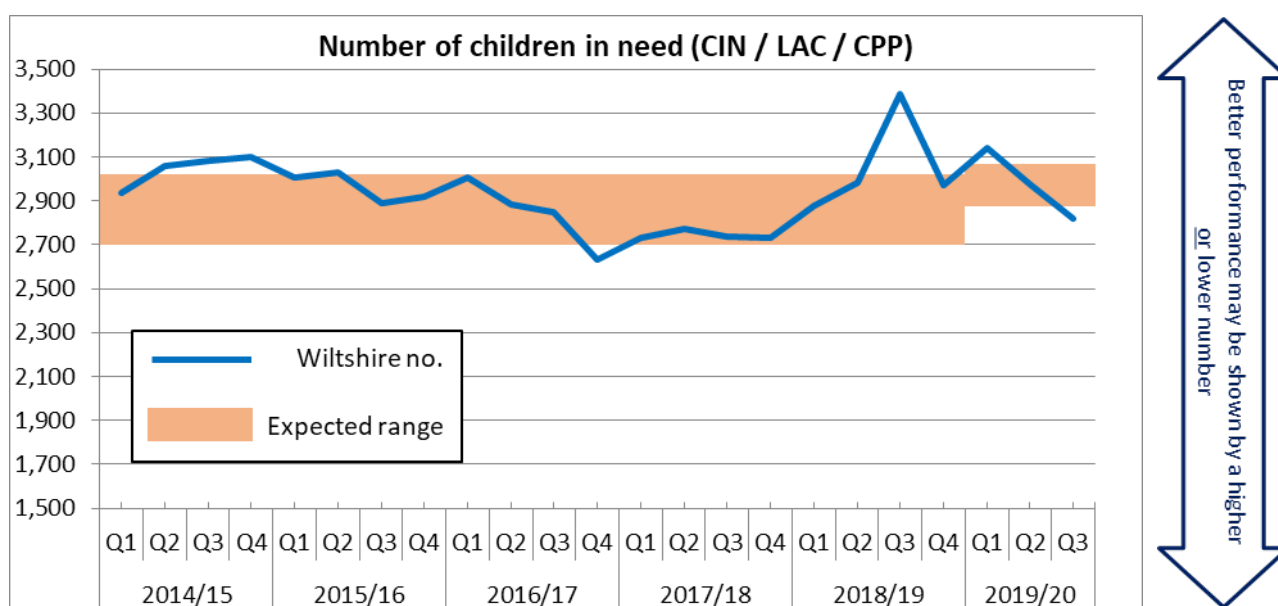
Summary Position	2019/20 Budget	Profiled Budget to date	Actual to date	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at Quarter 2	Movement since quarter 2
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Childrens Commissioning	5.168	24.108	23.089	5.074	(0.094)	0.000	(0.094)
Childrens Social Care	42.622	32.325	34.000	43.862	1.240	1.860	(0.620)
0-25 Service: Disabled Children & Adults	19.234	41.483	47.992	22.102	2.868	1.228	1.640
School Effectiveness	4.579	5.847	5.657	3.849	(0.730)	(0.025)	(0.705)
Funding Schools	0.000	54.528	0.759	0.000	0.000	0.000	0.000
Children & Education Totals	71.603	158.291	111.497	74.887	3.284	3.063	0.221
Corporate Services	4.958	3.838	3.812	4.422	(0.536)	0.000	(0.536)
Communications	1.075	0.799	0.937	1.180	0.105	0.043	0.062
Human Resources & Org Development	3.194	2.659	2.794	3.044	(0.150)	(0.150)	0.000
Children & Education Service Totals	80.830	165.587	119.040	83.533	2.703	2.956	(0.253)

Childrens Commissioning & School Effectiveness

Both childrens commissioning and school effectiveness have put mitigation plans in place to delay expenditure and hold vacant posts where safe and practicable to do so. The combined underspend is £0.320 million

Children & Young People with Social Care Needs

38. This is a demand driven area. The LAC external placement budget is forecasting additional budget pressure due to a number of factors including increased numbers of children in our care and an increase in placement costs of residential and Independent Fostering Agency placements. This is offset by underspends in inhouse foster care and special guardianship orders. Significant effort is being put into individual case reviews and mitigating action through the LAC Placement budget monitoring project and FACT workstreams and work is ongoing in an effort to reduce the overspend by the year end, however Wiltshire's increase is aligned to the national increase in social care activity and expenditure.
39. The number of young people who have a status of 'Child in Need' or 'Looked After Child' or who have a Child Protection Plan in place has fallen to its lowest level in the last 18 months. The expected range for this indicator is set nationally at between 272 and 290 per 10,000 for 2019/20. The current level falls just outside that range. The figure provided for quarter three is provisional at the time of writing and subject to change in the coming weeks.



40. Other pressures reflect the recruitment and retention issues in the Support & Safeguarding service where vacant social worker posts have been filled by more expensive agency staff, whom are more expensive than permanent staff, in order to ensure caseloads are manageable plus savings plans which have not come to fruition – these are largely offset by vacancies held in the looked after children & 16+ teams.

	Weeks Care	Expenditure £ million
Budgeted	35,070	19.296

Forecast	36,459	21.165
Forecast Variance	1,389	1.870

41. The corporate critical service risk around Safeguarding Children remains at a high level. The score of 12 puts this risk at the level of its corporate risk appetite meaning that the organisation expects to be implementing actions to mitigate the risk. The actions being taken are to ensure that Children's Services caseloads remain small enough to be effective. Caseloads are impacted by the Council's ability to recruit and retain permanent members of staff. A full Families and Children recruitment strategy is in place and regularly reviewed.

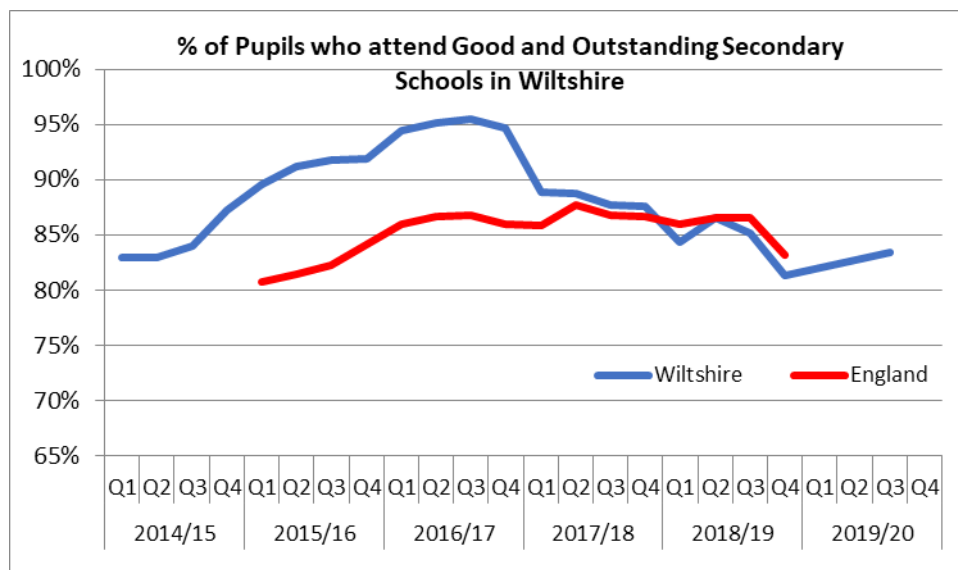
0-25 Service: Disabled Children & Adults

42. 0-25 Service: Disabled Children & Adults is forecasting a net variance of £2.868 million after use of one-off earmarked reserves in relation to prior year unspent revenue grants as part of the recovery plan.
43. There is a demand driven budget pressure in the SEND placement budget – around the rising number of children with complex needs, transitions cases and the budget savings target and availability of local provision. The rising demand for education, health & care plans (EHCPs) is leading to a cost pressure on SEND transport of £1.252 million. These are somewhat offset by vacancies held in operational teams.

	FTE of Packages of Care	Expenditure £ million
Budgeted	517.17	5.183
Forecast	603.38	6.292
Forecast Variance	86.21 (17%)	1.108 (21%)

Education & Skills

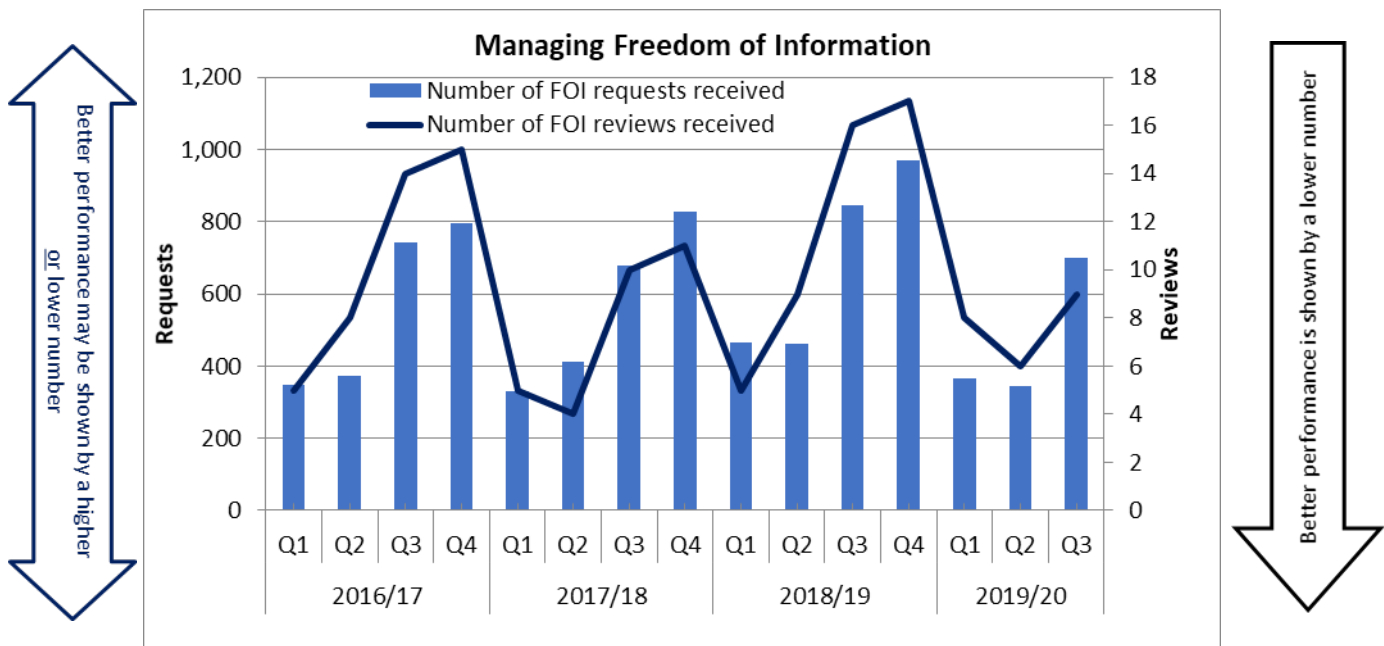
44. In order to create the workforce needed to match the demands of a future economy Wiltshire Council is keen to promote high educational standards for all children in the county. The proportion of children in good or outstanding schools is subject to the Ofsted inspection timetable and changes to the demands of inspections from quarter to quarter. Despite being 2.1% points down on where it was at the end of quarter three 2018/19 recent school inspections mean that 83.4% of pupils attend good or outstanding secondary schools in Wiltshire; a significant improvement on the last three quarters, putting Wiltshire up with the national average.



Corporate Services

45. Corporate Services & Communications have put mitigation plans in place to delay expenditure and hold vacant posts where safe and practicable to do so. The forecast underspend is £0.536 million.

46. Managing and responding to requests under Freedom of Information (FoI) legislation is one of the key tasks undertaken by the Council's Corporate Services teams. Each request has to be reviewed individually and the appropriate information researched. If an individual is unhappy with the response they receive they can request Wiltshire Council to review the decision. The more information Wiltshire Council is able to publish and make accessible before it is requested the easier it is for the team to respond to requests and the fewer requests there should be. At just under 700 the number of requests in quarter three was 17% lower than the same period in the previous year and the number of reviews requested was 44% lower.



47. Following the incidents in Salisbury and Amesbury in 2018 the Council has been managing the economic recovery for the Southern Wiltshire region. The risk relating to the failure to revive Salisbury’s economy remains at a high level. The dedicated recovery team is building and supporting opportunities to revive the high streets, improve the cultural offer and stimulate new growth. The team has progressed to the next stage of the government’s Future High Street Fund. The funding bid, if successful, will enable a number of projects and reduce the risk of failing to revive Salisbury’s economy.

Human Resources & Organisational Development Services

48. The corporate composite risk related to the recruitment and retention of staff remains at the same medium level as it has for the last few quarters. There are some service specific risks that feed into this this composite risk that are scored at a high level but the overall impact on the Council is not seen to be high. Managers continue to implement changes in response to the most recent staff survey.

Children & Education, Communications and Human Resources Services Recovery Plan

49. The recovery plan for this service includes:

- Review and release of one-off earmarked reserves
- Review potential increased use of flexible capital receipts to fund transformational work
- Review efficient use of in year grant income to fund expenditure
- Review all red rated savings and deliver commitments
- Review non-essential spend and defer recruitment to non-essential vacancies

GROWTH, INVESTMENT & PLACE, COMMUNITIES & FINANCE SERVICES

Summary Position	2019/20 Budget	Profiled Budget to date	Actual to date	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at Quarter 2	Movement since Quarter 2
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Economic Development & Planning	2.282	1.655	1.724	2.732	0.450	0.450	0.000
Highways	19.356	14.657	14.059	19.646	0.290	0.000	0.290
Car Parking	(6.812)	(5.224)	(4.591)	(6.632)	0.180	0.000	0.180
Waste & Environment	38.481	23.313	19.510	41.181	2.700	2.400	0.300
Housing Services	4.286	3.911	4.301	3.649	(0.637)	(0.637)	0.000
Strategic Asset & Facilities Management	12.051	9.874	7.536	12.051	0.000	0.000	0.000
Libraries, Heritage & Arts	5.494	4.118	4.405	5.934	0.440	0.500	(0.060)
Leisure	(0.033)	0.401	0.456	0.357	0.390	0.300	0.090
Transport	17.580	11.998	11.712	17.501	(0.079)	0.000	(0.079)
Public Protection	0.547	0.307	0.603	0.796	0.249	0.200	0.049
Finance & Procurement	7.041	8.417	8.979	6.981	(0.060)	0.000	(0.060)
Revenues & Benefits - Subsidy	(0.700)	0.346	4.565	(0.780)	(0.080)	0.000	(0.080)
Growth, Investment & Place Service Totals	99.573	73.773	73.259	103.416	3.843	3.213	0.630

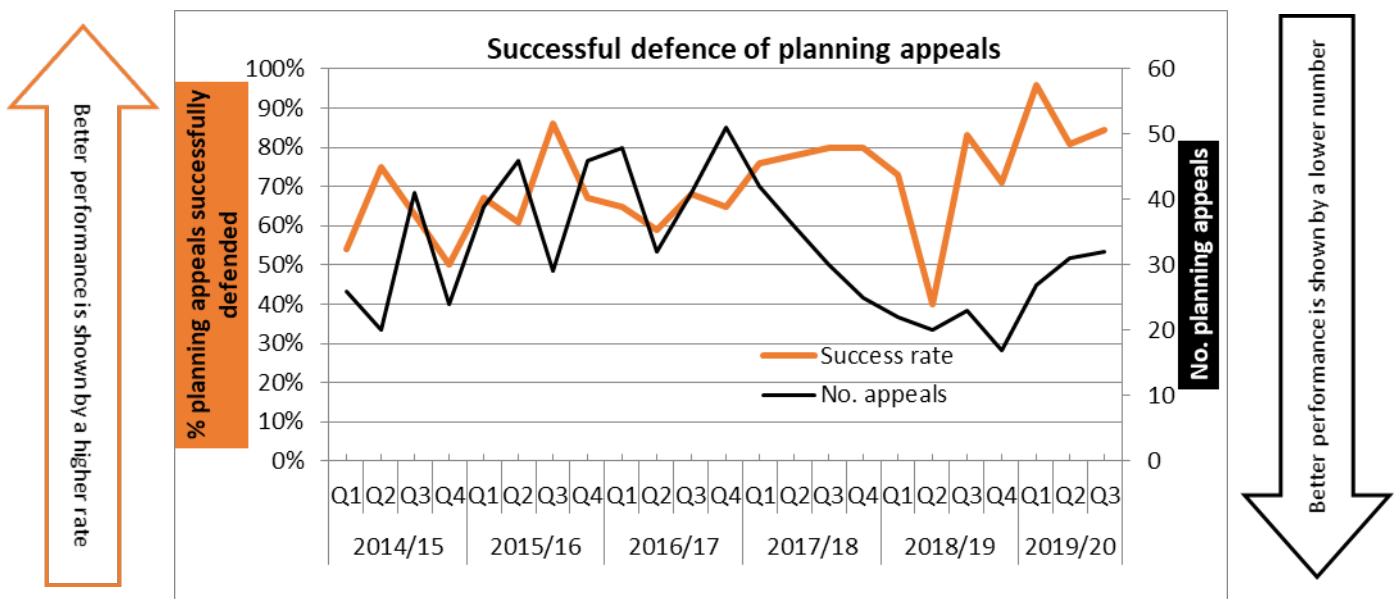
Economic Development & Planning

50. Economic Development & Planning is forecasting a £0.450 million overspend, this is the net position after implementing a recovery plan which has included programme reprofiling, holding vacancies and use of one-off earmarked reserves

in relation to prior year unspent revenue grants and Development of the Local Plan. The overspend is due to underachievement against income targets forecast to be circa £1.0 million across Development Management, Building Control and Land Charges.

51. Income budgets totals £7.186 million across Development Management, Building Control and Land Charges. Income budgets were underachieved by £0.871 million in 2018/19 with major planning applications down by 22% in 2018/19. As previously reported it is thought that this reduction is in part down to the uncertainties of Brexit with Developers delaying and shying away from major applications.

52. Wiltshire Council's Business Plan states that sustainable development will be achieved by delivering development where it is needed and in accordance with Wiltshire's Core Strategy. Making the right planning decisions helps enable that ambition. The 'right' decision is, of course, a subjective conclusion so in order to determine the success of Wiltshire Council's planning process we look at the appeals against planning decisions and how successful those appeals are. In quarter three 84% of planning appeals were successfully defended, well above the target rate of 70%. Just 3.4% of planning decisions made attracted an appeal meaning that over 900 decisions were not challenged.



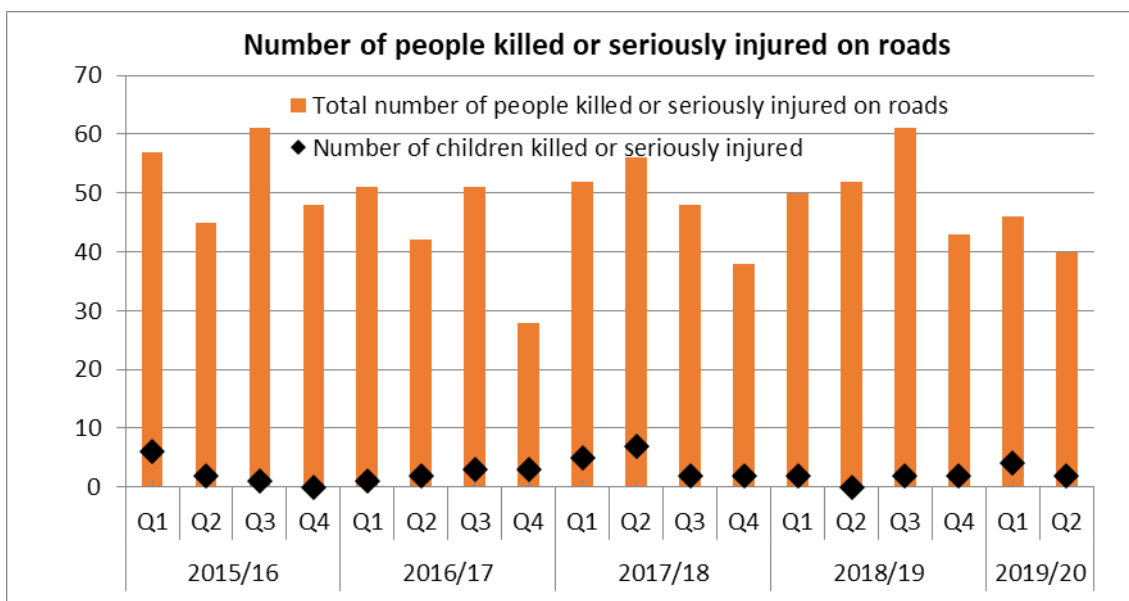
Highways

53. Highways and Environment are reporting £3.170 million overspend.

54. Highways are forecasting £0.290 million overspend due to the delay with Chippenham Service Devolution and Asset Transfer which has moved from 1 June 2019 to 31 January 2020.

55. Car Parking is forecasting £0.180 million overspend from underachievement of income. There have been several thefts and damage to ticket machines which have lost income with the major implication being that machines have been out of action while being repaired/replaced.

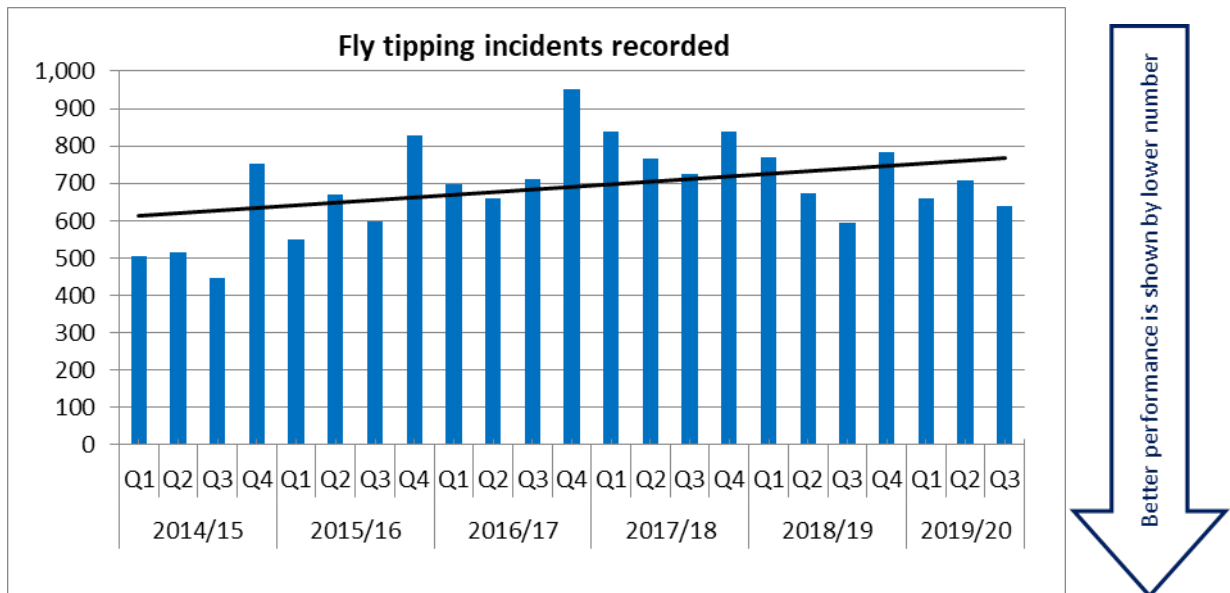
56. Cross-cutting aims in Wiltshire Councils Business Plan focus on improving road infrastructure as part of helping to grow the county’s economy and protecting residents by keeping them safe on the roads. The latest figures for the total number of people killed or seriously injured on Wiltshire’s roads is for the end of quarter two (September 2019). These figures show that the number of people killed or seriously injured in the first six months of the financial year is the lowest it has been in at least five years.



Waste & Environment

57. Waste forecast has increased by £0.300 million to £2.700 million. This is due to forecast changes to rollout of new collection rounds

58. Wiltshire Council aims to strengthen communities by providing the right level of opportunity to recycle business and household waste and prevent the illegal disposal of all waste. The trend in reported fly tipping incidents over the last six years is up. It may well be that this reflects an increase in reporting rather than an increase in the overall amount of waste being illegally disposed of. Despite this there has been a 1.7% reduction in reported incidents in the first nine months of this financial year compared to the same period in the previous year.



Housing Services

59. Housing Services is projecting a net variance of (£0.637) million after use of one-off earmarked reserves in relation to prior year unspent revenue grants as part of the recovery plan.

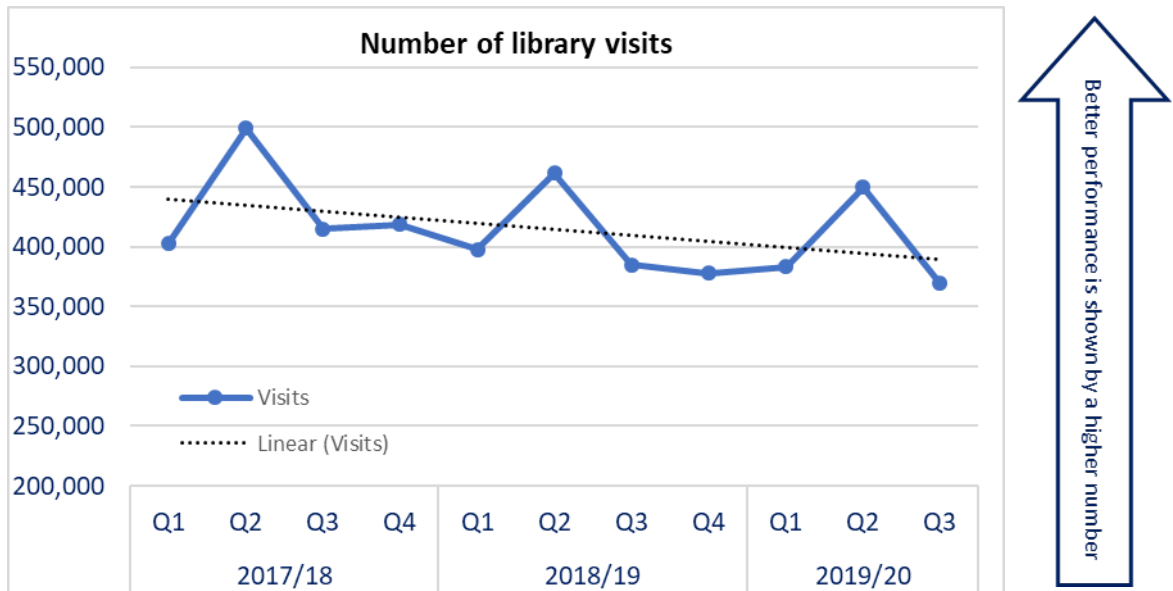
Communities and Neighbourhood

60. The overall position for Communities & Neighbourhood remains the same as reported in the P6 position at £1 million overspent.

Libraries, Heritage & Arts

61. Libraries Heritage and Arts are forecasting £0.440 million overspend, this is a £0.060 million improvement to the quarter 2 reported position. This has been achieved by increased income in City Hall. The pressure remains in Library Services, a proposal has been included as part of budget setting to re-profile the savings target across the next two financial years to enable a programme to be developed and consulted on but there is limited scope to improve the 2019/20 position.

62. Despite growth in overall lending (including electronic lending - eBooks, eAudio and eMagazines which now make up 4.9% of all items loaned from Wiltshire’s libraries) visits to the physical libraries are down. Quarter two contains the school summer holidays during which the popular summer reading challenge is held in libraries. In quarter three there were nearly 370,000 visits to Wiltshire’s libraries which was 3.9% fewer than in the same quarter in 2018/19.



Countryside and Public Rights of Way

63. Countryside and Public Rights of Way are forecasting a £0.600 million underspend due to re-programming works in 2020/21.

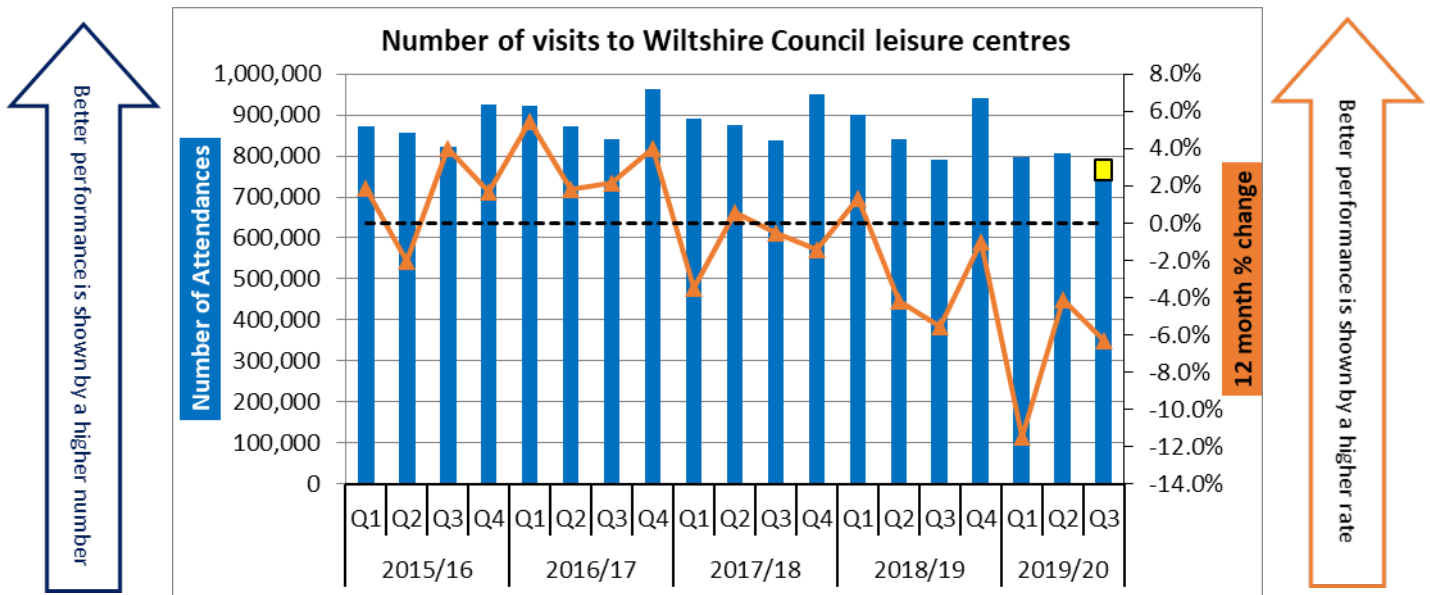
Leisure

64. Leisure is forecasting £0.390 million overspend (against a net income budget), this has increased by £0.090 million from the quarter 2 reported position. The change is due to increased expenditure from increased activity. We are now looking in detail at the income expenditure balance.

65. Following a series of surveys and investigations, the swimming pool section of Clarendon Leisure Centre was certified as a dangerous structure by Building Control and immediately closed on 23 December. An immediate review of the position has been undertaken and further information and guidance sought from structural engineers.

66. Clarendon Leisure Centre is managed by Places Leisure, the Council are working with Places Leisure to establish options and re-provisions. The council are responsible for capital works on the building and there may be revenue implications for loss of income under the contract, this is still being reviewed and negotiated.

67. Wiltshire Council aims to provide opportunities for its residents to participate in physical activity through its leisure offer. Visits to Wiltshire Council leisure centres go through an annual cycle with the highest attendance figures in quarter four of each year (following the start of the new calendar year) and quarter three showing the lowest. Because of the timing of this report visits to some leisure centres have had to be estimated (hence there is a predicted segment, shown in yellow, on the quarter three bar). The predicted level will put the number of visits at the same level as it was in at the same period in 2018/19. The longer-term trend in the last two years is down. Using the predicted level for quarter three the first three quarters of this year has 5.5% fewer visits than the same period in 2018/19.



Transport

68. Transport is forecasting £0.079 million underspend, this is being achieved by legitimately applying S106 income in order to help improve the overall position.

Public Protection

69. Public Protection is forecasting £0.249 million overspend, this has increased by £0.049 million from the quarter 2 reported position and is due to underachievement against income targets.

Growth, Investment and Place, Communities & Finance Services Recovery Plan

70. The recovery plan for this service includes:

- Review and release of one-off earmarked reserves
- Review potential increased use of flexible capital receipts to fund transformational work
- Review all red rated savings and deliver commitments
- Review non-essential spend and defer recruitment to non-essential vacancies

CORPORATE EXPENDITURE

Summary Position	2019/20 Budget	Profiled Budget to date	Actual to date	Projected Position for Year (before mitigation)	Projected Variance	Variance reported at Quarter 2	Movement since Quarter 2
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
Corporate Directors	0.899	0.785	1.101	1.139	0.240	0.000	0.240
Members	2.231	1.653	1.631	2.166	(0.065)	0.000	(0.065)
Movement on Reserves	(2.894)	(3.243)	(3.243)	(2.894)	0.000	0.000	0.000
Capital Financing	20.334	5.809	6.613	17.806	(2.528)	(2.528)	0.000
Restructure & Contingency	1.558	1.132	1.896	1.256	(0.302)	(0.292)	(0.010)
General Government Grants	(33.166)	(24.975)	(24.655)	(35.116)	(1.950)	(1.900)	(0.050)
Corporate Levies	6.525	5.930	5.320	6.355	(0.170)	(0.150)	(0.020)
Corporate Totals	(4.513)	(12.909)	(11.337)	(9.288)	(4.775)	(4.870)	0.095

Executive Directors

71. This service was previously reporting an online position as cross cutting savings were being mitigated by underspends on staffing costs. However, this underspend is no longer being achieved as it is required to fund an additional previously unbudgeted role and senior director recruitment costs. Therefore this area is now showing as over spent.

Capital Financing

72. This is the revenue costs of funding the capital programme. The capital programme was set at budget setting to ensure affordability and deliverability. This included estimates of requirements against large capital schemes in the future plan, such as special schools and the digital programme. These requirements are constantly reviewed. At present it is forecast that Capital Financing will be underspent by £2.528 million at the end of the financial year after use of one-off earmarked reserves from the Capital Financing Earmarked Reserve as part of the recovery plan. This earmarked reserve's purpose was to help smooth the fluctuations in the

revenue costs of financing the capital programme (external interest and minimum revenue provision (MRP)). This reserve is no longer required as these costs have been factored into the current and future year's Capital Financing revenue budget within the Medium Term Financial Strategy

Restructure & Contingency

73. Restructure & Contingency is projecting a net variance of (£0.302) million after use of one-off earmarked reserves from the Enabling Fund Earmarked Reserve as part of the recovery plan. The Enabling Fund was created to fund one-off projects such as the Boundary Review. Following a review of all current remaining calls on the Enabling Fund, the remaining unallocated balance has been released.

General Government Grants

74. General Government Grants are forecasting to be £1.950 million higher than budget, in respect of business rates. This is unchanged from Quarter 1. The base is recalculated annually upon submission of the annual return to central government.

Corporate Services Recovery Plan

75. The recovery plan for this service includes:

- Review and release of one-off earmarked reserves totalling £2.520 million:

DEDICATED SCHOOLS GRANT

76. The dedicated schools grant (DSG) is ringfenced and is separate to local authority budget. Any underspend or overspend is also ringfenced. At the end of 2018/19, the balance of the DSG reserve was a deficit of £2.060 million. This takes into account a one-off contribution of £1.300 million from the local authority which was key in securing a £2.200 million (0.8%) transfer from school's block funding in 2019/20.

77. The latest forecast for DSG is a £7.314 million overspend. This takes account of a funding reduction in the early years block of £0.359 million and reduction in the high needs block £0.225 million due to pupil census data being updated by the DfE. Numbers of EHCPS continue to rise and it is anticipated that once September pupil placements are finalised, that this forecast overspend has the potential to further increase. The overspend is aligned with the national picture for numerous other local authorities and the Government's acknowledgement of this is the additional funding for the 2020/21 high needs block of £680million with £100 million DfE contingency budget will come some way to alleviating the pressure for future years it will not however, assist with current or previous years overspends.

HOUSING REVENUE ACCOUNT SUMMARY

78. The Housing Revenue Account is forecasting an on line at the year end.

CAPITAL SUMMARY

79. In November 2019, Cabinet approved a revised capital programme totalling £158.696 million.
80. Additions to the capital programme, where the associated funding has no revenue implications for the Council e.g. the funding is from grants or contributions such as capital grants from central government and s106 contributions total £2.458 million for Quarter 3 (per Appendix D and Appendix E – Section 1).
81. Reprogramming of approved capital budgets into future years totals £11.940 million during Quarter 3 (Appendix D and Appendix E – Section 2).
82. A number of budget transfers have been requested since Quarter 2. These transfers between schemes are shown in Appendix D and Cabinet is asked to approve these transfers in this report.
83. Applications and Transformation Schemes in Children's Services schemes have been identified as being transformational and can therefore be funded by the flexible use of capital receipts. This allows for revenue savings to be realised or non-recurring revenue growth to be avoided. The Council originally budgeted to fund £9.567 million of the capital programme from capital receipts; of which £3.177 million was for transformational schemes. At Quarter 3, the Council is forecasting to receive £12.057 million of capital receipts and to fund £4.351 million of transformational schemes. There is therefore sufficient headroom to fund these additional schemes from capital receipts
84. The changes to the budget since it was last reported to Cabinet for Quarter 2) in Nov 2019) are summarised in the table that follows, a fuller breakdown of the changes made at a scheme by scheme level is attached as Appendix D.

