

SUMMONS

Annual Council Meeting

Date: **12 May 2015**

Time: **11.00 am**

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

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

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

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

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

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

PART I

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

1 **Election of Chairman 2015/16**

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

2 **Election of Vice-Chairman 2015/16**

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

3 **Apologies**

4 **Declarations of Interest**

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

5 **Minutes of Previous Meeting** (*Pages 7 - 84*)

To approve as a correct record and sign the minutes of the last meeting of Council held on 24 February 2015.

6 **Announcements by the Chairman**

7 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

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

Questions

To receive any questions from members of the public received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Corporate Director) no later than 5pm on Tuesday 5 May 2015. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

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

8 **Petitions**

8a) **Petitions Received**

Petition – RUH Hopper Service

A petition on the above with 2,043 signatories will be presented by Mr Douglas Ross, Chairman of the Trowbridge Link Scheme

A further petition on the above with 38 signatories will be presented on behalf of petitioners by Councillor Sue Evans

8b) **Petitions Update** (*Pages 85 - 88*)

Report of the Democratic Governance Manager.

POLICY FRAMEWORK

Under its Constitution, the Council is responsible for approving the Policy Framework of the Council expressed in various plans and strategies which includes the adoption of the Community Infrastructure Levy as part of the Local Development Framework

The Community Infrastructure Levy will also be considered by Cabinet at its meeting on 11 May 2015

9 **Community Infrastructure Levy** (*Pages 89 - 286*)

Report by Dr Carlton Brand, Corporate Director

COUNCILLORS' MOTIONS

10 **Notices of Motion** (*Pages 287 - 288*)

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

To consider the following notices of motions:

10a) **No. 18 - Community Grants - From Councillors Jeff Osborn and Helen Osborn** (*Pages 289 - 290*)

10b) **No. 19 - Burnbake Trust and Group 5 - From Councillors Jeff Osborn and Peter Edge** (*Pages 291 - 292*)

10c) **No. 20 - RUH Hopper Service - Councillors Jeff Osborn and Helen Osborn** (*Pages 293 - 294*)

10d) **No. 21 - Reduction in the number of Councillors - Councillors Jeff Osborn and Terry Chivers** (*Pages 295 - 296*)

APPOINTMENTS

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

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

11a) **Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups** (*Pages 297 - 308*)

11b) **Appointment of Councillors to Committees** (*Pages 309 - 326*)

11c) **Appointment of Chairmen and Vice-Chairman of Committees** (*Pages 327 - 328*)

12 **Appointments to the Wiltshire and Swindon Fire Authority and Dorset and Wiltshire Fire Authority** (*Pages 329 - 338*)

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

OTHER ITEMS OF BUSINESS

13 **Appointments to the Local Pension Board** (*Pages 339 - 360*)

Report by Carolyn Godfrey, Corporate Director

14 **Annual Reports**

14a) **Annual Report of the Overview and Scrutiny Management Committee 2014/15** (*Pages 361 - 364*)

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

14b) **Annual Report of the Corporate Parenting Panel 2014/15** (*Pages 365 - 388*)

Councillor Laura Mayes, Cabinet member for Children's Services will present the Annual Report of the Corporate Parenting Panel.

14c) **Annual Report on Executive Decisions Taken Under Special Urgency Provision** (*Pages 389 - 394*)

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

MINUTES OF CABINET AND COMMITTEES

15 **Minutes of Cabinet and Committees**

- a. The Chairman will move that Council receives and notes the minutes of Cabinet and the various Committees of the Council and the Fire Authority as listed in the in the Minutes Book which can be accessed at <http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=768&MIId=9489&Ver=4> .
- b. The Chairman will invite the Leader, Cabinet members and Chairmen of Committees to make any important announcements.
- c. Councillors will be given the opportunity to raise questions on points of information or clarification on the minutes presented.
- d. Councillors will be given an opportunity to raise any questions on the minutes of the Wiltshire and Swindon Fire Authority – please submit any questions to Yamina Rhouati by 1 May 2015.
- e. Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.

16 **Dates of Council meetings 2015/16**

Recommended:

To approve the Council meetings for the remainder of 2015/16 as follows:

2015

14 July
20 October

2016

2 February (if required)
23 February (budget meeting)
10 May (Annual Council)

COUNCILLORS' QUESTIONS

17 **Councillors' Questions**

Please note that Councillors are required to give notice of any such questions in writing to the officer named on the first page of this agenda (acting on behalf of the Corporate Director) not later than 5pm on Tuesday 5 May 2015. Questions may be asked without notice if the Chairman decides that the matter is urgent.

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

PART II

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

None

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

COUNCIL (BUDGET MEETING)

DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 24 FEBRUARY 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Desna Allen, Cllr Glenis Ansell, Cllr Pat Aves, Cllr Chuck Berry, Cllr Richard Britton, Cllr Rosemary Brown, Cllr Liz Bryant, Cllr Allison Bucknell, Cllr Trevor Carbin, Cllr Chris Caswill, Cllr Mary Champion, Cllr Terry Chivers, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Christine Crisp, Cllr Brian Dalton, Cllr Andrew Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Stewart Dobson, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Dennis Drewett, Cllr Peter Edge, Cllr Peter Evans, Cllr Sue Evans, Cllr Nick Fogg MBE, Cllr Richard Gamble, Cllr Jose Green, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Keith Humphries, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Simon Jacobs, Cllr David Jenkins, Cllr Julian Johnson, Cllr Bob Jones MBE, Cllr Simon Killane, Cllr Gordon King, Cllr John Knight, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr Alan MacRae, Cllr Howard Marshall, Cllr Laura Mayes, Cllr Helena McKeown, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Bill Moss, Cllr Christopher Newbury, Cllr John Noeken, Cllr Paul Oatway, Cllr Stephen Oldrieve, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Linda Packard, Cllr Mark Packard, Cllr Sheila Parker, Cllr Graham Payne, Cllr Nina Phillips, Cllr David Pollitt, Cllr Leo Randall, Cllr Fleur de Rhé-Philippe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Jane Scott OBE, Cllr Jonathon Seed, Cllr James Sheppard, Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Thorn, Cllr Dick Tonge, Cllr Tony Trotman, Cllr John Walsh, Cllr Nick Watts, Cllr Bridget Wayman, Cllr Ian West, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Roy While (Chairman), Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Christopher Williams and Cllr Graham Wright

9 Apologies

Apologies for absence were received from Councillors Nick Blakemore, Howard Greenman, Mollie Groom, Alan Hill, Russell Hawker, George Jeans, John Smale, Ian Tomes and Fred Westmoreland.

Councillor Andrew Davis gave his apologies that he would arrive late to the meeting owing to duties in his role as Mayor of Warminster and unitary councillor for a Royal Visit.

10 **Minutes of Previous Meetings**

The minutes of the meetings held on 21 October 2014 and 20 January 2015 were presented.

Questions were raised as to the accuracy of the resolution under Minute 73a in relation to the Fire Authority Merger, but it was confirmed that the resolution was as agreed by Council at the meeting, as explained in detail in the body of the minutes.

Councillor Hubbard wished to record his disquiet at the lateness of publishing the minutes of the meeting held on 21 October 2014.

Following a vote, it was,

Resolved:

That the minutes of the Council meetings held on 21 October 2014 and 20 January 2015 be approved as correct records and signed by the Chairman.

11 **Declarations of Interest**

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

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

12 **Announcements by the Chairman**

The Chairman made the following announcements:

a) Carol Services

Councillors will be aware that various carol services were held in December. The County of Wiltshire Service was held in the Minster Church of St Denys in Warminster in December. The service was conducted by the Right Reverend the Bishop of Ramsbury and Revered Jacque Desrosiers, with delightful musical contributions from the choir of Minster C.E Primary School.

Three staff Christmas celebrations were held at County Hall, Monkton Park and Bourne Hill. At the County Hall celebration, the newly formed Wiltshire Council Singers performed the 'Lion of Judah', which had sounded wonderful in the Atrium.

All services were successful occasions and the Chairman thanked all councillors who supported them.

b) Remembrance Day Services and Parades

The Chairman thanked Wiltshire Councillors for their willingness to be involved in and attend Remembrance Day services last November, which he said, was particularly important in this WW1 commemoration year. Councillors laid wreaths at war memorials in towns and villages across the County on behalf of the council.

The Council has also supported the Royal British Legion Poppy Appeal by selling poppies at its offices.

c) Royal Visits

The County had been fortunate to have received two further Royal Visits. In October His Royal Highness the Duke of Kent visited Marlborough to attend the rededication of the Town's war memorial as part of their World War I Centenary commemorations, and he also presented medals to members of 4MI Battalion. His Royal Highness then went on to visit Swindon Radio 105.5 to present them with their Queen's Award for Voluntary Service, and Swindon Dance, an organisation with a national reputation for providing high-quality dance training not only for students throughout Wiltshire but also the South-West.

In December Her Royal Highness the Princess Royal visited Tedworth House in Tidworth in her capacity as President of the City and Guilds of London Institute. Her Royal Highness toured the Help for Heroes Centre, opened a new greenhouse facility in the grounds and presented certificates to those who had recently completed City and Guild Qualifications.

d) Wiltshire and Swindon Youth Orchestra Concerts

The Wiltshire and Swindon Youth Orchestra held New Year concerts in Bradford-on-Avon and Salisbury in January, which both the Chairman and Vice-Chairman had the privilege to attend.

The Chairman encouraged councillors to attend these concerts to support the orchestra. The young people were exceptionally talented and the quality of their performances was always outstanding, providing everyone with a truly wonderful and uplifting experience. Nick Howdle, Head of the Wiltshire Music Service, is to be congratulated for encouraging and nurturing these young people to perform such inspiring concerts.

e) 'Bite the Ballot' Voter Registration

The Chairman drew Councillors' attention to the 'Bite the Ballot' Campaign, which is a party neutral initiative to empower young voters and increase voter registration, especially among the young. We have worked with the campaign to inform and register 16-24 years olds in Wiltshire with activities being held in schools and colleges across the County. The Chairman hoped that Councillors would also be able to support the initiative in their own communities to encourage voter registration, especially among the young.

13 Petitions

13a) Petitions Received

No petitions were received for presentation to this Council meeting.

13b) Petitions Update

A report by the Democratic Governance Manager was presented which gave Council details of the 6 petitions received for the period since the last Council meeting.

Resolved:

That Council note the report, the petitions received and the actions being taken in relation to them, as set out in the Appendix to the report.

14 Public Participation

No formal questions had been received from members of the public for this meeting.

Mr Dulwich, Mr Byrne and Mr Williams had requested to address Council on the Budget and would therefore be invited to speak at that item.

15 Wiltshire Council Financial Plan 2015/16

Public Participation

The following members of the public made statements on the proposed Budget:

Mr Dulwich - urged Council to maintain funding to retain in his opinion, the much needed Connect 2 bus Service to the Royal United Hospital, Bath and gave examples of the impact of its withdrawal.

Mr Byrne – expressed his dissatisfaction with the reductions in funding of Council services and for not challenging sufficiently the reductions in central government funding.

Mr Williams – expressed concern over the decline in services provided by the Council citing litter along highways, the proposed discontinuation of funding of the Connect 2 bus services and proposals to charge for the green waste bin service. He considered that a modest increase in council tax would be a preference to maintain and improve such services.

Council was asked to debate and approve a net revenue budget of £314.983 million, to freeze Council Tax, approve rents, fees and charges, the capital programme and reserves.

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

- A) The Leader's budget speech - this was emailed to Councillors once it was given and is attached as Appendix A to these minutes.
- B) The proposed amendments of the Liberal Democrat group, including comments from statutory officers.
- C) The reports of the meetings of the Overview And Scrutiny Management Committee held on 4 and 13 February 2015.
- D) The recommendations from the Cabinet meeting held on 10 February 2015.
- E) The Financial Plan Update 2015/16 report of the Section 151 Officer, together with the Budget Book, proposed fees and charges and the relevant extract of the Schools Forum minutes.
- F) The proposed council tax resolution which would be taken separately.

The Leader of the Council addressed Council delivering her budget speech (Appendix A). The Leader highlighted the successes of the Council, the continuing pressures on Council services and the financial challenges facing the Council in the face of continued reductions in central Government funding.

Councillor Dick Tonge, Cabinet member for Finance presented the Council's proposed Financial Plan update for 2015/16. He noted that the Council had made savings of £123 million over the last five years whilst continuing to invest in the growth of the local economy, the need to make savings of £30 million in 2015/16 and have a balanced budget, despite continued financial pressures.

Councillor Tonge guided members through the budget documentation highlighting key points. He referred to the consultation undertaken on the budget which included public meetings, tenants' panel and meetings with the trade unions, details of which were presented.

Councillor Tonge thanked Michael Hudson, Associate Director for Finance, his team and other officers for their hard work on putting together a difficult budget. He also thanked Councillor Glenis Ansell and her Financial Planning Task Group for their scrutiny input into the budget process.

Councillor Tonge concluded by commenting that the Council had strong financial management, was aware of its costs and prepared to challenge. It managed its reserves and debts professionally and was innovative about the way it addressed the challenges it faced. The Council also recognised the national economic situation and the unprecedented reductions in its grant and the difficult decisions that needed to be made to continue to be financially strong.

The Council would continue to lobby central Government for a change in local government funding and stress the need for certainty to be able to plan ahead with confidence. Council was therefore assessed as financially viable with sound and strong financial standing to set the proposed frozen council tax to continue to benefit in particular, the less well off pending improvements in the economic situation.

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

Councillor Simon Killane, Chairman of the Overview and Scrutiny Management Committee presented the reports of his Committee dated 4 February which had considered and scrutinised the budget proposals. He explained how scrutiny had been able to add value to the budget process focussing on the 12 key Business Plan deliverable outcomes. He hoped that scrutiny had assisted to improve the budget process and facilitate a more informed debate at this meeting. He considered that scrutiny had a role to play in the implementation of the budget and hoped that scrutiny would be engaged in this way.

Councillor Glenis Ansell, Chairman of the Financial Planning Task Group reported on the work of her Task Group and how it had reviewed and monitored the budget, examined this years budget process to ensure it was robust, reliability of systems, assessment of assumptions and financial planning, how the funding gap would be bridged and the approach to identifying necessary savings, and that reserves were set at a prudent amount. Councillor Ansell reported that her Task Group was satisfied on all these areas. Furthermore, she considered that the budget process had worked very well. The members' briefing, arrangements for public consultation and engagement of scrutiny had added value to the budget process. The Task Group had also looked at specific budget areas and identified those it wished to consider further.