**Breakdown of Budget Amendments from Quarter 2 Budget to Quarter 3 Budget
(as at 31 December 2019)**

Summary of Movements in Capital Programme	£m	Further information
Capital Programme Budget as at Quarter 2 (reported to Cabinet November 2019)	158.696	Appendix D
Amendments to Capital Programme 2019/20 Since Quarter 2:		
Additional Budgets added to Programme – Funded by Grants & Contributions	2.458	Appendix D & E
Budgets Reprogrammed from 2019/20 to 2020/21	(11.940)	Appendix D & E
Additional Budgets requested to be added to the Programme - Funded by Capital Receipts & Borrowing (rounding)	0.001	Appendix D & E
Grant Amendments	(0.000)	Appendix D
Reduced Budgets	(0.001)	Appendix D
Quarter 3 Budget 2019/20	149.214	

Summary of Capital Position as at 31 December 2019

85. The current budget for the year 2019/20 is £149.214 million. The profiled budget to 31 December 2019 is £111.800 million. Actual spend on schemes as at 31 December 2019 was £74.306 million. A full breakdown of these figures is attached in Appendix D.

GROWTH, INVESTMENT & PLACE SERVICE

86. The current budget is £101.468 million; profiled budget is £79.469 million and actual spend recorded on SAP on these schemes as at 31 December 2019 was £48.472 million. It is currently anticipated that all schemes will deliver online by year end.

CHILDREN & EDUCATION SERVICE

87. The current budget is £46.506 million; profiled budget is £31.514 million and actual spend recorded on SAP on these schemes as at 31 December 2019 was £25.476 million. It is currently anticipated that all schemes will deliver online by year end. Significant amendments to budgets in Quarter 3 are outlined below.

88. £3.000 million of budget has been added into the capital programme in 2020/2021 on Health and Wellbeing Centres – Live Schemes following Cabinet approval on the 26th November 2019. The increased budget relates to the latest design requirement for Melksham Community Campus.

89. The Army Rebasing budget has been increased by £1.883 million this quarter following section 106 additions received from the Ministry of Defence. The increased budget now stands at £13.623 million for 2019/200.
90. £3.190 million of budget has been reprogrammed from 2019/2020 into 2020/2021 in this quarter on Basic Need schemes. This reflects the expected build progress on various schemes across the county.
91. The Schools Maintenance and Modernisation schemes budget has been increased by £1.000 million this quarter following a transfer of budget from Basic Need schemes. This reflects the need to address the backlog in maintenance works across the Wiltshire Schools Estate. £1.150 million has also been reprogrammed from 2019/2020 into 2020/2021 on Modernisation schemes to reflect the expected completion dates on schemes.

ADULT CARE & PUBLIC HEALTH SERVICE

92. The current budget is £1.240 million; profiled budget is £0.817 million and actual spend recorded on SAP on these schemes as at 31 December 2019 was £0.358 million. It is currently anticipated that all schemes will deliver online by year end. There are no significant budget amendments in Quarter 3 to report.

RESERVES

93. The table below provides the projected position for the year of the general fund balance held by the Council, as at Quarter 3

General Fund Balance	£m
Balance as at 1 April 2019	(15.100)
Projected overspend at Quarter 3	2.758
Compensating Recovery Plans currently being formulated	(2.758)
Projected impact on General Fund Balance	0.000
Potential General Fund Balance 31 March 2020	(15.100)

94. It is expected that further mitigating actions will mean that there is no draw on reserves by the end of the financial year. If the budget were not to be balanced in year then this would leave reserves at too low a level and would need to be immediately replenished. This will need to be considered as part of the budget setting for 2020/21.
95. The recovery plans included in the Quarter 3 projections detailed above assume the use of £4.503 million of earmarked reserves which have been identified as releasable as part of service recovery plans for 2019/20.

	Recovery Plan use of Earmarked Reserves
	£m
Adult Care, Public Health & Digital	(1.020)
Children & Education Service	(0.176)
Growth, Investment & Place Service	(0.787)
Corporate	(2.520)
General Fund Total	(4.503)

Overall Conclusions

96. The Council continues to rigorously monitor the budget. The quarter 3 overall net forecast position is a £2.758 million overspend, if no further managerial action is taken.
97. It is vital that focussed attention is given to keep expenditure within budget to deliver the savings that have been agreed by Members and to avoid the unplanned use of our limited level of reserves. The Corporate Leadership Team will continue to prioritise the identification of opportunities and actions to limit spending and improve income.
98. Officers are formulating and embedding these recovery plans, and it is currently forecast that enough compensating savings will be identified to ensure that the Council break even by the end of the financial year.
99. Earmarked reserves are one-off resources set aside for specific purposes such as Locally Managed Schools balances PFI smoothing reserves and Insurance cover. The majority of the remaining projected balances of earmarked reserves are not available to fund fluctuations in the general fund budget position. Those reserves that can be released to mitigate the Quarter 3 position as part of recovery plans have been released but these are one-off funds that cannot be relied upon on a recurring basis for budget monitoring purposes.

Implications

100. This report informs Members' decision making.

Overview & Scrutiny Engagement

101. Regular reports are taken to Overview & Scrutiny relating to the Council's financial position.

Safeguarding Implications

102. Safeguarding remains a key priority for the Council and this report reflects the additional investment support the ongoing spend in looked after children and safeguarding.

Public Health Implications

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

Procurement Implications

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

Equalities and diversity impact of the proposals

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

Environmental and Climate Change Considerations

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

Risks Assessment

107. If the Council fails to take actions to address forecast shortfalls, overspends or increases in its costs it will need to draw on reserves. The level of reserves is limited and a one-off resource that cannot thus be used as a long term sustainable strategy for financial stability. Budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification and action is taken.

Financial implications

108. This is the subject of the report.

Legal Implications

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

Proposals

110. Cabinet is asked to note:

- a) that the budget is forecast to breakeven by the end of the financial year with the General Fund Quarter 3 projected year end outturn being an overspend risk of £2.758 million, before management actions are made.
- b) the HRA Quarter 3 projected year end outturn is online.

- c) the 2019/20 capital programme as at quarter 3 (31 December 2019) has been revised to a budget of £149.214 million (including requested additions).
- d) outturns against the selected performance measures in relation to the Council's Business Plan.
- e) the scoring and commentary on the Strategic Risk Register.

Cabinet are asked to approve:

- e) the budget virements in the revenue budget and capital programme, per Appendices C, D & E.
- g) a recommendation to Full Council to approve additions to the capital programme of £2.459 million.

Reasons for Proposals

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

Background Papers and Consultation

None

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Appendices:

Appendix A: Revenue Budget Monitoring Statements

Appendix B: Revenue Budget Movements 2019/20

Appendix C: Major Virements between Service Areas from Original budget Revenue

Appendix D: 2019/20 Capital Programme Budget Movements and spend to December 2019

Appendix E: Requests for Additional Resources & Reprogramming of Approved Budgets within the Capital Programme

Appendix F: Strategic Risk Register for Q3 (October – December) 2019/20

Wiltshire Council Revenue Budget Monitoring Statement: Quarter 3

31-Dec-19

		Original Budget	Revised Budget Quarter 3	Profiled Budget to Quarter 3	Actual to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Adult Care, Public Health & Digital								
Access & Reablement								
Adults 18+	Gross Costs	70.882	76.207	57.076	65.740	78.420	2.213	2.9%
	Income	(22.913)	(27.336)	(20.356)	(23.168)	(27.336)	-	-
	Net	47.969	48.871	36.720	42.572	51.084	2.213	4.5%
Learning Disabilities & Mental Health								
Mental Health	Gross Costs	20.716	44.392	33.997	32.682	43.813	(0.579)	(1.3%)
	Income	(3.197)	(26.091)	(19.526)	(17.979)	(26.091)	-	-
	Net	17.519	18.301	14.471	14.703	17.722	(0.579)	(3.2%)
Learning Disabilities	Gross Costs	58.402	81.220	60.972	59.850	81.124	(0.096)	(0.1%)
	Income	(6.666)	(29.306)	(22.026)	(19.464)	(29.306)	-	-
	Net	51.736	51.914	38.946	40.386	51.818	(0.096)	(0.2%)
Commissioning								
Adults Commissioning	Gross Costs	41.950	38.944	30.665	29.837	38.719	(0.225)	(0.6%)
	Income	(19.540)	(15.665)	(11.737)	(11.396)	(15.665)	-	-
	Net	22.410	23.279	18.928	18.441	23.054	(0.225)	(1.0%)
Public Health								
Public Health	Gross Costs	15.893	3.947	3.209	3.109	4.021	0.074	1.9%
	Income	(15.683)	(2.529)	(1.937)	(2.747)	(2.529)	-	-
	Net	0.210	1.418	1.272	0.362	1.492	0.074	5.2%
Digital & Information								
Information Services	Gross Costs	11.355	11.466	9.965	13.747	11.466	-	-
	Income	(2.528)	(2.529)	(1.937)	(2.747)	(2.529)	-	-
	Net	8.827	8.937	8.028	11.000	8.937	-	-
Legal & Democratic								
Legal & Democratic	Gross Costs	6.512	33.215	4.486	5.322	32.815	(0.400)	(1.2%)
	Income	(2.282)	(29.448)	(1.717)	(2.242)	(29.448)	-	-
	Net	4.230	3.767	2.769	3.080	3.367	(0.400)	(10.6%)

Wiltshire Council Revenue Budget Monitoring Statement: Quarter 3

31-Dec-19

		Original Budget	Revised Budget Quarter 3	Profiled Budget to Quarter 3	Actual to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Children & Education								
Commissioning								
Childrens Commissioning	Gross Costs	33.785	9.445	26.960	26.424	9.351	(0.094)	(1.0%)
	Income	(28.864)	(4.277)	(2.852)	(3.335)	(4.277)	-	-
	Net	4.921	5.168	24.108	23.089	5.074	(0.094)	(1.8%)
Family & Children Services								
Children's Social Care	Gross Costs	46.249	80.347	33.585	34.642	81.587	1.240	1.5%
	Income	(5.021)	(37.725)	(1.260)	(0.642)	(37.725)	-	-
	Net	41.228	42.622	32.325	34.000	43.862	1.240	2.9%
0-25 Service: Disabled Children & Adults	Gross Costs	61.546	61.236	45.596	51.969	64.104	2.868	4.7%
	Income	(38.937)	(42.002)	(4.113)	(3.977)	(42.002)	-	-
	Net	22.609	19.234	41.483	47.992	22.102	2.868	14.9%
Early Help - now closed	Gross Costs	(1.200)	-	-	-	-	-	-
	Income	-	-	-	-	-	-	-
	Net	(1.200)	-	-	-	-	-	-
Education & Skills								
School Effectiveness	Gross Costs	7.844	138.587	22.249	20.020	137.857	(0.730)	(0.5%)
	Income	(6.105)	(134.008)	(16.402)	(14.363)	(134.008)	-	-
	Net	1.739	4.579	5.847	5.657	3.849	(0.730)	(15.9%)
Funding Schools	Gross Costs	22.357	141.360	74.450	17.595	141.360	-	-
	Income	(22.320)	(141.360)	(19.922)	(16.836)	(141.360)	-	-
	Net	0.037	-	54.528	0.759	-	-	-
Corporate Services								
Corporate Services	Gross Costs	6.019	7.056	5.087	4.831	6.520	(0.536)	(7.6%)
	Income	(1.178)	(2.098)	(1.249)	(1.019)	(2.098)	-	-
	Net	4.841	4.958	3.838	3.812	4.422	(0.536)	(10.8%)
Communications	Gross Costs	1.477	2.362	1.774	1.948	2.467	0.105	4.4%
	Income	(0.220)	(1.287)	(0.975)	(1.011)	(1.287)	-	-
	Net	1.257	1.075	0.799	0.937	1.180	0.105	9.8%
Human Resources & Organisational Development								
Human Resources & Organisational Development	Gross Costs	5.141	11.167	8.639	8.936	11.017	(0.150)	(1.3%)
	Income	(1.814)	(7.973)	(5.980)	(6.142)	(7.973)	-	-
	Net	3.327	3.194	2.659	2.794	3.044	(0.150)	(4.7%)

Wiltshire Council Revenue Budget Monitoring Statement: Quarter 3

31-Dec-19

		Original Budget	Revised Budget Quarter 3	Profiled Budget to Quarter 3	Actual to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Growth, Investment & Place								
<u>Economic Development & Planning</u>								
Economic Development & Planning	Gross Costs	10.504	4.151	3.109	4.479	4.601	0.450	10.8%
	Income	(7.954)	(1.869)	(1.454)	(2.755)	(1.869)	-	-
	Net	2.550	2.282	1.655	1.724	2.732	0.450	19.7%
<u>Highways & Environment</u>								
Highways	Gross Costs	21.225	28.021	21.265	19.934	28.311	0.290	1.0%
	Income	(1.869)	(8.665)	(6.608)	(5.875)	(8.665)	-	-
	Net	19.356	19.356	14.657	14.059	19.646	0.290	1.5%
Car Parking	Gross Costs	1.933	1.319	2.898	3.615	1.319	-	-
	Income	(8.465)	(8.131)	(8.122)	(8.206)	(7.951)	0.180	(2.2%)
	Net	(6.532)	(6.812)	(5.224)	(4.591)	(6.632)	0.180	(2.6%)
Waste & Environment	Gross Costs	49.424	57.145	39.497	36.346	59.845	2.700	4.7%
	Income	(8.079)	(18.664)	(16.184)	(16.836)	(18.664)	-	-
	Net	41.345	38.481	23.313	19.510	41.181	2.700	7.0%
<u>Housing & Commercial Development</u>								
Housing Services	Gross Costs	8.835	9.736	7.999	9.085	9.099	(0.637)	(6.5%)
	Income	(4.855)	(5.450)	(4.088)	(4.784)	(5.450)	-	-
	Net	3.980	4.286	3.911	4.301	3.649	(0.637)	(14.9%)
Strategic Asset & Facilities Management	Gross Costs	17.289	22.572	17.306	15.935	22.572	-	-
	Income	(5.234)	(10.521)	(7.432)	(8.399)	(10.521)	-	-
	Net	12.055	12.051	9.874	7.536	12.051	-	-
<u>Communities & Neighbourhood</u>								
Libraries, Heritage & Arts	Gross Costs	5.754	14.072	10.134	10.681	14.512	0.440	3.1%
	Income	(1.723)	(8.578)	(6.016)	(6.276)	(8.578)	-	-
	Net	4.031	5.494	4.118	4.405	5.934	0.440	8.0%
Leisure	Gross Costs	8.013	1.656	1.612	1.885	2.046	0.390	23.6%
	Income	(8.169)	(1.689)	(1.211)	(1.429)	(1.689)	-	-
	Net	(0.156)	(0.033)	0.401	0.456	0.357	0.390	(1181.8%)
Transport	Gross Costs	19.262	19.761	13.691	13.297	19.682	(0.079)	(0.4%)
	Income	(1.689)	(2.181)	(1.693)	(1.585)	(2.181)	-	-
	Net	17.573	17.580	11.998	11.712	17.501	(0.079)	(0.4%)
Public Protection	Gross Costs	3.715	14.304	10.236	11.168	14.553	0.249	1.7%
	Income	(2.187)	(13.757)	(9.929)	(10.565)	(13.757)	-	-
	Net	1.528	0.547	0.307	0.603	0.796	0.249	45.5%

Wiltshire Council Revenue Budget Monitoring Statement: Quarter 3

31-Dec-19

		Original Budget	Revised Budget Quarter 3	Profiled Budget to Quarter 3	Actual to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Finance								
Finance & Procurement	Gross Costs	20.796	79.138	61.619	63.973	79.138	-	-
	Income	(13.671)	(72.097)	(53.202)	(54.994)	(72.157)	(0.060)	0.1%
	Net	7.125	7.041	8.417	8.979	6.981	(0.060)	(0.9%)
Revenues & Benefits - Subsidy	Gross Costs	111.386	85.038	60.897	65.812	85.038	-	-
	Income	(112.086)	(85.738)	(60.551)	(61.247)	(85.818)	(0.080)	0.1%
	Net	(0.700)	(0.700)	0.346	4.565	(0.780)	(0.080)	11.4%
Corporate Directors & Members								
Corporate Directors & Service Devolution	Gross Costs	0.495	0.913	0.795	1.111	1.153	0.240	26.3%
	Income	(0.014)	(0.014)	(0.010)	(0.010)	(0.014)	-	-
	Net	0.481	0.899	0.785	1.101	1.139	0.240	26.7%
Members	Gross Costs	2.230	2.231	1.653	1.631	2.166	(0.065)	(2.9%)
	Income	-	-	-	-	-	-	-
	Net	2.230	2.231	1.653	1.631	2.166	(0.065)	(2.9%)
Corporate								
Movement on Reserves		(0.651)	(2.894)	(3.243)	(3.243)	(2.894)	-	-
Capital Financing		19.874	20.334	5.809	6.613	17.806	(2.528)	(12.4%)
Restructure & Contingency		1.669	1.558	1.132	1.896	1.256	(0.302)	(19.4%)
General Government Grants		(32.766)	(33.166)	(24.975)	(24.655)	(35.116)	(1.950)	5.9%
Corporate Levies		6.525	6.525	5.930	5.320	6.355	(0.170)	(2.6%)
	Net	(5.349)	(7.643)	(15.347)	(14.069)	(12.593)	(4.950)	64.8%
Wiltshire Council General Fund Total								
	Gross Costs	685.640	1,073.365	656.074	621.535	1,076.083	2.718	34.7%
	Income	(353.263)	(740.988)	(308.489)	(310.029)	(740.948)	0.040	(2.0%)
	Net	332.377	332.377	347.584	311.506	335.135	2.758	0.8%
Housing Revenue Account (HRA)	Gross Costs	25.554	25.591	1.567	1.430	25.591	-	-
	Income	(25.554)	(25.591)	(12.712)	(12.462)	(25.591)	-	-
	Net	-	-	(11.145)	(11.032)	-	-	-
Total Including HRA								
	Gross Costs	711.194	1,098.956	657.641	622.965	1,101.674	2.718	0.2%
	Income	(378.817)	(766.579)	(321.201)	(322.491)	(766.539)	0.040	(0.0%)
	Net	332.377	332.377	336.440	300.473	335.135	2.758	0.8%

Wiltshire Council Revenue Budget Movements 2019/2020

Service	Original Budget	Structural Changes	Revised Original Budget	In Year Virements to Quarter 1	Revised Budget Quarter 1	In Year Virements to Quarter 2	Revised Budget Quarter 2	In Year Virements to Quarter 3	Revised Budget Quarter 3	Major Virements See Appendix C
	£m	£m	£m	£m						
Adult Care, Public Health & Digital										
Access & Reablement										
Adults 18+	47.969	(0.354)	47.615	1.177	48.792	0.109	48.901	(0.030)	48.871	
Learning Disabilities & Mental Health										
Mental Health	17.519	0.000	17.519	0.760	18.279	0.002	18.281	0.020	18.301	
Learning Disabilities	51.736	0.000	51.736	(0.645)	51.091	0.823	51.914	0.000	51.914	
Commissioning - Adults										
Adults Commissioning	22.410	0.000	22.410	0.399	22.809	0.210	23.019	0.260	23.279	*
Public Health										
Public Health	0.211	1.297	1.508	(0.072)	1.436	(0.018)	1.418	0.000	1.418	
Digital & Information										
Information Services	8.827	0.000	8.827	(0.036)	8.791	0.015	8.806	0.131	8.937	
Legal, Electoral & Registration Services										
Legal & Democratic	4.230	(0.541)	3.689	0.038	3.727	0.040	3.767	0.000	3.767	
Children & Education Service										
Commissioning - Childrens										
Childrens Commissioning	4.921	0.000	4.921	0.633	5.554	(0.320)	5.234	(0.066)	5.168	
Family & Childrens Services										
Childrens Social Care	41.228	(0.047)	41.181	1.100	42.281	0.073	42.354	0.268	42.622	*
0-25 Service: Disabled Children & Adults	22.609	0.000	22.609	(2.482)	20.127	(0.740)	19.387	(0.153)	19.234	
Early Help (now closed)	(0.001)	0.054	0.053	(0.053)	0.000	0.000	0.000	0.000	0.000	
Education & Skills										
School Effectiveness	1.739	(0.007)	1.732	2.069	3.801	0.724	4.525	0.054	4.579	
Funding Schools	0.037	0.000	0.037	(0.037)	0.000	0.000	0.000	0.000	0.000	
Corporate Services										
Corporate Services	4.841	0.541	5.382	(0.466)	4.916	0.020	4.936	0.022	4.958	
Communications	1.257	0.000	1.257	(0.068)	1.189	0.026	1.215	(0.140)	1.075	
Human Resources & Org Development										
Human Resources & Org Development	3.327	0.000	3.327	(0.134)	3.193	0.001	3.194	0.000	3.194	
Growth Investment & Place										
Economic Development & Planning										
Economic Development & Planning	2.550	(0.101)	2.449	(0.067)	2.382	(0.100)	2.282	0.000	2.282	
Highways & Environment										
Highways	19.356	0.000	19.356	0.000	19.356	0.000	19.356	0.000	19.356	
Car Parking	(6.532)	0.000	(6.532)	(0.281)	(6.813)	0.001	(6.812)	0.000	(6.812)	
Waste & Environment	41.345	(1.166)	40.179	1.275	41.454	(2.855)	38.599	(0.118)	38.481	
Housing & Commercial Development										
Housing Services	3.980	0.101	4.081	(0.024)	4.057	0.100	4.157	0.129	4.286	
Strategic Asset & Facilities Management	12.055	0.000	12.055	(0.004)	12.051	0.000	12.051	0.000	12.051	
Communities & Neighbourhood Services										
Libraries, Heritage & Arts	4.031	1.166	5.197	0.253	5.450	0.044	5.494	0.000	5.494	
Leisure	(0.156)	0.000	(0.156)	(0.008)	(0.164)	0.000	(0.164)	0.131	(0.033)	
Transport	17.573	0.000	17.573	0.007	17.580	0.000	17.580	0.000	17.580	
Public Protection	1.528	(0.943)	0.585	(0.038)	0.547	0.000	0.547	0.000	0.547	
Finance										
Finance & Procurement	7.125	0.000	7.125	(0.085)	7.040	0.001	7.041	0.000	7.041	
Revenues & Benefits - Subsidy	(0.700)	0.000	(0.700)	0.000	(0.700)	0.000	(0.700)	0.000	(0.700)	
Corporate Directors										
Corporate Directors & Members	0.481	0.000	0.481	0.418	0.899	0.000	0.899	0.000	0.899	
Members	2.230	0.000	2.230	0.001	2.231	0.000	2.231	0.000	2.231	
Corporate										
Movement on Reserves	(0.651)	0.000	(0.651)	(1.646)	(2.297)	(0.526)	(2.823)	(0.071)	(2.894)	
Capital Financing	19.874	0.000	19.874	(2.460)	17.414	2.920	20.334	0.000	20.334	
Restructure & Contingency	1.669	0.000	1.669	0.876	2.545	(0.550)	1.995	(0.437)	1.558	
General Government Grants	(32.766)	0.000	(32.766)	(0.400)	(33.166)	0.000	(33.166)	0.000	(33.166)	
Corporate Levies	6.525	0.000	6.525	0.000	6.525	0.000	6.525	0.000	6.525	
2019/2020 Budget Requirement	332.377	0.000	332.377	(0.000)	332.377	(0.000)	332.377	0.000	332.377	
HRA Budget		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
	332.377	0.000	332.377	(0.000)	332.377	(0.000)	332.377	0.000	332.377	

More details are given of major virements in Appendix C. These areas are marked above with *

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Major Virements between Services Areas from Quarter 2 to Quarter 3

APPENDIX C

Net virements over £250,000

	£m
Adults Commissioning	
Transfer from Adults to housing for HIA/Handyperson service	(0.127)
Commissioning Salary Realignment	0.224
Redundancies	0.185
Movement of savings to be found	(0.022)
In Year Virements quarter 2-3	0.260
Childrens Social Care	
Increased funding for Integrated Front Door Services	0.132
Transfer Head of Service post	0.047
Redundancies	0.047
Miscellaneous amendments	0.042
In Year Virements quarter 2-3	0.268
Restructure & Contingency	
Redundancies	(0.454)
Miscellaneous amendments	0.017
In Year Virements quarter 2-3	(0.437)

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Capital Programme Budget Movements and Spend to 31 December 2019 (Quarter 3)

Scheme Name	2019/2020 Budget Breakdown											
	Quarter 2 Budget 2019/2020	Budget Movements between Schemes	Additional Budgets added to the Programme - Funded by Grants & Contributions (Appendix F - Section 1)	Budgets reprogrammed from 2019/2020 into 2020/2021 (Appendix F - Section 2)	Additional Budgets requested to be added to the Programme - Funded by Capital Receipts & Borrowing (Appendix F - Section 3)	Grant Amendments	Reduced Budgets	Current Budget Quarter 3 2019/2020	Profiled Current Budget to 31 December 2019	Spend to 31 December 2019	Variance to Profiled Budget	Current Budget Remaining 2019/2020
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Growth, Investment & Place Service												
A350 Dualling Chippenham Bypass	0.845							0.845	0.845	0.839	(0.006)	0.006
A350 West Ashton/Yarnbrook Junction Improvements	2.000							2.000	1.357	0.612	(0.745)	1.388
Chippenham Station HUB	2.211							2.211	1.571	0.376	(1.195)	1.835
Corsham Mansion House	0.138							0.138	0.109	(0.006)	(0.115)	0.144
M4 Junction 17	0.000							0.000	0.000	0.021	0.021	(0.021)
Porton Science Park	0.000							0.000	0.000	0.006	0.006	(0.006)
Salisbury Central Car Park & Maltings	0.015							0.015	0.015	0.027	0.012	(0.012)
Salisbury LGF Schemes	0.530							0.530	0.383	0.231	(0.152)	0.299
Wiltshire Ultrafast Broadband	2.270			(1.448)				0.822	0.548	(0.369)	(0.917)	1.191
Boscombe Down	0.250							0.250	0.000	0.021	0.021	0.229
Oil to Biomass Schemes	0.028							0.028	0.023	0.035	0.012	(0.007)
Other Economic Development Schemes	0.006							0.006	0.005	0.030	0.025	(0.024)
LED Street Lighting	3.074							3.074	2.129	0.928	(1.201)	2.146
Affordable Housing including Commuted Sums	0.000							0.000	0.000	0.000	0.000	0.000
Council House Build Programme	4.319							4.319	3.297	2.831	(0.466)	1.488
Social Care Infrastructure & Strategy	0.000							0.000	0.000	0.000	0.000	0.000
HRA - Refurbishment of Council Stock	10.541							10.541	8.784	5.309	(3.475)	5.232
Commercial - Housing Company	5.000			(3.000)				2.000	0.000	0.000	0.000	2.000
Commercial - Commercial Investment	0.500			(0.500)				0.000	0.000	0.000	0.000	0.000
Commercial - Local Development Company	0.800			(0.550)				0.250	0.000	0.000	0.000	0.250
Commercial - Loans	1.545			0.790				2.335	2.335	0.000	(2.335)	2.335
Non-Commercial Property Purchases	1.500							1.500	1.250	1.037	(0.213)	0.463
Gypsies and Travellers Projects	0.000							0.000	0.000	0.000	0.000	0.000
Disabled Facilities Grants	4.956							4.956	4.130	1.127	(3.003)	3.829
Facilities Management Works	3.970							3.970	2.789	2.118	(0.671)	1.852
Leisure Centres & Libraries - Capital Works Requirement	0.219							0.219	0.171	0.264	0.093	(0.045)
Whole Life Building & Equipment Refresh	0.053							0.053	0.044	0.005	(0.039)	0.048
Depot & Office Strategy	0.500							0.500	0.389	0.391	0.002	0.109
CIL Funded Schemes	0.101							0.101	0.084	0.047	(0.037)	0.054
Bridges	2.314	(0.053)	0.101					2.362	1.956	1.410	(0.546)	0.952
Farmers Roundabout	2.079	0.445	0.015					2.539	2.539	2.539	0.000	0.000
Highway flooding prevention and Land Drainage schemes	0.257	0.159	0.055					0.471	0.472	0.453	(0.019)	0.018
Integrated Transport	2.257	0.142	0.156					2.555	2.220	1.890	(0.330)	0.665
National Productivity Investment Schemes	0.000							0.000	0.000	0.001	0.001	(0.001)
Pothole Fund Grant	0.897							0.897	0.648	0.839	0.191	0.058
Pothole Spotter 16/17	0.054							0.054	0.000	0.000	0.000	0.054
Structural Maintenance (Grant & Council Funded)	21.810	(0.746)	0.013					21.077	17.231	17.493	0.262	3.584
Fleet Vehicles	0.883							0.883	0.623	0.162	(0.461)	0.721
Salisbury CCTV	0.010							0.010	0.000	0.000	0.000	0.010
Waste Services	0.920							0.920	0.694	0.382	(0.312)	0.538
ICT Schemes	0.000							0.000	0.000	0.529	0.529	(0.529)
ICT Get Well	8.927				0.001			8.928	7.356	1.058	(6.298)	7.870
ICT Business as Usual	2.518							2.518	2.098	0.846	(1.252)	1.672
ICT Applications	6.882			0.478				7.360	5.735	0.990	(4.745)	6.370
ICT Other Infrastructure	1.911							1.911	1.423	0.042	(1.381)	1.869
Other Schemes including cross cutting systems	0.025							0.025	0.021	0.001	(0.020)	0.024
Microsoft Cloud Navigator	5.649							5.649	4.638	3.887	(0.751)	1.762
Wiltshire Online	3.498		0.009	(3.178)			(0.001)	0.328	0.218	(0.679)	(0.897)	1.007
Churchyards & Cemeteries	0.050							0.050	0.000	0.000	0.000	0.050
Housing Infrastructure Fund (HIF)	1.705							1.705	1.239	0.621	(0.618)	1.084
Service Devolution & Asset Transfer	0.463							0.463	0.000	0.028	0.028	0.435
Community Projects	0.100							0.100	0.100	0.100	0.000	0.000
Growth, Investment & Place Service Total	108.580	(0.053)	0.349	(7.408)	0.001	0.000	(0.001)	101.468	79.469	48.472	(30.997)	52.996

Capital Programme Budget Movements and Spend to 31 December 2019 (Quarter 3)

Scheme Name	2019/2020 Budget Breakdown											
	Quarter 2 Budget 2019/2020	Budget Movements between Schemes	Additional Budgets added to the Programme - Funded by Grants & Contributions (Appendix F - Section 1)	Budgets reprogrammed from 2019/2020 into 2020/2021 (Appendix F - Section 2)	Additional Budgets requested to be added to the Programme - Funded by Capital Receipts & Borrowing (Appendix F - Section 3)	Grant Amendments	Reduced Budgets	Current Budget Quarter 3 2019/2020	Profiled Current Budget to 31 December 2019	Spend to 31 December 2019	Variance to Profiled Budget	Current Budget Remaining 2019/2020
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Children & Education Service												
Area Boards and LPSA PRG Reward Grants	1.205	(0.159)					1.046	0.745	0.478	(0.267)	0.568	
Health and Wellbeing Centres - Live Schemes	4.759	0.212					4.971	3.381	0.971	(2.410)	4.000	
Fitness Equipment for Leisure Centres	0.050						0.050	0.042	0.000	(0.042)	0.050	
Operational Estate	0.125						0.125	0.000	0.125	0.125	0.000	
Libraries - Self Service	0.500						0.500	0.000	0.000	0.000	0.500	
Access and Inclusion	0.043						0.043	0.034	0.028	(0.006)	0.015	
Army Rebasing	11.740		1.883				13.623	7.876	7.868	(0.008)	5.755	
Basic Need	17.670	(0.964)	0.226	(3.190)			13.742	10.858	9.190	(1.668)	4.552	
Devolved Formula Capital	0.659						0.659	0.659	0.659	0.000	0.000	
Healthy Pupils Capital Fund	0.026						0.026	0.022	0.000	(0.022)	0.026	
New Schools	0.082	(0.034)		0.034			0.082	0.051	0.000	(0.051)	0.082	
School Expansions & Replacements	0.026	(0.002)					0.024	0.000	0.000	0.000	0.024	
Schools Maintenance & Modernisation	7.894	1.000		(1.150)			7.744	5.979	5.210	(0.769)	2.534	
Special Schools	0.267			0.100			0.367	0.306	0.306	0.000	0.061	
Early Years & Childcare	1.006			(0.272)			0.734	0.031	0.000	(0.031)	0.734	
SEND Capital	0.775						0.775	0.590	0.354	(0.236)	0.421	
Transformation schemes in childrens services	1.995						1.995	0.940	0.287	(0.653)	1.708	
Children & Education Service Total	48.822	0.053	2.109	(4.478)	0.000	0.000	0.000	46.506	31.514	25.476	(6.038)	21.030
Adult Care & Public Health Service												
Adult Care Transitions	0.140			(0.054)			0.086	0.065	0.069	0.004	0.017	
Adults Transformation Phase 2	0.870						0.870	0.652	0.289	(0.363)	0.581	
Sensory Stimulation & Development Play Equipment	0.284						0.284	0.100	0.000	(0.100)	0.284	
Adult Care & Public Health Service Total	1.294	0.000	0.000	(0.054)	0.000	0.000	0.000	1.240	0.817	0.358	(0.459)	0.882
Total 2019/2020 Programme	158.696	0.000	2.458	(11.940)	0.001	0.000	(0.001)	149.214	111.800	74.306	(37.494)	74.908

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

Cabinet Meeting: 11 February 2020
 Financial Year: 2019/2020

SECTION 1 - DELEGATED CFO POWERS

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

Project Name:	Bridges				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	101,000				
Funding Source:	DFT Grant				
Project Name:	Farmers Roundabout				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	15,000				
Funding Source:	Parish & Town Council Contributions				
Project Name:	Highway flooding prevention and Land Drainage schemes				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	55,055				
Funding Source:	Highways England Contribution				
Project Name:	Integrated Transport				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	155,906				
Funding Source:	Developer, Highways England, Parish & Town Council Contributions				
Project Name:	Structural Maintenance (Grant & Council Funded)				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	12,500				
Funding Source:	Developer Contribution				
Project Name:	Wiltshire Online				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	9,419				
Funding Source:	EFA Grants				
Project Name:	Basic Need				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	225,816	158,316			
Funding Source:	Contribution from the Council House Build Programme to replace S106 monies, funded by Social Care Grant & S106 Contribution				
Project Name:	Army Rebasing				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	1,882,964				
Funding Source:	MOD Section 106				

2,457,660 Total Delegated Changes Approved by Section 151 Officer

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

Cabinet Meeting
Financial Year:

11 February 2020

2019/2020

SECTION 2 - DELEGATED CFO POWERS

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

Project Name:	Wiltshire Ultrafast Broadband				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	(1,447,993)	1,447,993			
Funding Source:	BDUK Grant				
Project Name:	Commercial - Housing Company				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	(3,000,000)	3,000,000			
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				
Project Name:	Commercial - Commercial Investment				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	(500,000)	500,000			
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				
Project Name:	Commercial - Local Development Company				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	(550,000)	550,000			
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				
Project Name:	Commercial - Loans				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	790,000	(790,000)			
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				
Project Name:	ICT Applications				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	478,000	(478,000)			
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				
Project Name:	Wiltshire Online				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	(3,177,905)	3,177,905			
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				
Project Name:	Basic Need				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	(3,190,000)	3,190,000			
Funding Source:	EFA Grant				
Project Name:	New Schools				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	34,490	(34,490)			
Funding Source:	EFA Grant				
Project Name:	Schools Maintenance & Modernisation				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	(1,150,000)	1,150,000			
Funding Source:	EFA Grant				
Project Name:	Special Schools				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	100,000	(100,000)			
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				
Project Name:	Early Years & Childcare				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	(271,816)	271,816			
Funding Source:	Section 106 Deposits				
Project Name:	Adult Care Transitions				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	(54,000)	54,000			

CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME
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Cabinet Meeting	11 February 2020
Financial Year:	2019/2020

Funding Source: Flexible use of Capital Receipts

-11,939,224 Total Re-programming between years

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

Cabinet Meeting 11 February 2020
 Financial Year: 2019/2020

SECTION 3 - REQUESTS TO CABINET FOR ADDITIONAL RESOURCES

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

Project Name:	ICT Get Well				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	913				263
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				

Project Name:	ICT Applications				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
		403	434		
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				

Project Name:	Health and Wellbeing Centres - Live Schemes				
Budget Change:	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
		3,000,000			
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				

913	Total requests for additional resources in Year
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In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.

CHIEF FINANCE OFFICER: Deborah Hindson

DATE: 11th February 2020

**Wiltshire Council Strategic Risk Register
2019/20 Quarter Three (at 31 December 2019)**

There are significant challenges for Wiltshire Council as it looks to build stronger communities, grow the county's economy and protect the vulnerable. The Strategic Risk Register reflects these challenges.

The Strategic Risk Register draws together information recorded on risk registers of individual services across Wiltshire Council.

Information that has significance across the council as a whole is displayed in two categories on the Strategic Risk Register.

1. Critical service risks: significant risks that sit in a single service but which, should they become an issue, will have a significant impact on the council as a whole.
2. Composite strategic risks: where similar risks exist in a number of different services which would not have a significant impact on the organisation on their own but put together represent a significant impact. These risks are compiled into a single strategic composite risk and included within the strategic risk register. These risks are scored by reviewing the service component risks.

Each risk is fully defined by the responsible service (who assess the cause, event and effect that make up the identified risk).

Each risk is scored for impact and likelihood to give an overall score. A risk is scored twice; firstly, as inherent (the current level of risk) and then as residual (the risk as it would be once all mitigating actions are in place).

The progress towards implementing mitigating actions is assessed as red, amber or green. This RAG guides the reader of the register to understand the true current risk.

A whole range of service risks are kept under observation each quarter.

Risk short name	Primary Risk Category	Secondary Risk Category	Q3 Inherent Impact	Q3 Inherent Likelihood	Q3 Inherent Risk Rating	Q3 DoT	Q3 Actions RAG	Q3 Residual Impact	Q3 Residual Likelihood	Q3 Res Risk Rating	Q3 Comments
Critical Service Risks											
Safeguarding Children	Service Delivery	Reputation	4	3	12	▶	Amber	4	2	8	Families and Children's services recruitment and retention strategy remains the focus of mitigating actions. A long-serving, well trained staff body is the best protection against safeguarding issues arising.
Safeguarding Adults	Service Delivery	Reputation	4	2	8	▶	Green	4	2	8	Adult MASH was formally launched in June 2019 - there are ongoing recruitment issues and agency staff are being used.
Failure to revive Salisbury's economy	Reputation		3	3	9	▶	Green	3	3	9	A bid has been made to the Future High Street fund to help accelerate the recovery and development of Salisbury City centre.
Interest Rates Changes	Financial	Reputation	3	2	6	▶	Green	2	2	4	There is potential for borrowing to become more expensive in the future but current borrowing cost is still low and at a fixed rate.
Cyber Resilience	Service delivery	Reputation	4	3	12	▶	Amber	4	2	8	A new action plan being discussed with directors to develop a whole council approach. The new action plan has not yet taken full effect. Additional actions will be defined next quarter.

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Risk short name	Primary Risk Category	Secondary Risk Category	Q3 Inherent Impact	Q3 Inherent Likelihood	Q3 Inherent Risk Rating	Q3 DoT	Q3 Actions RAG	Q3 Residual Impact	Q3 Residual Likelihood	Q3 Res Risk Rating	Q3 Comments
Composite Corporate Risks											
Staff capacity: Recruitment and Retention	Staffing/ People	Staffing/ People	3	2	6	▶	Green	3	2	6	Much of the planned mitigation is now complete and in place. There remain specific issues in services areas that are being addressed by sector specific action plans.
Budget management	Financial	Reputation	3	3	9	▶	Green	3	2	6	Continued monitoring at team, service and director level means that the inherent likelihood reduces as we reach the end of the financial year.
Contract monitoring and management (Composite Risk)	Service delivery	Financial	4	3	12	▶	Amber	4	3	12	The roll out of the council wide action plan to improve and standardise contract management is continuing. It is hoped that the impact of the new approach will be seen in future quarters.
Income Collection	Financial	Reputation	3	3	9	▶	Amber	3	2	6	Income collection is regularly reviewed and compared to budget expectations. Some areas remain are expected to underperform while other are expected to exceed budgets.

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Risk short name	Primary Risk Category	Secondary Risk Category	Q3 Inherent Impact	Q3 Inherent Likelihood	Q3 Inherent Risk Rating	Q3 DoT	Q3 Actions RAG	Q3 Residual Impact	Q3 Residual Likelihood	Q3 Res Risk Rating	Q3 Comments
Composite Corporate Risks											
Uncertainty over the type and timing of Brexit and it's impacts mean resources are required for contingency planning and decisions are delayed.	Service delivery	Financial	3	2	6	▼	Amber	3	2	6	The inherent risk is reduced in this quarter following the passing of the second reading of the Withdrawal Agreement Bill in December. There is now less likelihood of uncertainty around the details of the UK's departure from the EU although the risk remains relevant as the outcome, desired or actual, of the trade negotiations over the following 12 months remains unknow.
Corporate Health, Safety & Wellbeing	Health & Safety	Health & Safety	2	2	4	▶	Green	2	2	4	Ongoing monitoring of a range of health and safety risks across the council means that the corporate risk is maintained at its low level.
Information Governance	Reputation	Financial	3	2	6	▶	Green	3	2	6	The corporate level risk is kept low with controls administered by the Information Governance team including a relatively new reporting procedure. Its not thought that the risk could be further reduced.

Wiltshire Council

Cabinet

4 February 2020

Subject: Streetworks Permitting System

Cabinet Member: Councillor Bridget Wayman Cabinet Member for Highways, Transport and Waste

Key Decision: Key

Executive Summary

Making best use of the County's road network is vital for the movement of people and goods, and the network supports the local economy and businesses. The road network also contains the essential infrastructure and services, including water, electricity, gas and telecommunications.

Wiltshire Council as the Local Highway Authority has a duty to co-ordinate works on the road network. The Traffic Management Act 2004 (TMA) allows the Council to introduce a permit scheme, which would enable the Council to take a more active role in planning and coordinating streetworks.

The potential for a permit scheme in Wiltshire has been evaluated by specialist sub-consultants Open Road Associates working with the Council's consultants Atkins. It is concluded that there is a good business case for the introduction of a permit scheme for streetworks in Wiltshire.

The operation of a permit scheme would have benefits for managing works on the highway (See **Appendices 1 and 2**). It would require additional staff resources to operate effectively. However, a large proportion of these additional costs would be recovered through the charges that can be made for permits. The legislation sets out limitations on the charges that can be made, and the costs associated with permitting the Council's own works cannot be passed on to the public utilities. The permit scheme cannot be used to generate revenue.

Statutory consultations have been undertaken with the public utilities and others as required by the legislation (See **Appendix 3**). The Council received 145 responses from 8 organisations, which have been considered and following review it is proposed that the Council should introduce a permit scheme for streetworks.

Proposal(s)

It is recommended that:

1. The importance of managing streetworks on the highway network is acknowledged, and the potential benefits of a permit scheme are appreciated.
2. The results of the consultations have been reviewed and have been taken into account in considering the permit scheme.
3. That Cabinet should give its approval to the implementation of a permit scheme for streetworks on the local highway network in Wiltshire as provided for in the Traffic Management Act 2004 from 1 April 2020.
4. Delegate authority to the Director, Highways and Environment to make the necessary arrangements, including instructing legal to execute all necessary documentation: that officer should consult with the Director of Finance and Procurement and the Cabinet Member, Highways, Transport and Waste as it is a countywide scheme which is the first of its kind for Wiltshire.

Reason for Proposal(s)

The introduction of a permit scheme for streetworks would have benefits in terms of improved management of works on the highway network, reduced traffic delays, reduced carbon footprint and improved safety. The fees generated by the scheme would be used to increase supervision and management of the public utilities and other work on the network.

The Department of Transport is encouraging authorities to adopt permit schemes for streetworks, and most authorities will have a scheme in place shortly.

Alistair Cunningham
Chief Executive Officer – Place

Wiltshire Council

Cabinet

4 February 2020

Subject: Streetworks Permitting System

Cabinet Member: Councillor Bridget Wayman Cabinet Member for Highways, Transport and Waste

Key Decision: Key

Purpose of Report

1. To approve the implementation of a Permit Scheme to manage streetworks in Wiltshire.

Relevance to the Council's Business Plan

2. The council's Business Plan 2017 – 2027 has three priorities; Growing the Economy, Strong Communities, and Protecting the vulnerable. The goals include the ability to get around and access good services, and reductions in road casualties.
3. The movement of traffic and reducing delays and congestion on the highway network are important to ensuring access to services as well as in connection with air quality and health issues. Having appropriate management of all works on the highway network is vital to ensure the safety of road users and those working on the network.

Background

4. Making best use of the County's road network is vital for the movement of people and goods, and the network supports the local economy and businesses. The road network also contains the essential infrastructure and services, including water, electricity, gas and telecommunications needed by our communities.
5. Under regulations set out in the New Roads and Street Works Act 1991 (NRSWA), Statutory Undertakers (SU) such as water, electricity and gas supply companies have a statutory right or duty to install, inspect, maintain, repair, or replace apparatus in or under the street.
6. There are currently approximately 33,000 applications to work on the Council's highways and 80,000 days of highway occupations per year. On average 3 works start every hour on the network, with over 60 works starting each day. These works are necessary, but inevitably cause traffic disruption on the highway network.

7. Wiltshire Council as the Highway Authority has a duty to co-ordinate works on the road network. The NRSWA allows Wiltshire Council to direct a SU to carry out works at certain times, but only if it is believed that the work is likely to cause serious traffic disruption.
8. The Traffic Management Act 2004 (TMA) allows the Council to introduce a permit scheme, which would enable the Council to take a more active role in planning and coordinating streetworks.

Main Considerations for the Council

9. A permit scheme as included in the provisions of the Traffic Management Act 2004 would provide more scope for the Council to manage and coordinate streetworks. Those organisations working on the highway would be required to book occupations, get approval of variations, and conform to conditions. There would be sanctions of fixed penalty notices for organisations working without a permit or in breach of permit conditions (See **Appendix 1**).
10. The introduction of a permit scheme would have the potential to provide increased control of works, better inspection of works and reinstatements. There would be the potential to improve coordination and supervision and minimise disruption and congestion for road users. It would also require permits for the Council's own works.
11. The Department of Transport (DfT) has issued guidance that indicates that all authorities should have permit schemes in place by April 2020. This should coincide with the introduction of the DfT's new Street Manager system for transferring streetworks information between organisations which will replace the current processes being used.
12. It should be noted that the proposed permit scheme will need to be compliant with legislation, technical guidance and codes of practice. There is limited scope for making local variations to the scheme. The proposed scheme for Wiltshire takes into account the relevant legal requirements and the results of the recent consultations (see **Appendix 2**).
13. The potential for a permit scheme in Wiltshire has been evaluated by specialist sub-consultants Open Road Associates working with the Council's consultants Atkins. It is concluded that there is a good business case for the introduction of a permit scheme for streetworks in Wiltshire.
14. The operation of a permit scheme would require additional staff resources to operate effectively. However, a large proportion of these additional costs would be recovered through the charges that can be made for permits.
15. The legislation sets out limitations on the charges that can be made. For example, the costs associated with permitting the Council's own works cannot be passed on to the SUs.

Resource Requirements

16. The income from permit fees would enable increased resources to be deployed to coordinate and control works on the highway network.
17. An analysis of existing works on the highway has been undertaken in order to determine likely staffing requirements and the charges needed to recover costs. Initial indications are that seven new posts would be required. Fees need to be set within the limits of the DfT guidance, and some allowance has been made for potential penalty notices based on assumed levels of non-compliance. The staffing costs based on likely staff grades have been included in the assessment. The currently proposed permit and variation fees are set out in paragraph 10.2.2 of Appendix 2 and are between £11 and £72.

Benefits of a Permit Scheme

18. The main benefits of a permit scheme would be:
 - a. Better control of streetworks on the highway network
 - b. Better coordination of operations on the network
 - c. Potentially reduced traffic disruption and congestion
 - d. Cost neutral with charges for permits covering majority of additional costs
19. Evaluation of permit schemes elsewhere in the country for the Department for Transport (DfT) found that permit schemes had increased control of the road network and have the potential to significantly reduce disruption through the use of conditions. It is reported that 66% of authorities in England are already operating Permit Schemes and all authorities in the south west are currently working towards implementing schemes.

Statutory Consultations

20. Statutory Consultations with the public utilities and others were undertaken as required by the legislation. In accordance with Regulation 3 of the Traffic Management Permit Scheme (England) regulations the Council is required to consult with specified organisations and individuals before introducing a permit scheme into legal effect. There were 95 organisations invited to comment (See Appendix 3), and the consultation was available on the Council's website.
21. The consultation took place over a period of 8 weeks, between 9 October 2019 and 4 December 2019 (inclusive). Responses to the consultation were received from the following organisations:

Bristol Water
Depart for Transport
Network Rail
Virgin Media
Wales & West Utilities
Openreach
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Hampshire Council

22. The comments made have been considered in detail, and summary of the responses to the comments has been prepared (See **Appendix 3**).
23. Generally, the completeness and clarity of the consultation documents were appreciated, but it was noted that these were technical or specialist matters that were being consulted on within particular regulatory limits.
24. The comments on the proposed scheme included some suggestions for amending the documents to ensure greater clarity and correct references, and these minor changes have been incorporated in the documentation.
25. There were no overwhelming objections to the scheme, and on the basis of the consultation there is no reason why the scheme should not be implemented.
26. There were suggestions that the Permit Scheme should not be implemented for all streets, and should only be for the traffic sensitive and busier roads. It was decided at the earliest stage of considering a potential permit scheme for Wiltshire that there were benefits in applying it to the whole of the network and adopting a consistent approach to managing streetworks on the highway network. There is nothing within the responses to the consultation to change that view.
27. There were comments about the potential revisions to the code of practice and the introduction of Street Manager, which will change the way that streetworks information is communicated and managed. Some of these elements may have to be reviewed in due course as final documents are published and Street Manager is introduced, but it is not considered that any changes currently need to be made to the proposed permit scheme.
28. Various points were raised about operational aspects of the permit scheme. Most of these can be clarified at the coordination meetings that are held regularly. There will be the opportunity collaborate with the utilities regarding their activities and develop a robust understanding of how the scheme will operate and to improve coordination of works on the network.
29. The undertaking included in the document to ensure parity of the Council's own work on the network with those of the public utilities was welcomed by the consultees. It should be noted that the Council's own resurfacing work and many other highway maintenance operations will also require permits to be obtained under the scheme.
30. There were suggestions that the fees proposed to be charged were lower than some other authorities. The fees had been given careful consideration prior to the consultation as there are specific rules which have to be applied in determining fee levels. It was considered that the proposed fees are appropriate and realistic. Setting higher fees may initially appear attractive, but they will have to be adjusted to reflect actual costs in due course.

Overview and Scrutiny Engagement

31. The operation of the Council's streetworks permit scheme will be reported to the Environment Select Committee annually in conjunction with the report on the highways service. The Environment Select Committee Chairman and Vice-Chairman were briefed on this report but concluded that overview and scrutiny engagement was not necessary at this stage.

Safeguarding Implications

32. None

Public Health Implications

33. The services provided by the public utilities, including water, sewers, electricity and gas are vital for the health and wellbeing of the public. Minimising disruption to the supply of these is important, and the ability to repair and maintain the enormous amount of equipment within the highway network in Wiltshire is assisted by the effective management of streetworks. The permit scheme has the potential to improve coordination of these works.
34. There are serious safety risks associated with works on the highway, both for the travelling public and for those carrying out the work. The legislation, guidance and codes of practice set out how these works should be carried out safely. The permit scheme will help ensure the safety of works on the highway.

Procurement Implications

35. The streetworks permit system will be operated through the existing Highways Infrastructure Asset Management System (HIAMS) software which is already in use. The system can be adapted easily to accommodate the proposed permit system and is being used by other authorities for permits. There are no procurement requirements in connection with the proposal to implement a permit system for streetworks.

Equalities Impact of the Proposal

36. All roadworks on the highway have the potential to disrupt traffic and pedestrian movements which would include vulnerable highway users. The provision of suitable alternative routes and facilities is set out in the streetworks guidance and codes of practice. To ensure that vulnerable groups are not adversely affected by streetworks it is important that the guidance and codes of practice are followed, and the proposed permit scheme has the potential to provide better supervision and planning of such works to mitigate any potential adverse impacts for vulnerable users that may arise.

Environmental and Climate Change Considerations

37. The introduction of a permit scheme for streetworks has the potential to reduce delays to traffic on the network by better coordination of works and more control of the timing of works. The DfT methodology for assessing the

impact of temporary roadworks indicates that the scheme could lead to estimated carbon emission savings of 748 tonnes CO2 per year.

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

38. If a permit scheme is not introduced it is likely that the Council will be at risk of being unable to meet its statutory obligations in connection with the Traffic Management Act 2004, especially following the introduction of the DfT's Street Manager system.

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

39. There is a risk that the number of streetworks operations being undertaken may be less than expected and that charges for the permits may not recover the full costs. However, there may be more works on the network than anticipated which would generate more income. In either case, permit fees would need to be regularly reviewed and adjusted accordingly.
40. Additional staff would be required to operate a permit scheme and there is a risk that recruitment and retention of staff may be difficult. Alterations to the noticing and communications systems in connection with streetworks will need to be made to accommodate the scheme, which will have some risk, but these will be similar to the risks associated with the changes necessary to enable the future use of Street Manager for streetworks communications and can be managed.

Financial Implications

41. An analysis of existing works on the highway has been undertaken in order to determine likely staffing requirements and charges needed to be made for permits to recover costs. Fees would need to be set within the limits of the DfT guidance, and some allowance has been made for potential penalty notices based on assumed levels of non-compliance. The additional staffing costs have been included in the assessment.
42. The scheme costs based on current assumptions and proposed fees are currently anticipated to be over-recovered by about £92,369 annually. If this continued for a number of years, the fees would have to be reduced accordingly.
43. The DfT have issued a Permit Scheme cost benefit calculator to enable the value for money of the scheme to be assessed. This has been used with the data from the last three years of actual works on the highway and calculates the estimated impact on road user travel time, vehicle operating costs, accident costs, emission costs and indirect tax revenue.
44. The introduction of a permit scheme in Wiltshire would be expected to have a Benefit to Cost Ratio (BCR) of 4.28. This is an excellent cost benefit ratio and is broadly in line with expectations and other similar schemes elsewhere in the country, and indicates that as it is higher than 2 it would be considered to

be 'high value for money' and meets the DfT requirement for a permit scheme.

45. It should be noted that the legislation regarding permit schemes means that that they should not be viewed as a means of generating revenue.

Legal Implications

46. The Traffic Management Act (2004) and associated regulations allows for an authority to introduce permit schemes to support the delivery of the network management duty.
47. A permit scheme complements NRSWA and evolves these powers, enabling the Council to take a more active involvement in the planning and coordination of works, from the initial planning stages through to completion. The key changes to working practices are as follows:
- organisations **book occupation** for work instead of giving notice, essentially obtaining a permit for their works;
 - any **variation** to the work needs to be agreed, before and after works have started, including extensions to the duration;
 - the Council can apply **conditions** to works to impose constraints; and
 - new **sanctions** with fixed penalty notices for organisations working without a permit or in breach of the permit conditions.
48. There were a number of comments on the operation of the scheme in response to the consultation and these are summarised and considered in Appendix 3 of this report.
49. The proposed permit scheme will conform to the legal requirements, including the appropriate consultations and orders.

Workforce Implications

50. It has been estimated that 7 additional posts would be required to operate the scheme, with some slight changes to existing street works team roles. There is the possibility that a further two posts may be required once the scheme has been operating for six months and the resource levels reviewed. The income from the permit scheme will meet the cost of the additional posts.

Options Considered

51. The introduction of permit systems for streetworks is being encouraged by the DfT. Support for the current streetworks noticing system is likely to reduce significantly in the future. Not proceeding with streetworks permitting will not be a sustainable option in the future.
52. The opportunity has been taken to use the specialist service available through the Council's consultancy contract, and to work in conjunction with Bristol City Council and Bath and North East Somerset Council who are also in the process of implementing permit schemes.

Conclusions

53. It is concluded that in view of the DfT guidance, current legislation and potential benefits a permit scheme for streetworks should be introduced by Wiltshire Council.

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Date of report

Appendices

Appendix 1 – Overview of Proposed Permit Scheme

Appendix 2 – Wiltshire Permit Scheme

Appendix 3 – Response to Consultation

Background Papers

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

None

Traffic Management Act 2004
Wiltshire Permit Scheme
Overview for Consultation

Foreword

- 1.1.1 Making the best use of our road network is vital for the Wiltshire. Our roads facilitate the transport of people and goods, provide access to homes, businesses and other destinations, and provide public space where people shop, socialise or relax. Under the road surface lies essential infrastructure for the communications and services that underpin our lives.
- 1.1.2 Wiltshire Council has a legal duty to manage, maintain and improve the road network, including managing its use and the activities (works) taking place on it.
- 1.1.3 The Council has a range of powers and duties under which they maintain and improve the network, and manage its use and the activities taking place on it. These include the Highways Act 1980 principally covering the structure of the network; the New Roads and Street Works Act 1991 covering utility street works; and the Road Traffic Regulation Act 1984 regulating the activities of road users.
- 1.1.4 Wiltshire Council intend to introduce a permit scheme to control works undertaken across their road network. As part of the process to do this, the Council issued a consultation on the proposed scheme on 9th October 2019.
- 1.1.5 In accordance with Regulation 3 of the Traffic Management Permit Scheme (England) Regulations the Council is required to consult on a new permit scheme, with defined consultees and interested parties, prior to bringing a scheme into legal effect.
- 1.1.6 The Council have issued this document to support the consultation process, with the intention to answer the questions consultees may have in relation to the proposed permit scheme.
- 1.1.7 This document is not intended to influence opinion within this Consultation – any specific responses related to your area of interest can be submitted via the formal consultation response process, detailed below.

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1 Permit Scheme Consultation

1.1 Purpose of the Consultation

- 1.1.1 The purpose of the consultation is to seek views and questions from those potentially affected by the introduction of a permit scheme and other interested parties.
- 1.1.2 From these responses, the Council will consider whether any changes are required to the permit scheme, or whether further clarification of the scope or operation of the scheme is required, in light of the responses.
- 1.1.3 It should be noted that the permit scheme has to be compliant to legislation and many associated references, such as: statutory guidance; technical specifications; and codes of practice. As such, the Council is limited in changes that can be applied to the scope and content of the permit scheme.

1.2 Consultation Period

- 1.2.1 The consultation will run for a period of 8 weeks, between **6th October and 29th November 2019 (eight weeks)**.

1.3 How to Respond to the Consultation

- 1.3.1 A response can be submitted on any section of the permit scheme or in relation to the overall scope or objectives of the permit scheme. Where appropriate, a reference to a specific section or paragraph in the permit scheme would be beneficial, to provide context for the response and to enable the Council to provide the necessary consideration and a response (where applicable).
- 1.3.2 Responses can be received from individuals, organisations or those representing an interested party or organisation.
- 1.3.3 **Responses to the consultation are to be sent via the Councils website <http://consult.wiltshire.gov.uk/portal>.**
- 1.3.4 All consultation responses, *including the respondent information*, will be collated into a central list. No personal data related to any respondent will be stored or released by the Council.

1.4 How to Obtain Consultation Documents

- 1.4.1 The proposed permit scheme and supplementary reference documents have been issued by the Council to their website. Paper copies of these document are available and can be obtained by contacting the Council. Contact details are shown below:

Council Website	http://consult.wiltshire.gov.uk/portal
Postal Address	Traffic and Network Management Wiltshire Council, County Hall, Bythesea Road Trowbridge Wiltshire, BA14 8JD
Email Address	streetworks@wiltshire.gov.uk
Contact Phone	01225 713497

2 Permit Scheme Background

2.1 What is a permit scheme?

2.1.1 Currently, organisations intending to carry out works on the Council's road network **notify** the Council of their intention to carry out these works. The Council has powers under the New Road and Street Works Act to provide direction to these works and also apply penalties for instances where the works are not carried out according to the notice served.

2.1.2 The powers provided under a permit scheme evolve the existing powers in a number of key ways:

- organisations **book occupation** for work instead of giving notice, essentially obtaining a permit for their works;
- any **variation** to the work (before and after work has started) needs to be agreed, *including an extension to the agreed works duration*;
- the Council can apply **conditions** to works to impose constraints; and
- **new sanctions** with fixed penalty notices for organisations working without a permit or in breach of permit conditions.

2.1.3 A permit scheme provides the Council with greater control of when and how works are carried out on their road network, in order for them to deliver their network management duty to maintain an effective and efficient road network.

2.2 Why is the Council considering the introduction of a permit scheme?

2.2.1 The Council as a highway authority is responsible for the maintenance and management of public roads across Wiltshire.

2.2.2 This responsibility includes a network management duty which is set out within the Traffic Management Act (TMA). The Act describes the duty as "...**managing the road network with the aim of securing the expeditious movement of traffic**...". The Act is clear that traffic means all road users, including pedestrians and cyclists, not just motorised vehicles.

2.2.3 The overall objective of the Duty is the efficient operation of the network, as a whole, and allows the Council to act, *under legislative controls*, to deliver this objective.

2.2.4 The scope of this Duty has the following main considerations:

- **manage the road space for all users;**
- identify current and future causes of congestion, and to plan and act accordingly;
- **take a proactive approach to the coordination of works on the road, including unplanned emergency works;**
- gather and publish accurate information about planned works and events;
- manage unforeseen incidents and events on the network;
- establish and implement contingency plans for incidents and issues; and
- manage cross-border network travel and demands.

- 2.2.5 Part 3 of the Traffic Management Act allows the Council to introduce a permit scheme to support the delivery of this duty through greater control of works.
- 2.2.6 Since 2010 many councils have introduced permit schemes. Across the 152 Councils in England over 100 permit schemes are in operation, with more progressing towards the introduction of a permit scheme in 2019.
- 2.2.7 In 2017 the Department for Transport commissioned an evaluation of permit schemes across England. This evaluation determined that the introduction of a permit scheme has the potential to deliver clear benefits, one of these through the overall reduction of works duration and therefore any associated congestion and disruption potentially caused by these works.
- 2.2.8 The recommendations from this evaluation included “those LHAs that have not already done so should give consideration to the introduction of a permit scheme, given that this report has identified that such schemes can support LHAs to fulfil their network management duty and help to reduce the disruption caused by works”.
- 2.2.9 In consideration to the findings of this evaluation, the Secretary of State for Transport sent a letter to the councils in July 2018 requesting consideration for the introduction of a permit scheme.
- 2.2.10 At the start of 2019 the Council undertook a feasibility study for the introduction of a permit scheme, with the aim to provide the information and evidence for the Council to make the necessary decision for the introduction of a permit scheme.
- 2.2.11 This feasibility study outlined a clear benefit for the Council to introduce a permit scheme, which is now underway.

2.3 How does a permit scheme come into effect?

- 2.3.1 The introduction of a permit scheme requires an amendment to existing legislative powers and therefore an Order (statutory instrument) to bring the scheme into legal effect.
- 2.3.2 Permit Scheme Regulations allow the Council to create their own Order, and the permit scheme document will form part of this Order.
- 2.3.3 The permit scheme needs to contain specific information for it to be legally effective, which is outlined within the Statutory Guidance for Highway Authority Permit Schemes (October 2015 edition) – Annex B. Appendix A of this document contains the checklist from Annex B, with a reference to the relevant permit scheme section, *as appropriate*.

2.4 How does the introduction of a permit scheme align to the strategic transport objectives for Council?

- 2.4.1 Local transport plans (LTP) are an important part of strategic transport planning, and the Council (as a highway authority) is expected to prepare them as forward-looking plans covering a number of years (typically five years).
- 2.4.2 The Council's LTP must:
- outline the current baseline with regard to transport, accessibility and pollution;
 - set out challenging but achievable objectives;
 - set out the programme for achieving these objectives; and
 - outline 'bids' for funding from the DfT

- 2.4.3 The current LTP for Wiltshire is the third Plan (LTP3) and covers the period from March 2011 to March 2026. This Plan sets out the overall long-term strategy for the Council to achieve the overarching national transport goals, as outlined by the DfT, and specifically for Wiltshire to:
- Offer people sustainable transport choices; and
 - Demonstrate how localism and the big society can work for transport.
- 2.4.4 There are a number of supporting strategies that comprise the LTP, which contain supporting visions, goals and priorities. As the introduction of a permit scheme would lead to a more efficient road network, its introduction could directly support many of these strategies, including:
- Accessibility: enabling access to travel with ease to services, employment, education and healthcare.
 - Road Safety: making Wiltshire highways safer for all users.
- 2.5 Why don't current legislative powers provide sufficient control of works?
- 2.5.1 The Council already has a range of powers and duties to manage the road network. For many of the potentially higher impact works the Council using these powers to engage with organisations undertaking work to agree when and how the works should be carried out. This does have a positive impact in reducing unnecessary inconvenience and disruption.
- 2.5.2 A permit scheme enhances these powers and the capability to undertake a proactive review and approval of **all works** together with the capability to apply conditions to the planning and carrying out of works, which the current *noticing* regime does not allow.
- 2.5.3 Experience from other councils operating a permit scheme shows that increased resources provided through permit fee income increases control across the network. In addition, the need for the councils to also include their own works (for road purposes) within the permit scheme provides added control that does not currently exist.
- 2.6 What type of permit scheme does the Council intend to introduce?
- 2.6.1 The Council intends to introduce a permit scheme that applies to **all roads**, both strategic and non-strategic, across the entire network. For a network to work most effectively it must work for all areas, not just the roads with a higher demand.
- 2.6.2 Although works on roads with less traffic or in areas of less demand may have a perceived lower impact, the overall impact to overall journeys across the network can be significant. The Council needs total control across the entire network to be most effective.
- 2.6.3 The Council has decided to create their own permit scheme, working in collaboration with neighbouring Councils in the area. In developing this scheme, the Council has taken into consideration best practice from existing permit schemes together with proposed changes within the industry, including the national transition to a new **street manager** IT system.

- 2.7 Does a permit scheme apply to all activities carried out on the highway?
- 2.7.1 As specified within the Permit Scheme Regulations, works that can be controlled under a permit scheme are defined as a **registerable activity** and comprise both **street works** and **works for road purposes**.
- 2.7.2 Street works are those carried out in pursuance of a statutory right, *such as by local and regional, gas, water and electricity boards and national telecoms providers*.
- 2.7.3 Works for road purposes are essentially works carried out for the maintenance of the highway and associated assets, by or on behalf of the Council.
- 2.8 Will a permit scheme prevent works from being carried out?
- 2.8.1 **The purpose of a permit scheme is not to stop works taking place.**
- 2.8.2 The Council recognises that works are vital to deliver the essential services provided by utility companies and to maintain the road network. The overall principle of the permit scheme is to ensure any works carried out are done so with the minimal impact to the road network, including those traveling on the network, local residents and businesses.
- 2.8.3 For urgent and emergency works, *such as a gas or water leak fault finding or repair*, there is provision within the permit scheme for works to commence, with a retrospective permit application (within a set time period after work commences).
- 2.9 As a road user will I notice a difference when using the highway?
- 2.9.1 It is expected that the operation of the permit scheme will develop over the initial years of the scheme. As both the Council and organisations become familiar with the permit scheme and working practices there should be an increased level of control and associated benefit.
- 2.9.2 Road users and local residents should not expect to see an absence of works on the roads, however from the outset an improvement on the visibility of planned works and access to information related to works should improve.
- 2.9.3 Over time the Council can develop their control to ensure the way in which works are carried out minimise inconvenience, which should be demonstrated through permit scheme evaluation.

2.10 When could a permit scheme be introduced?

- 2.10.1 In consideration to the time required complete the necessary activities to bring a scheme into legal effect and to make changes within the Council to operate the scheme, the Council is aiming to commence a permit scheme in early 2020.
- 2.10.2 Prior to the start of the permit scheme the Council will provide the minimum 4 (four) weeks statutory notice to all those who have been consulted with.
- 2.10.3 The Council intends to start a trial of the permit scheme prior to the introduction of a legal scheme, essentially operating the permit scheme as it were in effect without the fees and penalties applied. Promoters are encouraged to join this trial, especially those who have not worked within a permit scheme in other areas.

2.11 Is the permit scheme a mechanism to generate revenue?

- 2.11.1 To operate the permit scheme the Council needs to increase their resources to administer the processes, *including reviewing and approving applications and carrying out permit compliance inspections.*
- 2.11.2 Under the Permit Scheme Regulations, the Council is allowed to charge statutory undertakers (utility companies) a fee to issue a provisional advanced authorisation, a permit or permit-variation. This fee should be proportionate to the cost for the Council to administer the **additional work to operate a permit scheme only for the statutory undertaker works.**
- 2.11.3 The permit scheme must be applied with parity to all organisations undertaking a registerable activity (refer to 2.7.1), including works for road purposes, *such as resurfacing the highway or fixing a pothole.* Fees cannot be applied to these works and the costs associated to administer the permits for these works is borne by the Council.
- 2.11.4 On this basis, the introduction of a permit scheme would therefore represent an increased cost to the Council. **The introduction of a permit scheme should therefore not be viewed as a mechanism to generate revenue.**

2.12 In the current economic climate is a permit scheme justified?

- 2.12.1 As part of the initial feasibility study undertaken for the introduction of a permit scheme, the Council had to evaluate if the proposed permit scheme is likely to deliver value for money.
- 2.12.2 This requires an appraisal of the costs and benefits of the permit scheme, demonstrating that the scheme, *on the balance of probabilities*, is likely to deliver net benefits to road users and wider society that exceed the additional costs of operating the scheme.
- 2.12.3 Refer to section 3 for detail on the permit scheme cost-benefit analysis.

2.13 Will the Council apply a zero-charge for permits on non-strategic streets?

- 2.13.1 The Council intends to apply the permit-scheme across their entire road network and for all works. According to the Permit Scheme Regulations, permit fee levels are set to recover the Councils additional cost of operating the scheme (for Statutory Undertaker works only).

- 2.13.2 There is an actual cost incurred to process the permits on the non-strategically significant streets, *albeit a reduced cost as the level of work required is typically less*, which reflects the level of activity required.
- 2.13.3 The Council does not want to introduce an operating model that is predicated on recovering costs solely from works on the strategically significant streets and/or varying works categories lower works.
- 2.13.4 From the outset the Council wants to demonstrate parity treatment to all Promoters by applying a fee that is proportionate, not an inflated fee to compensate for a lower or zero fee to recover to total prescribed cost.

- 2.14 **Will the Council issue operational guidance for the permit scheme?**
- 2.14.1 Many operational guidance documents, *including codes of practice and advice notes*, have been developed over the past 10 years of permit scheme operation. The Council will seek to follow this guidance unless there is a direct contradiction to the permit scheme or legislation.
- 2.14.2 Those organisations undertaking works that require a permit are advised to contact the Council to seek any clarification on the scope of the permit scheme and associated working practices. The Council expect the level of engagement with these organisations to increase and will recruit additional staff for this.

- 2.15 **Where can I obtain further information?**
- 2.15.1 For further information on the proposed introduction of a permit scheme contact the Council directly (details in section 1.4).

3 Permit Scheme Cost-Benefit Analysis

3.1 Methodology

- 3.1.1 The development of a Cost-Benefit Analysis (CBA) is required as part of the due diligence in the preparation of a permit scheme. The CBA provides a framework within which the impacts of a scheme can be compared against the cost of setting up and operating the scheme, ideally to demonstrate the scheme in all probabilities will deliver value for money.
- 3.1.2 The role of the CBA is outlined in the Permit Scheme Statutory Guidance and the later advice note 'For local highway authorities developing new or varying existing permit schemes' (June 2016) which states:
- 3.1.3 The approach adopted for the CBA is based on the DfT's Transport Appraisal Guidance, also referred to as WebTAG. Under this approach the outputs of the CBA are:
- **Present value of benefits (PVB)** which is the sum of the benefits over the appraisal period (typically 25 years); and
 - **Present value of costs (PVC)** which is the sum of the costs over the appraisal period.
- 3.1.4 The PVB and PVC allow comparison of the costs and benefits of a scheme. This can be done using a number of metrics - the two most commonly used metrics are the benefit-cost ratio (BCR) and the net present value (NPV).
- 3.1.5 The **benefit-cost ratio (BCR)** is given by PVB / PVC and so indicates how much benefit is obtained for each unit of cost, with a BCR greater than 1 indicating that the benefits outweigh the costs.
- 3.1.6 The **net present value (NPV)** is simply calculated as the sum of future benefits minus the sum of future costs: $PVB - PVC$. A positive NPV means that discounted benefits outweigh discounted costs.

3.2 Estimating the cost impact of works

- 3.2.1 The estimated impact of the works, *based on those with incursion into the carriageway*, have been modelled using the **Queues And Delays and Roadworks (QUADRO)** program. QUADRO was originally developed for the DfT and designed to assess and monetise the impact of delays from works.
- 3.2.2 Many QUADRO model runs were undertaken to provide estimates of the daily impact for all types of work taking place on the Councils road network. These impact estimates include the following elements:
- Road user travel time (delay caused to consumer and business as a result of works);
 - Road user vehicle operating costs (the impact of delay and diversion on vehicle operating costs for consumers and business);
 - Accident costs;
 - Emissions costs (resulting from congested conditions and diversion); and
 - Indirect tax revenue (increased tax revenue to the exchequer because of higher fuel consumption).

3.2.3	Having developed costs for every work type, each work within a dataset comprising three years' worth of work undertaken was assigned an impact cost, according to its characteristics and duration of the work.	Societal cost of works in the Wiltshire area	2016	£9,665,814
			2017	£10,860,492
			2018	£12,509,122
			Average Impact	£11,011,810

3.2.4 This provides highly granular results, *especially when compared with the typical aggregated CBA approach adopted for many evaluations*. The modelled impact of typical works across the Councils road network forms the basis of the projected permit scheme benefits calculation.

3.3 Quantification of permit scheme benefit

3.3.1 The benefits of the permit scheme are achieved through further reduced impacts from work events, compared to the patterns observed before scheme implementation (under the current coordination regime).

3.3.2 The default assumption on the expected reduced impact of works under a permit scheme is 5% (as stated in the DfT Permit Scheme Evaluation Guidance).

3.3.3 More recent analysis undertaken as part of the national Evaluation of Street Works Permit Schemes (July 2018) found statistically significant variations (positive and negative) in works durations under different promoter types, statutory undertaker and highways, and works category (8 variations in total). These variations have been applied to works within the data and then applied in the appraisal as an aggregation of the 8 variations.