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

Councillor Jon Hubbard spoke on the proposed budget, acknowledged the difficult and challenging financial situation and spoke against the one size fits all approach taken by central Government when it came to reductions in local government funding. Councillor Hubbard commented that he would not be supporting the budget as he did not feel it would adequately support the elderly and vulnerable. This was particularly in relation to the Connect 2 bus service to the RUH, Bath. He compared this Council with other comparable unitary authorities which had agreed modest council tax increases. He considered that due to reductions in central Government funding, this Council would not be able to deliver reasonable services without looking at ways of increasing its income.

Councillor Ernie Clark considered that reductions in central Government funding were likely to be continued. He agreed with the comments of Councillor Hubbard and considered that there were other ways of achieving a balanced budget without all of the reductions being proposed.

Councillor Ricky Rogers thanked the administration for the open and transparent budget process. He acknowledged the significant savings made by the Council over the last few years and that it had behaved as a model Council and earned various accolades for the way it operated. Yet, despite this, the Council continued to be penalised when it came to its funding settlement. He referred to hard working families and the difficulties they had endured over the last few years with very low pay increases and significant increases in living costs. He acknowledged it was a difficult choice between the need to make savings and the pain and hardship of increasing council tax.

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

Councillor Jon Hubbard presented his Group's amendments which had been considered by the Overview and Scrutiny Management Committee on 13 February 2015. He considered the amendments faced up to harsh realities and provided an alternative solution to better meet the needs of and invest in communities, particularly the most vulnerable.

Councillor Hubbard moved the following amendments to the budget and this was duly seconded:

To increase the Council's income in the budget by £1.719m through proposing a 1.9% Council Tax increase. The resultant additional income would be used to reverse a number of proposals within the Administrations current budget proposals summarised as follows:

| Investment | £m | Funding | £m |
|--|----------------|----------------------|--------------|
| 1. Reverse garden waste charging and introduce suspension - 3 months | £ 0.550 | Council Tax at 1.9% | 1.719 |
| 2. Reverse music service decision | £ 0.148 | | |
| 3. Reverse part of Hopper proposal but require review of how it is delivered which can deliver some savings. | £ 0.130 | | |
| 4. Reverse the decision on concessionary fares | £ 0.070 | | |
| 5. Reverse the decision to remove art grants | £ 0.089 | | |
| 6. Reverse the decision to remove museum concessions | £ 0.070 | | |
| 7. Invest in Highways, reversing some of the savings to be reviewed and will add back some, also add in new investment in community projects | £ 0.249 | | |
| 8. Invest in community transport champion | £ 0.050 | | |
| 9. Reduce capital and reintroduce revenue to Area Boards | £ 0.363 | | |
| Total invest | £ 1.719 | Total Funding | 1.719 |

Councillor Hubbard explained the background and rationale to the above proposals and confirmed that his proposals had been signed off by the Section 151 Officer as being financially sound, by the Monitoring Officer as legally sound and by the Corporate Directors as deliverable.

Councillor Simon Killane requested Council to take into account the views of the Overview and Scrutiny Management Committee which considered these amendments at its meeting on 13 February 2015 as detailed in its report as presented.

The Chairman invited remaining Group Leaders to respond to the amendments before opening the debate to other members. During open debate, the relevant Cabinet members also responded to the amendments.

To assist with and manage the lengthy debate which ensued, the Chairman permitted Councillor Hubbard to respond to the points raised on his amendments before permitting Councillor Tonge as mover of the original motion to exercise his right of reply.

The amendments taken as one proposal, were put to the vote and LOST and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014), the voting was recorded as follows:

For the amendment (31)

Councillors Desna Allen, Glenis Ansell, Pat Aves, Rosemary Brown, Terry Chivers, Trevor Carbin, Chris Caswill, Ernie Clark, Brian Dalton, Dennis Drewett, Peter Edge, Chris Hurst, Jon Hubbard, David Jenkins, Bob Jones MBE, Gordon King, Howard Marshall, Magnus Macdonald, Dr Helena McKeown, Ian McLennan, Stephen Oldrieve, Helen Osborn, Jeff Osborn, Linda Packard, Mark Packard, Ricky Rogers, Ian Thorn, John Walsh, Nick Watts, Ian West and Graham Wright

Against the amendment (55)

Councillors Chuck Berry, Richard Britton, Liz Bryant, Allison Bucknell, Mary Champion, Richard Clewer, Mark Connolly, Christine Crisp, Andrew Davis, Tony Deane, Christopher Devine, Stewart Dobson, Mary Douglas, Peter Evans, Sue Evans, Richard Gamble, Jose Green, Mike Hewitt, Charles Howard, Keith Humphries, Peter Hutton, Simon Jacobs, Julian Johnson, Simon Killane, John Knight, Jerry Kunkler, Jacqui Lay, Laura Mayes, Bill Moss, Christopher Newbury, John Noeken, Paul Oatway QPM, Sheila Parker, Graham Payne, Nina Phillips, David Pollitt, Leo Randall, Fleur de Rhé-Phillipe, Pip Ridout, Jane Scott OBE, Jonathon Seed, James Sheppard, Toby Sturgis, John Thomson, Richard Tonge, Tony Trotman, Bridget Wayman, Philip Whalley, Stuart Wheeler, Roy While, Jerry Wickham and Christopher Williams.

Abstention (1)

Councillor Nick Fogg MBE

The debate then returned to the original motion as moved by Councillor Tonge with an opportunity given for other Group Leaders and other members to move amendments. The Leader and relevant Cabinet members responded to the questions raised on the budget proposals.

The Chairman put the motion to the vote, taking a separate vote on the proposals in respect of the housing revenue account in which Cllr Brian Dalton had earlier in the meeting, declared a disclosable pecuniary interest. This enabled Cllr Dalton to remain present and participate in the voting on matters outside the housing revenue account.

On being put to the vote, the motion was CARRIED and it was therefore

Resolved:

That Council:

(a) Endorses the update of the Financial Plan for 2015/16.

- (b) Approves the savings and investment proposals summarised at Sections 9 and 7 respectively of the report and at Appendix 1 of the report as presented, to provide a net revenue budget for 2015/16 of £314.983 million.**
- (c) To:**
 - (i) Freeze Wiltshire Council's element of the Band D council tax for 2015/16 £1,222.43, as calculated in accordance with statute, as set out in Section 10 of the report as presented.**
 - (ii) Set the Council's total net expenditure budget for 2015/16 at £314.983 million.**
 - (iii) Set a 2.2% increase for dwelling rents in accordance with rent restructuring;**
 - (iv) (separate vote taken – see below)**
 - (v) (separate vote taken – see below)**
 - (vi) Approve the Capital programme proposed at Appendix 1F of the report as presented.**
 - (vii) Set the changes in fees and charges set out in detail at Section 8 of and at Appendix 1H of the report as presented.**

In accordance with the afore mentioned Regulations, the voting was recorded as follows:

For the motion (53)

Councillors Chuck Berry, Richard Britton, Liz Bryant, Allison Bucknell, Mary Champion, Richard Clewer, Mark Connolly, Christine Crisp, Andrew Davis, Tony Deane, Christopher Devine, Stewart Dobson, Mary Douglas, Peter Evans, Sue Evans, Richard Gamble, Jose Green, Mike Hewitt, Charles Howard, Keith Humphries, Peter Hutton, Simon Jacobs, Julian Johnson, John Knight, Jerry Kunkler, Jacqui Lay, Laura Mayes, Bill Moss, Christopher Newbury, John Noeken, Paul Oatway QPM, Sheila Parker, Graham Payne, Nina Phillips, Leo Randall, Fleur de Rhé-Phillipe, Pip Ridout, Jane Scott OBE, Jonathon Seed, James Sheppard, Toby Sturgis, John Thomson, Richard Tonge, Tony Trotman, Bridget Wayman, Philip Whalley, Stuart Wheeler, Roy While, Jerry Wickham and Christopher Williams.

Against the motion (32)

Councillors Desna Allen, Glenis Ansell, Pat Aves, Rosemary Brown, Terry Chivers, Trevor Carbin, Chris Caswill, Ernie Clark, Brian Dalton, Dennis Drewett, Peter Edge, Chris Hurst, Jon Hubbard, David Jenkins, Bob Jones MBE, Gordon King, Howard Marshall, Magnus Macdonald, Dr Helena McKeown, Ian McLennan, Stephen Oldrieve, Helen Osborn, Jeff Osborn, Linda

Packard, Mark Packard, David Pollitt, Ricky Rogers, Ian Thorn, John Walsh, Nick Watts, Ian West and Graham Wright

Abstentions (2)

Councillors Nick Fogg MBE and Simon Killane

Recommendation c iv and v – in respect of the Housing Revenue Account – Councillor Brian Dalton, having declared a disclosable pecuniary interest on this aspect of the budget, withdrew from the meeting for the duration of the vote being taken and it was

Resolved:

That Council

c)

(iv) Set the Housing Revenue Account (HRA) Budget for 2015/16 as set out at Appendix 1G of this report.

(v) That all other service charges related to the HRA be increased by 2.2% including garage rents.

In accordance with the relevant Regulations, the voting was recorded as follows:

For the motion (49)

Councillors Chuck Berry, Richard Britton, Liz Bryant, Allison Bucknell, Mary Champion, Richard Clewer, Mark Connolly, Christine Crisp, Andrew Davis, Tony Deane, Christopher Devine, Stewart Dobson, Mary Douglas, Peter Evans, Sue Evans, Richard Gamble, Jose Green, Mike Hewitt, Charles Howard, Keith Humphries, Peter Hutton, Simon Jacobs, Julian Johnson, John Knight, Jerry Kunkler, Jacqui Lay, Alan MacRae, Laura Mayes, Jemima Milton, Bill Moss, Christopher Newbury, John Noeken, Paul Oatway QPM, Sheila Parker, Graham Payne, Leo Randall, Fleur de Rhé-Phillipe, Pip Ridout, Jane Scott OBE, Jonathon Seed, James Sheppard, Toby Sturgis, John Thomson, Richard Tonge, Tony Trotman, Bridget Wayman, Philip Whalley, Stuart Wheeler, Roy While, Philip Whitehead, Jerry Wickham and Christopher Williams.

Against the motion (29)

Councillors Desna Allen, Glenis Ansell, Pat Aves, Rosemary Brown, Terry Chivers, Trevor Carbin, Chris Caswill, Peter Edge, Chris Hurst, Jon Hubbard, David Jenkins, Bob Jones MBE, Gordon King, Howard Marshall, Magnus Macdonald, Dr Helena McKeown, Ian McLennan, Stephen Oldrieve, Helen Osborn, Jeff Osborn, Linda Packard, Mark Packard, David Pollitt, Ricky Rogers, Ian Thorn, John Walsh, Nick Watts, Ian West and Graham Wright

Abstentions (3)

Councillors Nick Fogg MBE, Simon Killane and Nina Phillips.

Proposed Council Tax Resolution 2015/16

At the Chairman's invitation Councillor Dick Tonge, Cabinet member for Finance presented a report which detailed the various calculations in the prescribed format to enable Council to approve the council tax requirement for 2015/16. It was based on the council tax base approved by Cabinet at its meeting held on 16 December 2014. The report presented also included details from the precept authorities. Councillor Tonge moved the council tax resolution and this was seconded by the Leader and it was

Resolved:

That Council approve the following:

- 1. It be noted that on 16 December 2014 the Council calculated:**
 - (a) the Council Tax Base 2015/2016 for the whole Wiltshire Council area as 170,842.49 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,**
 - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix B.**
- 2. Calculate that the Council Tax requirement for the Council's own purposes for 2015/2016 (excluding Parish precepts) is £208,842,985.**
- 3. That the following amounts be calculated for the year 2015/2016 in accordance with Sections 31 to 36 of the Act:**
 - (a) £907,644,458 (Gross Revenue Expenditure including transfers to reserves, parish precepts and any collection fund deficit) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils).**
 - (b) £684,595,015 (Gross Revenue Income including transfers from reserves, General Government Grants and any collection fund surplus) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.**
 - (c) £223,049,443 (Net Revenue Expenditure including parish precepts) being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act**

as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).

(d) £1,305.59

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

| Band A £ | Band B £ | Band C £ | Band D £ | Band E £ | Band F £ | Band G £ | Band H £ |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 870.39 | 1,015.46 | 1,160.52 | 1,305.59 | 1,595.72 | 1,885.85 | 2,175.98 | 2,611.18 |

(e) £14,206,458

(Aggregate of Town & Parish Council Precepts) being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C).

(f) £1,222.43

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

| Band A £ | Band B £ | Band C £ | Band D £ | Band E £ | Band F £ | Band G £ | Band H £ |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 814.95 | 950.78 | 1,086.60 | 1,222.43 | 1,494.08 | 1,765.73 | 2,037.38 | 2,444.86 |

In accordance with the relevant Regulations, the above decisions were the subject of a recorded vote as follows:

For the motion (76)

Councillors Desna Allen, Glenis Ansell, Pat Aves, Chuck Berry, Richard Britton, Rosemary Brown, Liz Bryant, Allison Bucknell, Trevor Carbin, Mary Champion, Ernie Clark, Richard Clewer, Mark Connolly, Christine Crisp, Brian Dalton, Andrew Davis, Tony Deane, Christopher Devine, Stewart Dobson, Bill Douglas, Mary Douglas, Dennis Drewett, Peter Evans, Sue Evans, Nick Fogg MBE, Richard Gamble, Jose Green, Mike Hewitt, Charles Howard, Jon Hubbard,

Keith Humphries, Chris Hurst, Peter Hutton, Simon Jacobs, George Jeans, David Jenkins, Julian Johnson, Bob Jones MBE, Simon Killane, John Knight, Jerry Kunkler, Jacqui Lay, Magnus Macdonald, Alan MacRae, Laura Mayes, Dr Helena McKeown, Jemima Milton, Bill Moss, Christopher Newbury, John Noeken, Paul Oatway QPM, Stephen Oldrieve, Linda Packard, Mark Packard, Sheila Parker, Graham Payne, Nina Phillips, Leo Randall, Pip Ridout, Fleur de Rhé-Phillipe, Jane Scott OBE, Jonathon Seed, James Sheppard, Toby Sturgis, John Thomson, Ian Thorn, Richard Tonge, Tony Trotman, Nick Watts, Bridget Wayman, Ian West, Philip Whalley, Stuart Wheeler, Roy While, Philip Whitehead, Jerry Wickham, Christopher Williams and Graham Wright

Against the motion (10)

Councillors Terry Chivers, Peter Edge, Gordon King, Howard Marshall, Ian McLennan, Helen Osborn, Jeff Osborn, David Pollitt, Ricky Rogers and John Walsh

Abstention (1)

Councillor Chris Caswill

16 Proposed Council Tax Reduction Scheme

At the Chairman's request, Councillor Dick Tonge, Cabinet member for Finance, presented a report for Council's consideration following recommendation by Cabinet at its meeting on 10 February 2015.