3.3.4 To ensure a robust pre-scheme appraisal, both these assumptions have been used to calculate separate appraisals. The benefits of introducing a permit scheme to local road users and the wider local economy under the two assumptions are estimated at £590k and £740k per year respectively (refer to table below).

	Standard Assumption	DfT National Evaluation Evidence
Average annual works impact	£11,011,810	
Estimated impact reduction	5%	6.4%
Annual scheme benefit	£550,590	£702,285

3.3.5 The cost benefit appraisal requires that these estimated scheme benefits are appraised against scheme costs over the whole appraisal period, which in the case of permit scheme appraisal is over a recommended 25-year time horizon. Consequently, the benefits are projected forward over following years, with impacts increasing in real terms to reflect growth in values of time, vehicle operating costs, accident savings and emissions costs.

3.4 Permit scheme costs

3.4.1 Having established scheme benefits, these must be set against scheme costs to determine value for money. Permit scheme costs include the following elements:

- Setup costs;
- Scheme operating costs, such as staff, consultants, administration and running costs; and
- Scheme capital costs, such as IT equipment, software, accommodation and transport.

3.4.2 Importantly, the permit scheme costs included within the appraisal are **the additional costs of operating the permit scheme** above those incurred to operate the current regime. By considering the incremental costs, this fairly compares the 'with permit scheme' scenario with the 'business as usual' (current) scenario.

3.4.3 In addition to the costs of operating the permit scheme, it is important to recognise that there are costs borne by Promoters also in operating under the permit scheme. These will include:

- Permit Fee costs which represent a business cost to the promoter;
- Additional administration costs incurred to comply with the permit scheme; and
- Costs related to changes in working practices such as greater use of traffic management or working off-peak or at weekends.

3.4.4 Within the CBA permit fee costs are treated as a business cost to the promoter, netted from overall scheme benefits. However, the transaction is effectively a transfer payment between promoter and the Council, so the payment is treated as a revenue and is subtracted from scheme operating costs

3.4.5 Detailed promoter cost data is not been available, but in line with the default assumption in the National Permit Scheme Evaluation, an estimate of 20% of Council operating costs relating to Statutory Undertaker works has been applied.

3.5 Appraisal results

3.5.1 The cost-benefit-analysis takes the benefits and costs established from the first year of operation and projects these over a 25-year appraisal period. The future cost and benefit streams are discounted using the standard discount rate of 3.5%, meaning that near term costs and benefits are valued more highly than those occurring later in the appraisal period.

3.5.2 Results of the cost-benefit-analysis are shown in the table below.

	Standard Assumption	DfT National Evaluation Evidence
Net Present Benefits (B)	£ 8,130,314	£ 12,424,214
Net Present Costs (C)	£ 2,900,092	£ 2,900,092
Net Present Value (B-C)	£ 5,230,222	£ 9,524,122
Benefit to Cost Ratio (B/C)	2.80	4.28

- 3.5.3 The benefit to cost ratio (BCR) is a measure of value-for-money exhibited by a scheme. Under either approach to estimating permit scheme benefits, the BCR for the permit scheme sits above 2, which is the threshold above which the scheme can be defined as demonstrating 'High Value for Money'.
- 3.5.4 It should be noted that with schemes generating significant revenues (like a permit scheme), the benefit to cost ratio can become very sensitive to inputs. It should be interpreted alongside the net present value of the scheme to provide a complete picture of scheme appraisal.
- 3.5.5 The full breakdown of the costs and benefits are shown in the Analysis of Monetised Costs and Benefits (AMCB) table (below) - shown for the standard 5% assumption calculation.

Noise		(12)
Local Air Quality		(13)
Greenhouse Gases	1,040,602	(14)
Journey Quality		(15)
Physical Activity		(16)
Accidents	894,866	(17)
Economic Efficiency: Consumer Users (Commuting)	4,729,485	(1a)
Economic Efficiency: Consumer Users (Other)	7,094,228	(1b)
Economic Efficiency: Business Users and Providers	352,520	(5)
Wider Public Finances (Indirect Taxation Revenues)	1,687,486	(11) See Notes
Present Value of Benefits (see notes) (PVB)	12,424,214	See Notes
Broad Transport Budget	2,900,092	(10)
Present Value of Costs (see notes) (PVC)	2,900,092	(PVC) = (10)
OVERALL IMPACTS		
Net Present Value (NPV)	9,524,122	NPV=PVB-PVC
Benefit to Cost Ratio (BCR)	4.28	BCR=PVB/PVC

For (11) - sign changed from PA table, as PA table represents costs, not benefits
 $(PVB) = (12) + (13) + (14) + (15) + (16) + (17) + (1a) + (1b) + (5) - (11)$

- 3.5.6 Whilst the appraisal presents an estimate of the likely beneficial impact of introducing a permit scheme, many of the benefits, such as ensuring appropriate and safe use of traffic management, are by nature very difficult to capture within the appraisal framework.

Appendix A – Permit Scheme Checklist

The tables below are taken from the advice note: 'For local highway authorities developing new or varying existing permit schemes' published by the Department for Transport in 2016.

High-level Checklist

ID	Permit Scheme Regulations	Statutory Guidance	Subject	Reference
1			Scheme compliance statement which includes:	
			The Legal name of the authority/authorities included an assurance of compliance with current electronic communication structure.	Not Applicable
			A table showing regulatory compliance.	Checklist
			Confirmation that all financial requirements have been met.	Not Applicable
2			The Permit Scheme document must:	
			Clearly define the streets to which the scheme applies	4.3
			Detail the team that will be in place to operate the scheme	Not applicable
			Detail the approach to post-implementation evaluation	2.4
			Should demonstrate benchmarking undertaken & completed.	Not applicable
3	4 (1) (c) & 40		Demonstration of compliance with the non-discrimination obligation.	4.7.3
4	4 (1) b		Permit Scheme Objectives including the improvements expected.	2
5	4 (1) (d)		How and when the Permit Authority proposes to evaluate the scheme so as to measure it continually against its objectives [by written statement from senior manager].	2.4
6	4 (1) (e)		The costs and benefits, financial or otherwise, which the Permit Authority anticipates will result from the Permit Scheme.	Refer to Cost-Benefit Analysis
7	4 (1)(f)		The evidence considered by the Permit Authority as to the fees which may be charged, and the reasons for its decision (fees matrix).	Refer to Cost-Benefit Analysis

			LA Undertaking - Fee self-certification.	Not applicable
	29 &30		To confirm that the fees and costs are developed in line with the Regulations, they cover the costs of the scheme only, and are proportionate to the value added by issuing a permit.	Refer to Cost-Benefit Analysis
8	4(g)		The proposed implementation date.	1.1.3
9	4(h)		Details of any transitional arrangements which the Permit Authority would wish to apply in relation to the Permit Scheme coming into effect.	Legal Order
10	3 & 4 (1) (g)		Consultation Report – changes to scheme clearly shown in response to the consultation.	Consultation Review
11			References to nationally significant initiatives, for example, implementation of Superfast Broadband or similar.	10.4.3

Full Checklist

	Permit Scheme Regulations	Statutory Guidance	Subject	Reference
			Consultation	
1	r3 (1) (a)	2.2 – 2.9	Consulted all statutory undertakers and s50 holders in the area – regulation 3.	Post Consultation Activities
2	r3 (1) (b)	2.2 – 2.9	Consulted all authorities whose streets/areas are included or affected by the scheme – regulation 3.	
3	r3 (1) (c)	2.2 – 2.9	Consulted TfL – only applicable if scheme is in or borders TfL network.	
4	r3 (1) (d)	2.2 – 2.9	Consulted any PTE if the scheme covers their area.	
5	r3 (1) (e)	2.2 – 2.9	Consulted the emergency services which operate in the area covered by the scheme.	
6	r3 (1) (f)	2.2 – 2.9	Consulted the Secretary of State for Transport – as set out in regulation 3.	
7	r4(i)	1.35	The proposal contains a summary of responses to the consultation and the changes made in the light of the consultation.	
8			It is good practice to consider providing all activity promoters operating within the permit area, and all those consulted on the proposed scheme, with the details of post consultation changes before the scheme goes live.	
			Scheme objectives, design, cost-benefit analysis and evaluation arrangements	
9	r4(b)	1.21	The scheme must state its objectives.	2
10		1.28	There is an explanation of the Permit Authority’s chosen design for the permit scheme – 100% of the network, or an area largely defined by its significantly significant streets.	Consultation Overview

11	r4(c)	9.4 – 9.7	The scheme sets out how the permit authority will ensure non - discrimination between permit applicants.	4.7
12		1.35	The scheme is designed to ensure, as far as possible, parity of treatment between both types of works by evidence of compliance with KPIs.	4.7, 2.4
13	r4(d)	2.10 – 2.13	The scheme sets out how and when the permit authority will evaluate the scheme to ensure that the stated objectives are met.	2.4
14	r4 (1) (e)	2.12 & 3.70	The submission sets out the costs and benefits of the scheme and the consultation considers responses to the consultation.	Refer to Cost-Benefit Analysis Consultation Report
			Coverage of the scheme	
15	r4(2)	2.10 – 2.13	The Permit Authority will need to be able to confirm that the scheme has been prepared in accordance with and complies with these regulations.	1.1.1
16	r7(1)	1.33-1.35	The scheme states the area it will cover.	4.2
17	r8(1)	1.28 – 1.30	The scheme states the streets within the area that are included in the scheme.	4.3
18	r6(1)	3.2 – 3.4	The scheme states the types of works the scheme applies to.	4.4
19		1.55	The scheme includes both highway and statutory undertakers' works.	4.4
20		1.37–1.41 & 7.1	All works comprising “registerable works” in terms of the 2007 Notices Regulations under NRSWA are included in the scheme.	4.4
21	r9(2)	3.9 & 3.10	The scheme states which specified people or types of people do not have to apply for a permit, and in which circumstances.	4.4
			Implementation and transition	

22	r4(g)	1.35 & 4.3	The scheme states the date when the permit scheme is going to start operation.	1.1.3
23	r4(h)	1.35 & 9.8 – 9.9	The scheme sets out any transitional arrangements that the authority proposes to implement.	Legal Order
			Compliance with general technical and definitional requirements	
24		1.42	The scheme is set up to receive applications, issue notices and otherwise communicate electronically.	4.9
25		1.42	The scheme is designed to operate in a manner which complies with the Technical Specification (EToN) and follows its requirements.	Not Applicable
26		1.43	The scheme uses a nationally consistent local street gazetteer for identifying streets.	4.3.4
27		1.44	The scheme provides that a “street” refers to that length of road associated with a single USRN, i.e. to part of a whole street where a street is subdivided.	4.3.4
28		1.45	The permit authority’s local street gazetteer is upgraded to level 3.	Not applicable
29	r33(2)	7.1 – 7.5 & 7.20 – 7.22	The permit authority is committed to creating and maintaining a register containing the names of each street included in the scheme and specifying whether such streets have been designated as protected, of special engineering difficulties, or traffic-sensitive.	4.8
30		7.1-7.5	The permit authority is committed to maintaining a register in connection with their permit scheme containing information about all registerable activities on those streets.	4.8
31		7.10-7.11	The permit authority is committed to ensuring that all the information held in permit registers is referenced to the Elementary Street Unit Identifier, and the Unique Street Reference Number (USRN) and that permit registers follow the street works equivalent by being GIS (Geographic Information System) based.	4.3.4

32		1.4	The scheme uses the same or equivalent definitions or requirements as are used in the NRSWA notice system for: Registerable activities/works; Categories of activities/works (major, standard, minor and immediate activities/works); Street gazetteers, including street referencing by means of Unique Street Reference Number (USRN) and Associated Street Data (ASD); Street reinstatement categories as defined in the NRSWA Reinstatement Specification; The distinction between main roads and minor roads, where such distinctions are relevant; and Streets designated as protected, having special engineering difficulty or traffic-sensitive.	4.11.5
Provisional Advance Authorisations (PAAs)				
33		3.2	If the scheme requires a PAA for major works then the promoter should be required to provide the final detailed information in support of its application for a permit at least 10 working days before the activity is due to commence.	5.3.2
34		3.19 & 3.51	The scheme incorporates a requirement for PAAs in relation to major permits only.	5.3.1
35	r11(2)	3.19	Where a scheme requires PAAs to be applied for it specifies the information that should be included in the application for a PAA.	5.3.3
36		3.19 – 3.20	The scheme requires an application for a PAA to specify proposed start and end dates for the relevant activities, although the scheme should allow sufficient flexibility to enable the dates to be reasonably adjusted when a permit is ultimately issued.	5.3.3
37		3.16	The information stipulated by the scheme to support an application for a PAA should be equivalent to, and certainly should not exceed, that required in support of an application for a permit.	5.3.3
38	r11(6)		Where a scheme requires a PAA to be applied for, it requires that a copy of the PAA is sent to a relevant authority or any other body having apparatus in the street when it is requested by that body.	5.6

39			Where a PAA has been given but a full permit has not yet been issued and proposals change, the scheme stipulates that the Permit Authority has to be informed of the proposed changes and a revised application for PAA or permit made.	8.2
			Immediate activities	
41			Immediate Activities are defined as emergency works as defined in section 52 of NRSWA, or activities (not being emergency works) whose execution at the time they are executed is required (or which the person responsible for the works believes on reasonable grounds to be required)— (i) to prevent or put an end to an unplanned interruption of any supply or service provided by the promoter; (ii) to avoid substantial loss to the promoter in relation to an existing service; or (iii) to reconnect supplies or services where the promoter would be under a civil or criminal liability if the reconnection is delayed until after the expiration of the appropriate notice period; This includes works that cannot reasonably be separated or severed from such works.	4.4 Definitions
42			That the scheme provides that the initial (emergency) stage of emergency works are exempt from requiring a permit.	5.2
43			The scheme requires promoters of immediate activities to apply for a permit within two hours of the activity starting.	6.2.1
44			The scheme is able to link an immediate activity and the conditions attached to it prior to a permit being issued with the application for a permit for that immediate activity when it is made.	4.6.4
45			The scheme has different procedures in place for immediate works & fault finding (e.g. for identifying the exact position of gas leaks)	9.4
46			The ASD must be marked with any streets for which the scheme requires a promoter to ring the authority when starting immediate works.	9.5

			Other works requiring permits	
47	r9(1)		The scheme includes a provision requiring a permit to be obtained before specified works are carried out in a specified street.	4.1.2
48	r9(8)		The scheme provides that each phase of work requires a separate permit, e.g. a separate permit would be required for interim and permanent reinstatements.	4.4.12
49			Standard activities are defined in the scheme as those activities, other than immediate or major activities, that have a planned duration of between 4 and 10 working days inclusive.	4.4.8
50			The scheme stipulates that a standard permit is applied for 10 days in advance of works commencing.	6.2.1
51			Minor Activities are defined in the scheme as activities other than immediate or major activities, where the planned working is 3 working days or less.	4.4.8
52			The scheme stipulates that a minor permit is applied for 3 days in advance of works commencing.	6.2.1
			Applications for permits	
53			The scheme requires promoters applying for permits or PAAs to copy their applications to any authority or undertaker that has requested to see permit applications on certain streets.	5.6
54	r9(3)		The information that has to be included in a permit application is specified in the scheme.	7
55	r9(4)		The scheme requires that each application for a permit only covers one street.	5.1.2
56	r9(5)		The scheme requires each application for a permit or a variation of a permit to include an estimate of the likely duration of the works.	7.6

57			The scheme requires a sufficiently detailed description of the activities to be provided to allow the street authority to assess the likely impact of the activity.	7.8
58			The scheme requires promoters to include an accurate location in their application based on National Grid References, one in the centre of the excavation for small excavations and one at each end of trenches, along with the dimensions of the space taken up by the activity in the street.	7.3
59			The scheme requires each application for a permit to include proposed start and end dates, and should require applicants to indicate whether they wish the permit to cover work at weekends and on Bank Holidays (where applicable).	7.6
60			The scheme allows the Permit Authority to require the applicant to provide an illustration of the works (including plans, digital photographs etc.) in appropriate cases. Activities on streets with Special Engineering Difficulty will in any case require a plan and section. This should include details of what the works are, whether they are likely to affect more than one lane of the street and if possible a numerical measure of estimated disruption.	7.5
61			The scheme requires applicants to supply details of the planned techniques to be used, such as open cut, trench share, minimum dig technique or no dig.	7.8
62			The scheme requires applicants to supply details of their traffic management proposals including applications for approval for portable light signals, including any requirement for action by the local authority, such as the need for Temporary Traffic Regulation Orders to facilitate the works.	7.7
63			The scheme requires that activity promoters provide their best estimate of the excavation depth as part of the application.	7.8.3
64			The scheme requires applicants to indicate whether the activity is intended to be completed with interim or permanent reinstatement or a mixture of both. If the latter, then details would need to be provided as to where interim or permanent reinstatements will be completed within that permit.	7.4.1

65			The scheme requires applications to include the provisional number of estimated inspection units appropriate to the activity.	7.4.2
66			The scheme requires all applications to include the contact details of the person appointed by the activity promoter to deal with any problems that may occur during the activity, including any provision made for out of hours contact by the promoter.	7.2
			Permit content and conditions	
67	r9(6)		The scheme provides for each permit to specify the duration within which the specified works on a specified street are by that permit authorised.	4.5
68			There is a commitment to date permits in calendar days not working days.	4.5.2
69			The scheme is designed so that in relation to category 0, 1, 2, and traffic-sensitive streets the planned commencement date and finishing date for the activity are the start date and end dates respectively on the permit. The permit will not be valid before the start date on the permit and will cease to be valid once the end date has passed unless a variation is granted.	9.2
70			The scheme is designed so that category 3 and 4 streets that are not traffic-sensitive are effectively treated as 'noticing' – they will provide for permit start and end dates which should allow for flexibility in the start of the activity, but once the activity is started it must be completed within the activity duration period specified in the permit. The starting window should be 5 working days for major and standard activities and 2 working days for minor activities.	9.2
71			The scheme is designed to ensure that working at weekends or on bank holidays is reflected in the permit start and end dates and are subject to any legislative controls.	4.5.2
72			The scheme provides for the national permit conditions to be applied where appropriate.	4.6
73			The scheme provides that the permit will specify in detail the activity it allows and the conditions attached.	4.9.4

74			The scheme provides that any constraints in the original application should be reflected in conditions in the permit.	Not applicable
75			The scheme provides that an issued permit will contain all the conditions attached to the permit so that there is no ambiguity about the validity and terms of the permit.	4.9.4
76			The scheme imposes a national condition that requires the permit reference number to be prominently displayed for each set of works.	4.6
			Time limits for responses to applications	
77			The scheme sets out times in which the permit authority will respond to applications for: PAAs, variations of permits; and permit conditions.	6.2
78			The time limits for the permit authority to respond to a permit application are set out in the statutory guidance.	6.2
			Issue of permits: procedure	
79			The scheme provides that permits will be sent to the promoter electronically through the EToN system.	Not applicable
80			The scheme provides that the permit will be placed on the permit register and copied to any undertaker, authority or other relevant body that has asked to be informed about activities on a particular street.	4.8
81			The scheme provides that a permit will be issued to the promoter for every permit that is granted.	6.3.5
82			The scheme provides that all permits will be given a unique reference number (following the EToN numbering conventions).	Not applicable

83			The scheme provides that permits will be marked so as to indicate cross references to any linked permits which have also been issued.	4.4.18
			Revocation and variation of permits	
84	r15(1)		The scheme includes provisions to enable the permit authority to vary and/or revoke permits and permit conditions.	8.3 and 8.4
85	r10(6)		Where a condition is specified in a permit the Permit Authority must use the wording and numbering for that condition set out in the Statutory Guidance – Permit Scheme Conditions issued 17 March 2015.	4.6
86			The scheme includes a statement of the Permit Authority’s policy as to the circumstances in which it will review, vary or revoke permits on its own initiative.	8.4
87			The scheme sets out the process by which: a promoter who no longer requires a permit for an activity can request the authority to revoke or cancel a permit that has already been issued; or an authority can cancel or withdraw an application that has been submitted but for which a permit has not yet been granted.	8.5
88			The scheme sets out clearly how applications for variations to permits or conditions should be made. It provides that where the existing permit has more than 20% of its duration or more than two working days to run, whichever is the longer, the promoter shall apply for a variation electronically.	6.3
89			The scheme stipulates that in any other case the promoter shall first telephone the Permit Authority to ascertain whether the Authority is prepared to grant a variation and only apply, again electronically, if the Authority is so prepared.	6.3.2
90	r15(2)		The scheme specifies the information that needs to be included in an application for a variation or revocation of a permit or permit condition.	8.1.4

			Other miscellaneous aspects of scheme content	
91			Part 8 of the Regulations amend NRSWA section 58 (restrictions on works following substantial road works) and section 74 (charge for occupation of the highway where works unreasonably prolonged) for undertakers' works only. The scheme provides similar arrangements for highway authorities' works, in the interests of parity.	Not applicable
92			The permit scheme has taken into account any known national infrastructure projects. For example: Broadband roll out and rail projects etc.	Not applicable
93	r13		If a scheme has specified types of works where a permit does not apply, but still wants to apply national conditions to these types of works, then the scheme specifies how these conditions are to be identified and how these will be brought to the attention of the undertaker.	Not applicable
			Fees	
94	r4(f)		The proposal provides the evidence considered by the permit authority when deciding on the proposed fee levels, and the reasons for their decisions.	Refer to Cost-Benefit-Analysis
95	R29 & 30		Permit fees are within the maximum specified and appropriate only to the added value being added.	Refer to Cost-Benefit-Analysis
96	r30(2)		Where applicable the scheme sets out the range of fees that may be charged and the criteria which are taken into account when determining how the applicable fee is identified from the range.	Refer to Cost-Benefit-Analysis
97			The scheme provides that where a permit variation would move an activity into a higher category, the promoter will be required to pay the difference between the permit fees for the two categories as well as the permit variation fee.	10.2.5
98			The scheme provides that where, through no action, failing or fault on the part of the promoter, the Permit Authority revokes the promoter's permit, no fee should be payable for the new permit.	10.3.1

99			The permit scheme sets out the circumstances in which the permit fees are discounted.	10.4
			'Linked schemes' – looking for economies of scale	
100	Sg14	16 (4)	Schemes may need to demonstrate to each other (and via their approving structure) that they have fully discussed and come to an agreement on the economies of scale they are working to achieve – so they can evaluate outcomes.	Not Applicable
101			Schemes may wish (where relevant) to appoint a person to be responsible for financial accounting.	Not Applicable
102			Schemes may wish to consider sharing (and being able to demonstrate effective) network management duty.	Not Applicable

The Traffic Management Act 2004
Wiltshire Council Permit Scheme
Version A1

Foreword

Wiltshire Council, acting as a local highway authority and a traffic authority, has a legal duty to maintain the roads under its control and ensure that these roads can be used for safe and efficient travel within and across the entire road network.

The Council has a range of powers and duties under which they maintain and improve the network, and manage its use and the activities taking place on it, such as:

- the Highways Act 1980 principally covering the structure of the network;
- the New Roads and Street Works Act 1991 (“NRSWA”) covering utility Street Works;
- and the Road Traffic Regulation Act 1984 regulating the activities of road users.

The Traffic Management Act (“TMA”) was introduced in 2004 and this placed more legal responsibility, under a network management duty, to ensure the efficient operation of the network and to act under legislative controls to deliver this objective.

The scope of the network management duty has the following main considerations:

- manage the road space for all users;
- identify current and future causes of congestion, and to plan and act accordingly;
- take a proactive approach to the coordination of works on the road, including unplanned emergency works;
- gather and publish accurate information about planned works and events;
- manage unforeseen incidents and events on the network;
- establish and implement contingency plans for incidents and issues; and
- manage cross-border network travel and demands.

The duty includes **managing the road space for all users** – those who need to travel on the road and those who need to work on their asset, on or underneath the road.

Works undertaken on the road are essential to maintain, improve and add services, in addition to maintaining the road infrastructure itself.

Part 3 of the TMA allows the Council to introduce and operate a permit scheme to support the delivery of this duty and create a common procedure to control works on the highway.

Permit schemes are not intended to stop works taking place. The primary objective of a permit scheme is to enable the Council to take a more active involvement in the planning and execution of works to reduce congestion and to control any potential disruption on the network.

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Terminology

The key words ‘must’, ‘required’, ‘should’, ‘recommended’, ‘encouraged’, and ‘may’, used in this document are to be interpreted as follows:

- The word ‘must’, or the term ‘required’, means that the requirement of the Permit Scheme to which they relate is an absolute requirement.
- The phrases ‘must not’ or ‘shall not’ mean that the prohibition of the Permit Scheme to which they relate is an absolute prohibition.
- Wherever possible the term ‘must’ is associated to a requirement under legislation, however in some instances the term is used to denote that a process will be required. For example, the provision of information on the permit is defined as a must, even though there is no legal provision for this. Without this information the Permit Authority cannot process an application and therefore it must be provided.
- The word ‘should’, ‘should not’ or the adjectives ‘recommended’ or ‘encouraged’ mean that there may exist valid reasons in particular circumstances to ignore a recommendation in the Permit Scheme, but the full implications must be understood and carefully weighed before choosing a different course.
- The word ‘may’ means that a suggestion in the Permit Scheme is truly optional.

References

References within the Permit Scheme to other documents, *such as Regulations, Acts, Statutory Guidance or Codes of Practice*, include all future revisions and updates.

Should any changes made to these documents reflect a fundamental change to the scope of the Permit Scheme, and associated definitions, the Permit Scheme will also be updated.

Definitions

Term	Definition
Activities	Means Registerable Activities.
Application	Unless specified otherwise, the term application will refer to the submission of a Provisional Advanced Authorisation, a permit or a permit variation.
Bank holiday	As defined in Section 98 (3) of NRSWA, ‘bank holiday means a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in the locality in which the street in question is situated’.
Breaking up (the street)	Any disturbance to the surface of the street (other than opening the street).
Calendar day	A timespan of exactly 24 hours, measured from one midnight to the next. A day having a conventional designation on a recognised calendar, such as a numerical identification within a named month
Carriageway	As defined in Section 329 of HA 1980, ‘carriageway means a way constituting or comprised in a highway, being a way (other than a cycle track) over which the public have a right of way for the passage of vehicles’.

Code of Practice for Coordination	NRSWA Code of Practice for the Coordination of Street Works and Works for Road Purposes and Related Matter (latest version as published).
Day	Unless explicitly stated otherwise, the reference to 'day' means a working day.
Emergency works	As defined in Section 52 of NRSWA, 'emergency works means works whose execution at the time when they are executed is required in order to put an end to, or to prevent the occurrence of, circumstances then existing or imminent (or which the person responsible for the works believes on reasonable grounds to be existing or imminent) which are likely to cause danger to persons or property'.
Excavation	Means 'Breaking up' (as defined above).
Fixed Penalty Notice (FPN)	As defined in schedule 4B to NRSWA, 'fixed penalty notice means a notice offering a person the opportunity of discharging any liability to conviction for a fixed penalty offence by payment of a penalty'.
HAUC(UK)	The Highway Authorities and Utilities Committee for the UK.
Highway	As defined in Section 328 of the Highways Act 1980, 'highway means the whole or part of a highway other than a ferry or waterway'.
Highway Authority	As defined in Sections 1 and 329 of the Highways Act 1980.
Immediate Works	Immediate works are either emergency works urgent activities or works.
Local Highway Authority	As defined in Section 329 of Highways Act 1980, 'local highway authority means a highway authority other than the Minister'.
Local street gazetteer	A subset of the NSG containing details of all streets in a local highway authority area, being a self-contained entity created and maintained by the local highway authority covering all streets in their geographic area regardless of maintenance responsibility.
NRSWA	The New Roads and Street Works Act (1991)
NSG	National Street Gazetteer
Opening (the street)	Removing a lid or cover to a manhole, inspection chamber, meter box or other structure embedded in the street without any 'breaking up' of the street.
Order	Unless otherwise specified, 'Order' means a document signed by a person authorised by the Council to give effect, vary or revoke a permit scheme.
PAA	Means a Provisional Advanced Authorisation, which is an indication of the likely future issue by the Permit Authority of a permit for certain proposed works.
Permit Authority	Means Wiltshire Council, as the relevant local highway authority which has prepared a permit scheme under section 33(1) or (2) of the Traffic Management Act 2004.
Permit Fee	Refers to the fee due for a PAA, permit or permit variation, as set out within section 10.

Positive traffic control	Forms of traffic control as set out within the Code of Practice: Safety at Street Works and Road Works.
Promoter	A person or organisation responsible for commissioning works [registerable activities] in streets covered by the Permit Scheme. Promoters will be either a statutory undertaker or a participating local highway authority or traffic authority.
Registerable Activities	Has the same meaning as 'specified works' in the Traffic Management Permit Schemes (England) Regulations 2007.
Reinstatement	As defined in Section 105 (1) of NRSWA, 'reinstatement includes making good'.
Remedial works	Remedial works are those required to put right defects identified in accordance with the provisions of the New Roads and Street Works Act 1991 Code of Practice for Inspections and associated Regulations.
Specified Area	The area covered by the Permit Scheme is the geographical area encompassed by Wiltshire Council's administrative boundary. .
Specified Street	All streets that are publicly maintainable by or on behalf of the Permit Authority are included in the Permit Scheme.
Specified Works	Specified Works corresponds to the term 'registerable activities' and comprise both Street Works and Works for Road Purposes.
Statutory Guidance for Permit Conditions	Means the 'Statutory Guidance for Highway Authority Permit Schemes – Permit Scheme Conditions', the most recent publication, issued by the Secretary of State pursuant to section 33(5)(b) of the Traffic Management Act 2004.
Statutory Undertaker	As defined in Section 48 (4) of NRSWA, 'undertaker in relation to street works means the person by whom the relevant statutory right is exercisable (in the capacity in which it is exercisable by him) or the licensee under the relevant street works licence, as the case may be'.
Street	As defined in Section 48 (1) of NRSWA, 'street means the whole or any part of any of the following, irrespective of whether it is a thoroughfare (a) any highway, road, lane, footway, alley or passage; (b) any square or court; (c) any land laid out as a way whether it is for the time being formed as a way or not'
Street Reinstatement Category	This means one of the road categories specified in paragraph 1.3.1 of Chapter S.1 of the code of practice entitled 'Specification for the Reinstatement of Openings in Highways'.
Street Works	Street works As defined in Section 48 (3) of NRSWA, 'street works means works of any of the following kinds (other than works for road purposes) executed in a street in pursuance of a statutory right or a street works licence: (a) placing apparatus; or (b) inspecting, maintaining, adjusting, repairing, altering or renewing apparatus, changing the position of apparatus or removing it, or works required for or incidental to any such works (including, in particular, breaking up or opening the street, or any sewer, drain or tunnel under it, or tunnelling or boring under the street'.
The FPN Regulations	Means the Street Works (Fixed Penalty) (England) Regulations 2007.

The Noticing Regulations	Means the Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007.
The Permit Scheme Regulations	Means the Traffic Management Permit Scheme (England) Regulations 2007, as amended
TMA	Means the Traffic Management Act 2004.
Traffic Regulation Order (TRO) or Traffic Order	This means an Order made under the Road Traffic Regulation Act 1984.
Traffic Sensitive street	This means a street designated by a street authority as traffic-sensitive pursuant to Section 64 of NRSWA and in a case where a limited designation is made pursuant to Section 64 (3) any reference to works in a traffic-sensitive street shall be construed as a reference to works to be executed at the times and dates specified in such designation.
Traffic Sensitive time	In relation to a traffic-sensitive street, means: the times or dates specified in the case of a limited designation; and any time in any other case.
USRN	Means Unique Street Reference Number As defined in the British Standard BS7666.
Urgent activities or works	<p>Immediate activities which are:</p> <p>a) activities (not being emergency works) whose execution at the time they are executed is required (or which the person responsible for the activity believes on reasonable grounds to be required) i) to prevent or put an end to an unplanned interruption of any supply or service provided by the undertaker; ii) to avoid substantial loss to the undertaker in relation to an existing service; or iii) to reconnect supplies or services where the undertaker would be under a civil or criminal liability if the reconnection is delayed until after the expiration of the appropriate notice period; and</p> <p>(b) Includes activity that cannot reasonably be severed from such activities.</p>
Working day	Means a day other than a Saturday, Sunday, Christmas Day, Good Friday or a bank holiday; and for the purposes of the Permit Scheme the commencement of a working day will be treated as being 08:00 and its end as 16:30
Works	Which term includes 'Street Works or Works for Road Purposes.
Works for Road Purposes	As defined in Section 86 (2) of NRSWA, 'works for road purposes means works of any of the following descriptions executed in relation to a highway: (a) works for the maintenance of the highway; (b) any works under powers conferred by Part V of the Highways Act 1980 (improvement); (c) the erection, maintenance, alteration or removal of traffic signs on or near the highway; or (d) the construction of a crossing for vehicles across a footway or grass verge or the strengthening or adaptation of a footway for use as a crossing for vehicles'.

1 Introduction

1.1 The Permit Scheme

- 1.1.1 This permit scheme, known as the **Wiltshire Council Permit Scheme** and within this document as the 'Permit Scheme', has been prepared in accordance with and complies with Part 3 of the Traffic Management Act 2004 ('TMA') (Sections 32 to 39) and the Traffic Management Permit Scheme (England) Regulations 2007, Statutory Instrument 2007 No. 3372 made on 28 November 2007 and the Traffic Management Permit Scheme (England) (Amendment) Regulations, Statutory Instrument 2015 No. 958
- 1.1.2 This Permit Scheme comes into force through the powers conferred by Section 33A (2) of the TMA by an Order made by Wiltshire Council, known in this document as the Permit Authority acting in its capacity as a Local Highway Authority.
- 1.1.3 This Order came into effect on
- 1.1.4 The Permit Scheme is a single-authority permit scheme. This Permit Scheme may also be operated by other local highway authorities, and therefore has a single set of rules which each Permit Authority operating the scheme applies independently to their own highway, subject to normal boundary liaison and coordination.

1.2 Permit Scheme design

- 1.2.1 The Permit Scheme is designed to control the undertaking of Specified Works on the public highway. It evolves the 'noticing system' under the New Roads and Street Works Act 1991 (NRSWA) whereby the Permit Authority is informed of an organisation's intention to carry out works in their area.
- 1.2.2 The Permit Scheme uses similar concepts to the notice system in several key areas, such as works categories. This is to ensure consistency and facilitate coordination.
- 1.2.3 The Permit Scheme will apply to a person or organisation responsible for commissioning works on streets covered by the Permit Scheme. In the Permit Scheme these persons or organisations will be referred to as a Promoter
- 1.2.4 The development of the Permit Scheme has had regard to the requirements of the Equality Act 2010. In developing the Permit Scheme due consideration and attention was given to the needs of all road users.

1.3 Transition arrangements

- 1.3.1 When the Permit Scheme comes into legal effect the Permit Authority will apply rules of transition – moving from a notice regime to a permit scheme – as set out within the Statutory Guidance for Highway Authority Permit Schemes (October 2015).
- 1.3.2 These rules provide opportunity to complete works under specified circumstances without the need to resubmit a permit application.

2 Permit Scheme Background

2.1 The Network Management Duty

- 2.1.1 The objectives of the Permit Scheme are aligned to the objectives of the TMA network management duty:
- securing the expeditious movement of traffic on the authority's road network; and
 - facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority.
- 2.1.2 The TMA is clear that this duty should consider the movement and needs of all road users: pedestrians and cyclists, as well as motorised vehicles – whether engaged in the transport of people or goods, as well as those undertaking works on the network.
- 2.1.3 The duty is also qualified in terms of practicability and other responsibilities of the Permit Authority and it does not take precedence. As an example, securing the expeditious movement of vehicles should not be at the expense of road safety.
- 2.1.4 The Permit Authority whilst undertaking this duty will consider its own network and the likely effects of its actions on adjacent networks. This is to avoid moving the problem elsewhere, or conflicting policies causing problems across administrative boundaries. This should achieve best operation of the overall network.
- 2.1.5 The TMA defines action that the Permit Authority may take in performing the duty as including anything that would contribute to securing the more efficient use of the network, or that would avoid, **eliminate or reduce congestion or disruption**.
- 2.1.6 The Permit Authority must manage the road space for everyone and make decisions on balance between competing demands according to the end results and the circumstances of the part of the network being considered.
- 2.1.7 Congestion is based on multiple causes, including, but not limited to, increasing volumes of traffic, journeys at peak times, a reduction in the availability of the highway from obstructions, such as works, associated traffic management and limited availability of alternative routes. A reduction in network capacity from works is not necessarily a direct cause of congestion, but an influencing factor.
- 2.1.8 It is important that the Permit Authority undertakes **proactive coordination of the network**. This involves **gathering and publicising accurate information** about planned works, considering how to coordinate them to minimise their impact, and agree (or stipulate) their timing and conditions to best effect.
- 2.1.9 As works on the road network can have a significant impact on traffic, the Permit Authority will endeavour to ensure that works are carried out with enough urgency, as appropriate, to minimise the potential for congestion and disruption.
- 2.1.10 Consideration must be given to the effect of concurrent works on the road network, how they may affect established network plans or their impact on other known works and network activities, **and where possible promote collaboration**.
- 2.1.11 Seasonal variations of network demand, such as expected peaks on Bank Holidays will also be taken into consideration by the Permit Authority.
- 2.1.12 In addition to works, the Permit Authority must coordinate around regular or one off 'events' such as *carnivals, street markets, sporting fixtures and seasonal weather conditions*.

- 2.1.13 **Safety and environmental considerations** remain important as does the operation, maintenance, repair and provision of the network. In meeting the duty, the Permit Authority also needs to consider its other responsibilities under other highways and traffic legislation, environmental protection legislation, the Equality Act 2010, Health and Safety and planning legislation.
- 2.1.14 The Permit Authority will work collaboratively with partners and stakeholders, such as the emergency services, passenger transport executives or integrated transport authorities, bus operators, other Highway Authorities such as Highways England and the public.
- 2.1.15 Nothing in the duty requires the Permit Authority to disregard considerations of value for money and the proportionality of any of their actions. Therefore, any approach towards coordination should also include affordability and economic impact.
- 2.1.16 **Parity is an important principle in exercising the duty.** The Permit Authority will apply the same standards and approaches to both Road Works and Street Works.

2.2 Permit Scheme objectives

- 2.2.1 The Council's primary objective is to enable works to be carried out in an appropriate manner with due regard to the impact on road users. Therefore, in consideration to the Council's network management duty, the main supplementary objectives of the Permit Scheme in relation to these works are:
- To ensure effective coordination;
 - To ensure adherence to health and safety and the Construction Design and Management Regulation 2015;
 - To protect apparatus, assets and structures;
 - To minimise unnecessary disruption and inconvenience;
 - To tackle causes of congestion;
 - To encourage collaboration; and
 - To provide better communication to road users.
- 2.2.2 The objective is to better control works to minimise disruption and inconvenience. It is not to prevent the legitimate right of Promoters and others to access their equipment, nor to prevent necessary maintenance to the highway itself.
- 2.2.3 Effective works coordination and management by the Permit Authority are essential to ensure that traffic disruption is minimised whilst allowing Promoters the required time and space to complete their works.

2.3 Permit Scheme evaluation

- 2.3.1 The Permit Authority must undertake an evaluation of the Permit Scheme in accordance with Part 3 of the Permit Scheme Regulations. This evaluation will determine whether the Permit Scheme is meeting the stated objectives and include assessment of Key Performance Indicators, as outlined within the Statutory Guidance for Permits.

3 Works Coordination

3.1 Principles for works coordination

3.1.1 In association with Permit Scheme objectives, the key principle for works coordination is to ensure works are undertaken with the least amount of disruption to the road user, whilst also ensuring adherence to health and safety.

3.1.2 The Permit Authority will therefore use principles that achieve these objectives, such as:

- requiring that work is only undertaken at certain times of the day and/or on certain days of the week *i.e. scheduling work to avoid peak times*;
- applying different requirements for work on different types of road *i.e.* a busy commuter route may benefit from night working, but on a quiet residential road, daytime working would be preferable so that residents' night time is not disturbed;
- identifying alternative routes on which planned works are prohibited until the other road is clear;
- providing information on 'paired roads' so that others can use this to plan their work;
- promoting the use of shared work space, *i.e.* planned work undertaken on the same stretches of road at the same time;
- ensuring the use of temporary traffic control is effective, such as vehicle-actuated traffic signals or, at appropriate times the manual operation of such control;
- providing accurate information of works on a public website to allow road users to make decisions on mitigation.

3.2 Permit conditions

3.2.1 In applying conditions to a permit, the Permit Authority will consider the potential for works to cause disruption. Where possible, conditions attached to a permit will provide flexibility for the Promoter by requiring an outcome rather than stipulating the method by which the work must be carried out.

3.2.2 When setting any condition, the Permit Authority is required to act reasonably and to take account of how feasible it is for the Promoter to comply with that condition. All permit conditions applied will be fully in accordance with legislation.

3.2.3 Promoters are encouraged to consider the inclusion of proposed conditions on their permit during the initial application as well as the exclusion of those which will not be relevant to the proposed works such as a permit condition for temporary traffic control where this will not be deployed. By doing so, the likelihood of the Permit Authority refusing a permit with any subsequent re-application could be minimised. This would include any permit conditions that are not relevant to the permit or work.

3.2.4 If the Promoter has safety concerns about any condition requested by the Permit Authority, it should immediately raise these concerns with the Permit Authority providing relevant reasons for the challenge.

3.3 Imposed variations and revocation

- 3.3.1 Once a permit has been granted, a Promoter should have reasonable confidence that the road occupation will be available for them. Circumstances beyond the Permit Authority's control may occur, which may result in a required change to or the removal of the works, and therefore the associated permit).
- 3.3.2 In accordance with The Permit Scheme Regulations a statement of policy as to the circumstances in which a Permit Authority will revoke permits on its own initiative is as follows:
- a) where circumstances arise that cause the Permit Authority to review the permit, it may conclude that the permit needs to be revoked rather than simply being varied; and
 - b) revocation will be the exception and will only happen when the new circumstances could not have been reasonably predicted or where the impact of works being undertaken is significant.
- 3.3.3 Examples of unplanned events where this policy may apply are; *floods and other adverse weather conditions, burst mains, dangerous buildings, road traffic accidents*. These events may result in traffic being diverted onto the road where the work was underway or about to start.

3.4 Operational guidance

- 3.4.1 Different forms of permit scheme operation guidance exist, which contain explanation for working process and practices within a permit scheme. Whilst the Permit Authority recognises that it is not required by legislation to comply with such guidance, *and therefore that such guidance cannot substitute or supersede legislation*, where appropriate the Permit Authority will operate the Permit Scheme in accordance to published operational guidance.
- 3.4.2 Operational guidance may also take the form of a HAUC Advice Note or Code of Conduct.

4 Scope of the Permit Scheme

4.1 Principles for the scope of the Permit Scheme

- 4.1.1 Any Promoter who wishes to carry out Specified Works on Specified Streets in the Specified Area known as **Wiltshire** must obtain a permit from the Permit Authority.
- 4.1.2 The permit will allow the promoter to carry out the specified work: at the specified location; between the dates shown; and subject to any conditions of that permit.

4.2 Specified area

- 4.2.1 The area covered by the Permit Scheme is the geographical area encompassed by Wiltshire Council's administrative boundary. This is the '**Specified Area**' as set out within the Permit Scheme Regulations.

4.3 Specified Streets

- 4.3.1 All streets that are publicly maintainable by or on behalf of the Permit Authority are included in the Permit Scheme. These streets are the '**Specified Streets**' as set out in the Permit Scheme Regulations.
- 4.3.2 Trunk roads and motorways, for which Highways England is the responsible highway authority, are not included in scope of the Permit Scheme.
- 4.3.3 Privately maintained streets are not included in the scope of the Permit Scheme.
- 4.3.4 The designation and categorisations of streets within the National Street Gazetteer (NSG) and additional street data are definitive.

4.4 Specified Works

- 4.4.1 Specified works corresponds to the term 'Registerable Activities' and comprise both **Street Works** and **Works for Road Purposes**.
- 4.4.2 All works comprising and categorised as 'Specified Works' will require a permit.
- 4.4.3 Specified works do not include works executed in a street pursuant to a Street Works licence issued under section 50 of the NRSWA.
- 4.4.4 Specified Works are those defined within The Noticing Regulations as set out within Chapter 7 of the Code of Practice for Coordination
- 4.4.5 Where any Promoter carries out Works for Road Purposes these will be treated as such and not as Street Works.
- 4.4.6 Specific works that are excluded are also defined within the Code of Practice for Coordination and do not require a permit.
- 4.4.7 Promoter are encouraged, wherever possible, to submit a permit application for these works to aid in the coordination of all works across the network. As a non-registerable work, they would be exempt from the scope of the Permit Scheme.

4.4.8 Work categorisation

4.4.9 Works fall under one of four categories: Major, Standard, Minor and Immediate.

4.4.10 The Permit Scheme applies the work categories set out within Chapter 7 of the Code of Practice for Coordination (summarised in table below).

Table 1: Summary overview of the definition of work categories

Work Category	Description
Major	Works requiring a temporary TRO <u>or</u> over 10 days in planned duration
Standard	Works with a planned duration of between 4 to 10 days
Minor	Works with a planned duration of 3 days or less
Immediate	Emergency or urgent works as defined under Section 52 of NRSWA

4.4.11 Work phases

4.4.12 One permit can only contain one phase of work.

4.4.13 A phase of work is a period of continuous occupation of the street (whether or not work is taking place for the whole time) between the start and completion of the related works.

4.4.14 The following works constitute a single phase:

- new customer connections;
- interim to permanent reinstatements; and
- remedial works.

4.4.15 The dates in a permit will denote the dates for that phase.

4.4.16 A phase ends only when all plant, materials including any signing, lighting, guarding and excavation materials have been removed from site and the highway is returned to full use.

4.4.17 A Promoter should clarify that work is to be carried out in multiple phases, if known, on the initial application and all applications must reference the related phases of the works.

4.5 Specified dates and times

4.5.1 A permit must specify a start date and an end date for the Specified works - a permit is inclusive of these dates.

4.5.2 The start and end dates must be calendar days and may include weekends and Bank Holidays even if these are not working days.

4.6 Permit conditions

4.6.1 The Permit Authority may attach conditions to a permit as set-out within the Statutory Guidance for Permit Scheme Conditions.

4.6.2 Promoters must comply with the terms of the permits and the conditions attached.

4.6.3 The Permit Authority shall use the wording and reference identification for conditions as set out in the Statutory Guidance for Permit Conditions.

4.6.4 The Statutory Guidance for Permit Scheme Conditions includes mandatory conditions that apply to all permits. These conditions apply whether or not they are specified within the permit content. Such conditions apply equally to permits for Immediate Works.

4.7 Parity treatment for Promoters

4.7.1 The Permit Authority will operate the Permit Scheme with parity treatment for all Promoters; whether for Street Works or Works for Road Purposes

4.7.2 It should be accepted that Promoters have differing requirements for access to the highway and working methodologies. As such there may be varying working practices in the application of the Permit Scheme between Promoters under the principle of parity.

4.7.3 In accordance with the Permit Scheme Regulations the Permit Scheme will be operated in a non-discriminatory way.

4.8 Form of communication and registers

4.8.1 All communications related to the Permit Scheme, including applications and associated notices, must be sent by a Promoter and the Permit Authority using the respectively prescribed form of electronic communication for each of the following regulations:

- the Noticing Regulations;
- Permit Scheme Regulations and
- the FPN Regulations.

4.8.2 In circumstances where electronic communication is temporarily unavailable for either the Permit Authority or a Promoter then alternate arrangements may be agreed between parties. These arrangements are outlined separately from the Permit Scheme.

4.8.3 With prior agreement the Permit Authority may accept non-electronic forms of communication where access to a suitable electronic system is not possible.

4.8.4 A permit will be issued as a form of electronic communication unless this is temporarily unavailable.

4.8.5 To provide clarity on the validity and terms of the permit, each permit will contain all relevant content and permit conditions.

4.8.6 In accordance with the Permit Scheme Regulations and The Noticing Regulations the Permit Authority will maintain a register of permits and named Specified Streets and relevant street designations.

4.9 Relationship with other legislation

4.9.1 All current legislation, including the New Roads and Street Works Act (1991) and the Traffic Management Act 2004, apply to this Permit Scheme.

4.9.2 Where a Promoter considers there is any conflict with any current legislation, they should immediately bring this to the attention of the Permit Authority who will then be responsible for resolving the issue in accordance with legislation.

4.9.3 The Permit Scheme is designed to complement NRSWA, using similar definitions, and run alongside the provisions set out within the Act. The Permit Scheme Regulations disapply or modify specific sections of NRSWA. (listed within Appendices 1 and 2).

5 Permit Applications

5.1 Principles for permit applications

- 5.1.1 Except for Immediate Works, a Promoter must obtain a permit before starting work.
- 5.1.2 One permit can only cover work on one USRN. Where works cover an area covered by more than more than one USRN, each permit must reference the other applicable permits.
- 5.1.3 One permit can only cover one phase of work.

5.2 Permits for Immediate Works

- 5.2.1 Immediate Works require a permit, but due to the emergency or urgent nature of these works a Promoter can start work before applying for a permit – refer to section 6.2 for application timings.
- 5.2.2 Where Immediate Works involve any form of positive traffic control the Promoter should contact the Permit Authority as soon as possible. when works. commence.

5.3 Provisional Advanced Authorisation

- 5.3.1 For all Major works a Provisional Advance Authorisation (PAA) is required.
- 5.3.2 A PAA is not a permit – it provides the Permit Authority with advanced notice of Major works and is an indication of the likelihood of the Promoter obtaining a permit for these works.
- 5.3.3 An application for a PAA should include a description of the work and specify start and end dates, although the start date may be considered as provisional and can be amended in the application for a final permit.
- 5.3.4 The granting of a PAA does not prevent the Permit Authority from subsequently refusing to grant a permit to which the PAA relates.

5.4 Cross-boundary works

- 5.4.1 Where works cover more than one street across a boundary between the Permit Authority and an adjacent Permit Authority, separate permit applications, including a PAA, must be submitted to both Permit Authorities.
- 5.4.2 If a cross-boundary work involves working on a street of a Highway Authority which is not operating a Permit Scheme, the application to the Permit Authority should identify the work in the other Highway Authority area for which a relevant notice must be given to that Authority.
- 5.4.3 For all cross-boundary works, a reference to each application should be included on all applications, and notices (as applicable) so that Permit Authorities can coordinate the works collaboratively.

5.5 Collaborative working

- 5.5.1 Collaborative working refers to cooperation and coordination between Promoters with respect to concurrent works on a single street within the same work footprint.

- 5.5.2 For all collaborative works one promoter must take on the role of the primary promoter. They will take overall responsibility for:
- being the agreed point of contact with the Permit Authority;
 - informing the Permit Authority in the initial application of the identity of the other promoters involved and the scope of the collaborative working.;
 - ensuring estimates of total work duration are agreed and/or confirmed with the secondary promoter(s) when submitting applications.
- 5.5.3 The secondary promoter(s) retain(s) the same responsibility for submitting permit applications for work to be carried out by them or on their behalf. Only permit applications submitted by the primary promoter must show the estimated inspection units attributable to the works.
- 5.5.4 A permit will be issued to each Promoter involved in a collaborative work. All permits will record the identity of the primary and secondary Promoters.

5.6 Other parties

- 5.6.1 When requested, a copy of each application for a PAA or permit should be provided by the Promoter to a neighbouring Permit Authority.
- 5.6.2 Where indicated in the National Street Gazetteer, Promoters are required to copy their applications to any authority, statutory undertaker or other relevant body that has an interest on that street.
- 5.6.3 Sections 88, 89, 90, 91 and 93 of NRSWA set out the necessary consultations for these interests.
- 5.6.4 Where these recipients do not have access to an electronic system to receive the application, or other information contained in the application, information should be given by an agreed alternative method *such as email*.

6 Application Timings and Responses

6.1 Principles for application timings and responses

- 6.1.1 Promoters are encouraged to give as much notice as possible to ensure that the coordination process can be facilitated effectively.
- 6.1.2 Where work is dependent on an application for a separate, but related authorisation, *such as a temporary Traffic Regulation Order*, the relevant timescales for seeking such authorisation should be considered by the Promoter in association with the permit application timings and responses.
- 6.1.3 Application timings are a minimum application period ahead of the proposed start date. It may be necessary to provide more time than the minimum to enable effective coordination, especially when a positive form of traffic control is required for the works.

6.2 Application timings

- 6.2.1 The timing of applications for PAA, permits and permit variations and the Permit Authority's response to these applications will vary according to the proposed work category. The minimum times are given below:

Table 2: Application and response times

Work Category	Minimum application period ahead of proposed start date		Response time for the Permit Authority to issue a permit after application	
	Application for a PAA	Application for a permit	Application for a PAA	Application for a permit
Major	3 Calendar Months	10 Days	1 Calendar Month	5 Days
Standard	Not Applicable	10 Days	Not Applicable	5 Days
Minor	Not Applicable	3 Days	Not Applicable	2 Days
Immediate	Not Applicable	2 Hours after works start or by 10:00 on the next working day	Not Applicable	2 Days

- 6.2.2 The following rules apply in relation to application timing:
- for electronic applications, the application time will be the time of receipt of the application by the Permit Authority, as recorded within the register of permits;
 - for non-electronic applications, the application time will be the time the application is recorded by the Permit Authority within the register of permits and;
 - calculation of the application and response timing for any application received after 16:30 will use the next working day as the day of application.

6.3 Timing of permit variations

- 6.3.1 A permit variation application may be submitted any time after a permit has been granted until the end date of the permit. Once the end date has passed, applications for variations cannot be made.
- 6.3.2 Promoters are encouraged to telephone the Permit Authority to discuss the proposed variation prior to application to increase the likelihood of the variation being accepted and to aid the coordination of works.
- 6.3.3 The minimum period for an application for a permit variation is 2 days or 20% of the original duration (whichever is longer) before the permit end date.
- 6.3.4 The response time for an application for a permit variation is 2 days.
- 6.3.5 Until such time that a permit variation is granted, the content of a permit has not changed to reflect the proposed variation. Therefore, given the response time for a permit variation, a Promoter should apply for a permit variation at least 2 days prior to the end date of the permit.

6.3.6 Response to applications

- 6.3.7 A 'response' means a decision by the Permit Authority to grant or refuse to grant a permit or a variation to a permit.
- 6.3.8 Where the Permit Authority decides to refuse an application, a reason for the refusal will be given by the Permit Authority within the response.
- 6.3.9 If the Permit Authority fails to respond to an application within the designated response time, the relevant permit, PAA or permit variation is **deemed to be granted** under the terms of the application.
- 6.3.10 The following diagrams provide an illustration of application and response timings for a Minor and Immediate category work:

6.4 Early start

- 6.4.1 Where a Promoter wants to start works inside the minimum application period, shown in Table 2 above, thereby not providing the minimum application time, they can apply for an early start.
- 6.4.2 All applications requiring an early start should include a valid reason for the early start. The Permit Authority will not unreasonably refuse a request, but it is the responsibility of the Promoter to satisfy the Permit Authority regarding the necessity for an early start.
- 6.4.3 A Promoter is encouraged to telephone the Permit Authority prior to submitting any application for work that requires an early start to discuss the likelihood of obtaining a permit.

7 Permit Content

7.1 Principles for permit content

7.1.1 A permit should contain the following information and as such this information should be provided within any relevant application:

- Contact details
- Location
- Permit conditions
- Reinstatement and inspection details
- Supplementary information
- Timing and duration
- Traffic management
- Work description and methodology.

7.1.2 For Provisional Advance Authorisations, a Promoter should provide the most accurate information available at the time of making the application.

7.1.3 The quality of the information provided should allow the Permit Authority to make an informed decision and coordinate the work effectively.

7.1.4 All information provided should be in plain English, succinct and avoid any jargon or use of language that is not easily understood. The Promoter should also consider the use of this information to inform members of the Public.

7.2 Contact details

7.2.1 All applications must include the contact details of the person appointed by the Promoter to manage the work. The contact details provided should enable the Permit Authority to contact the Promoter **at any time** to discuss planned or active works, including problems that may occur during the work or outside of working hours.

7.3 Location

7.3.1 Promoters must give an accurate location using USRN together with a spatial feature (point, line or polygon) covering the extent of the works area based on National Grid References (NGRs).

7.3.2 The area identified needs to cover the entire area used by the work, including storage of materials, working space, safety zone, provision for pedestrians and traffic management (as applicable).

7.3.3 For Major works, if the proposed works deviate from a straight line, *for example to follow the curvature of a street*, a poly-line (line centre of site) will be preferred by the Permit Authority.

7.3.4 For Standard, Minor and Immediate Works, a centre point NGR should be supplied. A poly-line will be preferred by the Permit Authority when:

- The work or trenches are expected to be over 10 metres in length;
- Work locations on the application in the same street are separated;

- Work areas or trenches deviate from a straight line.

7.4 Reinstatement and inspection details

- 7.4.1 Permit applications should indicate wherever possible, whether the proposed work is intended to be completed with interim or permanent reinstatement or a mixture of both.
- 7.4.2 A Promoter is required to indicate the provisional number of inspection units appropriate to the work in accordance with the rules laid down in the Inspections Code of Practice and in The Street Works (Inspection Fees) (England) Regulations 2004, as amended.
- 7.4.3 Where there is trench sharing, only the primary promoter is required to give the inspection units.

7.5 Supplementary information

- 7.5.1 A Promoter is encouraged to provide any supplementary information, including illustrations, to support an application and to provide enough detail for the permit content.
- 7.5.2 The Permit Authority may request supplementary information during the application process, which may include:
- An illustration of the work;
 - Traffic management plan; or
 - Digital photographs of the worksite.

7.6 Timing and duration

- 7.6.1 Each permit must include the proposed start and end dates of the work **in calendar days**.
- 7.6.2 The times of the day when the work is to be carried out may be specified within a permit condition. A Promoter is encouraged to provide this information on their application to ensure the application can be processed efficiently.
- 7.6.3 A Promoter should also indicate if they intend for work to continue over weekends and Bank Holidays and if night working is required.

7.7 Traffic management

- 7.7.1 A Promoter should supply full details of their traffic management proposals including any requirement for further related authorisation by the Permit Authority, *such as the need for temporary Traffic Regulation Orders (TTROs)*.
- 7.7.2 The Permit Authority do not require a separate application for temporary traffic light signals, as set out within Schedule 14 of the Traffic Signs Regulations and General Directions 2016. However, when applying for works involving positive traffic control a Promoter should provide enough information as would be deemed necessary to obtain approval for use of this type of traffic management.
- 7.7.3 This information would include, but is not limited to, the following:
- Description and/or drawing of the traffic signal arrangement;
 - Specified dates and hours of traffic control use;
 - Proposed method of signal operation; or

- Contact details of the traffic management provider, including any out-of-hours arrangements.

7.7.4 A Promoter is encouraged to provide evidence, or reference, of any application or agreement for a temporary TRO within a PAA or permit application.

7.8 Work description and methodology

7.8.1 A Promoter must detail a description of the works, clearly setting out the works and their purpose.

7.8.2 Details of any planned work, including open cut, trench share, minimum dig technique or no dig, should be detailed on the permit.

7.8.3 Promoters should detail their best estimate of the excavation depth of the work. This may be expressed as a range where appropriate.

8 Permit Variation

8.1 Principles for permit variation

- 8.1.1 A permit's content must reflect the proposed or current works and must be varied when changes are proposed to the works approved by the existing permit and no separate permit is sought to cover the proposed works.
- 8.1.2 A permit variation can take place at any time after the granting of a permit and before the end date of the permit, including before or during any on site work.
- 8.1.3 There is no mechanism in the Permit Scheme for formally suspending or postponing a permit, only for varying or revoking one. Part 3 of the Permit Scheme Regulations allows the Permit Authority to vary or revoke a permit and permit conditions.
- 8.1.4 Applications for permit variations must contain all relevant information in relation to the proposed changes to allow the Permit Authority to decide on the proposed variation.

8.2 Varying a Provisional Advanced Authorisation

- 8.2.1 A PAA cannot be varied once granted.
- 8.2.2 Where a PAA has been granted, but a permit application has not been submitted, and the Promoter wishes to vary the proposed work, the Promoter should inform the Permit Authority of the proposed changes. Depending on the scale of the changes, the Permit Authority may request a revised PAA application or for the permit application to reflect the changes.
- 8.2.3 Where a PAA has not been granted, and the Promoter then wishes to vary the proposed work, the original PAA can be cancelled and a new PAA application can be submitted.

8.3 Imposed variation

- 8.3.1 If the Permit Authority must suspend or postpone a work for which a permit has been granted the Permit Authority will contact the Promoter to discuss the best way of dealing with the situation.
- 8.3.2 In such circumstances the Permit Authority will issue an imposed variation, requesting the Promoter to take the appropriate action.
- 8.3.3 If a Promoter fails to respond to this request from the Permit Authority, the Permit Authority may choose to revoke the permit.

8.4 Permit revocation

- 8.4.1 If the Permit Authority considers that a Promoter is failing to comply with a permit, including the conditions of a permit, it may revoke the permit.
- 8.4.2 Before revoking a permit, the Permit Authority will contact the Promoter to warn them of its intention and to discuss the arrangements of the revocation.
- 8.4.3 A Promoter will be committing the offence of working without a permit if they continue to work after a permit has been revoked.
- 8.4.4 In accordance with Permit Scheme Regulations the statement of policy as to the circumstances in which the Permit Authority will revoke permits on its own initiative is as follows:

- as with variations, where circumstances arise which cause the Permit Authority to have to review the permit, they may conclude that the permit needs to be revoked rather than simply being varied;
- revocation will be the exception and will only happen when the new circumstances could not have been reasonably predicted or where the impact is significant;
- revocation can occur through no fault of a Promoter, for example where an unplanned event on the network requires occupation on diversion routes to be removed.

8.5 Permit cancellation

- 8.5.1 Promoters are encouraged to cancel a permit, or application, at any time that a permit is no longer required.

9 Working under a Permit

9.1 Start and end dates (permit duration)

- 9.1.1 A permit is valid from the start date to the end date (inclusive) – this period is the duration of the works.
- 9.1.2 Works on certain streets may start later than the stated start date within a ‘starting window’ – which is equivalent to the Notice Validity set out within the Code of Practice for Coordination.

9.2 Information on site

- 9.2.1 The Permit Authority recognises the importance for the Promoter work-force to have access to the permit detail, including conditions when carrying out the planned work.
- 9.2.2 Working in breach of a condition, or without a valid permit, based on lack of knowledge on the part of the Promoter work-force will not be accepted by the Permit Authority as any form of mitigation for this failure.

9.3 Fault-finding work

- 9.3.1 In the event of Immediate Works requiring a series of fault-finding excavations or openings, *for example locating a gas leak*, the following procedure must be applied where it is necessary to undertake works beyond the initial excavation or opening covered by the first application.
- 9.3.2 As they are Immediate Works, the Promoter must submit the first Permit application within 2 hours of starting work or by 10.00 the next morning (as applicable). That first application must contain the location of the initial excavation or opening.
- 9.3.3 For any further excavations or openings on the same street within 50 metres of the original hole, the Promoter is encouraged to telephone the Permit Authority with the new location. No permit variation will be needed, and no variation charge will apply.
- 9.3.4 A Promoter must apply for a permit variation for the first excavation in each new 50 metre section away from the original hole in the same street, *i.e. 50-100 metres, 100-150 metres, etc.* Permit variation charges will not apply in these instances.
- 9.3.5 For additional excavations within each 50-metre section, the Promoter is encouraged to telephone the Permit Authority with the new location. No Permit variation will be needed, and no variation charge will apply.
- 9.3.6 If the search continues into a different street or a new USRN, (including if the street changes to a different Permit Authority), then a separate Permit application will be needed.
- 9.3.7 Conditions for these works may be varied to take account of the fact that a new location, even within the agreed 50-metre sections, can be more disruptive than the initial openings or excavations covered by preceding permits.

9.4 Immediate Works on Specified Streets

- 9.4.1 The Permit Authority’s additional street data, within the Local Street Gazetteer, details streets where an early warning of Immediate Works is required.

9.4.2 For these streets, a Promoter should contact the Permit Authority as soon as works become necessary or, at the latest, when they commence.

9.5 Interrupted works

9.5.1 If a work is interrupted, *for instance where a Promoter finds that they need specialist plant or materials not originally planned for*, the Promoter must contact the Permit Authority to notify them and agree a course of action.

9.5.2 Depending on the situation the Permit Authority may take different courses of action, including:

- a permit variation where the work site will remain open; or
- closure of the worksite, with the option for the Promoter to submit a subsequent application to complete the works at a later date.

9.5.3 If the work is interrupted because the Promoter has caused third-party damage, then it is the Promoter's responsibility to seek a permit variation to allow the third-party damage to be repaired.

9.5.4 The work site remains the responsibility of the Promoter until work is complete, as such the Promoter should maintain regular contact and updates with the third-parties and the Permit Authority.

9.6 Permit compliance inspections

9.6.1 The Permit Authority may undertake ad-hoc inspections on active sites to check for compliance with the permit and any permit conditions.

9.6.2 A record of this inspection will be recorded, together with any required action as a result of the inspection.

10 Permit Fees

10.1 Principles for permit fees

10.1.1 To meet the additional costs of operating the Permit Scheme, Part 6 of the Permit Scheme Regulations allow the Permit Authority to charge a fee to recover these costs.

10.1.2 For the purposes of section 37(9) of the 2004 Act (Permit Scheme Regulations) and regulation 32 the prescribed costs in any financial year are that proportion of the total costs incurred by the Permit Authority in connection with operating a permit scheme in that year attributable to the costs of operating that scheme in relation to statutory undertakers.

10.2 Permit fees

10.2.1 In accordance to the Permit Scheme Regulations, the Permit Authority may charge a fee in respect of each of the following:

- the issue of a permit;
- an application for a permit, where the Permit Scheme requires a provisional advance authorisation to be obtained as part of that application; and
- each occasion on which there is a variation of a permit or the conditions attached to a permit.

10.2.2 The table below sets out the PAA, permit and permit variation fees.

Table 3: Permit fees

Work Category	Road Category	
	Category 0, 1 and 2 and all Traffic Sensitive streets	Category 3,4 and non-Traffic Sensitive streets
Major (PAA)	£32	£23
Major	£72	£45
Standard	£39	£23
Minor	£20	£14
Immediate	£18	£12
Permit variation	£14	£11

10.2.3 Where works on a Traffic Sensitive Street are carried out wholly outside designated Traffic-Sensitive Times the Permit Fee will reflect that for a category 3, 4 and non-Traffic-Sensitive Street for that work.

10.2.4 Where a Major work does not require a temporary Traffic Regulation Order, a fee representing the type of work category by its **duration** will apply, *i.e.* *Standard or Minor*.

10.2.5 Where a permit variation would move a work into a higher work category, a Promoter will be required to pay the difference between the permit fee for the two categories in addition to the permit variation fee.

10.3 Works without a permit fee

10.3.1 Fees will not be payable in the following circumstances;

- By any Promoter for Works for Road Purposes, including works undertaken by statutory undertakers for a local highway authority (4.4.5)
- Any exempt works (4.4.6 **Error! Reference source not found.**);
- Where a Permit is deemed to be granted (6.3.9);
- Where a follow-up PAA and/or permit application is required following a permit revocation through no fault of the Promoter (8.4.4);
- Where a permit variation is initiated by the Permit Authority through no fault of the Promoter (8.3);
- Where a Promoter cancels an application, which has not yet been responded to by the Permit Authority (8.5.1);
- Permit variation charges will not apply in instances of fault finding. (9.3.4)

10.4 Discounts

10.4.1 At its discretion, the Permit Authority can waive or reduce permit fees, as a **discount** against the standard fee.

10.4.2 A discount of at least 30% will be given in the following circumstances:

- Collaborative works, where at least two or more Promoters intend to collaborate their works within the same site over the same period, they should submit applications at the same time or ensure the applications are at least received by the Permit Authority within three working days of each other, beginning with the day on which the first application is received.
- **Phasing of works to lessen risk and inconvenience to the road user** - where temporary reinstatement is required by the Permit Authority to minimise risk to the public and allow safe passage. The Permit Authority in these circumstances will request that the Promoter submits a new permit application for the remaining works.
- **Advanced coordination** - for planned Major works where a PAA application is made at least six months prior to the proposed work start date and the proposed works do not vary.

10.4.3 Further discount may be applied where it is demonstrated that works provide significant economic benefit to the local area. Promoters are encouraged to discuss these works with the Council at the earliest opportunity.

10.5 Fee payment and reconciliation

10.5.1 Permit fees will be collected by the Permit Authority in arrears in a monthly period.

10.5.2 A list of the fees due, *together with relevant details of the works*, will be issued to a Promoter for reconciliation prior to payment. The process for reconciliation and payment of permit fees will be issued by the Permit Authority to a Promoter on request.

11 Permit Sanctions

11.1 Principles for permit sanctions

11.1.1 Part 5 of the Permit Scheme Regulations provide two offences specifically related to permit schemes allowing the Permit Authority to take action where unauthorised works occur.

11.1.2 It is an offence for a statutory undertaker, or a person contracted to act on its behalf to undertake specified works in a specified street in the absence of a permit, except to the extent that a permit scheme provides that this requirement does not apply.

11.1.3 It is an offence for a statutory undertaker, or a person contracted to act on his behalf to breach a permit condition.

11.2 Action by the Permit Authority

11.2.1 The Permit Authority can act where a Promoter, *or a person contracted to act on its behalf*, commits an offence.

11.2.2 Any action taken by the Permit Authority, including the giving of a Fixed Penalty Notice or prosecution will be in accordance to the Permit Scheme Regulations.

11.3 Parity treatment for offences

11.3.1 The Permit Authority will apply and record unauthorised works for all Promoters. However, prosecution and Fixed Penalty Notices do not apply to Works for Road Purposes.

12 Dispute Resolution

12.1 Principles for dispute resolution

- 12.1.1 There are no prescribed statutory dispute resolution procedures, therefore the approach taken is to build on arrangements that already exist through the Highways Authorities and Utilities Committee (HAUC) (UK) at local and national level for resolving disputes. These arrangements may take the form of published HAUC(UK) Advice Notes.
- 12.1.2 The Permit Authority and Promoter are expected to use their best endeavours to resolve disputes without having to refer them to a formal appeals procedure. The dispute resolution procedure for appeals under the Permit Scheme may be by way of dispute review, adjudication or arbitration.

12.2 Dispute review

- 12.2.1 If agreement cannot be reached locally on any matter arising under any part of the Permit Scheme the dispute will be referred for review on the following basis:
- Where the two parties consider that the issues involved in the dispute are relatively **straightforward**, the matter will be referred to impartial members of a regional HAUC (those not representing parties directly involved in the dispute) for review. That review should take place within five working days from the date of referral. Both parties are recommended to accept the result as binding.
 - If the parties to the dispute think the issues are particularly **complex**, they should ask HAUC (UK) to set up a review panel of four members - two statutory undertakers and two Permit Authority representatives. One of the four people will be appointed as Chair of the panel by the HAUC (UK) joint chairs.
- 12.2.2 Each party must make all relevant financial, technical and other information available to the review panel. The review would normally take place within ten working days from the date on which the issue is referred to HAUC (UK). It is recommended that both parties accept the advice given by the review panel as binding.

12.3 Adjudication

- 12.3.1 If agreement cannot be reached through a Dispute Review, either party may refer the dispute to independent adjudication provided that the parties agree the decision of the adjudicator is deemed to be final.
- 12.3.2 The costs of adjudication will be borne equally unless the adjudicator considers that one party has presented a frivolous case, in which case the independent adjudicator may order that party to pay some or all the costs of the other party.
- 12.3.3 Where the adjudication route is followed, the parties should apply to the joint chairs of HAUC (UK), who will select and appoint the independent adjudicator from suitable recognised professional bodies.
- 12.3.4 Where the parties do not agree that the decision of the adjudicator is deemed to be final the Promoter will have the option of challenging the Permit Authority's decision through the administrative court by way of judicial review.

12.4 Arbitration

- 12.4.1 Disputes may also be settled by arbitration where provided for in Section 99 of NRSWA.

13 Appendix 1: Disapplication of NRSWA

NRSWA Section		Change	Permit Scheme Regulations - Revised Arrangements
Section 53	The street works register	Disapplied	Permit Scheme Regulations prescribe similar provisions for permit registers
Section 54	Advance notice of certain works	Disapplied	Replaced by applications for provisional advance authorization
Section 55	Notice of starting date	Disapplied	Replaced by applications for permits
Section 56	Power to direct timing of street works	Disapplied	Replaced by permit conditions and variations including those initiated by the Permit Authority
Section 57	Notice of emergency works	Disapplied	Replaced by applications for immediate works
Section 66	Avoidance of unnecessary delay or obstruction	Disapplied	Replaced equivalent provisions for permit authorities to require Promoters in breach of the permit requirements to take remedial action and failing that for the authority to act. 24-hour compliance period to be replaced with a requirement for Promoters to comply within a reasonable specified period determined by circumstances

14 Appendix 2: Modification to NRSWA

NRSWA Section		Change	Permit Scheme Regulations – Revised Arrangements
Section 58	Restriction on works following substantial road works	Modified	The authority's ability to issue permits with start and end dates replacing directions to start works covered in NRSWA S58 (5) to (7) The Permit Scheme Regulations provide the equivalent of S58A powers by allowing authorities to consider whether Promoters responded to the S58 notice by applying for their planned works
Section 58A	Restriction on works following substantial street works	Modified	Schedule 3A is modified to work in conjunction with permits
Section 64	Traffic-sensitive Street	Modified	Permit Scheme Regulations provide the requirement for notifying permit applicants the proposals to designate streets as traffic-sensitive.
Section 69	Works likely to affect other apparatus in the street	Effectively extended	Permit Scheme Regulations create an equivalent requirement on highway authority promoters
Section 74	Charge for occupation of the highway where works are unreasonably prolonged	Modified	Permit Scheme Regulations make provision to operate S74 powers in parallel with Permits
Section 88	Bridge, bridge authorities and related matters	Modified	Modified to work in conjunction with permits

Traffic Management Act 2004
Wiltshire Council Permit Scheme
Consultation Report

1 Foreword

- 1.1.1 Making the best use of our road network is vital for Wiltshire. Our roads facilitate the transport of people and goods, provide access to homes, businesses and other destinations, and provide public space where people shop, socialise or relax. Under the road surface lies essential infrastructure for the communications and services that underpin our lives.
- 1.1.2 Wiltshire Council has a legal duty to manage, maintain and improve the road network, including managing its use and the activities (works) taking place on it.
- 1.1.3 The Council has a range of powers and duties under which they maintain and improve the network and manage its use. These include:
- The Highways Act 1980 principally covering the structure of the network;
 - The New Roads and Street Works Act 1991 covering utility street works;
 - The Road Traffic Regulation Act 1984 regulating the activities of road users; and
 - The Traffic Management Act 2004 which outlines further responsibilities and powers to management the road network.
- 1.1.4 Wiltshire Council intend to introduce a permit scheme, under Part 3 of the Traffic Management Act, to control works undertaken across their road network.
- 1.1.5 In accordance with Regulation 3 of the Traffic Management Permit Scheme (England) Regulations the Council is required to consult on a proposed permit scheme, with defined consultees and interested parties, prior to bringing a scheme into legal effect.
- 1.1.6 The Council issued a consultation on a permit scheme on 9th October 2019.
- 1.1.7 This document outlines the responses received from that consultation and a comment (response) to these by the Council and any associated permit scheme changes.