The report recommended that the local council tax reduction scheme remain unchanged for a further year. The scheme would however, be augmented by the introduction of a discretionary fund in conjunction with other schemes to support the most vulnerable, for which budget provision in the sum of £200,000 had been made. The report also highlighted an anomaly in the administration of local council tax discounts concerning the treatment of empty homes and sought to close this loophole.

Resolved:

That Council:

- a) Confirms the £200,000 discretionary fund, in the budget is made available to support those households with multiple debts. The report is supplied with a policy, procedure and equality impact assessment to support the introduction of the new fund.**
- b) Agrees to close a loophole identified in the administration of the council tax charged on empty homes and to propose the minimum duration of six weeks a property must be occupied before another period of discount or exemption can apply.**

- c) **Agrees that in all other aspects the council scheme remains unchanged in 2015-16.**
- d) **That work is carried out to identify and implement a more coordinated approach to managing debt that avoids duplication within the Council.**
- e) **That key staff be trained and qualified to deliver financial support and personal budgeting.**

17 **Proposed Combined Fire and Rescue Authority for Wiltshire and Dorset**

Councillor Dick Tonge, Cabinet member for Finance presented a report which sought confirmation of the Council's position on the locally led proposed combination of the Dorset and the Wiltshire & Swindon Fire Authorities and creation of a Combined Fire and Rescue Authority for Wiltshire and Dorset.

This followed the Council's decision from its last meeting of Council held on 21 October 2014, where it had sought assurances on a number of key areas and therefore preferred not to commit to any option until such time as the issues had been resolved. The key areas of concern were as follows:

- How would the funding gap be bridged?
- Were there further savings that could be made in collaboration with other public bodies?
- How would the equalisation of precepts be dealt with and what the impact would be on Wiltshire residents.
- How it could be assured that key local decisions were not prejudiced by being out voted by the other constituent authorities?

At the Chairman's invitation, Councillor Chris Devine in his capacity as Chairman of the Wiltshire and Swindon Fire Authority addressed Council. In his presentation, Councillor Devine gave the following in addressing the specific concerns of the Council, gave the following assurances:

- Revised tax base increases would mean that full financial solvency would be achieved from 2015-2020
- Improved financial position of the Fire Authority since that reported in October 2014
- The funding gap would be fully bridged under best and worst case scenarios with revised tax base increase from 1% to 2.1% in Wiltshire and 0.2% to 1.5% in Dorset
- We can set a balanced budget beyond 18/19 without the need to raise council tax beyond referendum limits.

- Improved tax base would mean equalization would be possible without the need to raise precept levels excessively
- The Fire Authority would continue to discuss with DCLG the possibility of an Alternative Notional Amount (ANA) to seek to achieve equalisation on day one to offset future uncertainty around grant reductions, further improve its financial forecast and therefore further protect front line services
- Dorset Fire Authority had supported democratic equalisation
- Both Fire Authorities had agreed 15 members each
- Governance Review April 2018
- Wiltshire Council would have the most members.

Councillor Tonge presented a report on the position to date together with a submission from the Wiltshire and Swindon Fire Authority responding to the Council's concerns. The Council had submitted its response to the consultation based on its decision at its last meeting. DCLG had confirmed that it would accept a further response from the Council following this meeting clarifying its position in the light of the additional information provided by the Fire Authority.

Accordingly, Council was asked to consider and confirm its position in light of the information presented and the presentation and reassurances given by the Chairman of the Fire Authority.

In consideration of the assurances given by the Fire Authority, Councillor Tonge moved the proposal contained in the report presented to support the locally led proposal to create a combined fire authority covering Dorset and Wiltshire and Swindon and to advise the DCLG accordingly and this was duly seconded by the Leader.

The Chairman opened the debate initially to Group Leaders. The Leader explained that far from trying to stop the merger, she had considered it imperative to seek assurances on the key areas highlighted on a matter of such importance which affected the County's residents. Having received the positive assurances from the Fire Authority and the good work provided by Council officers, she wished the Fire Authority well in the future.

Councillor Jon Hubbard commented that whilst the need for an amalgamation was in a way unfortunate, it was absolutely the right approach to protect the service and maintain the high level of fire cover enjoyed by the County. He therefore supported the proposal.

Councillors Ernie Clark and Ricky Rogers also voiced their support for the proposal.

The debate was opened to other members during which there was general support for the proposal. In response to a question, Councillor Devine confirmed that the new merged authority would commence from 1 April 2016 subject to the timetabling of the relevant legislation.

On being put to the vote, it was

Resolved:

That the Council supports the report from the Chairman of Wiltshire and Swindon Fire Authority and instructs Officers to submit a response to the DCLG supporting the locally led proposal to create a combined fire authority covering Dorset and Wiltshire and Swindon. The DCLG response will be made by close of business on 24 February 2015.

18 Treasury Management Strategy 2015/16

With the Chairman's permission, Councillor Dick Tonge, Cabinet member for Finance, presented the proposed Treasury Management Strategy for 2015/16 as recommended by Cabinet at its meeting on 10 February 2015 for Council's approval.

The report included details of:

- a) the Prudential and Treasury Indicators (Prls and Trls) for the next three years;
- b) other debt management decisions required for 2015-16 that did not feature within the Prls or Trls, as shown in paragraphs 3.11 to 3.20 of the report presented;
- c) the Annual Investment Strategy for 2015-16 and
- d) the updated Treasury Management Practices.

Councillor Tonge guided Council through the key points of the Strategy.

Resolved:

That Council:

- a) **adopt the Prudential and Treasury Indicators (Appendix A of the report presented);**
- b) **adopt the Annual Investment Strategy (Appendix B of the report presented), subject to the need for future amendment resulting from any potential change in the minimum requirements for high credit quality and authorise the Associate Director, Finance, Revenues & Benefits and Pensions to amend the Strategy accordingly, unless he considers the amendment(s) to be of major significance, in**

which case formal Council approval will be sought at the earliest opportunity;

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

19 **Reducing Child Poverty Strategy 2014 - 2020**

With the Chairman's permission, Councillor Laura Mayes, Cabinet member for Children's Services presented the Reducing Child Poverty Strategy 2014 – 2020 with a view to its adoption by Council. The report which accompanied the Strategy also included a child poverty needs assessment.

The Strategy had previously been considered and recommended by Cabinet at its meeting on 11 November 2014. The aim of the Strategy was to reduce the number of children in Wiltshire living in poverty in addition to mitigating the impacts of poverty on children's health and wellbeing.

It was noted that the Strategy had been developed by the multi-disciplinary Child Poverty Group which reports to the Wiltshire Children & Young People's Trust Executive. The Strategy had been made available for wide consultation with the public including children and young people, the public and private sector, businesses and voluntary sector organisations. All responses were considered and inform the final strategy.

Councillor Jon Hubbard, Chairman of the Children's Select Committee supported the Strategy which had been considered by the Committee at its meeting on 14 October 2014.

Resolved:

That Council formally approves the updated Reducing Child Poverty Strategy 2014 – 2020 in line with the Council’s statutory duty to have a Strategy to reduce child poverty.

20 Pay Policy Statement and the Publication of Senior Staff Pay

With the Chairman’s permission, Councillor Stuart Wheeler, Cabinet member for Hubs, Governance, Support Services Heritage & Arts and Customer Care presented a report for Council’s consideration. The report sought Council’s approval of the updated Pay Policy Statement and the continued publication of senior staff salaries with the relevant threshold figure.

Details had been previously considered and recommended by the Staffing Policy Committee at its meeting on 7 January 2015.

During the course of discussion, Councillor Jon Hubbard queried the threshold figure stated in the report presented as he did not feel it reflected the requirement in the latest Transparency Code which stipulated salaries of £50,000 and above. Councillor Wheeler reported that he would seek clarification and ensure that published details met legal requirements. Later in the meeting, Cllr Wheeler confirmed that the figure of £50,000 was indeed correct.

Resolved:

That Council approve:

(a) the updated Pay Policy Statement set out in Appendix 1 of the report presented and

(b) the continued publication of senior staff salaries with the threshold figure as detailed in the Local Government Transparency Code 2014, along with job descriptions, budget responsibilities and numbers of staff. Individuals are asked to consent for their names to be included.

21 Notice of Motion No. 17 - Council Response Times - Councillors Jon Hubbard and Steve Oldrieve

The Chairman reported receipt of the above mentioned motion from Councillors Jon Hubbard and Steve Oldrieve. Accordingly, Councillor Jon Hubbard moved the following motion which was duly seconded by Councillor Steve Oldrieve:

‘Council recognises and supports the importance of being an open and transparent organisation that is seen to be responsive and answerable to the public.

Council notes that there has recently been adverse publicity where both the public and elected members have criticised slow responses from the council. Council therefore resolves to undertake an urgent review of Protocol 2 of the constitution (Member-Officer Relations) and also to review, document and publish standards for how the council will respond to any communications from the general public, with a report prepared for adoption at the May 2015 meeting of Full Council'.

Councillor Hubbard explained the purpose of his motion which was to improve the response times as he considered there was room for improvement.

The Chairman explained that as the motion related to a proposed change in the Constitution, he would move that it be referred to the Standards Committee via the Constitution Focus Group without debate. This was duly seconded by the Vice-Chairman.

Resolved:

That motion No. 17 detailed above be referred to the Standards Committee via the Constitution Focus Group.

22 Establishment of the Local Pension Board for Wiltshire Council

Councillor Dick Tonge, Cabinet member for Finance, presented a report which sought Council approval to establish a Local Pension Board in accordance with the Local Government Pension Scheme (Governance) Regulations 2015. The Council in its role as Administering Authority to the Wiltshire Pension Fund was required to establish such a Board by 1 April 2015.

Details of how the Pension Board would operate and its draft terms of reference were also presented. The purpose of the Board would be to raise the standard of management and administration of public service pension schemes and to achieve more effective representation of employer and employee interests in that process.

It was noted that The Independent Remuneration Panel (IRP) had been asked to consider whether positions on the Local Pension Board should attract an allowance and if so, the level of such remuneration. This work was ongoing and the outcome, together with the recommendations of the IRP would be presented to full Council at its May meeting for determination.

Resolved:

That Council:

- a) approve the establishment of the Local Pension Board from 1 April 2015 in line with the Terms of Reference;**

- b) **delegate authority to the Associate Director (Finance) or his nominated representative to make further amendments to the draft Terms of Reference in the Appendix to the report presented, as the result of further consideration of the relevant legislation and government guidance recently published on 28 January 2015; and**
- c) **delegate authority to the Associate Director (Finance) to sign the Terms of Reference as so amended on behalf of the Administering Authority.**

23 Review of Part 3 of the Constitution - Area Board Election of Chairmen and Cabinet Member Representation

Councillor Stuart Wheeler, Cabinet member for Hubs, Governance, Support Services Heritage & Arts and Customer Care presented a report which requested Council to consider recommended changes to Part 3 of the Constitution from the Standards Committee. Councillor Wheeler reminded Councillors that this had followed a request from Full Council to review the sections on the election of Chairmen to Area Boards (paragraph 4.9) and Cabinet Member representation on Area Boards (paragraph 4.10). Details of the proposed changes shown as tracked changes were presented.

The Leader emphasised that Cabinet members would of course continue to ensure their attendance at Area Boards as and when required.

Resolved:

To adopt the proposed amendments to Part 3 of the Constitution as contained at Appendix 1 of the report presented.

24 Electoral Registration

24a) Appointment of Chief Counting Officer

Councillor Stuart Wheeler, Cabinet member for Hubs, Governance, Support Services Heritage & Arts and Customer Care presented a report which recommended the formal appointment of a Chief Counting Officer. The Officer would oversee Neighbourhood Planning referenda where they crossed the County boundary and where the greatest number of eligible electors were registered in Wiltshire.

The report proposed that for continuity reasons, the Returning Officer, namely Corporate Director, Dr Carlton Brand should be appointed Chief Counting Officer.

Resolved:

To appoint Dr. Carlton Brand to be the Chief Counting Officer for the purposes of Regulation 10 of the Neighbourhood Planning (Referendums) Regulations 2012.

24b) Appointment of Deputy Electoral Registration Officers

Councillor Stuart Wheeler, Cabinet member for Hubs, Governance, Support Services Heritage & Arts and Customer Care presented a report which recommended the formal appointment of Deputy Electoral Registration Officer(s) to act in the event of the personal absence of the Electoral Registration Officer.

It was explained that the new Individual Electoral Registration system could potentially lead to more reviews of electors' registrations and appeals. It would therefore be prudent to have a Deputy or Deputies in place with the correct formal authority in place. Given the specialist electoral services knowledge required, it was proposed that the posts of the Associate Director Legal and Governance and the Head of Electoral Services be so appointed.

Resolved:

To appoint the Associate Director Legal and Governance and the Head of Electoral Services as Deputy Electoral Registration Officers with effect from the date of this Council meeting (24 February 2015).

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

24c) Review of Committee Places

The Chairman confirmed that following changes in the number of seats held by individual political groups on the Council, a request had been received from Councillor Ernie Clark, Leader of the Independent group for a review of the allocation of seats to political groups.