2 Permit Scheme Consultation

2.1 The Consultation

- 2.1.1 The need to undertake a consultation and the related consultees is set out within Section 3 of The Traffic Management Permit Scheme (England) Regulations. The purpose of the consultation was to seek views and questions from those potentially affected by the introduction of a permit scheme and other interested parties.
- 2.1.2 The consultation ran for a period of 8 weeks, between **9th October to 4th December 2019**. The consultation documents were posted online on the Council's website, with responses sent via an online portal or directly to the street works team via email.

2.2 Consultation Responses

- 2.2.1 Overall, the Council received 145 responses to the consultation. These were received from 8 organisations, listed below, comprising works promoters and interested parties:

- Bristol Water
- Department for Transport
- Hampshire Council
- Network Rail
- Openreach
- SSEN
- Virgin Media
- Wales & West Utilities

- 2.2.2 A full list of the consultation responses received and the Council's comment (response) to these can be found in Appendix A.
- 2.2.3 With consideration to the comments received, the Council see no reason to not proceed with the introduction of a permit scheme into Wiltshire.

2.3 Permit Scheme Changes

- 2.3.1 With consideration to the responses received from consultation, further changes were made to the permit scheme. These changes reflect clarification and use of terminology within the Permit Scheme and not fundamental changes to the overall scope.
- 2.3.2 In addition to these changes, further minor amendments were made to the permit scheme by the Council in consideration to review and input within the Council, including legal services and Officers. These changes did not affect the fundamental scope of the permit scheme, but instead related to use of language and style.
- 2.3.3 A copy of the final permit scheme, to come into legal effect, and a document showing the changes between this and the Consultation Edition version will be published by the Council with this document.

3 Next Steps

- 3.1.1 The Council intends to proceed with the introduction of a permit scheme.
- 3.1.2 In accordance to section 17 of the regulations, the Council will issue formal notice to all consultees providing a copy of the legal order no less than four weeks before the date on which the permit scheme is to come into effect.

4 Organisations consulted

Affiniti	Interoute
Avon & Somerset Police	JAG UK
Avon Fire And Rescue	Kingston Communications (KCOM)
Bath And North East Somerset Council	McNicholas
Bournemouth Water	National Grid Electric Plc
Bristol Water	Network Rail
Century Link Communications Uk Limited	Open Fibre Networks Ltd (was INGN Ltd)
City Fibre	Openreach
Clear Channel	Openreach
Colt Telecommunications	Orange Pcs Group (UK Fujitsu)
Concept Solutions People Ltd	Otc
Ctil	Romec
D S Fire	Royal Mail
Department For Transport	Scottish & Southern Energy Networks
Department For Transport	Somerset County Council
Dept For Transport Stat Roads	South Gloucestershire Council
Dorset County Council	Southern Gas Networks
Dw Fire	Southern Gas Networks
EDF Energy	Southern Water
EDF Energy	Southwest Ambulance Service
Energetics Electricity Ltd & Energetics Gas Ltd	SSE
Environment Agency	SSE Contracting
Envoy Online	SWAST NHS
ESP Utilities Group	SWAST NHS
ESP Utilities Group	Swindon Borough Council
Esso	Telefonica (O2 (Uk) Limited)
Freight Transport Association	Thames Water Utilities
Fulcrum Pipelines	T-Mobile (Uk) Limited
Geo	Truespeed Communications Ltd
Gigaclear	Veolia Water
Glide (Previously Warwicknet Ltd)	Verizon Business Ltd
Gloucestershire Council	Virgin Media
GTC	Vodafone
GTC	Wales & West Utilities
GTT Atlantic (previously Interoute)	Wessex Water
Hampshire Council	West Berkshire Council
Hibernia Atlantic UK Ltd	Western Power Distribution
Highways England	Wiltshire Council
Highways England	Wiltshire Police
Hyperoptic Ltd	WPD Telecoms (Previously Surf Telecoms Ltd)
Independent Next Generation Networks Ltd	Zayo Group Uk Ltd (Formerly Abovenet)
InFocus Public Networks	

Appendix A: Consultation Responses

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
1	Virgin Media	Introduction	1	1	2	Reference to TMA was superseded by The Permit Guidance	Incorrect	No
2	SSEN	Consultation Overview	1	1	4	please clarify how your permit scheme will "control works" differently to works currently being co-ordinated via a notice scheme.	The Consultation Overview provides more information as to how a permit scheme can control works differently, <i>i.e. conditions can be applied and a permit is obtained.</i>	No
3	Wales & West Utilities	Introduction	1	2	1	Permits are an alternative to 'notices' rather than 'evolving' from them.	Comment noted.	No
4	SSEN	Consultation Overview	1	2	1	your consultation period dates differ to those on the consultation letter. (May be required for confirming legal consultation period.	The consultation period ran for the period specified in the formal consultation letter '9th October and 4th December 2019 (inclusive)'. The consultation period ran for the period specified in the formal consultation letter '9th October and 4th December 2019 (inclusive)'.	No
5	SSEN	Introduction	1	2	2	Your comments regarding "similar concepts" to noticing is irrelevant. Permits operate in a totally different way to notices.	Comment noted.	No
6	SSEN	Introduction	1	2	3	To apply for a permit a company requires an SWA code as a statutory undertakers or their representative. I'm not sure a "person" alone would hold the position of a singular promoter.	Comment noted.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
7	SSEN	Consultation Overview	2	1	2	all variations do not need to be agreed under a permit scheme. Requesting a variation can be done via the electronic system without the need for contact. Agreement to the changes will be done by granting the variation. Extensions and early starts can be requested via a permit variation and as long as the appropriate timescales are given no agreement should be needed.	Disagree with this comment. The scope of permit variations is set out within the permit scheme document.	No
8	SSEN	Objectives	2	1	7	The comment following "such as" appears to be missing? Assuming this should state street works and road works?	The permit scheme has been amended.	Yes
9	SSEN	Objectives	2	1	9	Please clarify the statement "works should not be coordinated in isolation".	The permit scheme has been amended.	Yes
10	SSEN	Objectives	2	1	10	Collaboration is something we all strive to achieve but clarification on how this would be achieved through your scheme would be good to hear.	How best to achieve collaboration through the permit scheme can be discussed with all Promoters in the regular coordination meetings.	No
11	SSEN	Objectives	2	1	16	We applaud your statement on parity.	Comment noted.	No
12	Wales & West Utilities	Objectives	2	2		The scheme objectives seem rather 'generic'. There is no reference to West of England Joint Local Transport Plan.	It is not practical for the permit scheme to contain the evaluation methodology. In principle the evaluation will seek to identify direct changes made from the operation of the permit scheme and quantify the benefits from these. In addition, the HAUC (England) Advice Note No. 001/2016 defines a 'Report Template for the Evaluation of Permit Schemes'.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
13	Virgin Media	Objectives	2	2		Virgin Media believes that this could be equally achieved through the mandatory NRSWA co-ordination and co-operation requirements at much less cost to works promoters and their customers, without the need for a Permit Scheme, and with no charges on category 3 and 4 roads within the scheme.	The Council has been given a clear direction towards the introduction of a permit scheme by the Secretary of State. The Consultation Overview provides further detail on this and also the reasoning for the proportionate charging.	No
14	Wales & West Utilities	Objectives	2	3	1	The objectives and benefits set out here will need to be reflected in the annual permit evaluation reports to demonstrate that the permit scheme has provided these benefits over and above the existing noticing regime. How will this be monitored?	Comment noted.	No
15	SSEN	Consultation Overview	2	3	3	should this not be Feb 2017 ? Latest version	No. The published version of the Statutory Guidance for Highway Authority Permit Schemes is October 2015. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/465803/statutory-guide-for-permit-schemes.pdf	No
16	SSEN	Consultation Overview	2	5	2	"All works" as a statutory undertaker we have rights under the electricity act 1989 to repair and maintain our equipment. We do not require approval for immediate works and statutory guidance is clear that all immediate works permits should be granted.	Comment noted. There is no such provision within the Statutory Guidance for Highway Authority Permit Schemes. This states "...authorities should provide for the initial stage of immediate activities to be exempted from requiring a permit, but promoters should be required to apply for a permit within 2 hours ...".	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
17	SSEN	Consultation Overview	2	6	1	SSE do not agree a scheme needs to cover all roads. Whilst we thank you for your low fee matrix (compared to the national average and DFT capped rates) we feel that higher charges on the traffic sensitive streets would be less onerous regarding the processing of checking and processing permit charges. I understood permit variation fees of £45 and £35 were standard? Please can you re-evaluate your costs to ensure they are fit for purpose as moving forward as we do not want to see an increase after a year due to a deficit. Your CBA does not appear to show the proposed income against permit types and expected fees.	A very detailed analysis of true costs was undertaken to identify the permit fee levels and as such are fit-for-purpose. All fee levels can be adjusted (to the maximum) to recover prescribed costs.	No
18	SSEN	Consultation Overview	2	10	3	We approve your permit trial initiative and would be happy to contribute.	Comment noted.	No
19	SSEN	Consultation Overview	2	11	3	SSE approve of your comments regarding parity of your own works within your scheme.	Comment noted.	No
20	SSEN	Works Coordination	3	1	2	(1st point) work only undertaken at certain times cannot be achieved with immediate works.	Comment noted.	No
21	Wales & West Utilities	Works Coordination	3	1	2	(Bullet Point 1) – makes no distinction between ‘planned’ or ‘emergency’ works – where works are ‘emergency’ it may not be practical to undertake them at certain times or days	Comment noted.	No
22	Wales & West Utilities	Works Coordination	3	1	2	(Bullet Point 4) - what does ‘paired road’ mean?	Reference to road pairing removed as this is not a standard industry term.	Yes

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
23	Wales & West Utilities	Works Coordination	3	1	2	(Bullet Point 6) – ‘appropriate times, be operated manually’, what criteria will be used to determine this?	Typically traffic-sensitivity timings, however knowledge of the network and peak traffic flow times will also be used.	No
24	SSEN	Works Coordination	3	2	1	Please clarify how conditions will provide flexibility for the promoter.	The term 'flexibility' applies to the context of the sentence, in that the Council will require an outcome instead of stipulating a method of work, therefore providing 'flexibility' in how the condition is achieved.	No
25	SSEN	Works Coordination	3	2	3	3rd sentence , is this a typo and should be permit conditions not applications?	Correct. The permit scheme has been amended.	Yes
26	Bristol Water	Works Coordination	3	2	3	add and for any potential benefit to show societal value, bearing in mind cost for the promoter to apply	Comment noted.	No
27	SSEN	Works Coordination	3	2	4	How should any safety concerns be raised? I would not expect any conditions to be requested by yourselves that would lead to this being required. All works should be continually risk assessed.	Any concerns can be raised through existing communication methods.	No
28	Wales & West Utilities	Works Coordination	3	2		Permit conditions should only be applied where they add benefit to that particular location/set of works.	Agreed.	No
29	SSEN	Works Coordination	3	3	1	Consider rewording removal of the permit to revoked. Permits cannot be removed.	The term 'removal' is in the context of the works, not the permit (which would be revoked).	No
30	Wales & West Utilities	Works Coordination	3	3	2	We would expect the promotor to be contacted first before any permit is revoked.	Section 8.4 of the permit scheme sets out this process.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
31	SSEN	Works Coordination	3	3	3	Before revoking a permit we would expect a phone call to advise the reasons why.	Section 8.4 of the permit scheme sets out this process.	No
32	Virgin Media	Works Coordination	3	3		Once a Permit is granted, how would the Permit Authority contact the Promoter if circumstances beyond the Permit Authorities control may occur, and the Promotor should not be charged for granted Permit or another Permit for the same work?	Typically, by phone call, but various methods will be used. Section 10.3 defines the situation where no charge will be applied.	No
33	Bristol Water	Works Coordination	3	3		Permit fee should then be credited?	Section 10.3 of the permit scheme sets out the charges for a follow-up application to complete the work.	No
34	SSEN	Works Coordination	3	4	2	We applaud the inclusion of this statement.	Comment noted.	No
35	SSEN	Consultation Overview	3	4	5	Please clarify what you refer to as "promoter cost data" and not being available. 20% increase in operating costs compared to Statutory undertaker , please supply evidence to support this.	These costs are outlined in section 3.4.3. Cost figures were sought for the national permit scheme evaluation directly from promoters and representative bodies, and not provided. Therefore, an assumption had to be made to allow for this cost within the CBA. Please refer to section 8.4 of the annex for the Evaluation of Street Works Permit Schemes for more detail. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/700503/permit-schemes-evaluation-annexes.pdf	No
36	Virgin Media	Works Coordination	3	4		Virgin Media notes that this section is only Operational Guidance, and has no legal standing.	Comment noted.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
37	SSEN	Consultation Overview	3	5	5	Not sure how over £1m in greenhouse gases and £894K on accidents factors in these costs. They do not make sense in relation to a permit scheme.	These calculations are made through the QUADRO models, as a cost impact to society as a result of works on the road network.	No
38	SSEN	Scope	4	1	2	Suggest rewording this sentence to carry out registerable works on a street with a USRN must obtain a permit.	This is set out within section 4.3 of the Permit Scheme.	No
39	Virgin Media	Scope	4	3	1	Virgin Media are disappointed that Wiltshire County Council are considering that all streets that are publicly maintainable by the Authority will be included on their Permit Scheme and all chargeable.	Comment noted.	No
40	Wales & West Utilities	Scope	4	3		No reference is made to 'Streets to be adopted as a maintainable highway' - these should be excluded from the permits.	As these streets have not been adopted that are not 'publicly maintainable' and therefore exempt, however the Permit Scheme Regulations make reference to planned works on streets to be adopted (Part 8(3)).	No
41	Wales & West Utilities	Scope	4	4	1	No specific reference is made to s48 of NRSWA, nor any to works for road purposes (s86 of NRSWA) or major highway works (i.e. Section 278 of the Highways Act 1980).	Specific reference to these terms is within the Definitions section of the permit scheme. Works undertaken under section 278 of the Highways Act 1980 are excluded as they are not works for road purposes or street works by definition.	No
42	Wales & West Utilities	Scope	4	4	4	Should this be referring to 'Regulations' and not the CoP for Co-Ordination? The CoP for Co-Ordination contains six categories (a to f), the permit scheme contains only five categories (a to e) – why is there a difference?	Permit Scheme has been amended in consideration to the comment and also proposed changes to the Code of Practice. The Permit Scheme was written in consideration to the proposed changes, hence the removal of one of the categories.	Yes

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
43	SSEN	Scope	4	4	6	Please clarify this statement , "under permit or notice"?	The Permit Scheme has been amended to meet any changes to the Code of Practice.	Yes
44	Virgin Media	Scope	4	4	6	Virgin Media would like to add lifting chamber lids to enable cable pulling/surveying as per the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters.	The Permit Scheme has been amended to meet any changes to the Code of Practice.	Yes
45	Bristol Water	Scope	4	4	7	a)HAUC Code for Operation of Permit Schemes suggests otherwise?	The Permit Scheme has been amended to meet any changes to the Code of Practice.	Yes
46	Wales & West Utilities	Scope	4	4	7	Exempt works – makes no reference to 'Bar Holes' (see CoP 7.3.5), lifting or replacing manhole or chamber covers, or the replacing of poles, lamp columns or signs where it does not involve the breaking up of the street.	The Permit Scheme has been amended to meet any changes to the Code of Practice.	Yes
47	Bristol Water	Scope	4	4	11	table - Major - is this in line with DfT consultation?	Yes	No
48	SSEN	Scope	4	4	13	This section will be changing under street manager and will not be exclusively just the 3 options. Suggest inclusion of reference to changes in street manager or removal.	The Permit Scheme has been amended for clarification.	Yes
49	Network Rail	Scope	4	4	15	clause includes the word 'only' twice, I suggest the following wording:- A phase ends only when all plant, materials including any signing, lighting, guarding and excavation materials have been removed from site and the highway is returned to full use.	The Permit Scheme has been amended for clarification.	Yes

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
50	Wales & West Utilities	Scope	4	4		Should this section be referring to 'Activities' rather than 'works'?	The term works refers to [Registerable] Activities	No
51	Bristol Water	Scope	4	4		subject to validity periods?	Yes	No
52	Bristol Water	Scope	4	5	1	subject to validity periods?	Yes	No
53	SSEN	Scope	4	5	2	Calendar days are generally only referred to when working on TS streets. Not for non TS streets which operate exclusively in working days and still have a flexible period of working.	Disagree with this comment.	No
54	Bristol Water	Scope	4	6	1	applaud this. - also add the Authority has the knowledge to impose conditions	Comment noted.	No
55	SSEN	Scope	4	6	2	Only if conditions are relevant to the site and works. If immediate works have been completed prior to the permit application, no permit conditions can be relevant in this case.	Comment noted.	No
56	SSEN	Scope	4	6	4	These are mandatory conditions for all permits.	Correct.	No
57	SSEN	Scope	4	7	2	All works should adhere to the safety code of practice. Promoters should not be sanctioned for working practices which are deemed unacceptable but are being used for HA works.	Comment noted.	No
58	SSEN	Scope	4	8	1	Not sure this section is relevant. Please refer to specific codes of practice not just regulations.	This section is relevant for forthcoming changes to regulations.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
59	Virgin Media	Scope	4	8	2	Virgin Media would like clarity of the process for when electronic systems are down Eton / Street Manager are unable to send information and if no access to electronic means.	These arrangements will need to be communicated and agreed outside the scope of the permit scheme as the current technical specification is being removed and replaced with a national system (by the DfT).	No
60	SSEN	Scope	4	8	5	Please clarify "zero ambiguity". Works are site specific and sometimes validity and terms need to be varied.	The Permit Scheme contains scope and methods to apply these changes.	No
61	SSEN	Scope	4	8	6	Please clarify specific regulations to which this statement is base on. How will the register be maintained?	At this stage this cannot be clarified as proposed changes to the regulations and provision of registers is not yet confirmed.	No
62	SSEN	Scope	4	9	1	Statutory guidance for permit schemes refers.	Comment noted.	No
63	SSEN	Scope	4	9	3	Relevance consider removal.	Section removed from the Permit Scheme as it is outlined within the Appendices.	Yes
64	SSEN	Scope	4	9	4	Relevance consider removal.	Section removed from the Permit Scheme as it is outlined within the Appendices.	Yes
65	Bristol Water	Scope	4	9	5	add section 54, 55 and 57 must be removed as per Appendix 1	This is implied.	No
66	SSEN	Scope	4	9	5	Please clarify "NRSWA regime and permit regime to operate effectively together" this does not make sense. Suggest rewording.	Section removed from the Permit Scheme as it is outlined within the Appendices.	Yes
67	Wales & West Utilities	Permit Applications	5	1	2	Please clarify how this cross-referencing will be achieved?	At this stage this cannot be clarified as there are proposed changes to technical specifications and the introduction of a new central Street Manager system.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
68	SSEN	Permit Applications	5	2	1	Not all immediate works require a permit. Only those registerable.	Agreed, only specified works.	No
69	Bristol Water	Permit Applications	5	2	2	only on streets subject to early notification on the NSG	No. This would cover all streets.	No
70	SSEN	Permit Applications	5	2	2	This is not mandatory unless noted on the gazetteer. Are you providing a 24hr contact number as our immediate works can start anytime.	No. This would cover all streets. A 24 hour contact number will be provided.	No
71	Wales & West Utilities	Permit Applications	5	2	2	Will this apply to 'out-of-hours' works? If so, how will this be achieved?	Yes. A 24 hour contact number will be provided.	No
72	SSEN	Permit Applications	5	3	1	Major works for a road closure on a 2nd phase does not require a PAA only a PA. Emergency road closures do not require a PAA.	The types of works category are clearly defined within the Permit Scheme.	No
73	SSEN	Permit Applications	5	3	2	Please clarify "likelihood of the Promoter obtaining a permit".	This means, subject to no changes that may impact the works taking place between the granting of the PAA and the follow-up permit application.	No
74	SSEN	Permit Applications	5	4	1	Only refers to Major works.	Disagree. This applies to all works.	No
75	Wales & West Utilities	Permit Applications	5	4	2	Please clarify the sentence in this paragraph 'then the application to the Permit Authority should identify the work in the other Highway Authority area'. This is not a legislative requirement and clarity in how this works in practice is required.	In practice the work will cross into multiple USRNs, each requiring an application (to the relevant Authority) a reference to this permit can be provided in the application.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
76	SSEN	Permit Applications	5	4	2	Please clarify. This will not be achievable in Street manager as only permits can be raised.	In practice the work will cross into multiple USRNs, each requiring an application (to the relevant Authority) a reference to this permit can be provided in the application.	No
77	SSEN	Permit Applications	5	6	1	How will this be achieved? If there is an interested party listed on the gazetteer then this will be done automatically.	Agreed. In practice the work will cross into multiple USRNs, each requiring an application (to the relevant Authority).	No
78	Virgin Media	Permit Applications	5	6	1	Virgin media would like this clarified - when this is requested, as only persons of interest listed on the NSG will receive a copy of the permit application.	An interested party may request this information to aid coordination, collaboration or protect their asset.	No
79	SSEN	Timings & Responses	6	2	1	3 months will be 84 days under street manager and 1 month 28 days . Suggest referencing this in the table.	The timescales align to the Statutory Guidance for Permit Schemes.	No
80	Bristol Water	Timings & Responses	6	3	1	can you confirm this covers late start variation applications?	Not sure of the term 'late start variation applications'. Suggest further discussion is required in an operational meeting.	No
81	Virgin Media	Timings & Responses	6	3	2	Virgin Media disagrees with the statement as long as the variation is made >48hrs in advance or if 20% of the duration of the permit remains. Suggest that a telephone call between Promotor and Wiltshire County Council is only required if the above timescales for an extension cannot be met.	Noted. The timescales are set out within the Statutory Guidance for Highway Authority Permit Schemes (section 3.62).	No
82	Bristol Water	Timings & Responses	6	3	3	Add or contact is required after these times?	This would not encourage good behaviour.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
83	Wales & West Utilities	Timings & Responses	6	3	7	No reference has been made to use of a Permit Modification Request (PMR) and Modified Application (MA) – this provides an alternative to an all-out refusal.	Only a grant or reject can be issued by the Council. There may be different terminology for this within systems, but the principle remains as such.	No
84	Bristol Water	Timings & Responses	6	3	10	diagrams don't cover if permit is refused?	The permit scheme sets out the minimum lead times, which would apply after a permit refusal. An agreed early start would be required if this cannot be provided.	No
85	Wales & West Utilities	Timings & Responses	6	4		<p>More clarity is required for early starts. There are two scenarios where early starts are required:</p> <ul style="list-style-type: none"> - where works are already planned, a permit granted and proposed the works dates need to be brought forward - where the full advance notification could not be provided before the proposed planned works dates and there is currently not a PAA/PA in place. <p>For PAA's It should also be noted that an early start must be agreed before a PAA is submitted (i.e. an early start agreement will be required) as a PAA cannot be modified.</p>	This is an operational decision which would need to be made on a case-by-case basis.	No
86	Virgin Media	Permit Content	7	1	11	Virgin Media would like to point out that it is the duty of the Permit Authority to impose the Permit Conditions on the Permit that is to be granted.	Comment noted.	No
87	Wales & West Utilities	Permit Content	7	2	1	Please clarify where it is a requirement under regulations to supply a contact details of 'the person' appointed to manage the work.	The use of the term 'must' has been clarified within the Terminology section.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
88	SSEN	Permit Content	7	2	1	This may not be achievable under street manager. Worth referencing this. Only a work stream contact eg. main call centre number may be included.	The requirement remains for a contact detail to be provided irrelevant of the system in use.	No
89	SSEN	Permit Content	7	3	1	Typo 1st sentence a valid USRN.	Disagree.	No
90	Bristol Water	Permit Content	7	3	2	this would require a line or a polygon which is not a requirement for immediate, standard or minor?	This is confirmed within Section 7.3.	No
91	Virgin Media	Permit Content	7	5	1	Virgin Media acknowledge that the Permit Authority encourages more information including illustrations, but an illustration is not required on all Permits.	Agreed.	No
92	SSEN	Permit Content	7	6	1	Calendar days are only used for TS permits which have a fixed start date. Flexible non TS permits can be raised in working days.	Disagree. A permit will be based on calendar days.	No
93	Wales & West Utilities	Permit Content	7	6	1	There is no legal requirement to include times of working. NCT02a & NCT02b can used to specifically manage working times where appropriate.	Permit Scheme amended for clarification.	Yes
94	Bristol Water	Permit Content	7	6	1	This is only when required under a condition?	Permit Scheme amended for clarification.	Yes
95	SSEN	Permit Content	7	7	4	Please clarify what evidence is required.	This could be a reference or agreement number.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
96	Wales & West Utilities	Permit Content	7	8	2	Noting that this is a 'should' are you inferring that the 'works description' should include the works methodology? There already exists a field for excavation type within the EToN Spec. Excavation techniques are well established across utilities and where non-standard or exceptional techniques are used then condition NC10a may be applied. It should be noted that the planned method of works may change due to site specific circumstances when works commence. Where this information is supplied it should only be on a best endeavour basis.	Comment noted. The EToN Technical Specification will no longer be valid from 1st April 2020.	No
97	Wales & West Utilities	Permit Content	7	8	3	Noting this is a 'should', it is not a legal requirement.	The use of the term 'must' has been clarified within the Terminology section.	No
98	SSEN	Permit Variation	8	3	1	Please clarify how contact will be made.	Typically via a telephone call, subject to the contact details provided. Otherwise an form of electronic communication may be used.	No
99	SSEN	Permit Variation	8	3	3	We strongly believe a permit should only be revoked in exceptional circumstances and then only after prior notification to the street works manager via telephone to explain the circumstances.	Section 8.4 supports this viewpoint.	No
100	SSEN	Permit Variation	8	4	1	As per 8.3.3 above.	Section 8.4 supports this viewpoint.	No
101	Bristol Water	Permit Variation	8	4	3	after the timescales to clear the site?	The revoking of the permit would consider the time required to clear site. Contact will be made beforehand.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
102	SSEN	Permit Variation	8	4	3	If a permit is revoked reinstatement may need to be completed. We cannot be committing an offence if the permit is revoked beyond our control.	The revoking of the permit would consider the time required to clear site. Contact will be made beforehand.	No
103	Virgin Media	Permit Variation	8	4		Virgin Media believe that a Permit should only be revoked for significant safety breaches or in the event of an incident beyond Virgin Medias control. How would Wiltshire County Council contact Virgin Media?	Typically, via a telephone call, subject to the contact details provided. Otherwise an form of electronic communication may be used.	No
104	SSEN	Permit Variation	8	5	1	A refused permit cannot currently be cancelled in street manager.	Comment noted.	No
105	Network Rail	Works under a Permit	9	1	3	Notice Validity - and the like, you may wish to add or as referenced in any future code of practice.	Section amended in consideration to proposed changes within the Code of Practice.	Yes
106	Bristol Water	Works under a Permit	9	1	5	Reasonable period is kept for non TS and Cat 3/4 roads? Diagram needs adding too.	This is clearly defined within section 9.1.	No
107	Wales & West Utilities	Works under a Permit	9	1	5	Starting Window diagram shows 'calendar' days, not working days. The NRSWA working day is defined as Monday to Friday (excluding weekends and Bank Holidays) and therefore the permit end date in this example would be Monday.	Section amended in consideration to proposed changes within the Code of Practice.	Yes
108	SSEN	Works under a Permit	9	2	1	This is not always feasible as leaving on site is not practical. Immediate works will not have the permit details if works have taken place out of hours.	Comment noted.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
109	SSEN	Works under a Permit	9	3	3	Why would this be needed if you do not need the location specified on the permit?	Because the initial location specified on the permit may have changed, resulting in a different impact or consideration to network management.	No
110	Virgin Media	Works under a Permit	9	3		Virgin Media acknowledges Fault Finding section, but would like reference to Telecoms, out of service, blockages etc. to be added into this section as Virgin Media and other Utilities have time scales to meet. Virgin Media acknowledges that we will use best endeavours to keep you informed of any additional excavations whilst works take place. Where there is several blockages/ fault that has been identified there may be a number of excavations which need to take place. It is not practical every time to contact Permit Authority in every instance of every location if in the same street.	Noted. It is not a must the term is encouraged.	No
111	SSEN	Works under a Permit	9	4	2	How should contact be made? Do you have a 24hr contact line?	Yes. A 24 hour contact number will be provided.	No
112	Wales & West Utilities	Works under a Permit	9	5	1	Where works are of any emergency nature, these may also be interrupted due to need of special equipment, fittings or plant. These will not be 'originally planned for' as these works by their very nature are not planned.	Comment noted.	No
113	SSEN	Works under a Permit	9	5	3	Why is this required?	To ensure the works are carried out under a permit.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
114	Virgin Media	Permit Fees	10	2	2	Virgin Media acknowledges the reduce fees on all Road Categories within Wiltshire County Council proposed Permit Scheme.	Comment noted.	No
115	SSEN	Permit Fees	10	2	2	We do not agree with charging on all categories please see notes in opening paragraph.	Comment noted.	No
116	Virgin Media	Permit Fees	10	3	1	(Item 7) Virgin Media acknowledge that a variation charge will not apply in instances of fault finding.	Comment noted.	No
117	Bristol Water	Permit Fees	10	3	1	fault finding - does this include fire hydrants?	It covers any relevant fault finding activity.	No
118	SSEN	Permit Fees	10	4	2	We appreciate your discount incentives but how will these be identified?	These will be applied by the Permit Authority on the permit fee.	No
119	Virgin Media	Permit Fees	10	4	3	Virgin Media acknowledges the possible 30% discounts of the fee in this appendix, but asks 10.4.3 that any broadband infrastructure that would provide an economic benefit to the area be included in this appendix.	Comment noted.	No
120	Openreach	Permit Fees	10	5		Openrach request that process of reconciliation and payment of permit fees is provided to us prior to Permit Scheme commences. Openreach request 4 weeks to review draft charges. We operate on a national scale and receive multiple charges of which some of them are invalid therefore the onus is us to review every charge individually.	Comment noted.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
121	Openreach	Permit Fees	10	5		Openreach request that Authorities present Permit draft charges on a monthly basis and in Excel spreadsheet format as the charges need to be uploaded to our system as a .csv file. Openreach are not able to convert PDF format into Excel spreadsheet or .csv format. Production of charges in Excel format will enable us to process these charges in a timely manner.	Comment noted.	No
122	Openreach	Permit Fees	10			Openreach accept that highway authorities need to recoup the cost of running the scheme from permit fee revenue, however we believe that the focus and the higher fees should be on category 0, 1, 2 and traffic sensitive roads.	Comment noted.	No
123	Openreach	Permit Fees	10			Openreach request that the permit fees are reviewed taking into account the Statutory Guidance for Permit Schemes, 'it is strongly recommended that permit fees are only applied to the more strategically significant roads: Category 1, 2 roads and Traffic Sensitive roads. This will mean that although permits would still be required for works on non-strategic routes, it should be very unlikely that these works would attract a permit fee. These permit applications would receive only 'notice' equivalent treatment by the authority.'	Comment noted.	No
124	SSEN	Permit Sanctions	11	1	2	Suggest make reference to immediate works.	Comment noted.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
125	SSEN	Permit Sanctions	11	1	3	A permit condition may be breached if irrelevant to works taking place (ie. if immediate works have already been completed) or if a risk assessment deems the condition unacceptable to follow.	In such cases the Promoter is encouraged to discuss this with the Permit Authority.	No
126	Virgin Media	Dispute Resolution	12			Virgin Media believes any dispute of a Permit, should be resolved Locally as works cannot be delayed, due to waiting for dispute review from Hauc, as most work is customer led and time scales to be met.	As outlined in 12.1.2 it is encouraged to resolve locally.	No
127	Wales & West Utilities	Definitions				'The permit Regulations' should read The Traffic Management Permit Scheme (England) Regulations 2007 as amended by The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015. The 2015 regulations only amended the 2007 regulations, it did not supersede it.	Agreed. Permit Scheme amended.	Yes
128	Hampshire Council	General				Could be worth having your fees stated in a separate document that's not part of the scheme itself. That way it will be easier for you to change fees as costs fluctuate.	Comment noted.	No
129	SSEN	Appendix 1 & 2				Disapplication and Modification of/ to NRSWA - not sure if this is relevant? Suggest removal.	This is relevant for reference.	No
130	Department for Transport	General				Do you have a proposed start date?	A date will be provided in the final version of the document. Due notice, of at least 4 weeks, will be provided to all consultees.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
131	Department for Transport	General				I am sure that you are ensuring the document will be future proofed in relation to Street Manager, the Government response to the consultation that closed 13 September (especially as it may relate to changes to conditions / statutory guidance documents) and changes to the Co-Ord.	Comment noted.	No
132	Department for Transport	General				I found the inclusion of the 2 checklists up front very useful and trust this will help other consultees.	Comment noted.	No
133	Wales & West Utilities	General				No details are provided as to the 'transition arrangements' (i.e. from notices to permits) and how this will be managed.	Transitional arrangements, as per the Statutory Guidance, have been added to the permit scheme for reference.	Yes
134	Wales & West Utilities	General				No details as to how the permit scheme will be monitored has been provided. How will parity between promoters be measured (e.g. KPI's)?	It is not practical for the permit scheme to contain the evaluation methodology. In principle the evaluation will seek to identify direct changes made from the operation of the permit scheme and quantify the benefits from these. In addition, the HAUC (England) Advice Note No. 001/2016 defines a 'Report Template for the Evaluation of Permit Schemes'.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
135	SSEN	General				SSEN wish to feedback the following comments on your permit consultation. We thank you for offering a brief , concise consultation document. There has not been a review of your traffic sensitive streets which I understood was a recommended prerequisite to consulting on a permit scheme. We do not agree that it is necessary to charge on all roads and whilst I thank you for the low charges it would have been better to charge a higher rate on TS streets which would involve more co-ordination and xero cost on non TS streets. This would also keep the clerical time required to process these monthly charges to a minimum.	Comment noted.	No
136	Wales & West Utilities	General				The document is in some places is overly 'wordy'. In some areas it is unclear and needs to be reworded into plain English.	Comment noted.	No
137	Hampshire Council	General				The document sets out a lot of information that is already contained within National docs (eg; response times to permits, advance notice times for permits, works starting windows, conditions etc). If the guidance every changes you'll also need to change your scheme document which might be difficult as it will be a legal instrument. Might be worth stripping this information out of the permit scheme and simply referring to the guidance.	Comment noted.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
138	Wales & West Utilities	General				There is little recognition of the statutory obligations placed on undertakers to provide new services (e.g. gas, water, electricity, etc) and maintain existing apparatus. The purpose of the scheme is understood, but the needs of utility users should not be underestimated, particularly those requiring new services. Delays or working out of works can have a significant impact on customers as well as potential financial implications for commercial organisations or business's.	Comment noted.	No
139	Wales & West Utilities	General				There is no mention of 'Street Manager' which will supersede EToN in early 2020.	The Permit Scheme has been written to be compliant with all known planned regulatory and system changes.	No
140	Wales & West Utilities	General				There is no mention of the use of the Standard Permit Response Codes (HAUC England Advice Note: No: 02-2016) for use with permit refusals or modifications. Will the scheme not be adopting their use?	This is an operational matter and yes, the Council does intend to use these codes.	No
141	Wales & West Utilities	General				There is some inconstant use of terms, works are now generally referred to as 'activities' within permit schemes. There are also references to the 'council' where it should be Permit Authority.	Disagree. The Council do not become a Permit Authority until a permit scheme is in effect. The term 'works' is clearly defined within the permit scheme.	No

ID	CONSULTEE	SECTION	S1	S2	S3	COMMENT	RESPONSE	AMENDED
142	Virgin Media	General				Virgin Media acknowledges that prior to the start of the Permit Scheme the council will provide the minimum 4(four) weeks statutory notice to all those who have been consulted with. Also that the trial of the Permit Scheme will commence without fees and penalties applied.	The trial will last as long as possible, ideally 4 weeks or more.	No
143	Bristol Water	Definitions				Working day for noticing purposes not works purposes?	As defined within the permit scheme, e.g. working days for lead time and calendar days for working period.	No
144	Department for Transport	General				You refer in section 2 to the objects of your permit scheme and include in this that all works promoters are treated equally. Equality of treatment of all applicants requesting to undertake registerable activities (not s50) is a regulatory requirement under regulation 40 for the operation of a permit scheme.	Comment noted.	No
145	Hampshire Council	General				Your permit fees seem incredibly low compared to many other Authorities running permit schemes (including us !). I'm sure the SU's will love this. But you might want to double check your figures.	As set out within the Consultation Overview, the permit fee levels are based on calculations using real costs and in accordance to the recoverable prescribed costs.	No

Wiltshire Council

Cabinet

4 February 2020

Subject: Insurance Cover Tender

Cabinet Member: Cllr Simon Jacobs, Cabinet Member for Finance and Procurement

Key Decision: Key

Executive Summary

Our current 5 year contract with Zurich Municipal for Insurance Services ends on 31st March 2020. This contract covers our potential financial liabilities for a variety of insurance claims, including our properties, motor fleet and drivers and public liabilities.

The procurement process commenced in December 2019 to secure insurance cover with effect from 1st April 2020 to ensure that the Council has the right cover in place for its risks.

The procurement timetable requires that a decision on the award of insurance covers across the fourteen lots in the tender documents is made between Cabinet meetings so this report seeks approval for delegation to the Director of Finance and Procurement in conjunction with the Executive Member for Finance and Procurement to award the insurance cover to the successful bidders.

Proposal(s)

1. Delegate to the Director of Finance in conjunction with the Executive Member for Finance and Procurement the decision to award the insurance cover to the successful bidders.

Reason for Proposal(s)

1. Not having insurance cover in place would expose the Council to significant financial risk.

Alistair Cunningham
Chief Executive Officer - Place

Wiltshire Council

Cabinet

4 February 2020

Subject: Insurance Cover Tender

Cabinet Member: Cllr Simon Jacobs, Cabinet Member for Finance and Procurement

Key Decision: Key

Purpose of Report

1. To set out the process that is being followed to obtain tenders for insurance cover for the Council, the timetable being followed and to delegate authority for the decision on the award of contract(s) to the winning bidders, based on the agreed evaluation criteria, be given to the Director of Finance and Procurement as proposed.

Relevance to the Council's Business Plan

2. The provision of insurance cover helps to maintain all aspects of the Business Plan by providing a level of financial certainty in a financially volatile claims market.

Background

3. Our current insurance cover is with Zurich Municipal under a contract that was awarded in March 2015 for a maximum five year period following the last tender process. The current annual cost of the contract is £1.2m.

The insurance tender has been drawn up to reflect the current areas of cover that the Council has as well as other areas which it currently chooses to self insure but depending on the proposals received, it may be advantageous to change the approach. It has been made clear in our tender that the Council can choose not to purchase certain types of cover and that it can choose to purchase different lots from different providers if that is the outcome of the evaluation.

The Council appointed Arthur J Gallagher Insurance Brokers Limited to advise on the tender and best industry practice. The Brokers have assisted with the structure of the tender lots and the evaluation criteria for each lot and will be part of the evaluation process once the tenders are submitted. The Council will also independently review and assess the tenders received.

The lots that have been included in the tender are as follows:

- i. Property – split by type i.e. general, education, voluntary aided schools and housing properties

- ii. Property – Industrial and Commercial (where the Council is the owner and landlord)
- iii. Leasehold Property
- iv. Works in Progress – ongoing construction projects
- v. Computers
- vi. Terrorism
- vii. Fidelity Guarantee
- viii. Casualty – which includes Employers Liability and Public Liability
- ix. Officials Indemnity
- x. Performance and Contract Management
- xi. Medical Malpractice
- xii. Motor Fleet
- xiii. Personal Accident and Travel
- xiv. Engineering Inspection

Tender documents were released on 9th December 2019, prospective bidders submitted clarification questions by 23rd December 2019 for answers to be provided by 10th January 2020.

Final tender submissions will be received on 23rd January 2020 and the evaluation process will be completed by 10th February 2020. This will allow the Council to take a full view on which lots to award and which bidder is successful for each of the lots. The Council will notify all bidders of the outcome on 25th February 2020 and the cover (contract) will commence on 1st April 2020. The contracts will be for a maximum period of 5 years (3 years with a 2 year extension).

Excesses will be set against each of the policies for the major risk areas. These currently vary depending on the insurance category and are set out in the table below. Arrangements for dealing with claims also varies according to type and value and this is included in the same table for information. The Council also has a limit known as a stop loss which caps the amount that is paid in any one insurance year. These limits vary across the different insurance types ranging from £0.65m to £1.5m. Once the relevant limit is reached any additional claims are paid in full by our insurers.

Currently it is not envisaged that the way that claims are handled will alter in the short term however this will be reviewed in conjunction with an update to the IT system (LACHS) used to administer that work.

Current Excess levels and claim handling arrangements

	Property Damage	Employers Liability	Public Liability (Injury)	Official Indemnity / Land Charges / Professional Indemnity	Motor (Own Damage)	Motor (Third Party Damage)
Current excess	£250,000	£400,000	£400,000	OI £400,000, PI & Land £100,000	£1,000 third party fire and theft	nil
Handling arrangements	Self handle up to excess	Insurer handles whole	See note 1	Insurer whole process	see note 2	Insurer handles whole process. See note 2

NOTES

- 1 Property damage or injury claims valued up to £25,000 are handled by the Insurance Team. Claims over this amount, complex claims or issued claims valued up to £50,000 are dealt with by In-House Legal Services. Above £50,000 claims are notified to Insurers who may then take on the claim handling if they wish, leave it In House, or appoint their own Solicitor.
- 2 Non-insured or below excess self-handled. Theft or fire claims over excess dealt with by Insurer. Non-fault own damage claims sent to Insurer for referral to Uninsured Loss Recovery agent.

Main Considerations for the Council

4. It is accepted local authority practice to procure third party insurance cover otherwise the Council would have to meet the full cost of claims arising either from its revenue budget or from an insurance reserve set aside for that purpose. It follows that if no cover is purchased for any of the lots set out above, the Council will have to meet any claims arising from its revenue budget or the designated reserve. This is usually referred to as self insurance. The cost of excesses is also met from revenue or reserves.

As part of the overall tender evaluation, there will be an opportunity to consider the levels of excess and stop losses as options have been included in the tender documents.

Each lot has both quality and price evaluation criteria which have been determined in line with industry best practice and the Council's approach to procurement. Flexibility has been built into the tender to allow for business changes such as an increase or decrease in property holding of any type. This would also impact the level of premium paid. Should additional insurance requirements become available during the duration of the contract, these will be separately secured as required and in line with our procurement requirements.

The approach that the Council has adopted in procuring its insurance cover is in line with other local authorities and is expected to provide the required cover at an optimum price in line with the current prevailing market conditions. Final decisions on the level of cover, lots awarded, self insurance, excess levels and stop losses will determine the overall cost of the contract(s) to be awarded.

Safeguarding Implications

5. None

Public Health Implications

6. None

Procurement Implications

7. The Strategic Procurement Hub has had limited involvement in the detailed procurement design and operation. Gallaghers have been procured for the purposes of undertaking the procurement and are working with the service team to manage the procurement documentation and procedure to deliver value and manage risk. The evaluation will be undertaken by the service team and Gallaghers as subject matter experts. SPH are providing support related to the sourcing processes in the council's ProContract solution which will seek and receive tenders and notify the tenderers of the outcome. Gallaghers will also develop the award stage documentation including standstill letters resulting from the evaluation and support the service area to finalise the resulting contract(s) with legal services to ensure compliance with the PCR2015.

Equalities Impact of the Proposal

8. None

Environmental and Climate Change Considerations

9. There are no specific considerations outside of the Council's existing policy

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

10. If delegation is not granted and insurance cover is not in place for 1st April 2020, the Council will directly bear all costs of claims made against it which represents a significant financial risk.

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

11. Claims against the Council will continue to arise and these will continue to be managed in line with existing practices to ensure that the cost to the Council of its premiums and excess costs remain manageable.

Financial Implications

12. The full financial implications will be known when the tender has been received and evaluated completed on 10th February 2020. As part of the evaluation, consideration will be given to the excess levels and stop losses which will also impact on the premium for each lot. The aim is that by balancing these risk that the Council takes in terms of self insurance and third party cover procured, the overall cost will be no more than the current £1.2m paid in premiums.

Legal Implications

13. Contracts of insurance are subject to the Public Contract Regulations (PCR) (2006). For insurance contracts of the size in contemplation here the PCR require an open and fair tender procedure which is advertised across the EU. It is unlikely that such a tender would reach a conclusion with contracts signed in under six months.

The tender has included the Council's terms and conditions of contract.

Workforce Implications

14. None

Options Considered

15. Self insurance would be the only alternative option but this would give rise to a significant ongoing financial burden that would be difficult to plan for or manage within existing resources. There would be no limit to the value

of claims that the Council may face if third party insurance were not in place with the relevant excesses and stop losses.

Conclusions

16. Having appropriate insurance cover in place subject to the evaluation of the tender submissions in line with the criteria set out in the tender is the optimum approach for the Council to take to give it reasonable certainty of its costs and obligations.

Deborah Hindson
Interim Director of Finance and Procurement

Report Author: Suzanne Jones, Interim Head of Business Services Finance,
01225 713020, Suzanne.jones@wiltshire.gov.uk

Date of report; January 2020

Appendices

None

Background Papers

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

None

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Wiltshire Council

Cabinet

4 February 2020

Subject: School Admissions Policy 2021/22

Cabinet Member: Councillor Pauline Church, Cabinet Member for Children, Education and Skills

Key Decision: Non Key

Proposal(s)

To approve the following: -

- a) the proposed scheme for the co-ordination of admission to secondary schools for 2021/22.
- b) the proposed scheme for the co-ordination of admissions to primary schools for 2021/22.
- c) the proposed admission arrangements for Voluntary Controlled & Community Secondary Schools for 2021/22.
- d) the proposed admission arrangements for Voluntary Controlled & Community Primary Schools for 2021/22.

Reason for Proposal(s)

The Local Authority has a statutory duty to have a determined admission policy for 2021/22 in place on or before 28 February 2020.

Terence Herbert

Chief Executive Officer - People

Wiltshire Council

Cabinet

4 February 2020

Subject: School Admissions Policy 2021/22

**Cabinet Member: Councillor Pauline Church Cabinet Member for
Children, Education and Skills**

Key Decision: Non Key

1. Purpose of Report

The Local Authority has a statutory duty to act in accordance with the School Admissions Code and has a statutory duty to formulate and operate schemes to co-ordinate the admissions to all maintained schools and Academies within its area. We are proposing two co-ordinated schemes; one that covers primary schools (including infants and juniors) and the other is for secondary schools.

There is a legal requirement to have schemes in place for the co-ordination of admission to the schools within Wiltshire.

The Local Authority is also the statutory admission authority for Voluntary Controlled and Community Schools in its area. As such, it is required to formulate admission arrangements which outline how it will admit children to those schools. There are two proposed schemes one for secondary and one for primary (including infant and junior schools).

The report presents the four elements of the Admissions Policy which, following consultation, are required to be determined by Cabinet.

2. Relevance to the Council's Business Plan

The Local Authority has a continued statutory responsibility to provide a school place for all children living in Wiltshire. The four documents have been put in place to ensure that all places are allocated in an open, fair and transparent way.

One of Wiltshire Council's Business Plan outcomes is to achieve inclusive communities where everyone can achieve their potential. Key to this is that everyone has access to high quality education. A functioning, fair admissions policy is required to achieve this.

3. Background

The purpose of co-ordinated arrangements is to make the application process simpler for parents by ensuring that each child gets one offer for one school place. This requires the School Admissions Team to work with colleagues in Academies, Foundation and Aided schools in Wiltshire and other local authorities.

The co-ordinated process is accepted by schools and the scheme does not need substantial revision. The proposed schemes are substantially the same as those currently being used. All four schemes have been drafted in line with The School Admissions Code which came into force on 19 December 2014.

The LA is the admissions authority for all Community and Voluntary Controlled schools in the county. The governing bodies or Trusts of Academies, Voluntary Aided and Foundation schools are each their own admissions authority.

Each admission authority must determine the arrangements to be used when allocating school places. These proposed arrangements will be used solely for admissions to Wiltshire Community and Voluntary Controlled schools. They incorporate the criteria used to prioritise applications in situations when a school is oversubscribed (i.e. when more applications are received than places available) as well as showing how all admissions will be processed.

4. Main Considerations for the Council

The proposed co-ordinated schemes and admission arrangements have been sent out for consultation to all relevant stakeholders including pre-schools / nurseries, schools, and Dioceses; they have also been placed on the Council's website for parents and the public to view as well as being sent to neighbouring authorities. The documents were published and sent out for consultation in November 2019 and comments were invited to be received up until 17 January 2020.

The Local Authority has received no comments in response to the consultation.

As in previous years it is clear, that there is confidence and that with suitable communication systems being in place, the co-operation between the Admissions Team and the Foundation, Voluntary Aided schools and Academies which is essential for the smooth operation of a co-ordinated scheme, will be forthcoming.

The proposed timetables for the primary and secondary co-ordinated schemes are based on those used in previous years and so they are familiar to schools and the Admissions Team at Wiltshire Council.

The statutory regulations give clear deadlines for admissions applications, to which the co-ordinated admissions schemes must adhere.

- Secondary Deadline 31 October 2020
- Primary Deadline 15 January 2021
- Secondary Notification Date 1 March 2021
- Primary Notification Date 16 April 2021

The co-ordinated schemes include the provision to co-ordinate all admissions to all schools for the main years of entry. The main years of entry are Reception, Year 3 (Junior) and Year 7. In line with the School Admissions Code, there is no longer the requirement for In Year applications to be co-ordinated within county or cross border. In the attached schemes, however, it is proposed that all In Year applications continue to be made directly to Wiltshire Council for places at Wiltshire schools. This is so that we can monitor which children are potentially out of the

school system for safeguarding purposes. We do however have around ten schools which are opting out of in year co-ordination for 2021/22 academic year as it is no legal requirement to co-ordinate in year applications. These schools are still required to inform the LA of all applications that are received as well as the outcome. Should the school not be able to offer a place and if the child is a Wiltshire resident, the LA will make an alternative offer to ensure that the child is not without a school place.

The co-ordinated scheme for main round applications for places at primary schools (Reception intake) mirrors that which operates for secondary schools (Year 7 intake). Wiltshire residents may apply for an out of county school on a Wiltshire form. Out of county residents can apply for a Wiltshire school through their own local authority.

It is clear from previous years, that there is widespread agreement with the proposed admission arrangements for Voluntary Controlled and Community schools which are also considered to be fair and objective as required by the School Admissions Code.

Currently children living within a school's designated area are given priority over children from outside that area. The tie break used if a school is oversubscribed within any criterion is that of distance (straight line) from the school.

The proposed co-ordinated schemes and admission arrangements are in accordance with the requirements of the School Admissions Code which came in to force on 19 December 2014.

The admission arrangements for Voluntary Controlled and Community schools will be operated within the appropriate co-ordinated scheme for admissions within Wiltshire and are compatible with the timetables laid down by the co-ordinated schemes.

Following the period of consultation and once determined by Cabinet, the schemes and admission arrangements will be circulated to all schools in Wiltshire and to our nine neighbouring local authorities and published on the Council website. They will be implemented from September 2020 when the process of admitting children to the intake year in 2021 begins.

5. Overview and Scrutiny Engagement

Not applicable

7. Safeguarding Implications

In the interest of safeguarding, the Local Authority co-ordinates all applications for all children to Wiltshire schools this ensures that the School Admissions Team can monitor which children are potentially out of the school system. If a parent is unable to secure a place at their preferred school, the School Admissions Team will ensure that a place is allocated at a reasonable alternative.

As above, we do have around ten schools which are opting out of in year

coordination for 2021/22 academic year due to there being no legal requirement to co-ordinate in year applications. These schools are still required to inform the LA of all applications that are received as well as the outcome. Should the school not be able to offer a place and if the child is a Wiltshire resident, the LA will make an alternative offer to ensure that the child is not without a school place.

8. Public Health Implications

There are no public health issues arising directly from this report.

9. Procurement Implications

There are no procurement implications directly arising from this report.

10. Equalities Impact of the Proposal

The Admissions Policy and Coordinated Admissions Schemes are put in place to ensure all applications for a school place are treated in fair, open and transparent way. Although not part of the proposed co-ordinated schemes or admission arrangements, it should be noted that all application forms can be produced in different languages on request.

The online system for applications to be made has developed since it was introduced in 2006. Over 90% of applications for September 2019 intakes were received electronically.

Paper copies of the application forms are also still available for parents/carers who do not have online access.

11. Environmental and Climate Change Considerations

The Admission Policy of the local authority is to give local children priority when applying for their local school. This policy of 'local schools for local children' has been maintained for many years and is a way of encouraging parents to consider the environmental impact of long journeys to school.

Should the Admissions Team not be able to offer a place at a child's designated school and the child lives further than the statutory safe walking distance for the child's age, then free transport would be provided to the next nearest school with available places. The percentage of children this currently applies to in Wiltshire is 1%.

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

Were the Local Authority not to determine co-ordinated schemes for its maintained schools, the Secretary of State would impose a scheme on us.

The Office of the Schools Adjudicator has a monitoring role to play in regards to admission arrangements. It is the statutory responsibility of admission authorities to ensure that these are in place by 28 February 2020.

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

There is a small risk that confusion or challenge may occur over the 2021/22 proposed arrangements, however, this is mitigated as the changes in the proposed 2021/22 scheme have been kept to a minimum.

14. Financial Implications

The budget to support admission arrangements is funded from the Dedicated Schools Grant (DSG) received by the Local Authority. In line with latest school funding arrangements, the funding for admission arrangements will form part of the Central Schools Services Block of the DSG from 2020-21 and is therefore determined by Schools Forum as part of the consideration of the overall central schools block.

The Admissions Team budget covers the staffing and support costs of the team and currently the cost of managing and administering appeals for school places. This includes the costs of the Independent Appeals Panel and that of Democratic Services who service the Appeals Panel. Every parent has the right of appeal for a school place and therefore these costs are demand led.

Whilst the percentage of applications for a school place made on-line is increasing, the volume of applications overall and appeals being requested are also increasing. Any increases in workload will be met through increased efficiencies and there are no plans currently to increase the Admissions budget.

15. Legal Implications

The School Admissions Code, issued under Section 84 of the School Standards and Framework Act 1998, imposes mandatory requirements in relation to the discharge of functions relating to admissions to maintained schools. The Local Authority has a statutory duty to act in accordance with the relevant provisions of the Code. This includes a statutory duty to determine schemes for the co-ordination of admissions and admission arrangements for Voluntary Controlled and Community schools. Should the Local Authority fail to do so the Secretary of State may impose schemes. The proposed schemes and scheme changes have been drafted to comply with the requirements of the Schools Admissions Code which came into force on the 19th December 2014.

16. Workforce Implications

There are no workforce implications

17. Options Considered

It is a legal requirement to have these policies in place and therefore no alternative has been considered.

The schemes and arrangements as presented have been sent out to all school for consultation and no alternative suggestions have been received to date.

Conclusions

Cabinet is asked to approve the appended schemes which will become the determined Admissions Policy for Wiltshire for 2021/22.

L Terence Herbert
Chief Executive Officer - People

Report Author:

30 December 2019

Debbie Clare, Admissions Co-ordinator

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Appendices

- a) Appendix A - Proposed Scheme for the Co-ordination of Secondary Admissions 2021/22
- b) Appendix B - Proposed Scheme for the Co-ordination of Primary Admissions 2021/22
- c) Appendix C -Proposed Admission Arrangements for Voluntary Controlled & Community Secondary Schools 2021/22
- d) Appendix D -Proposed Admission Arrangements for Voluntary Controlled & Community Primary Schools 2021/22

Background Papers

SCHOOL ADMISSIONS POLICIES 2020/21

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SECONDARY

**Proposed Co-ordinated Scheme for Secondary
School Admissions for 2021/22**

Status: Proposed Co-ordinated Scheme 2021/22

Proposed Co-ordinated Admissions Scheme for secondary school admissions for year 2021/22

Introduction

1. This scheme for co-ordinated admissions is pursuant to section (89b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to secondary schools within the LA area. It applies to all secondary schools in Wiltshire with effect from September 2021 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

Interpretation and Glossary

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “primary school”, “secondary education” and “secondary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation, (F) or voluntary aided (VA) school or academy (A) school.

“Academy” means a state funded, non-fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly and hereafter referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need;

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to an F or VA school or UTC (University Technical College) means the governing body of that school/college and in relation to an Academy it is the governing body / academy trust.

“the specified year” means the school year beginning September 2021;

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“first round application” means any application for a place in the first year of secondary education that is received before the deadline of 31 October 2020.

“Second and third round application” means any application for a place in the first year of secondary education that is received after the deadline of 31 October 2020

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number (PAN).

The application round for entry into YR7 – 2021 opens on 1 September 2020. The deadline date for applications to be submitted is midnight on 31 October 2020. The home address given for the child must be the address where the child is resident as of the deadline date.

Raising of participation age

Government legislation now states that young people have to stay in education or training until their 18th birthday. This will usually be at secondary school until the academic year in which they are 16 (some students may transfer to Further Education or a University Technical College at 14). Students can then choose from one of the following options post-16; full-time education, such as school or college; an apprenticeship; employment or volunteering alongside part-time education or accredited training. It is compulsory that they participate in education or training until their 18th birthday. The only exception is early achievement of level 3 qualifications for example if they take A level exams in year 12.

General information

3. Parents will be able to make an online application. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2020 up until the deadline of 31 October 2020.
4. There will be a standard written application form known as the Secondary Common Application Form (SCAF). This form must be used to apply for the admission of pupils, into the first year of secondary education in the specified year, unless an online application has been submitted.
5. Unless an online application has been made, the SCAF must be used as a means of expressing one or more preferences by the parent wishing to apply for a school place for their child (either within or outside the county). The child must live in Wiltshire.
6. The LA will make arrangements to ensure
 - a. the SCAF is accompanied by written guidance notes
 - b. that copies are available on request from the LA
 - c. that an electronic version of the form is available for parents to make an online application.
7. The SCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order and give reasons for their preferences. Preferred schools may be state funded schools inside or outside Wiltshire. They will also explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which the SCAF must be returned. They will also confirm that;
 - a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or

- b. if a place cannot be offered at any one of their preferred schools, and the child is living within Wiltshire, a place at an alternative school will be allocated.
8. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude enable decisions to be made in accordance with the scheme's timescale as set out in the back of this policy.
9. The governing body of an Academy (A), Foundation (F), or Voluntary Aided (VA) School, can ask parents who have expressed a preference for their school on the SCAF, to provide additional information on a supplementary form, but only if the additional information is required in order to apply their oversubscription criteria to the application.
10. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a SCAF which expressed a preference for that school. The SCAF or an online application must have been returned to the LA by the deadline date.
11. The deadline date for applications is **31 October 2020**. All completed SCAFs are to be returned directly to the LA by the deadline date. Any SCAFs which are incorrectly returned to schools, must be forwarded to the LA to be submitted by the deadline. Forms returned to schools and not received by the LA by 31 October 2020 will be treated as late applications.
12. The LA will send out an acknowledgement of receipt for each SCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement with 15 school days of posting their paper application.

Address

13. The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For YR 7 September 2021 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 31 October 2020. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 18 December 2020.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used.

Designated Area (if applicable)

14. A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where the child is ordinarily resident with their parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

For admission criterion purposes, the address used for Bargees will be the sorting office or main post office address, closest to the place of mooring, as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

Applicants will only be considered from the address as of the deadline date (for applications into YR7, unless proof of future address is provided) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

If there is a tie-break situation, then the criteria of the relevant admissions authority will be applied.

Shared Parental Responsibility

15. Where two (or more) adults have parental responsibility for a child, it is preferable that they should agree which school(s) to name as their preference(s) schools before submitting an application form. In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is normally living with for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For an in-year transfer application, the placement will continue in the best interests of securing educational provision for the child, with a minimum of disruption, until any such order is made.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Applications for children of UK Service Personnel (UK Armed Forces)

16. Applications for children of service personnel with a confirmed posting to the county, will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admissions round.
17. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.
18. Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and this is currently rented out, then this address can be considered providing a signed letter from the Commanding Officer or a formal notice to terminate the rental agreement is received stating the future address.
19. The LA will not refuse a child of UK service personnel a school place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.
20. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) has been formally offered a place at the school which has been accepted. The sibling link will not apply if the child on roll is in Yr11, YR12 or YR13 for VC & C's schools. Parents should view individual admissions policies for VA, F and A schools for information about sibling priority/YR11, YR12 and YR13 pupils. Their position on any waiting list will be set accordingly.

Applications for a Child from overseas (Not UK Armed Forces)

21. All applications for a child from overseas will be considered in accordance with the relevant legislation at the time of application.
22. Applications on behalf of a child currently living outside the UK will be considered, but until the child is resident in the UK, their home address outside the UK, will be considered as being their place of residence. Exceptions to this would be instances where the child of a parent(s) returning from foreign postings, such as UK service

personnel and other crown servants who have been posted abroad on a fixed term contract and who are returning to live within the UK or if an exchange of contract or signed tenancy is received to support the application. Proof of the future UK residency will be required.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

Selection test for Grammar Schools

23. Where a selection test of any kind is part of the school's admission arrangements, the admission authority is required to allow the child to sit the entrance exam and inform parents of the outcome prior to preferences being made.

The Application Process

First Round Applications for Secondary YR7 2021 Intake (applications submitted by the deadline of 31 October 2020)

24. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the SCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the SCAF where –
 - a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
25. The process by which the LA will allocate places is explained at paragraphs 27-37.
26. **31 October 2020 - closing date for all SCAF to be submitted to the School Admissions Team at County Hall. Applications submitted by this date will be classed as first round/on time applications.**
27. **By 16 November 2020** where parents have nominated a secondary school outside the LA area, the LA will notify the relevant LA.
28. **By 23 November 2020** the LA will notify all A, F and VA schools of every preference that has been expressed for that school.
29. **18 December 2020: Exceptional circumstances deadline.**
Only in exceptional circumstances such as those listed here will a late application be considered at the same time as applications received by the deadline of 31 October 2020.

- a. where there has been a change of family circumstances after the deadline date which has a significant effect on the preferences given on the original application. (If this is a house move, this must have been completed with an exchange of contracts before 18 December 2020).
- b. a move into Wiltshire from outside the county after the deadline date but before 18 December 2020. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement of a minimum of six months) must be provided before 18 December 2020.
- c. service personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before 18 December 2020.

Documentary evidence should be provided with the application (or at the latest by 18 December 2020) to verify the circumstances which caused the late application to be made. If evidence cannot be provided, the application will not be treated as an exception.

Change of preference order for applications received by deadline date 31 October 2020

Prior to deadline date, if a change of preference is required applicants must log back into the online system and update the order of their preference or submit a new paper application.

Following deadline date, any applicant who has submitted an on time application may change the order of their preferences by informing the admissions team in writing. This must be received by 15th January 2021.

The order of the preferences can only be changed. No additional preferences can be added after the deadline date.

30. **By 8 January 2021** the LA will provide a final list to all admissions authorities of every preference that has been expressed for their school(s) including those considered as exceptional as outlined in paragraph 29 and those residents in other LA areas.
31. **By 15 January 2021** all A, F and VA schools must have considered all of the preferences for their school and provided the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
32. The LA will then match this ranked list against all other ranked lists and:
 - Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
 - Where the child is not eligible for a place at any of the nominated schools and they live in Wiltshire, a place will be allocated at the next nearest school to the home address with available places.

- Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
33. By **3 February 2021** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
 34. By **24 February 2021** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
 35. On **1 March 2021 (National Offer Date)** letters will be despatched to all parents who submitted an application form by 31 October 2020 offering a place at one school.
 36. These offer letters will give the following information:
 - a. the name of the school at which a place is offered;
 - b. the reason why the child is not being offered a place at any of the other schools nominated on the SCAF;
 - c. information about their statutory right of appeal against any decision to refuse places at other preferred schools;
 37. **15 March 2021** the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 15 March 2021, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

Second Round Applications for Secondary YR 7, 2021 Intake (applications received between 1 November 2020 and 09 March 2021)

38. Second round applications, i.e. those received between 1 November 2020 and 9 March 2021 (except those covered by paragraph 29) for the YR 7 Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

Additional applications:

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of the

later application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore, if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form, to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if possible, unless an alternative place is available within a safe statutory walking distance from their home address.

39. **23 March 2021** details of second round applications received between the 1 November 2020 and 9 March 2021 to be sent to, Academies, Foundation and Voluntary Aided Schools.

40. **31 March 2021** Academies, Foundation and Voluntary Aided Schools to provide the LA with a ranked list of second round applications.

On receipt the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
- Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
- LA to send schools a list of late applicants being offered a place on 28 April 2021.

41. **30 April 2021** the LA will send out the second round offers to schools for applications received between 1 November 2020 and 9 March 2021.

42. **14 May 2021** is the last date for second round offers to be accepted by parents. Parents should complete the slip attached to the decision letter and return it to the Local Authority to confirm if they wish to accept or decline the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

Third Round Applications for Secondary YR 7, 2020 Intake (applications received after 9 March 2021)

43. Third round applications, i.e. those received after 9 March 2021 for the YR7 Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at the time.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of the later application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if possible, unless an alternative place is available within the safe statutory walking distance from their home address.

44. Applications received after the 9 March 2021 will be considered in date order of receipt and will be looked at after 18 May 2021 (i.e. once the second round of applications have been processed).
45. Any applications received by the LA after 9 March 2021 will be dealt with as soon as possible with allocations to a single school being made and offer letters sent out from the LA as soon as is practicably possible.

Parents should return the acceptance slip attached to the letter to the LA to inform them if they are accepting or declining the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

46. Any applications received by any school should be forwarded to the LA within 5 days of receipt.

Applications for Secondary YR7, 2021 Intake (applications received after 23 July 2021 – end of term)

47. Any applications received by the LA after 23 July 2021 which express a preference for an Aided, Foundation School or an Academy will be forwarded to the school/college within five school days of receipt at which time the process for in year applications will apply.

Right of Appeal – Main round applications

48. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

The deadline dates for lodging appeals for VC & C Schools for the main round entry is:

First round appeals

For applications received from 1 September 2020 – 31 October 2020 and for offers made on National Offer Date, appeals must be received by the Local Authority no later than 30 March 2021.

Second round appeals

For applications received from 1 November 2020 – 9 March 2021 and for offers made on 30 April 2021, appeals will be heard as soon as possible

Third round appeals

For applications received after the 9 March 2021 and for offers made as soon as possible after 18 May 2021, appeals will be heard as soon as possible.

Own admission authority appeal timetables will be provided within the individual schools admissions policy or on the schools website.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Final List of expected Secondary Yr7 pupils to schools

49. On or before 31 August 2021 the LA will send out a list to all maintained schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2021/22 school year.

Admitting in area children above Published Admissions Number (PAN)

50. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. It must be noted we cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough spaces in schools for local children is a service priority for the School Buildings and Places team.

51. The LA has the responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit local children to their designated school because this does not incorporate any additional transport costs which would be required, were an alternative school to be allocated.
52. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route to it is unsafe or there may not be available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
53. It may not always be possible to find a space at the designated school if this is already oversubscribed. If a school is oversubscribed then Looked After Children will be given the highest priority on any waiting list. Following this in area children will be given priority on any waiting list over out of area children at all VC & C schools. If the designated area school is unable to accommodate any more children within the year group then the LA will allocate an alternative school which will be the next nearest school which has places available.
54. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child.

In-Year Transfer Applications for year groups other than Yr7 Secondary 2021 intake

All in-year transfer applications for all year groups, to Wiltshire Schools, should be submitted directly to Wiltshire Council. If a parent wishes to apply for a transfer to a school in another Local Authority, then they should apply directly to the authority in which the school is situated in. The in-year transfer application process for Wiltshire Schools is explained below.

All applications will be date stamped on the date they are received by the school admissions team.

55. The LA will make available copies of the Admissions Guide on request from County Hall.
56. All applicants who wish to apply for a school place must complete an application form which should be returned to the LA. The applicant may or may not live in Wiltshire.
57. Should a parent living in Wiltshire wish to apply for a school in another authority, they must contact that authority directly for details on how to apply.
58. Should any Wiltshire school receive an in-year application form expressing a preference for that school the form should be forwarded to the LA within five school days of receipt.
59. Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt. The school is then required to advise the LA if a place can be offered within 10 school days or receipt.

60. Where the LA receives an in year application form expressing a preference for an Academy, F or VA school the application will be forwarded to the school within five school days of receipt.
61. For an Academy, F or VA school, the school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within 10 school days of the date of which the information was received by the school.
62. In all cases, a decision letter will be sent out by the Local Authority within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
63. If an application has been passed on to a selective school, it is recognised that such a school will not be able to make a response to the LA until after the result of an appropriate selection test has been received. The selective school will inform the LA of the outcome of the application as soon as practicable after the result of any selection test is known. A decision letter will be sent out by the LA and will provide information, if appropriate about the statutory right of appeal.
64. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.
65. The Local Authority will maintain waiting lists for all year groups for VC & C schools.
66. The school/academy will maintain waiting lists for all year groups for A, F & VA schools.

If an own admission authority school does not wish the LA to co-ordinate its in year, applications, the admission authority must formally write to the LA to confirm this. It will then be the responsibility of that admissions authority to ensure that applications are processed in line with the School Admissions Code.

The admissions authority will then have to process the application and inform the parent of the outcome and where necessary their statutory right of appeal. In all cases, it also required to forward a copy of the application, along with the decision, to the LA within ten school days of receipt.

Right of Appeal for In Year Transfer Applications

67. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Applications for transfer at a future date

68. Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below.

This table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

Date admission being sought	Earliest application should be submitted	Applications will be processed from
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

69. Applications for transfer for VA and F schools and Academies will be forwarded when received directly to the schools named for consideration in accordance with the schools own admissions policy.

Sixth Form Admissions

70. Parents or students wishing to enrol for sixth form courses should contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

Proof of address

71. The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system, the LA may ask parents to provide proof of the new address. Acceptable proof of address includes:

- A formal exchange of contracts or a signed solicitor's letter stating contracts have been exchanged and specifying a completion date.
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn. The parent will then have the statutory right of appeal.

In-Year Fair Access Protocol

72. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

Further information on the In - Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at www.wiltshire.gov.uk

Early or Delayed Transfer

73. a. **Early transfer**

Children may only transfer early to a secondary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. Each such request involves consultation with the current school, the school to which the child wishes to transfer and where appropriate, the Authority's professional adviser(s). The application will not be agreed if one or more parties consider that the transfer would be inappropriate. Agreement to such a request would be considered exceptional.

b. **Delayed transfer**

All requests must be submitted to the Local Authority by 31 October 2019, the year in which the child would have chronologically transferred to secondary school.

Children may remain for a further year in a primary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing, The presence of special educational needs or underachievement are not in themselves sufficient reasons to delay transfer.

Children for whom a delayed entry to school or year group retention has already been agreed by the relevant parties, will continue in the lower year group unless it can be shown that it is in their best interests to rejoin their chronological year group. The continuation of this arrangement will continue on transfer to secondary school unless the parent/carer, the current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser, consider it in the child's best interest to rejoin the chronological year group. An application for transfer to secondary school must still be made in the same way as expected of other children in the year group in which they are working (rather than their chronological age group).

If a child is currently on a roll at a school and a delayed entry is submitted and cannot be agreed then no alternative school will be offered.

Applications for delayed entry to out of county schools

Parents who wish to apply for a main round delayed entry to an out of county school should submit the request to Wiltshire Council. Wiltshire Council will pass this on to the other Local Authority for consideration. Wiltshire Council will then inform the parent of the decision of the request.

Parents who wish to apply for a delayed entry as an in year transfer should contact the Local Authority where the preferred school is situated for details of how to apply.

Right of Appeal for the Admission of children outside their normal age group

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry, they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers. Where the school is its own admissions authority, parents can complain using the school's complaints procedure.

Appendix: 1 (2021/22)

Timetable for Secondary Co-ordination (Wiltshire)

31 October 2020:	Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.
16 November 2020:	Details of applications which include preferences for school in other LAs to be sent to those LAs.
23 November 2020:	Details of applications to be sent to F, VA schools, Academies of all first round applicants.
18 December 2020:	Last date for any exceptional applications to be considered.
8 January 2021:	Final list sent out from LA to all admission authorities, including all applications which have been considered as falling under the exceptional circumstances criteria.
15 January 2021:	Academies, Foundation and VA schools to provide the LA with ranked list of all first round applications. Between 16 January and 1 February, the LA will match the ranked list of all the schools and allocate places.
3 February 2021:	The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
24 February 2021:	By this date the LA will provide schools with details of those children to be offered places at the school.
1 March 2021:	Notification letters for first round applicants will be despatched and sent to parents.
9 March 2021:	Deadline for second round applications
15 March 2021:	Last date for first round offers to be accepted by parents. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.
23 March 2021:	Details of second round applications received after deadline and before 9 March to be sent to Academies, Foundation and VA schools.
31 March 2021:	Academies, Foundation and VA schools to provide the LA with ranked list of late applications.
28 April 2021:	LA to send all schools a list of second round applicants being offered a place.
30 April 2021:	Notification letters sent out by the LA for all second round applications received between the deadline 1 November 2020 and 9 March 2021.

- 14 May 2021: Last date for second round offers to be accepted by parents. Parents should confirm their acceptance or decline directly to the Local Authority.
- 18 May 2021: Applications received after the 9 March will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.
- 31 August 2021: On or before the 31 August the LA will send out a list to all schools showing the pupils expected to join the school at the beginning of 2021/22 school year.