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

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

| Name of Group | No. of Councillors in Group |
|------------------|-----------------------------|
| Conservative | 59 |
| Liberal Democrat | 22 |

| | |
|------------------|----|
| Independent | 12 |
| Labour | 4 |
| Ungrouped Member | 1 |

The net effect of the change in political group sizes was that the Independent Group gained two seats and the Liberal Democrat Group lost two seats. A draft scheme of committee places as presented, had been discussed with the affected Group Leaders. It was noted that the allocation of seats to political groups on the Fire Authority and the Police and Crime Panel were unaffected.

Resolved:

That Council:

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

25b) Membership of Committees and other Bodies

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

Following requests made by Councillor Jon Hubbard, Leader of the Liberal Democrat Group, and Councillor Ernie Clark, Leader of the Independent Group, it was,

Resolved:

1) Northern Area Planning Committee

Remove Nick Watts and Simon Killane as Full Members.

Remove Terry Chivers as a Substitute Member.

Add Howard Marshall and Terry Chivers as Full Members.

Add Graham Wright and George Jeans as Substitute Members.

2) Appeals Committee

Remove Ian West as a Full Member.

Add Howard Marshall as a Full Member.

3) Audit Committee

Jeff Osborn (currently a Substitute Member) and Helen Osborn (currently a Full Member) to switch committee memberships.

26 Community Governance Review (Parish Boundaries)

A Community Governance Review (CGR) Working Group was previously established by Council to look at boundaries, warding and seats across the county at parish, town and City level.

Councillor Stuart Wheeler, Cabinet member for Hubs, Governance, Support Services Heritage & Arts and Customer Care presented a report which updated Council on the CGR. The Working Group had identified proposals which required further consultation and those for which there was no identified local support, it recommended that no further action be taken.

Public consultation meetings would be arranged to consider the larger schemes and consultation documents would be circulated to Councillors as soon as possible. The Working Group's proposals would be brought to Council for determination.

Resolved:

- a) To note the current position on the Community Governance Review.**
- b) To agree that no further action be taken as part of this review on the schemes listed in the table in paragraph 7 of the report presented which were originally suggested for review, but for which there is no identified local support or perceived need for change at this time.**

27 Delegation of Executive Authority - Joint Strategic Economic Committee

In accordance with paragraph 9 of the Cabinet Procedure Rules in Part 7 of the Constitution, the Leader presented a report which advised Council that she had delegated executive authority to the Joint Strategic Economic Committee (JSEC).

The JSEC formed part of the governance structure of the Swindon and Wiltshire Local Enterprise Partnership. The report previously considered by Cabinet at its meeting on 16 December 2014 which provided details of the governance structure including the terms of reference of the JSEC was also presented. The JSEC would provide local democratic and financial accountability for the

Swindon and Wiltshire Strategic Economic Plan, the use of the Local Growth Fund and other related funding streams.

Resolved:

That Council note the delegation by the Leader of the Council of executive authority to the Joint Strategic Economic Committee as presented. The Council's Scheme of Delegation – Part 3 of the Constitution would be amended to reflect this delegation.

28 Executive Decisions Taken Under Special Urgency Provision

The Leader presented a report which gave details of one decision taken by Cabinet under the Special Urgency procedure, namely a decision in respect of Porton Science Park at its meeting on 20 January 2015. It was noted that the matter required determination prior to the next scheduled meeting of Cabinet in order to expedite project delivery and associated procurement activity. Requirements of the Special Urgency procedure had been fully complied with.

Resolved:

That Council notes this report, that one decision has been taken under the special urgency provision in the period since the last report on the 13 May 2014.

29 Minutes of Cabinet and Committees

The Chairman moved that Council receive and note the following minutes as listed in the separate Minutes Book and this was duly seconded by the Vice-Chairman:

| | |
|--|--|
| Cabinet | 11 November 2014, 16 December 2014, 20 January 2015, 10 February 2015 |
| Cabinet Capital Assets Committee | 11 November 2014 |
| Overview and Scrutiny Management Committee | 4 November 2014, 6 January 2015, 13 January 2015 |
| Children's Select Committee | 14 October 2014, 9 December 2014 |
| Environment Select Committee | 28 October 2014, 9 December 2014 |

| | |
|--------------------------------------|---|
| Health Select Committee | 23 September 2014, 18 November 2014. 13 January 2015 |
| Licensing Committee | 8 December 2014 |
| Northern Area Planning Committee | 8 October 2014, 29 October 2014, 19 November 2014, 10 December 2014, 7 January 2015, 28 January 2015 |
| Eastern Area Planning Committee | 20 November 2014, 29 January 2015 |
| Southern Area Planning Committee | 16 October 2014, 6 November 2014, 27 November 2014, 18 December 2014, 15 January 2015, 5 February 2015 |
| Western Area Planning Committee | 5 November 2014, 26 November 2014, 17 December 2014, 14 January 2015, 4 February 2015 |
| Strategic Planning Committee | 22 October 2014, 10 December 2014, 21 January 2015 |
| Standards Committee | 8 October 2014, 21 January 2015 |
| Wiltshire Health and Wellbeing Board | 25 September 2014, 20 November 2014, 15 January 2015 |
| Wiltshire Pension Fund Committee | 3 December 2014, 11 December 2014 |
| Wiltshire Police and Crime Panel | 19 November 2014, 15 January 2015, 5 February 2015 |
| Audit Committee | 28 October 2014, 27 January 2015 |

Staffing Policy Committee

7 January 2015

Wiltshire and Swindon Fire Authority

25 September 2014, 11
November 2014, 11
December 2014.

The Chairman invited questions from members on points of information or clarification on the above minutes and gave the Chairmen of those meetings the opportunity to make any important announcements on the work of their respective committees.

Resolved:

That the minutes of the above mentioned meetings be received and noted.

30 **Councillors' Questions**

The Chairman reported receipt of questions from Councillors Ernie Clark, Chris Hurst, Helen Osborn, Jeff Osborn, Terry Chivers, Simon Killane, Chris Caswill, Jon Hubbard and Graham Payne, details of which were circulated in Agenda Supplement No. 1 together with responses from the relevant Cabinet member or Committee Chairman. Details of questions and responses are also attached as Appendix D to these minutes.

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

It was agreed to provide the following written responses to supplementary questions raised:

- In relation to Question 5 - from Cllr Jeff Osborn - written reply on how many police staff currently operate from County Hall.
- In relation to Question 11 – from Cllr Jeff Osborn – to advise Cllr Osborn and other Trowbridge members over the sale or disposal of the former West Wiltshire District Council site at Bradley Road, Trowbridge.
- In relation to Question 13 – from Councillor Simon Killane – voting record of Council meetings – it was noted that this matter had been referred to the Constitution Focus Group.
- In relation to Question 15 (e) - From Councillor Chris Caswill - the timing of the release of Cabinet papers for the meeting on 10 February 2015 in respect of the Chippenham Site Allocations DPD – Councillor Caswill questioned the ability of the public to respond to the documents in the

time available. He requested that the response of the Leader be recorded. The Leader clarified that the purpose of the report to Cabinet was to consider whether the Council should go out to consultation. The decision made was to go out to consultation with the evidence* to discuss with people in the local area. Cabinet did not need the evidence* to decide whether to run the consultation. (*Referring to the background evidence papers).

- Question 17 – in relation to the Canberra Youth Development Centre, Melksham – The Leader explained that the Council was dealing with the legalities of the youth centre and would then make a decision over its future and keep Councillor Hubbard informed of the outcome.

End of meeting

The Chairman drew the meeting to a close and reminded Council of its next scheduled meeting, being the Annual meeting, which would be held on 12 May 2015.

Appendices

Appendix A – Leader’s Budget Speech

Appendix B – Parish Precepts

Appendix C – Schedule of Committee Places

Appendix D – Councillors’ questions and responses

(Duration of meeting: 10.30 am - 6.45 pm)

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members’ Services, direct line 01225 718024, e-mail

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Councillor Jane Scott, Leader Wiltshire Council

Budget speech – 26 February 2015

“A budget is not just a collection of numbers, but an expression of our values and aspirations”.

I recently came across this quote from the current United States Secretary of the Treasury; Jacob Lew.

I am passionate that we stay true to our values and priorities – even though we have to deliver substantial savings and make some tough decisions. We need to do what we believe is right for the people of Wiltshire.

This is not an easy task.

I want to set out the budget process and focus on the impact of the decisions that we – as a council – will make today and what this will mean to the people and communities that we represent.

We are a big and complex business that spends £900 million each year on more than 350 services. The changing demographics, such as people living longer, coupled with inflation and the cuts in funding from central government - mean that we have to find even more savings.

We have made no secret of this situation.

Last year we received £119 million from central Government – this year we will get £103.8 million. This cut of more than £15 million, combined with the rise in demand for some of our key front line services and inflation costs, means we need to find a further £30 million of savings this coming financial year.

We are good at saving money - we are innovative in the way we do things.

Last year we saved £25.5 million - this was as a result of reviewing our services and looking at how we deliver these more efficiently. We also looked at where it made sense to share resources with our public sector partners; particularly Wiltshire police.

The reality of having to make savings will continue - for at least the next few years.

We know that local government will continue to be targeted by central government in the bid to reduce the national debt.

Despite these cuts - we remain absolutely committed to our three main priorities;

We will protect those who are most vulnerable in our communities – and, we will protect the money allocated to both our children and adult social care services.

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

And, we will support and empower local communities to do more for themselves. We need to do all we can to help make them stronger and more resilient so that they are able to cope with and manage the pressures and problems that they face.

We are proud to be a council that promotes openness and transparency. The views of our local residents and communities are extremely useful and influential in helping us to make the tough choices required.

Myself and the cabinet recently invited local residents to attend a number of public meetings where we presented the challenges we face and discussed where we could make £30 million savings.

More than 350 people attended these meetings and we weren't just there to be seen to be listening - we were genuinely listening, and we were impressed with what we heard.

As you would expect there was some criticism of the council – but there was also constructive feedback, and a real sense that people understood the difficult financial situation that we are in.

I have stressed that one of the main priorities is to protect those who are most vulnerable and, of course we considered whether we should increase council tax this year.

Whilst this may be acceptable to some, it would be an additional pressure on many households - particularly those on low or fixed incomes.

Just recently, the Local Government Information Unit published findings that more people are currently in debt on their council tax payments, than they are on their credit card payments.

At the public meetings only two people, out of 350, raised the idea of increasing the council tax. We believe, therefore, that any increase has to be sustainable for future years and would definitely have an adverse effect on those who most need our support.

We should be proud that we have not increased council tax for the past five years and that throughout this time we have managed to sustain the delivery of key front line services. If we had increased by 1.9 per cent each year since 2010, the average band D property, which currently pays £1,222 would now be paying £1,344. This almost a hundred and twenty two pounds more, before you add on the police, fire and parish increases.

This means that in the last five years Wiltshire residents have had one of the lowest national increases in council tax. Compare this to the average rate of inflation - over the same period of time -this has increased by almost 19.5 per cent. We should be proud that the average household will be saving £212 this year and will have saved £708 over this period.

We therefore believe that the right option this year is to take the government grant so that we can continue to keep the council tax increase at zero per cent.

We want to continue with a low tax for all - but offer choice for some.

That is why one of our proposals is to charge for garden waste. We do recognise that some households will need to continue with the assisted collection service, which we will provide for those who need our support.

But - this year's budget is not all about finding savings – the signs that we are moving out of economic recession are becoming more visible. Here in Wiltshire we have less people unemployed, businesses are relocating to the county and others are starting-up, expanding and growing. We will be able to offer educational and job opportunities as the new University Technical College opens in Salisbury and work starts on the development of a science park at Porton this year.

We will continue to invest in the services that we know matter most to Wiltshire residents - and we will also invest into the areas that will save us money in the future.

As I have stated before – we have three clear priorities – these drive our vision, focus and where we allocate our resources.

We need to meet the needs of those who are most vulnerable and we will protect the budget for children's services. We know that more children need safeguarding and more are in need of our support and care.

We have also protected our school improvement service, which we know is having a positive impact. Working together with schools - on the quality of education for many children - we have clear evidence of how effective this service is. We are, therefore, not reducing the support we provide for school improvement this year.

We recognise that saving money is important and necessary, but what's more important is that we make the best use of our resources to make sure that we protect, safeguard and improve the quality of life for all our residents.

I'm sure you will all agree that we cannot continue to have the situation that we saw in the acute hospitals this winter. Major incidents were declared in both the Royal United and Great Western hospitals as a result of the number of people requiring beds, care and treatment.

We have to continue to work closely with our health partners to improve care and to provide support so that we prevent unnecessary hospital admissions. We also need to assist people to leave hospital as soon as they are ready so that they can recover in their own home – which we know is their preferred option.

As you are all aware - people are living for longer – which is a good thing.

Currently in Wiltshire we have 15 per cent more older people than the UK average. Whilst this is an opportunity for us – as many older people are healthy and fit and willing to volunteer to support the delivery of our services and to do more in their local communities – it places a huge demand on both our social care and health services.

Last year the government mandated the newly established health and wellbeing boards to submit a Better Care Plan. I am pleased that Wiltshire’s plan is one of the five that has been fast tracked by the government. It sets out how, by working with our health partners, we are integrating health and social care to deliver better and more local services.

Currently, around £800 million is spent each year on health and social care in the county. The Better Care fund will provide around £27 million for the county. Working with the Clinical Commissioning Group (CCG) we launched a 100 day challenge. This required us gathering information in order to look at how we deliver improvements and take action to make a real difference.

Improvements in care for residents across the county are happening. Seven-day support for patients being discharged from hospital is now in place and people are being supported to remain at home or in their local community.

We are also establishing a single approach to sharing information between professionals to ensure there is one single assessment and people needing health and social care services will only have to answer personal questions once.

One thing is certain, it is difficult to know the level of spend, or the number of children and adults that may need our help in any one year – whilst we can estimate – we know that we have to respond and continue to protect those who are most vulnerable.

Wiltshire is changing and will continue to change.

Last month we approved the Core Strategy which positions the development and growth in Wiltshire up to 2026. The strategy sets out a housing requirement – imposed by the planning inspector. 42,000 homes in total will be allocated in Wiltshire. The strategy strives to strike a balance between driving economic growth and protecting the wonderful environment we have in our county.