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PRIMARY

**Proposed Co-ordinated Scheme for Primary School
Admissions for 2021/22**

Status: Proposed Primary Co-ordinated Scheme 2021/22

Proposed Co-ordinated Admissions Scheme for Primary & Junior schools within Wiltshire for year 2021/22

Introduction

1. This scheme for co-ordinated admissions is pursuant to section 89(b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to primary schools within the LA area. It applies to all primary schools in Wiltshire with effect from September 2021 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

Interpretation and Glossary

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “Primary education”, “primary school” and “Primary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation (F), voluntary aided (VA) or Academy (A) school.

“Academy” means a state funded, non fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly, and hereafter, referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.

“admission authority” in relation to a community (C) or voluntary controlled (VC) school means the LA and, in relation to an academy, foundation or voluntary aided school means the governing body / academy trust of that school;

“the specified year” means the school year beginning in September 2021.

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“first round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received before the deadline of 15 January 2021.

“second or third round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received after the 15 January 2021.

“In – Year application” means any application for any other year group in the school up to and including Yr 6;

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number.

The application round for entry into Reception and Junior YR3 2021 opens on 1 September 2020. The deadline date for applications to be received is midnight on 15 January 2021. The home address given for the child must be the address where the child is resident as of the deadline date.

Starting School

3. There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, pre-schools, day nurseries, playgroups, or as part of a Children’s Centre. Working parents of children aged three and four years of age will be able to access 30 hours for Free Entitlement, certain criteria will need to be met.

A school place will be made available for children from the September following their 4th birthday. Full-time education is available to all reception pupils.

Parents have the right to ask that their child attends part-time and this will be provided by arrangement with the school governors. Part-time provision has been determined as either five mornings or five afternoons a week.

Schools will be responsible for informing parents of the induction arrangements for new entrants to the reception class(es). These may involve a short period of part-time provision or a phased entry at the beginning of Term 1, which will normally be a fortnight. Individual children(s) cases for induction should be discussed by the parents(s) with the school directly.

General Information

4. Parents will be able to make an online application. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2020 up until the deadline of 15 January 2021.
5. There will be a standard form for written applications known as the Primary Common Application form (PCAF) used for the admission of pupils into the first year of primary education in the specified year.
6. Unless an online application has been made, the PCAF must be used as a means of expressing one or more preferences by a parent wishing to apply for a school place for their child (either within or outside the county). The child must live in Wiltshire.
7. The LA will make arrangements to ensure
 - a. the PCAF is accompanied by written guidance notes
 - b. that copies are available on request from the LA and from all Primary schools in the LA area, and
 - b. that an electronic version of the form is available for parents to make an online application.

8. The PCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order. Preferred schools may be state-funded schools inside or outside Wiltshire. They will also explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which the PCAF must be returned. They will also confirm that;
 - a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or
 - b. if a place cannot be offered at any one of their preferred schools, and the child is living in Wiltshire, a place at an alternative school will be allocated.
9. Split Site Schools – where a school operates from separate bases and each base provides for the full primary age range (i.e. Both Key Stage 1 and Key Stage 2), the two sites will be treated as separate schools for admissions purposes, as they have their own discrete catchment area. This means that an application must name the site preferred. An applicant can use two preferences to name both sites.
10. The governing body of a Foundation (F) or Voluntary Aided school (VA) or an Academy (A) can ask parents who have expressed a preference for their school on the PCAF, to provide additional information on a supplementary form, but only if the additional information is required in order to apply their oversubscription criteria to the application.
11. Where a school receives a supplementary form it may not be regarded as a valid application unless the parent has also completed a PCAF which expressed a preference for that school. The PCAF or an online application must have been returned to the LA by the deadline date.
12. The closing date for applications is **15 January 2021**. All completed PCAFs are to be returned directly to the LA. Any PCAFs which are incorrectly returned to schools must be forwarded to the LA to be received by the deadline. Forms returned to schools and not received by the LA by 15 January 2021 will be treated as late applications.
13. The LA will send out an acknowledgement of receipt for each PCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement within 15 school days of posting their applications.

Address

14. The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For Yr R and Junior YR3 September 2021 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2021. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 8 February 2021.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place. For in year transfer applications the current address at the time of application will be used.

Designated Area (if applicable)

15. A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where the child is ordinarily resident with their parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area. Some addresses may fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

For admission criterion purposes, the address used for Bargees will be the sorting office or main post office address, closest to the place of mooring, as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

Applicants will only be considered from the address as of the deadline date (for applications into YR and YR3, unless proof of future address is provided) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

If there is a tie-break situation, then the criteria of the relevant admissions authority will be applied.

Shared Parental Responsibility

16. Where two (or more) adults have parental responsibility for a child it is preferable that they should agree which school(s) to name as their preference(s) before submitting an application form. In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in

receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For an in year transfer application, the placement will continue in the best interest of securing educational provision for the child, with a minimum of disruption, until any such order is made.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Applications for children of UK Service Personnel

(UK Armed Forces)

17. Applications for children of service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.
18. An official letter, such as a posting note or letter of support from the Commanding Officer should be sent to the LA as soon as possible. This should include the relocation date and the unit postal address or quartering area address.
19. Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received or a formal notice to terminate the rental agreement stating the future address. This should be received by the deadline / exceptional circumstances deadline.
20. The LA will not refuse a child of UK service personnel a school place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address, then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.
21. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6 for VC & C's schools. Parents should view individual admissions policies for VA, F and A schools for information about YR6 pupils. Their position on any waiting list will be set accordingly.

22. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

Applications for a Child from overseas (Not UK Armed Forces)

23. All applications for a child from overseas will be considered in accordance with the relevant legislation at the time of application.
24. Applications on behalf of a child currently living outside the UK will be considered, but until the child is resident in the UK, their home address outside the UK, will be considered as being their place of residence. Exceptions to this would be instances where the child of a parent(s) returning from foreign postings, such as UK service personnel and other crown servants who have been posted abroad on a fixed term contract and who are returning to live within the UK or if an exchange of contract or signed tenancy is received to support the application. Proof of the future UK residency will be required.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

The Application Process

First Round Applications for Reception and Junior YR3 - 2021 Intake (applications received before the deadline of 15 January 2021)

25. The LA will act as a clearing house for the allocation of places by the relevant admissions authorities in response to the PCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the PCAF where-
- a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
26. The process by which the LA will allocate places is explained at paragraphs 28- 35.
27. **15 January 2021, closing date for all common application forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.**

8 February 2021: Exceptional circumstances deadline.

Only in exceptional circumstances such as those listed here will a late application be considered at the same time as applications received by the deadline of 15 January 2021.

- where there has been a change of family circumstances after the deadline date which has a significant effect on the preferences given on the original application. (If this is a house move, this must have been completed with an exchange of contracts before 8 February 2021).
- a move into Wiltshire from outside the county after the deadline date but before 8 February 2021. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement of a minimum of six months) must be provided before 8 February 2021.
- service personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before 8 February 2021.

Documentary evidence should be provided with the application (or at the latest by 8 February 2021) to verify the circumstances which caused the late application to be made. If evidence cannot be provided, the application will not be treated as an exception.

Change of preference order for applications received by deadline date 15 January 2021.

Prior to deadline date, if a change of preference is required applicants must log back into the online system and update the order of their preference or submit a new paper application.

Following deadline date, any applicant who has submitted an on time application may change the order of their preferences by informing the admissions team in writing. This must be received by 1 March 2021.

The order of the preferences can only be changed. No additional preferences can be added after the deadline date.

28. **By 08 February 2021** where parents have nominated a primary school outside the LA area, the LA will notify the relevant LA.
29. **By 08 February 2021** the LA will notify all F and VA schools and Academies of every preference that has been expressed for that school.
30. **By 8 March 2021** all F and VA schools and Academies must have considered all of the preferences for their school, and provide the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
31. The LA will then match this ranked list against all other ranked lists and:
 - Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.

- Where the child is not eligible for a place at any of the nominated schools and they live in Wiltshire, a place will be allocated at the next nearest school to the home address with available places.
 - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
32. Where the child is not eligible for a place at any of the nominated schools and the child lives in Wiltshire, they will be allocated a place at a school. This will be their designated school if places are available or at another school (to which there would be an entitlement to free school transport if it were outside the statutory safe walking distance from the home). Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
33. By **23 March 2021** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
34. By **12 April 2021** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
35. On **16 April 2021 (National Offer Date)** letters will be despatched to all parents who submitted an application by 15 January 2021 offering a place at one school.
36. These offer letters will give the following information:
- a. the name of the school at which a place is offered;
 - b. the reason why the child is not being offered a place at any of the other schools nominated on the PCAF;
 - c. information about their statutory right of appeal against any decisions to refuse places at other preferred schools;
37. **30 April 2021** is the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 30 April 2021, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

Second Round Applications for Reception and Junior YR 3 2021 Intake (applications received between 16 January 2021 and 23 April 2021)

38. Second round applications, i.e. those received between 16 January 2021 and 23 April 2021 for the Reception Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be

considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

Additional applications:

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if places are available, unless an alternative place is available within the safe statutory walking distance from their home address.

39. By **5 May 2021** details of second round applications received between the 16 January 2020 and 23 April 2021 to be sent to Academies, Foundation and Voluntary Aided Schools.

40. By **12 May 2021** Academies, Foundation and Voluntary Aided Schools should provide the LA with a ranked list of second round applications.

On receipt, the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.

41. **By 28 May 2021** the LA will send out the second round offers for applications received between 16 January 2021 and 23 April 2021.

42. **11 June 2021** is the last date for second round offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If

there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

Third Round Applications for Reception 2020 Intake (applications received after 23 April 2021)

43. Third round applications, i.e. those received after 23 April 2021 for the Reception Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at the time.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if a place is available, unless an alternative place is available within the safe statutory walking distance from their home address.

44. Applications received after the 23 April 2021 will be considered in date order of receipt and will be looked at after 29 June 2021 (i.e. once the second round of applications have been processed).
45. If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

Applications for Reception 2021 Intake (applications received after 23 July 2021 – end of term)

46. Any applications received by the LA after 23 July 2021 which expresses a preference for an Aided, Foundation School or an Academy will be forwarded to the school

within five school days of receipt at which time the process for in year applications will apply.

Right of Appeal – main round applications

47. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

The deadline dates for lodging appeals for VC & C Schools for the main round entry is:

First round appeals

For applications received from 1 September 2020 – 15 January 2021 and for offers made on National Offer Date appeals must be received by the Local Authority no later than 14 May 2021.

Second round appeals

For applications received from 16 January 2020 – 23 April 2021 and for offers made on 28 May 2021 appeals will be heard as soon as possible.

Third round appeals

For applications received after the 23 April 2021 and for offers made after 30 June 2021, appeals will be heard as soon as possible.

Own admission authority appeal timetables will be provided within the individual schools admissions policy or on the schools website.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form unless the child is not of statutory school age.

Final List of expected reception pupils to schools

48. On or before 31 August 2021 the LA will send out a list to all maintained schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2021/22 school year.

Admitting in - area children above Published Admissions Number (PAN)

49. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. We cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough spaces in schools for local children is a service priority for the School Buildings and Places team.
50. The LA has responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit children to their

designated school because this does not incorporate an additional transport cost which would be required were an alternative school be allocated.

51. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route is unsafe or there is no available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
52. It may not always be possible to find a space at the designated school if this is already oversubscribed. If a school is over-subscribed then Looked After Children will be given the highest priority on any waiting list. Following this in area children will be given priority on any waiting list over out of area children at all VC & C schools. If the designated area school is unable to accommodate any more children within the year group then the LA will allocate an alternative school which will be the next nearest school which has places available.
53. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child. All other entitlements will be dealt with by the Passenger Transport Team.

The In year Transfer Application Process

In year Transfer Applications for year groups other than Reception 2021 Intake.

All In year transfer applications for all year groups, to Wiltshire Schools, should be submitted directly to Wiltshire Council. If a parent wishes to apply for a transfer to a school in another Local Authority then they should apply directly to the authority in which the school is situated in. The In year transfer application process for Wiltshire Schools is explained below.

All applications will be date stamped on the date they are received by the school admissions team.

54. The LA will make available copies of the Admissions Guide and PCAF through all primary and secondary schools and on request from County Hall.
55. All applicants who wish to apply for a school place must complete an application form which should be returned to the LA, once completed by the current school. The applicant may or may not live in Wiltshire.
56. Should a parent living in Wiltshire wish to apply for a school in another authority; they must contact that authority directly for details on how to apply.
57. Should any Wiltshire school receive an in year application form expressing a preference for that school the form should be forwarded to the LA within five school days of receipt.
58. Where the LA receives an in year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt. The school is then required to advise the LA if a place can be offered within 10 school days or receipt.

59. Where the LA receives an in year application form expressing a preference for an Academy, F or VA school the application will be forwarded to the school within five school days of receipt.
60. For an Academy, F or VA school, the school's governing body is responsible for deciding the outcome of the application and should advise the LA accordingly within 10 school days of the date of which the information was received by the school.
61. In all cases, Wiltshire Council will aim to send a decision letter out within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
62. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.
63. The Local Authority will maintain waiting lists for all year groups for VC & C schools.
64. The school/academy will maintain waiting lists for all year groups for A, F & VA schools.
65. If an own admission authority school does not wish the LA to co-ordinate its in year applications, the admission authority must formally write to the LA to confirm this. It will then be the responsibility of that admissions authority to ensure that applications are processed in line with the School Admissions Code.

The admissions authority will then have to process the application and inform the parent of the outcome and where necessary their statutory right of appeal. In all cases, it also required to forward a copy of the application along with the decision to the LA within ten schools days of receipt.

Applications for transfer at a future date

66. Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below.

This table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

Date admission being sought	Earliest application should be submitted	Applications will be processed from
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

67. Applications for transfer for VA and F schools and Academies will be forwarded when received directly to the schools named for consideration in accordance with the schools own admissions policy.

Right of Appeal – In Year Transfer Applications

68. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

Proof of address

69. The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

- A solicitor's letter stating contracts have been exchanged and specifying a completion date
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn. The application will then have the statutory right of appeal.

In year Fair Access Protocol

70. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at www.wiltshire.gov.uk

Early, deferred or delayed admission

71. a. **Early admission**

Admissions to school earlier than the term following the child's 4th birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

- b. **Deferred admission until later in the academic year**

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right

to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]). The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2021 but will not be considered until June 2021.

Parents wishing to defer entry need to apply by the closing date 15 January 2021. Any request to defer or attend part-time should be made to the school as soon as an offer is received.

c. Delayed Admission

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014:

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January 2020.

All requests must be submitted to the Local Authority by 15 January 2021 for entry in to 2022.

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than

year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the admission authority, which in the case of voluntary controlled and community schools is the LA. For voluntary aided, foundation schools or academies the admissions authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception for any Wiltshire school must first submit a formal application to the LA.

If parents are applying for a voluntary controlled or community school, they will also need to make a written request at the time of application to the local authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents are applying for a delayed entry at a voluntary aided, foundation school or an academy, as well as submitting a formal application to the local authority they should also contact their preferred school directly to discuss the request.

All admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

In the case of voluntary controlled and community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and a place is not offered, the local authority will make an alternative offer. However, please

note that delayed admission into reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

If a child is currently on a roll at a school and a delayed entry is submitted and cannot be agreed then no alternative school will be offered.

Applications for delayed entry to out of county schools

Parents who wish to apply for a main round delayed entry to an out of county school should submit the request to Wiltshire Council. Wiltshire Council will pass this on to the other Local Authority for consideration. Wiltshire Council will then inform the parent of the decision of the request.

Parents who wish to apply for a delayed entry as an in year transfer should contact the Local Authority where the preferred school is situated for details of how to apply.

Right of Appeal for admission of children outside their normal age group

Parents who are refused a place at a school for which they have applied have the statutory right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

Appendix: 2021/22 Timetable for Primary Co-ordination (Wiltshire)

- 15 January 2021:** **Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.**
- 8 February 2021: Details of applications which include preferences for schools in other LAs to be sent to those LAs.
- 8 February 2021: Details of applications to be sent to F, VA schools and Academies of all first round applicants.
- 8 March 2021: F, VA schools and Academies to provide the LA with ranked lists of all first round applicants.
- Between 8 March and 23 March the LA will match the ranked list from all schools and allocate places.
- 23 March 2021: The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
- 12 April 2021: By this date the LA will provide schools with details of those children to be offered places at the school.
- 16 April 2021:** **Notification letters despatched and sent to parents for all first round applicants. Online applicants also able to view the outcome online.**
- 23 April 2021: Deadline for second round applications.
- 30 April 2021: Deadline for parents to accept the place offered.
- 5 May 2021: Details of second round applications to be sent to F, VA schools and Academies of all second round applicants.
- 12 May 2021: F, VA schools and Academies to provide the LA with ranked lists of all second round applicants.
- 28 May 2021: **Notification letters despatched and sent to parents for all second round applicants.**
- 11 June 2021: Last date for second round offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.
- 30 June 2021: Applications received after the 23 April will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.
- 31 August 2021: On or before the 31 August the LA will send out a list to all schools showing the pupils expected to join the school at the beginning of the 2021/22 school year.

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**Proposed Admission Arrangements for Community and Voluntary
Controlled Secondary Schools for 2021/22**

Status: Proposed Admissions Arrangements 2021/22

PROPOSED SECONDARY ADMISSION ARRANGEMENTS

Wiltshire Council's proposed admission arrangements for admission to Voluntary Controlled and Community (VC and C) Secondary Schools for the 2021/22 academic year

1. General Information

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Secondary Schools in Wiltshire. Foundation (F) Voluntary Aided (VA) Schools and Academies (A) are their own admission authorities and the governing bodies are responsible for determining their own procedures and policies.

Determined arrangements for the co-ordination of secondary admissions are made within the co-ordinated admissions scheme 2021/22.

The application round for entry into Year 7 - 2021 opens on 1 September 2020. The deadline date for applications to be received is midnight on 31 October 2020. The home address given for the child must be the address where the child is resident as of the deadline date.

a. Designated Area

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where he or she is ordinarily resident with his or her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

For admission criterion purposes, the address used for Bargees, will be the sorting office or main post office address, closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

b. Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference, the Local Authority (LA) will make an offer for the highest ranked preferred school possible with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place. Allocations will be made after all expressed preferences have been considered. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory 3 mile walking distance and has places available or it is a school to which free home to school transport would be provided.

In the case where there are more children living within an area, than there are places available and the parent has not named the designated school(s) as one of their preferences, the remaining places will be randomly allocated.

c. **Children with an education, health and care plan or a statement of special education need**

All children whose education, health and care plan or statement of special educational needs that names a school, must be admitted.

d. **Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances. For example, a child living within a school's designated area and for whom no reasonable alternative school place is available, may be allocated a place at the designated school even if this exceeds the PAN. In this circumstance, reasonable is defined as a school within the statutory three mile safe walking distance from the child's home address or a school to which free home to school transport would be provided.

A list of PAN's for Voluntary Controlled and Community Schools can be found at the back of this policy document.

e. **Address**

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For YR 7 September 2021 entry, the address used to determine priority of school for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 31 October 2020. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 18 December 2020.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used.

f. **Shared Parental Responsibility**

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For an in-year transfer application, the placement will continue in the best interest of securing educational provision for the child, with a minimum of disruption until any such order is made.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

g. **Multiple Births**

The LA will endeavour to place siblings (e.g. twins, triplets etc) in the same school. If necessary schools will be required to admit over PAN to accommodate such children.

h. **Children of UK Service Personnel (UK Armed Forces)**

Applications for children of UK service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and this is currently rented out, then this address can be considered providing a signed letter from the Commanding Officer or a formal notice to terminate the rental agreement is received stating the future address.

If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.

Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) has been formally offered a place at the school which has

been accepted. The sibling link will not apply if the child on roll is in Yr11, YR12 or YR13 for VC & C's schools.

2. Early or Delayed Transfer

a. Early transfer

Children may only transfer early to a secondary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. Each such request involves consultation with the current school, the school to which the child wishes to transfer and where appropriate, the Authority's professional adviser(s). The application will not be agreed if one or more parties consider that the transfer would be inappropriate. Agreement to such a request would be considered exceptional.

b. Delayed transfer

All requests must be submitted to the Local Authority by 31 October 2020, the year in which the child would have chronologically transferred to secondary school.

Children may remain for a further year in a primary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. The presence of special educational needs or underachievement are not in themselves sufficient reasons to delay transfer.

Children for whom a delayed entry to school or year group retention has already been agreed by the relevant parties will continue in the lower year group unless it can be shown that it is in their best interests to rejoin their chronological year group, to enable the child to transfer back to their chronological year group then, a place must be available in the relevant year group. The continuation of this arrangement will continue on transfer to secondary school unless the parent/carer, current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser consider it in the child's best interest to rejoin the chronological year group. An application for transfer to secondary school must still be made in the same way as expected of other children in the year group in which they are working (rather than their chronological age group).

3. Deadline – applications received by the deadline date of 31 October 2020 will be considered as first round applications

The closing date for main round applications (i.e. applications for entry into Secondary Yr7 2020) is 31 October 2020.

All applications received after the deadline of 31 October 2020, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the

deadline have been determined. Applications may be considered as being received on time if they meet the exceptional circumstances criteria as detailed in the Co-ordinated Admissions Scheme 2021/22.

4. Oversubscription Criteria for Voluntary Controlled and Community Schools

Where a secondary school is over-subscribed, places are allocated to children in order of the ranked criteria listed below:

a. **Looked After Children/Previously Looked After Children**

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

b. **Vulnerable Children**

Children from families registered with the National Asylum Support Service; children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. **Designated Area Siblings and Shared Area Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives within the designated area or shared area at the same address as the sibling. The sibling must not be in year 11, 12 or 13 of the school at the deadline date. Step, half and foster siblings are included in this category;

d. **Other Children from the Designated Area or Shared Area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

e. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. The sibling must not be in years 11, 12 or 13 at the school as of the deadline date. Step, half and foster siblings are also included in this category;

f. **Children of staff at the school**

A child is considered under this criterion:

- i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter or email from the Headteacher confirming the paragraph i) or ii) applies to the applicant must be provided at the time of application.

h. **Other children**

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the above categories the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

Tie Break

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots.

The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

5. **Waiting Lists for Year 7 - 2021 entry**

Waiting lists for VC & C Schools will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on the waiting list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for the all year groups will close on the last day of the summer term in July 2022.

Parents may submit a fresh application for the next academic year group which will be considered from 31 May 2022 onwards.

Places that become available will not be offered to pupils who are not on the waiting list.

If a child is offered a place from the waiting list for any VC or C school then the place must be accepted or declined within 10 working days of the date of offer. If the place is not accepted, then a further letter will be sent informing the applicant that should they

neither accept nor decline the place within five working days, the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

Notes:

- Names will only be removed from a waiting list, if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Parents must contact any Voluntary Aided, Foundation school or the Academy concerned to obtain information on the existence and or maintenance of a waiting list.
- Except for Service Families, children will be considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement of a minimum of six months.
- Except for Service Families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

6. Applications for Secondary Yr7 Intake – applications received after 31 October 2020

Applications received between the 1 November 2020 and 9 March 2020 will be treated as second round applications.

Applications received after the 9 March 2020 will be treated as third round applications.

7. Appeal Process – Main round applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school at which education is to be provided for their child.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

The deadline dates for lodging appeals for the main round entry is:

First round appeals

For applications received from 1 September 2020 – 31 October 2020 and for offers made on National Offer Date, appeals must be received by the Local Authority no later than 30 March 2021.

Second round appeals

For applications received from 1 November 2020 – 9 March 2021 and for offers made on 30 April 2021, appeals will be heard as soon as possible.

Third round appeals

For applications received after the 9 March 2021 and for offers made after 18 May 2021, appeals will be heard as soon as possible.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

8. In Year Transfer Applications for year groups other than Secondary Yr7 2021 Intake

Applications received after the 23 July 2021 for the year of entry and any applications received for other year groups are classed as transfer applications.

All applications will be considered together with any applications that have already been refused and the child's name will be placed on the waiting list accordingly.

Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below. All applications will be considered together and are ranked using the oversubscription criteria listed in this policy.

Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt. The school is then required to advise the LA if a place can be offered within 10 school days of receipt.

The following table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

Date admission being sought	Earliest application should be submitted	Applications will be processed from
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date, places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three secondary ranked preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school then the place must be accepted or declined within 10 working days of the date of offer.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days the LA will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed if supported by the LA's relevant professional adviser(s) and the school.

9. Appeals Procedure – In Year Transfer Applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school which education is to be provided for their child.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

Please note appeals are only heard in term time.

10. Proof of address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A formal exchange of contracts or a signed solicitor's letter stating contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement of a minimum of 6 months.

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. The LA reserves the right to check that parents are living in the address indicated on the applications form. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

11. Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour, when there are places available, (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a previously looked after child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan, as these children must be admitted.

Further information on the In Year Fair Access Protocol including further criterions for referral, and a copy of the protocol, can be viewed at www.wiltshire.gov.uk

12. Sixth Form Admissions

Parents or students wishing to enrol for sixth form courses at Voluntary Controlled or Community Secondary Schools should contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

Published Admission Numbers (PAN's) for VC & C Schools

DfES	School	2021 PAN
4000	Abbeyfield School, Chippenham	180
4070	The Stonehenge School, Amesbury	224

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PRIMARY

**Proposed Admission Arrangements for Community and Voluntary
Controlled Primary Schools for 2021/22**

Status: Proposed Admissions Arrangements 2021/22

Proposed Primary Admission Arrangements

Wiltshire Council Proposed Admission Arrangements for Admissions to Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools for the 2021/22 Academic Year

1. General Information

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools. Foundation (F), Voluntary Aided schools (VA) and Academies (A) are their own admissions authorities and the governing bodies are responsible for determining their own procedures and policies.

Proposed arrangements for the co-ordination of primary admissions are drafted with the determined co-ordinated admissions scheme 2020/21.

The application round for entry into Reception and Junior Year 3 2021, opens on 1 September 2020. The deadline date for applications to be received is midnight on 15 January 2021. The home address given for the child must be the address where the child is resident as of the deadline date.

a. Designated Area

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where he or she is ordinarily resident with his or her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question.

For admission criterion purposes, the address used for Bargees, will be the sorting office or main post office address, closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

b. Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the LA will make an offer for the highest ranked preference school possible with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place at an alternative school. Allocations will be made after all expressed preferences have been considered. An applicant will normally be offered a place at the designated school for their home address. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory walking distance and has places available or it is a school to which free home to school transport would be provided.

In the case where there are more children living within an area, than there are places available and the parent has not named the designated school(s) as one of their preferences, the remaining places will be randomly allocated.

c. **Children with an education, health and care plans**

All children whose education, health and care plan names a school must be admitted.

d. **Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances, for example, a child living in the designated area for who there is no reasonable alternative place available. In this circumstance, reasonable is defined as a school within the statutory safe walking distance from the applicants home address of two miles for children aged under eight and three miles for children aged eight or over, or it is a school to which free home to school transport would be provided.

A list of PAN's for Voluntary Controlled and Community Schools can be found at the back of this policy document.

e. **Address**

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For Yr R and Junior Yr 3 September 2021 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2021. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 8 February 2021.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used.

f. **Shared Parental Responsibility**

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

g. **Multiple Births**

The LA will endeavour to place siblings born at the same time (eg. twins, triplets etc) in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.15 of the School Admissions Code 2014, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30th or the 60th child admitted.

h. **Children of UK Service Personnel (UK Armed Forces)**

Applications for children of UK service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the Commanding Officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that

they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received stating the future address or a formal notice to terminate the rental agreement. This should be received by the deadline / exceptional circumstances deadline.

If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.

Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6 for VC & C's schools. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

2. Starting School

There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, pre-schools, day nurseries, playgroups, or as part of a Children's Centre. Working parents of children aged three and four years of age will be able to access 30 hours for Free Entitlement, certain criteria will need to be met.

A school place will be made available for children from the September following their 4th birthday. Full-time education is available to all reception pupils.

Parents have the right to ask that their child attends part-time and this will be provided by arrangement with the school governors. Part-time provision has been determined as either five mornings or five afternoons a week.

Schools will be responsible for informing parents of the induction arrangements for new entrants to the reception class(es). These may involve a short period of part-time provision or a phased entry at the beginning of Term 1, which will normally be a fortnight. Individual children(s) cases for induction should be discussed by the parents(s) with the school directly.

3. Joint admission arrangements with pre-schools

A small number of schools enter into a formal joint arrangement with a pre-school or nursery to provide education jointly to children before they reach statutory school age. Such an arrangement usually involves each child attending school for some sessions each week, however, attending the pre-school or nursery school does not give priority for admission to the partner school.

The date on which a child can be admitted to a joint arrangement must be no earlier than the start of the term following his or her 4th birthday but can be later than this.

Registration at any nursery or pre-school unit will not be considered as an application for a school place. Attending a nursery / pre-school does not guarantee any child a place at a school. Applications can only be considered in line with the schools individual over-subscription criteria.

4. Early, deferred or delayed admission

a. Early admission

Admissions earlier than the term following the child's 4th birthday may only be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

b. Deferred admission until later in the academic year

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The offer of a place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2021 but will not be considered until at least June 2021.

Any request to defer or attend part-time should be made to the school as soon as an offer is received.

c. Delayed Admission

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014:

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All requests must be submitted to the Local Authority by 15 January 2021 for entry in to 2022.

All requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January 2021.

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the admission authority for each particular school, which in the case of voluntary controlled and community schools is the LA. For voluntary aided, foundation schools or academies the admissions authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception for any Wiltshire school, must first submit a formal application to the LA.

If parents are applying for a voluntary controlled or community school, they will also need to make a written request at the time of application to the local authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents are applying for a delayed entry at a voluntary aided, foundation school or an academy, as well as submitting a formal application to the local authority they should also contact their preferred school directly to discuss the request.

In the case of voluntary controlled and community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;

- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and a place is not offered, the local authority will make an alternative offer. However, please note that delayed admission into reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Applications for delayed entry to out of county schools

Parents who wish to apply for a main round delayed entry to an out of county school should submit the request to Wiltshire Council. Wiltshire Council will pass this on to the other Local Authority for consideration. Wiltshire Council will then inform the parent of the decision of the request.

Parents who wish to apply for a delayed entry as an in year transfer should contact the Local Authority where the preferred school is situated for details of how to apply.

Right of Appeal for admission of children outside their normal age group

Parents who are refused a place at a school for which they have applied have the statutory right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

5. Deadline – applications received by the deadline date of midnight 15 January 2021 will be considered as first round applications

The closing date for main round applications (i.e. applications for entry into Reception and year 3 - 2021) is 15 January 2021.

All applications received after the deadline of 15 January 2021, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined.

6. Oversubscription criteria for Voluntary Controlled and Community Schools

Where a school is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

a. Looked After Children/Previously Looked After Children

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989.)

b. Vulnerable Children

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school.

For the purpose of the above criteria the word 'family' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. **Linked Infants School (this criterion applies to infant-to-junior YR2 applications only)**

Children who are pupils attending year 2 at the linked infant school as at the deadline date, irrespective of the status of the school, i.e. F, A, C or VC.

d. **Designated area siblings and shared area siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

e. **Other children from the designated area or shared area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

f. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant's school) at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

g. **Children of staff at the school**

A child is considered to fall under this criterion

- i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter or email from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

i. **Other Children**

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the listed categories the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

Tie Break

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted then the available places will be decided by means of casting lots.

The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

7. Waiting lists

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on a waiting list will be determined by applying the published oversubscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on the last day of the summer term 2022.

A fresh application can be made for a place for the next academic year group but this will not be considered before 31 May 2022.

Places that become available will not be offered to pupils who are not on the waiting list.

If a child is offered a place from the waiting list for any VC or C school then the place must be accepted or declined within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place within 5 working days, the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

Notes:

- Names will only be removed from a waiting list, if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Parents must contact any VA, F school or the Academy concerned to obtain information on the existence of a waiting list and or maintenance of a waiting list.
- Except for service families, children will not be considered to be living within the designated area for a school until the LA receives an exchange of contracts or a signed tenancy agreement of a minimum of six months.

- Except for service families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

8. Applications for Reception and YR 3 Junior 2021 Intake – applications received after 15 January 2021

Applications received between the 16 January 2021 and 23 April 2021 will be treated as second round applications.

Applications received after the 23 April 2021 will be treated as third round applications.

9. Appeals Procedure – Main Round Applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school which education is to be provided for their child.

First round appeals

For applications received from 1 September 2020 – 15 January 2021 and for offers made on National Offer Date, appeals must be received by the Local Authority no later than 14 May 2021.

Second round appeals

For applications received from 16 January 2021 – 23 April 2021 and for offers made on 28 May 2021, appeals will be heard as soon as possible.

Third round appeals

For applications received after the 23 April 2021 and for offers made after 30 June 2021, appeals will be heard as soon as possible.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form unless the child is not of statutory school age.

Please note appeals are only heard in term time.

10. In Year Transfer Applications for year groups other than Reception and YR 3 Junior 2020 Intake

Applications received after the 23 July 2021 for the year of entry and any applications received for other year groups are classed as in-year transfer applications.

All applications will be considered together with any applications that have already been refused and the child's name will be placed on the waiting list accordingly.

Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below. All applications will be considered together and are ranked using the oversubscription criteria listed in this policy.

Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt. The school is then required to advise the LA if a place can be offered within 10 school days or receipt.

The following table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

Date admission being sought	Earliest application should be submitted	Applications will be processed from
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date, places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school then the place must be accepted or declined within 10 working days of the date of offer.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days, the LA will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed if supported by the LA's relevant professional adviser(s) and the school.

11. Appeals Procedure – In Year Transfer Applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school which education is to be provided for their child.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

Please note appeals are only heard in term time.

12. Proof of address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the Local Authority's Council Tax system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes;

A formal exchange of contracts or a signed solicitor's letter stating contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement of a minimum of six months.

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. The LA reserves the right to check that parents are living in the address indicated on the applications form. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

13. Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour where there are places available (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a Previously Looked After Child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan (EHCP) as these children must be admitted.

Further information on the In Year Fair Access Protocol including further can be viewed at www.wiltshire.gov.uk

Published Admission Numbers (PANs)

The Local Authority is consulting on publishing a PAN lower than in previous years for the following schools

School Name	Agreed 2021 PAN
Newtown Community Primary School	30
Oaksey CE Primary School	13

Published Admission Numbers (PANs) for VC & C Schools

Voluntary Controlled Schools	2021 PAN
Amesbury CEVC Primary School	60
Ashton Keynes CE Primary School	30
Bellefield Primary & Nursery School	45
Box CE Primary School	25
Brinkworth Earl Danby's CE Primary School	30
Broad Hinton CE Primary School	20
Broad Town CE Primary School	12
Christ Church CE Controlled Primary School	60
Churchfields, The Village School	25
Colerne CE Primary School	38
Collingbourne CE Primary School	17
Crudwell CE Primary School	17
Dinton CofE Primary School	17
Durrington CE Cont. Junior School	58
Five Lanes Primary	12
Harnham CE Cont. Junior School, Salisbury	90
Hilperton CEVC Primary School	25
Holt VC Primary School	25

Hullavington CofE Primary & Nursery School	21
Kington St. Michael CE Primary School	21
Lacock CE Primary School	12
Langley Fitzurse CE Primary School	18
Lea & Garsdon CE Primary School	21
Longford CE (VC) Primary School	12
Marlborough St. Mary's CEVC Primary School	60
Minety CE Primary School	21
Newton Tony CEVC Primary School	12
North Bradley CE Primary School	30
Preshute CE Primary School	30
Shalbourne CE Primary School	8
Sherston CE Primary School	30
Southwick CE Primary School	30
St. Barnabas CE School, Market Lavington	20
St. John's CE Primary School, Tisbury	20
St. Mary's CE Primary School, Purton	60
St. Nicholas CEVC Primary School, Bromham	12
St. Sampson's CE Primary School	60
Staverton CEVC Primary School	40
Stratford sub Castle CEVC Primary School	21
Sutton Veny CofE School	27
The Minster CE Primary School	30
Urchfont CE Primary School	16
Warminster Sambourne CEVC Primary School	21
Westbury CE Junior School	90
Westbury Leigh CE Primary School	60
Winsley CEVC Primary School	25
Winterbourne Earls CE Primary School	30
Amesbury CEVC Primary School	60
Ashton Keynes CE Primary School	30
Bellefield Primary & Nursery School	45
Box CE Primary School	25

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Community Schools	2021 PAN
Amesbury Archer Primary School	60
Bitham Brook Primary School	51
Bratton Primary School	30
Charter Primary School	45
Fitzmaurice Primary School	45
Fynamore Primary School	60
Gomeldon Primary School	21
Greentrees Primary School	60
Grove Primary School	60
Harnham Infants School	90
Hilmarton Primary School	16
Holbrook Primary School	45
Horningsham Primary School	12
Kings Lodge School	60
Kiwi School	60
Luckington Community School	13
Ludwell Community Primary School	15
Manor Fields Primary School	30
Mere School	30
Monkton Park Primary School	38
Neston Primary School	30
Nursted Community Primary School	30
Old Sarum Primary School	60
Priestley Primary School	45
Princecroft Primary School	30
Ramsbury Primary School	30
Redland Primary School	45
Royal Wootton Bassett Infants School	60
St. Paul's Primary School, Chippenham	41
Stanton St. Quintin Primary School	21
Walwayne Court School	42
Westbury Infants School	90
Westwood-with-Iford School	17
Woodlands Primary School	30

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