Since 2006, almost 16,500 of the 42,000 homes have been built and there are commitments for around 20,300 more homes to be built by 2026. This figure is based on the extensive consultation with hundreds of organisations, businesses and residents. A further 5,400 homes will need to be allocated to meet the total requirement of the Core Strategy as set by the planning inspector. People are being consulted at this time on the preferred allocation of these additional homes.

We know that as part of this growth we need to provide more affordable homes as well as extra care and sheltered housing to meet the demand in the growth of older people. We will invest £45 million to deliver these, in partnership with developers, and we have also allocated £46 million to improve our council housing.

The Army basing programme will see more than 4,000 armed forces personnel, and their families relocating to Wiltshire by 2020. The first families will start to arrive next year.

Planning applications will be submitted soon for housing and the appropriate infrastructure in Ludgershall and Bulford. Working with the Ministry of Defence and the Defence Infrastructure Organisation we want the development and relocation to be as smooth and as successful as possible. Local communities have been asked for their views and are being kept updated as the plans progress.

We are a military county and we will be home to the largest Army base in the country – this makes us unique and creates opportunities for both economic and community growth.

We need to invest to provide the right infrastructure to keep the economy in Wiltshire buoyant.

We are continuing to invest in Wiltshire's roads. We have allocated £84 million pounds to resurface roads over the next four years and £26 million will be spent on road maintenance - including filling potholes. We recognise how important this is to local people and the need to have the right infrastructure to keep our county moving and accessible.

£65 million has been allocated to deliver a number of major schemes. These include building the new world class Porton Science Park, which will be underway by the end of this year; dualing the A350 Bypass at Chippenham; delivering a major refurbishment of Chippenham's railway station, and improving the A429 at Malmesbury as part of the expansion of Dyson.

Last month a Growth Deal package of Government money of £11.5 million was unveiled for Wiltshire including Swindon. We received £8.5 million. This Growth Deal funding is in addition to the £129.3 million committed by the Government last July. As a result of this deal, the Swindon and Wiltshire Local Enterprise Partnership estimates 8,500 new jobs, 40 hectares of new employment land, and 8,000 new homes will be built. The deal also has the potential to generate up to £70 million pounds of public and private investment into the county.

This funding will deliver improvements on our roads at Junction 17 on the M4 Motorway and at the busy Yarnbrook junction near Trowbridge. The investment at Yarnbrook will unlock the development of 2,600 homes in Trowbridge.

The £8.5 million funding will also be used to develop a digital skills and business incubation centre in Corsham. This project will encourage innovative start-up businesses as part of the Digital Corsham project based at the Mansion House.

It is vital that we continue to do all that we can to keep Wiltshire's economy vibrant.

Working with local communities and doing all that we can to enable them to do more for themselves is becoming more and more critical. We know that our resources are reducing and that we have to be more discerning about where we allocate our money and staff.

The stronger our communities are, the more able they will be to resolve matters and take action and the less reliant they will be on public services. This means we can allocate our resource where it is most needed.

That is why we have allocated £66 million to provide community campuses and hubs across the county. These new campuses are rationalising buildings - often scattered around a community area in various states of disrepair and no longer fit for purpose - into a location that is more accessible, and will provide local communities with the range of services, facilities and activities that they need.

This is an ambitious programme and it's transforming how we work with local communities. Unlike other councils we have not closed any libraries or leisure centres and in some cases we are keeping these services open for longer hours to meet the needs in a local community and I think we should be proud of this achievement too.

Across the county we will look at possible campus and hub models to assess what's required and what can be delivered in each community area. We also recognise the importance of incorporating a campus as part of developing the town centres in Chippenham, Trowbridge and Warminster, and we are working with our partners to decide where co-location is the best option.

Working with our well established area boards we are devolving services and empowering local communities to make decisions that are right for them.

Last year we changed how we provide youth activities by devolving more than £440,000 to the area boards to work with local groups and community youth officers to fund activities and events that young people want.

We are monitoring the impact of this new approach to assess the level of engagement and take up, and I am pleased that the feedback we have received so far has been extremely positive.

We already know that the approach to assessing which highway works and road maintenance takes priority in a local area is a huge success. Communities can determine what they need and how they want their budget for these services allocated.

It makes sense for local people to influence and decide what's best for them and now that public health has been integrated back in to the council, we have been working with area boards to hold health fairs and health checks and we are encouraging the nomination of an older people's champion in each area to be the voice and coordinator of what older people need. Last year all our communities signed up to be dementia aware - recognising that dementia is a reality for many older people and their carers and families in Wiltshire.

This time last year – you may recall - we had been hard hit by inclement weather and many of our local communities suffered the impact of flooding. We invested more than a £1 million to help with flood prevention work and to support those areas most affected.

I am pleased to announce that we will continue to provide this funding this year as we know the devastating impact that flooding can have – although fingers crossed the adverse weather that we saw last year is not repeated.

We are a very efficient council...

We have taken every opportunity to review what we do and where we can do things better. We have streamlined our assets, our properties and the services we provide.

Working closely with our partners; particularly health and the police we are sharing resources and buildings to make savings and maximise the space and service offer in our three main hubs and new campus buildings.

We manage change and the challenges we face with a can-do approach and openness. A recent staff survey highlights that more than 90 per cent of staff are aware of the direction, vision and values of this council.

As I said at the start –

The budget is not just a set of numbers – it's a representation of our values and ambitions.

I believe we have stayed true to our values and ambitions.

We will continue to protect those who are most vulnerable,

We will do all that we can to keep the local economy buoyant

And, we will support our communities to become even stronger and more able to cope with the challenges and issues that they face.

In tough times we have to be innovative, forward thinking and focused.

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

I would like to say a special thank you to the finance team, for the production of this year's budget and all the supporting papers. I would also like to take this opportunity to say a huge thank you to the three corporate directors and my cabinet; particularly Dick Tonge.

Their hard work has helped to deliver this robust, yet tough budget. It builds on our efficient and innovative approach to delivering services and how we work with our local communities to ensure that we make Wiltshire an even better place to live and work in and visit and most importantly it stays true to values and aspirations.

Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016

| Council Tax Schedule 2015/2016 | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Wiltshire Council | 814.95 | 950.78 | 1,086.60 | 1,222.43 | 1,494.08 | 1,765.73 | 2,037.38 | 2,444.86 |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 109.32 | 127.54 | 145.76 | 163.98 | 200.42 | 236.86 | 273.30 | 327.96 |
| Wiltshire & Swindon Fire Authority | 43.25 | 50.46 | 57.67 | 64.88 | 79.30 | 93.72 | 108.13 | 129.76 |
| Town & Parish Council (Average) | 55.44 | 64.68 | 73.92 | 83.16 | 101.64 | 120.12 | 138.60 | 166.32 |
| Total | 1,022.96 | 1,193.46 | 1,363.95 | 1,534.45 | 1,875.44 | 2,216.43 | 2,557.41 | 3,068.90 |

| Council Tax Charge by band per Parish/Town Council | | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|--------|
| Aldbourne Parish Council | 21.69 | 25.30 | 28.92 | 32.53 | 39.76 | 46.99 | 54.22 | 65.06 |
| Alderbury Parish Council | 31.59 | 36.85 | 42.12 | 47.38 | 57.91 | 68.44 | 78.97 | 94.76 |
| All Cannings Parish Council | 30.87 | 36.02 | 41.16 | 46.31 | 56.60 | 66.89 | 77.18 | 92.62 |
| Allington Parish Council | 27.66 | 32.27 | 36.88 | 41.49 | 50.71 | 59.93 | 69.15 | 82.98 |
| Alton Parish Council | 24.07 | 28.09 | 32.10 | 36.11 | 44.13 | 52.16 | 60.18 | 72.22 |
| Alvediston Parish Meeting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Amesbury Town Council | 40.63 | 47.41 | 54.18 | 60.95 | 74.49 | 88.04 | 101.58 | 121.90 |
| Ansty Parish Council | 14.37 | 16.77 | 19.16 | 21.56 | 26.35 | 31.14 | 35.93 | 43.12 |
| Ashton Keynes Parish Council | 33.09 | 38.60 | 44.12 | 49.63 | 60.66 | 71.69 | 82.72 | 99.26 |
| Atworth Parish Council | 31.89 | 37.21 | 42.52 | 47.84 | 58.47 | 69.10 | 79.73 | 95.68 |
| Avebury Parish Council | 31.85 | 37.15 | 42.46 | 47.77 | 58.39 | 69.00 | 79.62 | 95.54 |
| Barford St Martin Parish Council | 26.30 | 30.68 | 35.07 | 39.45 | 48.22 | 56.98 | 65.75 | 78.90 |
| Baydon Parish Council | 31.53 | 36.79 | 42.04 | 47.30 | 57.81 | 68.32 | 78.83 | 94.60 |
| Beechingslake Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Berwick Bassett & W/Bourne Monkton Parish Council | 17.17 | 20.04 | 22.90 | 25.76 | 31.48 | 37.21 | 42.93 | 51.52 |
| Berwick St James Parish Council | 10.69 | 12.48 | 14.26 | 16.04 | 19.60 | 23.17 | 26.73 | 32.08 |
| Berwick St John Parish Council | 35.95 | 41.94 | 47.93 | 53.92 | 65.90 | 77.88 | 89.87 | 107.84 |
| Berwick St Leonard Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Biddestone Parish Council | 21.63 | 25.23 | 28.84 | 32.44 | 39.65 | 46.86 | 54.07 | 64.88 |
| Bishops Cannings Parish Council | 20.90 | 24.38 | 27.87 | 31.35 | 38.32 | 45.28 | 52.25 | 62.70 |
| Bishopstone Parish Council | 13.36 | 15.59 | 17.81 | 20.04 | 24.49 | 28.95 | 33.40 | 40.08 |
| Bishopstrow Parish Council | 12.66 | 14.77 | 16.88 | 18.99 | 23.21 | 27.43 | 31.65 | 37.98 |
| Bowerchalke Parish Council | 20.63 | 24.06 | 27.50 | 30.94 | 37.82 | 44.69 | 51.57 | 61.88 |
| Box Parish Council | 61.91 | 72.23 | 82.55 | 92.87 | 113.51 | 134.15 | 154.78 | 185.74 |
| Boyton Parish Council | 5.83 | 6.80 | 7.77 | 8.74 | 10.68 | 12.62 | 14.57 | 17.48 |
| Bradford On Avon Town Council | 73.93 | 86.26 | 98.58 | 110.90 | 135.54 | 160.19 | 184.83 | 221.80 |
| Bratton Parish Council | 36.35 | 42.40 | 48.46 | 54.52 | 66.64 | 78.75 | 90.87 | 109.04 |
| Braydon Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Bremhill Parish Council | 9.44 | 11.01 | 12.59 | 14.16 | 17.31 | 20.45 | 23.60 | 28.32 |
| Brinkworth Parish Council | 18.59 | 21.68 | 24.78 | 27.88 | 34.08 | 40.27 | 46.47 | 55.76 |
| Britford Parish Council | 10.59 | 12.35 | 14.12 | 15.88 | 19.41 | 22.94 | 26.47 | 31.76 |
| Broad Hinton & W/Bourne Bassett Parish Council | 10.25 | 11.96 | 13.67 | 15.38 | 18.80 | 22.22 | 25.63 | 30.76 |
| Broad Town Parish Council | 9.25 | 10.80 | 12.34 | 13.88 | 16.96 | 20.05 | 23.13 | 27.76 |
| Broadchalke Parish Council | 13.88 | 16.19 | 18.51 | 20.82 | 25.45 | 30.07 | 34.70 | 41.64 |
| Brokenborough Parish Council | 8.89 | 10.37 | 11.85 | 13.33 | 16.29 | 19.25 | 22.22 | 26.66 |
| Bromham Parish Council | 30.65 | 35.76 | 40.87 | 45.98 | 56.20 | 66.42 | 76.63 | 91.96 |
| Broughton Gifford Parish Council | 18.17 | 21.20 | 24.23 | 27.26 | 33.32 | 39.38 | 45.43 | 54.52 |
| Bulford Parish Council | 25.93 | 30.26 | 34.58 | 38.90 | 47.54 | 56.19 | 64.83 | 77.80 |
| Bulkington Parish Council | 25.38 | 29.61 | 33.84 | 38.07 | 46.53 | 54.99 | 63.45 | 76.14 |
| Burbage Parish Council | 23.26 | 27.14 | 31.01 | 34.89 | 42.64 | 50.40 | 58.15 | 69.78 |
| Burcombe Parish Council | 32.33 | 37.71 | 43.10 | 48.49 | 59.27 | 70.04 | 80.82 | 96.98 |
| Buttermere Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Calne Town Council | 140.22 | 163.59 | 186.96 | 210.33 | 257.07 | 303.81 | 350.55 | 420.66 |
| Calne Without Parish Council | 4.74 | 5.53 | 6.32 | 7.11 | 8.69 | 10.27 | 11.85 | 14.22 |
| Castle Combe Parish Council | 18.53 | 21.61 | 24.70 | 27.79 | 33.97 | 40.14 | 46.32 | 55.58 |
| Chapmanslade Parish Council | 9.84 | 11.48 | 13.12 | 14.76 | 18.04 | 21.32 | 24.60 | 29.52 |
| Charlton Parish Council | 15.22 | 17.76 | 20.29 | 22.83 | 27.90 | 32.98 | 38.05 | 45.66 |

Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016

| Council Tax Schedule 2015/2016 | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Wiltshire Council | 814.95 | 950.78 | 1,086.60 | 1,222.43 | 1,494.08 | 1,765.73 | 2,037.38 | 2,444.86 |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 109.32 | 127.54 | 145.76 | 163.98 | 200.42 | 236.86 | 273.30 | 327.96 |
| Wiltshire & Swindon Fire Authority | 43.25 | 50.46 | 57.67 | 64.88 | 79.30 | 93.72 | 108.13 | 129.76 |
| Town & Parish Council (Average) | 55.44 | 64.68 | 73.92 | 83.16 | 101.64 | 120.12 | 138.60 | 166.32 |
| Total | 1,022.96 | 1,193.46 | 1,363.95 | 1,534.45 | 1,875.44 | 2,216.43 | 2,557.41 | 3,068.90 |

| Council Tax Charge by band per Parish/Town Council | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|--|------------|------------|------------|------------|------------|------------|------------|------------|
| Charlton St Peter & Wilsford Parish Council | 9.06 | 10.57 | 12.08 | 13.59 | 16.61 | 19.63 | 22.65 | 27.18 |
| Cherhill Parish Council | 13.08 | 15.26 | 17.44 | 19.62 | 23.98 | 28.34 | 32.70 | 39.24 |
| Cheverell Magna (Great Cheverell) Parish Council | 23.27 | 27.15 | 31.03 | 34.91 | 42.67 | 50.43 | 58.18 | 69.82 |
| Chicklade Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Chilmark Parish Council | 19.98 | 23.31 | 26.64 | 29.97 | 36.63 | 43.29 | 49.95 | 59.94 |
| Chilton Foliat Parish Council | 23.21 | 27.07 | 30.94 | 34.81 | 42.55 | 50.28 | 58.02 | 69.62 |
| Chippenham Town Council | 101.61 | 118.54 | 135.48 | 152.41 | 186.28 | 220.15 | 254.02 | 304.82 |
| Chippenham Without Parish Council | 38.68 | 45.13 | 51.57 | 58.02 | 70.91 | 83.81 | 96.70 | 116.04 |
| Chirton Parish Council | 16.45 | 19.20 | 21.94 | 24.68 | 30.16 | 35.65 | 41.13 | 49.36 |
| Chitterne Parish Council | 31.68 | 36.96 | 42.24 | 47.52 | 58.08 | 68.64 | 79.20 | 95.04 |
| Cholderton Parish Council | 29.80 | 34.77 | 39.73 | 44.70 | 54.63 | 64.57 | 74.50 | 89.40 |
| Christian Malford Parish Council | 19.21 | 22.42 | 25.62 | 28.82 | 35.22 | 41.63 | 48.03 | 57.64 |
| Chute Forest Parish Council | 29.20 | 34.07 | 38.93 | 43.80 | 53.53 | 63.27 | 73.00 | 87.60 |
| Chute Parish Council | 24.11 | 28.12 | 32.14 | 36.16 | 44.20 | 52.23 | 60.27 | 72.32 |
| Clarendon Park Parish Council | 21.69 | 25.30 | 28.92 | 32.53 | 39.76 | 46.99 | 54.22 | 65.06 |
| Clyffe Pypard Parish Council | 9.29 | 10.84 | 12.39 | 13.94 | 17.04 | 20.14 | 23.23 | 27.88 |
| Codford Parish Council | 15.15 | 17.68 | 20.20 | 22.73 | 27.78 | 32.83 | 37.88 | 45.46 |
| Colerne Parish Council | 36.87 | 43.02 | 49.16 | 55.31 | 67.60 | 79.89 | 92.18 | 110.62 |
| Collingbourne Ducis Parish Council | 33.40 | 38.97 | 44.53 | 50.10 | 61.23 | 72.37 | 83.50 | 100.20 |
| Collingbourne Kingston Parish Council | 29.49 | 34.40 | 39.32 | 44.23 | 54.06 | 63.89 | 73.72 | 88.46 |
| Compton Bassett Parish Council | 20.94 | 24.43 | 27.92 | 31.41 | 38.39 | 45.37 | 52.35 | 62.82 |
| Compton Chamberlayne Parish Council | 28.53 | 33.29 | 38.04 | 42.80 | 52.31 | 61.82 | 71.33 | 85.60 |
| Coombe Bissett Parish Council | 21.07 | 24.58 | 28.09 | 31.60 | 38.62 | 45.64 | 52.67 | 63.20 |
| Corsham Town Council | 91.17 | 106.37 | 121.56 | 136.76 | 167.15 | 197.54 | 227.93 | 273.52 |
| Corsley Parish Council | 15.97 | 18.64 | 21.30 | 23.96 | 29.28 | 34.61 | 39.93 | 47.92 |
| Coulston Parish Council | 16.01 | 18.68 | 21.35 | 24.02 | 29.36 | 34.70 | 40.03 | 48.04 |
| Cricklade Town Council | 110.87 | 129.35 | 147.83 | 166.31 | 203.27 | 240.23 | 277.18 | 332.62 |
| Crudwell Parish Council | 20.34 | 23.73 | 27.12 | 30.51 | 37.29 | 44.07 | 50.85 | 61.02 |
| Dauntsey Parish Council | 34.91 | 40.73 | 46.55 | 52.37 | 64.01 | 75.65 | 87.28 | 104.74 |
| Devizes Town Council | 83.41 | 97.31 | 111.21 | 125.11 | 152.91 | 180.71 | 208.52 | 250.22 |
| Dilton Marsh Parish Council | 21.05 | 24.56 | 28.07 | 31.58 | 38.60 | 45.62 | 52.63 | 63.16 |
| Dinton Parish Council | 23.83 | 27.81 | 31.78 | 35.75 | 43.69 | 51.64 | 59.58 | 71.50 |
| Donhead St Andrew Parish Council | 19.79 | 23.08 | 26.38 | 29.68 | 36.28 | 42.87 | 49.47 | 59.36 |
| Donhead St Mary Parish Council | 22.46 | 26.20 | 29.95 | 33.69 | 41.18 | 48.66 | 56.15 | 67.38 |
| Downton Parish Council | 32.41 | 37.81 | 43.21 | 48.61 | 59.41 | 70.21 | 81.02 | 97.22 |
| Durnford Parish Council | 7.95 | 9.27 | 10.60 | 11.92 | 14.57 | 17.22 | 19.87 | 23.84 |
| Durrington Town Council | 34.09 | 39.78 | 45.46 | 51.14 | 62.50 | 73.87 | 85.23 | 102.28 |
| East Kennett Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| East Knoyle Parish Council | 15.07 | 17.58 | 20.09 | 22.60 | 27.62 | 32.64 | 37.67 | 45.20 |
| Easterton Parish Council | 42.49 | 49.57 | 56.65 | 63.73 | 77.89 | 92.05 | 106.22 | 127.46 |
| Easton Grey Parish Council | 3.16 | 3.69 | 4.21 | 4.74 | 5.79 | 6.85 | 7.90 | 9.48 |
| Easton Royal Parish Council | 27.29 | 31.83 | 36.38 | 40.93 | 50.03 | 59.12 | 68.22 | 81.86 |
| Ebbesbourne Wake Parish Council | 6.66 | 7.77 | 8.88 | 9.99 | 12.21 | 14.43 | 16.65 | 19.98 |
| Edington Parish Council | 14.60 | 17.03 | 19.47 | 21.90 | 26.77 | 31.63 | 36.50 | 43.80 |
| Enford Parish Council | 19.41 | 22.64 | 25.88 | 29.11 | 35.58 | 42.05 | 48.52 | 58.22 |
| Erlestoke Parish Council | 45.31 | 52.87 | 60.42 | 67.97 | 83.07 | 98.18 | 113.28 | 135.94 |
| Etchilhampton Parish Council | 13.39 | 15.63 | 17.86 | 20.09 | 24.55 | 29.02 | 33.48 | 40.18 |

Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016

| Council Tax Schedule 2015/2016 | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Wiltshire Council | 814.95 | 950.78 | 1,086.60 | 1,222.43 | 1,494.08 | 1,765.73 | 2,037.38 | 2,444.86 |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 109.32 | 127.54 | 145.76 | 163.98 | 200.42 | 236.86 | 273.30 | 327.96 |
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| Town & Parish Council (Average) | 55.44 | 64.68 | 73.92 | 83.16 | 101.64 | 120.12 | 138.60 | 166.32 |
| Total | 1,022.96 | 1,193.46 | 1,363.95 | 1,534.45 | 1,875.44 | 2,216.43 | 2,557.41 | 3,068.90 |

Council Tax Charge by band per Parish/Town Council

| | | | | | | | | |
|---------------------------------------|-------|-------|-------|-------|--------|--------|--------|--------|
| Everleigh Parish Council | 25.61 | 29.88 | 34.15 | 38.42 | 46.96 | 55.50 | 64.03 | 76.84 |
| Figheldean Parish Council | 47.05 | 54.90 | 62.74 | 70.58 | 86.26 | 101.95 | 117.63 | 141.16 |
| Firsdawn Parish Council | 25.19 | 29.39 | 33.59 | 37.79 | 46.19 | 54.59 | 62.98 | 75.58 |
| Fittleton Parish Council | 30.11 | 35.12 | 40.14 | 45.16 | 55.20 | 65.23 | 75.27 | 90.32 |
| Fonthill Bishop Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fonthill Gifford Parish Council | 18.23 | 21.27 | 24.31 | 27.35 | 33.43 | 39.51 | 45.58 | 54.70 |
| Fovant Parish Council | 19.48 | 22.73 | 25.97 | 29.22 | 35.71 | 42.21 | 48.70 | 58.44 |
| Froxfield Parish Council | 28.04 | 32.71 | 37.39 | 42.06 | 51.41 | 60.75 | 70.10 | 84.12 |
| Fyfield & West Overton Parish Council | 14.53 | 16.95 | 19.37 | 21.79 | 26.63 | 31.47 | 36.32 | 43.58 |
| Grafton Parish Council | 13.09 | 15.28 | 17.46 | 19.64 | 24.00 | 28.37 | 32.73 | 39.28 |
| Great Bedwyn Parish Council | 18.75 | 21.88 | 25.00 | 28.13 | 34.38 | 40.63 | 46.88 | 56.26 |
| Great Hinton Parish Council | 19.86 | 23.17 | 26.48 | 29.79 | 36.41 | 43.03 | 49.65 | 59.58 |
| Great Somerford Parish Council | 12.78 | 14.91 | 17.04 | 19.17 | 23.43 | 27.69 | 31.95 | 38.34 |
| Great Wishford Parish Council | 17.69 | 20.63 | 23.58 | 26.53 | 32.43 | 38.32 | 44.22 | 53.06 |
| Grimstead Parish Council | 28.23 | 32.94 | 37.64 | 42.35 | 51.76 | 61.17 | 70.58 | 84.70 |
| Grittleton Parish Council | 9.71 | 11.32 | 12.94 | 14.56 | 17.80 | 21.03 | 24.27 | 29.12 |
| Ham Parish Council | 15.76 | 18.39 | 21.01 | 23.64 | 28.89 | 34.15 | 39.40 | 47.28 |
| Hankerton Parish Council | 16.26 | 18.97 | 21.68 | 24.39 | 29.81 | 35.23 | 40.65 | 48.78 |
| Heddington Parish Council | 9.29 | 10.84 | 12.39 | 13.94 | 17.04 | 20.14 | 23.23 | 27.88 |
| Heytesbury & Knook Parish Council | 17.52 | 20.44 | 23.36 | 26.28 | 32.12 | 37.96 | 43.80 | 52.56 |
| Heywood Parish Council | 9.13 | 10.66 | 12.18 | 13.70 | 16.74 | 19.79 | 22.83 | 27.40 |
| Hilmarton Parish Council | 15.83 | 18.46 | 21.10 | 23.74 | 29.02 | 34.29 | 39.57 | 47.48 |
| Hilperton Parish Council | 9.52 | 11.11 | 12.69 | 14.28 | 17.45 | 20.63 | 23.80 | 28.56 |
| Hindon Parish Council | 30.71 | 35.83 | 40.95 | 46.07 | 56.31 | 66.55 | 76.78 | 92.14 |
| Holt Parish Council | 17.85 | 20.82 | 23.80 | 26.77 | 32.72 | 38.67 | 44.62 | 53.54 |
| Horningsham Parish Council | 44.19 | 51.56 | 58.92 | 66.29 | 81.02 | 95.75 | 110.48 | 132.58 |
| Hullavington Parish Council | 24.23 | 28.26 | 32.30 | 36.34 | 44.42 | 52.49 | 60.57 | 72.68 |
| Idmiston Parish Council | 19.21 | 22.42 | 25.62 | 28.82 | 35.22 | 41.63 | 48.03 | 57.64 |
| Keevil Parish Council | 18.65 | 21.76 | 24.87 | 27.98 | 34.20 | 40.42 | 46.63 | 55.96 |
| Kilminster Parish Council | 23.97 | 27.96 | 31.96 | 35.95 | 43.94 | 51.93 | 59.92 | 71.90 |
| Kington Langley Parish Council | 34.72 | 40.51 | 46.29 | 52.08 | 63.65 | 75.23 | 86.80 | 104.16 |
| Kington St Michael Parish Council | 36.51 | 42.60 | 48.68 | 54.77 | 66.94 | 79.11 | 91.28 | 109.54 |
| Lacock Parish Council | 23.11 | 26.97 | 30.82 | 34.67 | 42.37 | 50.08 | 57.78 | 69.34 |
| Landford Parish Council | 24.52 | 28.61 | 32.69 | 36.78 | 44.95 | 53.13 | 61.30 | 73.56 |
| Langley Burrell Parish Council | 29.58 | 34.51 | 39.44 | 44.37 | 54.23 | 64.09 | 73.95 | 88.74 |
| Latton Parish Council | 19.64 | 22.91 | 26.19 | 29.46 | 36.01 | 42.55 | 49.10 | 58.92 |
| Laverstock & Ford Parish Council | 8.59 | 10.02 | 11.45 | 12.88 | 15.74 | 18.60 | 21.47 | 25.76 |
| Lea & Cleverton Parish Council | 14.79 | 17.26 | 19.72 | 22.19 | 27.12 | 32.05 | 36.98 | 44.38 |
| Leigh Parish Council | 18.89 | 22.03 | 25.18 | 28.33 | 34.63 | 40.92 | 47.22 | 56.66 |
| Limpley Stoke Parish Council | 32.79 | 38.25 | 43.72 | 49.18 | 60.11 | 71.04 | 81.97 | 98.36 |
| Little Bedwyn Parish Council | 15.83 | 18.46 | 21.10 | 23.74 | 29.02 | 34.29 | 39.57 | 47.48 |
| Little Cheverell Parish Council | 20.71 | 24.17 | 27.62 | 31.07 | 37.97 | 44.88 | 51.78 | 62.14 |
| Little Somerford Parish Council | 22.16 | 25.85 | 29.55 | 33.24 | 40.63 | 48.01 | 55.40 | 66.48 |
| Longbridge Deverill Parish Council | 11.37 | 13.27 | 15.16 | 17.06 | 20.85 | 24.64 | 28.43 | 34.12 |
| Luckington Parish Council | 18.61 | 21.71 | 24.81 | 27.91 | 34.11 | 40.31 | 46.52 | 55.82 |
| Ludgershall Town Council | 57.16 | 66.69 | 76.21 | 85.74 | 104.79 | 123.85 | 142.90 | 171.48 |
| Lydiard Millicent Parish Council | 19.15 | 22.34 | 25.53 | 28.72 | 35.10 | 41.48 | 47.87 | 57.44 |

Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016

| Council Tax Schedule 2015/2016 | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Wiltshire Council | 814.95 | 950.78 | 1,086.60 | 1,222.43 | 1,494.08 | 1,765.73 | 2,037.38 | 2,444.86 |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 109.32 | 127.54 | 145.76 | 163.98 | 200.42 | 236.86 | 273.30 | 327.96 |
| Wiltshire & Swindon Fire Authority | 43.25 | 50.46 | 57.67 | 64.88 | 79.30 | 93.72 | 108.13 | 129.76 |
| Town & Parish Council (Average) | 55.44 | 64.68 | 73.92 | 83.16 | 101.64 | 120.12 | 138.60 | 166.32 |
| Total | 1,022.96 | 1,193.46 | 1,363.95 | 1,534.45 | 1,875.44 | 2,216.43 | 2,557.41 | 3,068.90 |

| Council Tax Charge by band per Parish/Town Council | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|--|------------|------------|------------|------------|------------|------------|------------|------------|
| Lydiard Tregoze Parish Council | 22.94 | 26.76 | 30.59 | 34.41 | 42.06 | 49.70 | 57.35 | 68.82 |
| Lyneham & Bradenstoke Parish Council | 22.95 | 26.78 | 30.60 | 34.43 | 42.08 | 49.73 | 57.38 | 68.86 |
| Maiden Bradley Parish Council | 62.87 | 73.34 | 83.82 | 94.30 | 115.26 | 136.21 | 157.17 | 188.60 |
| Malmesbury Town Council | 118.33 | 138.05 | 157.77 | 177.49 | 216.93 | 256.37 | 295.82 | 354.98 |
| Manningford Parish Council | 22.16 | 25.85 | 29.55 | 33.24 | 40.63 | 48.01 | 55.40 | 66.48 |
| Marden Parish Council | 7.57 | 8.84 | 10.10 | 11.36 | 13.88 | 16.41 | 18.93 | 22.72 |
| Market Lavington Parish Council | 40.15 | 46.84 | 53.53 | 60.22 | 73.60 | 86.98 | 100.37 | 120.44 |
| Marlborough Town Council | 99.55 | 116.15 | 132.74 | 149.33 | 182.51 | 215.70 | 248.88 | 298.66 |
| Marston Meysey Parish Council | 17.80 | 20.77 | 23.73 | 26.70 | 32.63 | 38.57 | 44.50 | 53.40 |
| Marston Parish Council | 17.43 | 20.33 | 23.24 | 26.14 | 31.95 | 37.76 | 43.57 | 52.28 |
| Melksham Town Council | 58.55 | 68.30 | 78.06 | 87.82 | 107.34 | 126.85 | 146.37 | 175.64 |
| Melksham Without Parish Council | 35.55 | 41.47 | 47.40 | 53.32 | 65.17 | 77.02 | 88.87 | 106.64 |
| Mere Parish Council | 62.51 | 72.93 | 83.35 | 93.77 | 114.61 | 135.45 | 156.28 | 187.54 |
| Mildenhall Parish Council | 40.79 | 47.58 | 54.38 | 61.18 | 74.78 | 88.37 | 101.97 | 122.36 |
| Milston Parish Council | 9.95 | 11.61 | 13.27 | 14.93 | 18.25 | 21.57 | 24.88 | 29.86 |
| Milton Lilbourne Parish Council | 22.82 | 26.62 | 30.43 | 34.23 | 41.84 | 49.44 | 57.05 | 68.46 |
| Minety Parish Council | 11.85 | 13.83 | 15.80 | 17.78 | 21.73 | 25.68 | 29.63 | 35.56 |
| Monkton Farleigh Parish Council | 19.78 | 23.08 | 26.37 | 29.67 | 36.26 | 42.86 | 49.45 | 59.34 |
| Netheravon Parish Council | 37.56 | 43.82 | 50.08 | 56.34 | 68.86 | 81.38 | 93.90 | 112.68 |
| Netherhampton Parish Council | 6.03 | 7.03 | 8.04 | 9.04 | 11.05 | 13.06 | 15.07 | 18.08 |
| Nettleton Parish Council | 10.21 | 11.92 | 13.62 | 15.32 | 18.72 | 22.13 | 25.53 | 30.64 |
| Newton Toney Parish Council | 32.10 | 37.45 | 42.80 | 48.15 | 58.85 | 69.55 | 80.25 | 96.30 |
| North Bradley Parish Council | 9.57 | 11.17 | 12.76 | 14.36 | 17.55 | 20.74 | 23.93 | 28.72 |
| North Newton Parish Council | 19.45 | 22.70 | 25.94 | 29.18 | 35.66 | 42.15 | 48.63 | 58.36 |
| North Wraxall Parish Council | 19.43 | 22.67 | 25.91 | 29.15 | 35.63 | 42.11 | 48.58 | 58.30 |
| Norton & Foxley Parish Meeting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Norton Bavant Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Oaksey Parish Council | 40.65 | 47.42 | 54.20 | 60.97 | 74.52 | 88.07 | 101.62 | 121.94 |
| Odstock Parish Council | 30.62 | 35.72 | 40.83 | 45.93 | 56.14 | 66.34 | 76.55 | 91.86 |
| Ogbourne St Andrew Parish Council | 10.48 | 12.23 | 13.97 | 15.72 | 19.21 | 22.71 | 26.20 | 31.44 |
| Ogbourne St George Parish Council | 26.33 | 30.71 | 35.10 | 39.49 | 48.27 | 57.04 | 65.82 | 78.98 |
| Orcheston Parish Council | 9.48 | 11.06 | 12.64 | 14.22 | 17.38 | 20.54 | 23.70 | 28.44 |
| Patney Parish Council | 10.67 | 12.45 | 14.23 | 16.01 | 19.57 | 23.13 | 26.68 | 32.02 |
| Pewsey Parish Council | 39.32 | 45.87 | 52.43 | 58.98 | 72.09 | 85.19 | 98.30 | 117.96 |
| Pitton & Farley Parish Council | 17.31 | 20.20 | 23.08 | 25.97 | 31.74 | 37.51 | 43.28 | 51.94 |
| Potterne Parish Council | 18.91 | 22.07 | 25.22 | 28.37 | 34.67 | 40.98 | 47.28 | 56.74 |
| Poulshot Parish Council | 29.75 | 34.71 | 39.67 | 44.63 | 54.55 | 64.47 | 74.38 | 89.26 |
| Preshute Parish Council | 16.59 | 19.35 | 22.12 | 24.88 | 30.41 | 35.94 | 41.47 | 49.76 |
| Purton Parish Council | 71.54 | 83.46 | 95.39 | 107.31 | 131.16 | 155.00 | 178.85 | 214.62 |
| Quidhampton Parish Council | 29.41 | 34.32 | 39.22 | 44.12 | 53.92 | 63.73 | 73.53 | 88.24 |
| Ramsbury Parish Council | 33.79 | 39.42 | 45.05 | 50.68 | 61.94 | 73.20 | 84.47 | 101.36 |
| Redlynch Parish Council | 19.96 | 23.29 | 26.61 | 29.94 | 36.59 | 43.25 | 49.90 | 59.88 |
| Roundway Parish Council | 27.38 | 31.94 | 36.51 | 41.07 | 50.20 | 59.32 | 68.45 | 82.14 |
| Rowde Parish Council | 37.43 | 43.66 | 49.90 | 56.14 | 68.62 | 81.09 | 93.57 | 112.28 |
| Royal Wootton Bassett Town Council | 126.54 | 147.63 | 168.72 | 189.81 | 231.99 | 274.17 | 316.35 | 379.62 |

Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016

| Council Tax Schedule 2015/2016 | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Wiltshire Council | 814.95 | 950.78 | 1,086.60 | 1,222.43 | 1,494.08 | 1,765.73 | 2,037.38 | 2,444.86 |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 109.32 | 127.54 | 145.76 | 163.98 | 200.42 | 236.86 | 273.30 | 327.96 |
| Wiltshire & Swindon Fire Authority | 43.25 | 50.46 | 57.67 | 64.88 | 79.30 | 93.72 | 108.13 | 129.76 |
| Town & Parish Council (Average) | 55.44 | 64.68 | 73.92 | 83.16 | 101.64 | 120.12 | 138.60 | 166.32 |
| Total | 1,022.96 | 1,193.46 | 1,363.95 | 1,534.45 | 1,875.44 | 2,216.43 | 2,557.41 | 3,068.90 |

| Council Tax Charge by band per Parish/Town Council | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|--|------------|------------|------------|------------|------------|------------|------------|------------|
| Rushall Parish Council | 31.63 | 36.91 | 42.18 | 47.45 | 57.99 | 68.54 | 79.08 | 94.90 |
| Salisbury City Council | 70.00 | 81.67 | 93.33 | 105.00 | 128.33 | 151.67 | 175.00 | 210.00 |
| Savernake Parish Council | 4.95 | 5.78 | 6.60 | 7.43 | 9.08 | 10.73 | 12.38 | 14.86 |
| Seagry Parish Council | 47.45 | 55.36 | 63.27 | 71.18 | 87.00 | 102.82 | 118.63 | 142.36 |
| Sedgehill & Semley Parish Council | 15.73 | 18.35 | 20.97 | 23.59 | 28.83 | 34.07 | 39.32 | 47.18 |
| Seend Parish Council | 13.09 | 15.28 | 17.46 | 19.64 | 24.00 | 28.37 | 32.73 | 39.28 |
| Semington Parish Council | 16.39 | 19.12 | 21.85 | 24.58 | 30.04 | 35.50 | 40.97 | 49.16 |
| Shalbourne Parish Council | 6.25 | 7.30 | 8.34 | 9.38 | 11.46 | 13.55 | 15.63 | 18.76 |
| Sherrington Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sherston Parish Council | 24.31 | 28.36 | 32.41 | 36.46 | 44.56 | 52.66 | 60.77 | 72.92 |
| Shrewton Parish Council | 20.17 | 23.54 | 26.90 | 30.26 | 36.98 | 43.71 | 50.43 | 60.52 |
| Sopworth Parish Council | 5.18 | 6.04 | 6.91 | 7.77 | 9.50 | 11.22 | 12.95 | 15.54 |
| South Newton Parish Council | 12.85 | 14.99 | 17.13 | 19.27 | 23.55 | 27.83 | 32.12 | 38.54 |
| South Wraxall Parish Council | 10.71 | 12.49 | 14.28 | 16.06 | 19.63 | 23.20 | 26.77 | 32.12 |
| Southwick Parish Council | 15.43 | 18.00 | 20.57 | 23.14 | 28.28 | 33.42 | 38.57 | 46.28 |
| St Paul Without | 8.09 | 9.43 | 10.78 | 12.13 | 14.83 | 17.52 | 20.22 | 24.26 |
| Stanton St Bernard Parish Council | 27.93 | 32.58 | 37.24 | 41.89 | 51.20 | 60.51 | 69.82 | 83.78 |
| Stanton St Quintin Parish Council | 14.07 | 16.41 | 18.76 | 21.10 | 25.79 | 30.48 | 35.17 | 42.20 |
| Stapleford Parish Council | 15.67 | 18.28 | 20.89 | 23.50 | 28.72 | 33.94 | 39.17 | 47.00 |
| Staverton Parish Council | 21.96 | 25.62 | 29.28 | 32.94 | 40.26 | 47.58 | 54.90 | 65.88 |
| Steeple Ashton Parish Council | 30.11 | 35.12 | 40.14 | 45.16 | 55.20 | 65.23 | 75.27 | 90.32 |
| Steeple Langford Parish Council | 12.89 | 15.04 | 17.19 | 19.34 | 23.64 | 27.94 | 32.23 | 38.68 |
| Stert Parish Council | 6.75 | 7.87 | 9.00 | 10.12 | 12.37 | 14.62 | 16.87 | 20.24 |
| Stockton Parish Council | 4.25 | 4.95 | 5.66 | 6.37 | 7.79 | 9.20 | 10.62 | 12.74 |
| Stourton Parish Council | 13.13 | 15.31 | 17.50 | 19.69 | 24.07 | 28.44 | 32.82 | 39.38 |
| Stratford Tony Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sutton Bengier Parish Council | 13.55 | 15.81 | 18.07 | 20.33 | 24.85 | 29.37 | 33.88 | 40.66 |
| Sutton Mandeville Parish Council | 6.23 | 7.26 | 8.30 | 9.34 | 11.42 | 13.49 | 15.57 | 18.68 |
| Sutton Veny Parish Council | 23.13 | 26.99 | 30.84 | 34.70 | 42.41 | 50.12 | 57.83 | 69.40 |
| Swallowcliffe Parish Council | 14.83 | 17.30 | 19.77 | 22.24 | 27.18 | 32.12 | 37.07 | 44.48 |
| Teffont Parish Council | 35.09 | 40.93 | 46.78 | 52.63 | 64.33 | 76.02 | 87.72 | 105.26 |
| Tidcombe & Fosbury Parish Council | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tidworth Town Council | 79.05 | 92.23 | 105.40 | 118.58 | 144.93 | 171.28 | 197.63 | 237.16 |
| Tilshead Parish Council | 31.42 | 36.66 | 41.89 | 47.13 | 57.60 | 68.08 | 78.55 | 94.26 |
| Tisbury Parish Council | 38.87 | 45.34 | 51.82 | 58.30 | 71.26 | 84.21 | 97.17 | 116.60 |
| Tockenham Parish Council | 25.71 | 29.99 | 34.28 | 38.56 | 47.13 | 55.70 | 64.27 | 77.12 |
| Tollard Royal Parish Council | 41.75 | 48.70 | 55.66 | 62.62 | 76.54 | 90.45 | 104.37 | 125.24 |
| Trowbridge Town Council | 93.09 | 108.61 | 124.12 | 139.64 | 170.67 | 201.70 | 232.73 | 279.28 |
| Upavon Parish Council | 25.31 | 29.53 | 33.75 | 37.97 | 46.41 | 54.85 | 63.28 | 75.94 |
| Upper Deverills Parish Council | 26.05 | 30.40 | 34.74 | 39.08 | 47.76 | 56.45 | 65.13 | 78.16 |
| Upton Lovell Parish Council | 22.42 | 26.16 | 29.89 | 33.63 | 41.10 | 48.58 | 56.05 | 67.26 |
| Upton Scudamore Parish Council | 15.33 | 17.89 | 20.44 | 23.00 | 28.11 | 33.22 | 38.33 | 46.00 |
| Urchfont Parish Council | 56.39 | 65.79 | 75.19 | 84.59 | 103.39 | 122.19 | 140.98 | 169.18 |
| Warminster Town Council | 54.93 | 64.08 | 73.24 | 82.39 | 100.70 | 119.01 | 137.32 | 164.78 |
| West Ashton Parish Council | 9.02 | 10.52 | 12.03 | 13.53 | 16.54 | 19.54 | 22.55 | 27.06 |
| West Dean Parish Council | 38.53 | 44.96 | 51.38 | 57.80 | 70.64 | 83.49 | 96.33 | 115.60 |
| West Knoyle Parish Council | 33.78 | 39.41 | 45.04 | 50.67 | 61.93 | 73.19 | 84.45 | 101.34 |

Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016

| Council Tax Schedule 2015/2016 | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Wiltshire Council | 814.95 | 950.78 | 1,086.60 | 1,222.43 | 1,494.08 | 1,765.73 | 2,037.38 | 2,444.86 |
| Office of the Police & Crime Commissioner for Wiltshire & Swindon | 109.32 | 127.54 | 145.76 | 163.98 | 200.42 | 236.86 | 273.30 | 327.96 |
| Wiltshire & Swindon Fire Authority | 43.25 | 50.46 | 57.67 | 64.88 | 79.30 | 93.72 | 108.13 | 129.76 |
| Town & Parish Council (Average) | 55.44 | 64.68 | 73.92 | 83.16 | 101.64 | 120.12 | 138.60 | 166.32 |
| Total | 1,022.96 | 1,193.46 | 1,363.95 | 1,534.45 | 1,875.44 | 2,216.43 | 2,557.41 | 3,068.90 |

| Council Tax Charge by band per Parish/Town Council | Band A (£) | Band B (£) | Band C (£) | Band D (£) | Band E (£) | Band F (£) | Band G (£) | Band H (£) |
|--|------------|------------|------------|------------|------------|------------|------------|------------|
| West Lavington Parish Council | 38.19 | 44.55 | 50.92 | 57.28 | 70.01 | 82.74 | 95.47 | 114.56 |
| West Tisbury Parish Council | 15.97 | 18.64 | 21.30 | 23.96 | 29.28 | 34.61 | 39.93 | 47.92 |
| Westbury Town Council | 58.50 | 68.25 | 78.00 | 87.75 | 107.25 | 126.75 | 146.25 | 175.50 |
| Westwood Parish Council | 22.75 | 26.54 | 30.33 | 34.12 | 41.70 | 49.28 | 56.87 | 68.24 |
| Whiteparish Parish Council | 26.17 | 30.54 | 34.90 | 39.26 | 47.98 | 56.71 | 65.43 | 78.52 |
| Wilcot & Huish Parish Council | 15.18 | 17.71 | 20.24 | 22.77 | 27.83 | 32.89 | 37.95 | 45.54 |
| Wilsford-cum-Lake Parish Council | 6.38 | 7.44 | 8.51 | 9.57 | 11.70 | 13.82 | 15.95 | 19.14 |
| Wilton Town Council | 69.14 | 80.66 | 92.19 | 103.71 | 126.76 | 149.80 | 172.85 | 207.42 |
| Wingfield Parish Council | 33.90 | 39.55 | 45.20 | 50.85 | 62.15 | 73.45 | 84.75 | 101.70 |
| Winsley Parish Council | 13.77 | 16.06 | 18.36 | 20.65 | 25.24 | 29.83 | 34.42 | 41.30 |
| Winterbourne Parish Council | 21.43 | 25.00 | 28.57 | 32.14 | 39.28 | 46.42 | 53.57 | 64.28 |
| Winterbourne Stoke Parish Council | 47.08 | 54.93 | 62.77 | 70.62 | 86.31 | 102.01 | 117.70 | 141.24 |
| Winterslow Parish Council | 25.33 | 29.55 | 33.77 | 37.99 | 46.43 | 54.87 | 63.32 | 75.98 |
| Woodborough Parish Council | 28.61 | 33.37 | 38.14 | 42.91 | 52.45 | 61.98 | 71.52 | 85.82 |
| Woodford Parish Council | 13.15 | 15.35 | 17.54 | 19.73 | 24.11 | 28.50 | 32.88 | 39.46 |
| Wootton Rivers Parish Council | 12.05 | 14.05 | 16.06 | 18.07 | 22.09 | 26.10 | 30.12 | 36.14 |
| Worton Parish Council | 25.91 | 30.23 | 34.55 | 38.87 | 47.51 | 56.15 | 64.78 | 77.74 |
| Wylve Parish Council | 16.07 | 18.75 | 21.43 | 24.11 | 29.47 | 34.83 | 40.18 | 48.22 |
| Yatton Keynell Parish Council | 15.95 | 18.61 | 21.27 | 23.93 | 29.25 | 34.57 | 39.88 | 47.86 |
| Zeals Parish Council | 11.56 | 13.49 | 15.41 | 17.34 | 21.19 | 25.05 | 28.90 | 34.68 |

Wiltshire Council - Town & Parish Precepts 2015/2016

| Parish/Town Council | 2014/2015 | | | 2015/2016 | | | C Tax Increase/ (Decrease) |
|--|-----------|--------------|------------------------|-----------|--------------|------------------------|----------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Aldbourne Parish Council | 767.83 | 24,716.76 | 32.19 | 770.38 | 25,063.24 | 32.53 | 1.06% |
| Alderbury Parish Council | 930.53 | 44,086.34 | 47.38 | 929.22 | 44,028.31 | 47.38 | 0.00% |
| All Cannings Parish Council | 250.98 | 10,597.00 | 42.22 | 255.85 | 11,848.41 | 46.31 | 9.69% |
| Allington Parish Council | 184.29 | 7,717.42 | 41.88 | 189.00 | 7,842.18 | 41.49 | (0.93%) |
| Alton Parish Council | 103.53 | 2,251.29 | 21.74 | 107.77 | 3,891.44 | 36.11 | 66.10% |
| Alvediston Parish Meeting | 46.00 | 0.00 | 0.00 | 46.87 | 0.00 | 0.00 | 0.00% |
| Amesbury Town Council | 3,515.27 | 203,710.00 | 57.95 | 3,517.22 | 214,374.55 | 60.95 | 5.18% |
| Ansty Parish Council | 73.57 | 1,523.63 | 20.71 | 70.67 | 1,523.63 | 21.56 | 4.10% |
| Ashton Keynes Parish Council | 639.84 | 32,770.63 | 51.22 | 665.12 | 33,008.06 | 49.63 | (3.10%) |
| Atworth Parish Council | 473.36 | 22,646.00 | 47.84 | 476.32 | 22,787.00 | 47.84 | 0.00% |
| Avebury Parish Council | 216.72 | 10,237.08 | 47.24 | 218.03 | 10,416.07 | 47.77 | 1.12% |
| Barford St Martin Parish Council | 193.85 | 8,456.00 | 43.62 | 195.24 | 7,702.88 | 39.45 | (9.56%) |
| Baydon Parish Council | 283.50 | 14,101.00 | 49.74 | 283.11 | 13,390.00 | 47.30 | (4.91%) |
| Beechingstoke Parish Council | 65.77 | 0.00 | 0.00 | 62.53 | 0.00 | 0.00 | 0.00% |
| Berwick Bassett & W/Bourne Monkton Pa | 83.69 | 2,208.06 | 26.38 | 87.75 | 2,260.61 | 25.76 | (2.35%) |
| Berwick St James Parish Council | 73.33 | 1,167.82 | 15.93 | 74.19 | 1,190.01 | 16.04 | 0.69% |
| Berwick St John Parish Council | 131.99 | 7,000.00 | 53.03 | 129.83 | 7,000.00 | 53.92 | 1.68% |
| Berwick St Leonard Parish Council | 15.53 | 0.00 | 0.00 | 15.52 | 0.00 | 0.00 | 0.00% |
| Biddestone Parish Council | 243.59 | 8,000.00 | 32.84 | 246.58 | 8,000.00 | 32.44 | (1.22%) |
| Bishops Cannings Parish Council | 761.06 | 16,150.00 | 21.22 | 772.63 | 24,225.00 | 31.35 | 47.74% |
| Bishopstone Parish Council | 263.22 | 5,274.39 | 20.04 | 267.87 | 5,368.00 | 20.04 | 0.00% |
| Bishopstrow Parish Council | 62.88 | 1,200.00 | 19.08 | 63.18 | 1,200.00 | 18.99 | (0.47%) |
| Bowerchalke Parish Council | 173.93 | 5,289.89 | 30.41 | 172.78 | 5,346.62 | 30.94 | 1.74% |
| Box Parish Council | 1,449.75 | 134,746.24 | 92.94 | 1,460.10 | 135,597.00 | 92.87 | (0.08%) |
| Boyton Parish Council | 87.98 | 586.58 | 6.67 | 85.85 | 750.20 | 8.74 | 31.03% |
| Bradford On Avon Town Council | 3,662.50 | 373,929.00 | 102.10 | 3,767.78 | 417,854.00 | 110.90 | 8.62% |
| Bratton Parish Council | 485.45 | 24,711.70 | 50.90 | 491.71 | 26,809.69 | 54.52 | 7.11% |
| Braydon Parish Council | 25.46 | 0.00 | 0.00 | 27.36 | 0.00 | 0.00 | 0.00% |
| Bremhill Parish Council | 447.17 | 4,852.24 | 10.85 | 451.47 | 6,392.13 | 14.16 | 30.51% |
| Brinkworth Parish Council | 573.78 | 15,995.39 | 27.88 | 590.69 | 16,470.18 | 27.88 | 0.00% |
| Britford Parish Council | 183.05 | 2,965.26 | 16.20 | 187.33 | 2,974.64 | 15.88 | (1.98%) |
| Broad Hinton & W/Bourne Bassett Parish | 377.21 | 5,806.56 | 15.39 | 380.84 | 5,858.79 | 15.38 | (0.06%) |
| Broad Town Parish Council | 254.32 | 3,525.00 | 13.86 | 261.25 | 3,625.00 | 13.88 | 0.14% |
| Broadchalke Parish Council | 307.61 | 6,495.91 | 21.12 | 314.64 | 6,551.01 | 20.82 | (1.42%) |
| Brokenborough Parish Council | 94.87 | 1,265.00 | 13.33 | 99.50 | 1,326.34 | 13.33 | 0.00% |
| Bromham Parish Council | 744.18 | 34,098.67 | 45.82 | 752.81 | 34,612.03 | 45.98 | 0.35% |
| Broughton Gifford Parish Council | 331.92 | 8,652.00 | 26.07 | 335.73 | 9,152.00 | 27.26 | 4.56% |
| Bulford Parish Council | 1,148.11 | 41,327.47 | 36.00 | 1,186.68 | 46,167.46 | 38.90 | 8.06% |
| Bulkington Parish Council | 117.01 | 4,500.00 | 38.46 | 118.21 | 4,500.00 | 38.07 | (1.01%) |
| Burbage Parish Council | 740.33 | 31,499.39 | 42.55 | 754.06 | 26,309.82 | 34.89 | (18.00%) |
| Burcombe Parish Council | 58.23 | 2,501.43 | 42.96 | 61.87 | 3,000.00 | 48.49 | 12.87% |
| Buttermere Parish Council | 30.12 | 0.00 | 0.00 | 30.89 | 0.00 | 0.00 | 0.00% |
| Calne Town Council | 5,201.48 | 1,039,984.00 | 199.94 | 5,337.54 | 1,122,660.00 | 210.33 | 5.20% |
| Calne Without Parish Council | 1,092.22 | 5,824.47 | 5.33 | 1,106.55 | 7,871.87 | 7.11 | 33.40% |
| Castle Combe Parish Council | 159.12 | 4,588.81 | 28.84 | 166.67 | 4,632.33 | 27.79 | (3.64%) |
| Chapmanslade Parish Council | 299.52 | 3,863.81 | 12.90 | 297.38 | 4,390.51 | 14.76 | 14.42% |
| Charlton Parish Council | 222.00 | 4,876.50 | 21.97 | 228.25 | 5,209.84 | 22.83 | 3.91% |
| Charlton St Peter & Wilsford Parish Cour | 80.82 | 800.00 | 9.90 | 80.93 | 1,100.00 | 13.59 | 37.27% |
| Cherhill Parish Council | 343.85 | 6,698.29 | 19.48 | 345.59 | 6,779.75 | 19.62 | 0.72% |
| Cheverell Magna (Great Cheverell) Paris | 239.60 | 8,044.24 | 33.57 | 244.11 | 8,521.88 | 34.91 | 3.99% |

Wiltshire Council - Town & Parish Precepts 2015/2016

| Parish/Town Council | 2014/2015 | | | 2015/2016 | | | C Tax Increase/ (Decrease) |
|--------------------------|-----------|-------------|------------------------|-----------|-------------|------------------------|----------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Chicklade Parish Council | 38.18 | 0.00 | 0.00 | 36.09 | 0.00 | 0.00 | 0.00% |
| Chilmark Parish Council | 230.72 | 6,848.58 | 29.68 | 229.86 | 6,889.47 | 29.97 | 0.98% |

Wiltshire Council - Town & Parish Precepts 2015/2016

| Parish/Town Council | 2014/2015 | | | 2015/2016 | | | C Tax Increase/ (Decrease) |
|---------------------------------------|-----------|--------------|------------------------|-----------|--------------|------------------------|----------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Chilton Foliat Parish Council | 188.24 | 6,600.00 | 35.06 | 189.62 | 6,600.00 | 34.81 | (0.71%) |
| Chippenham Town Council | 11,379.61 | 1,717,463.00 | 150.92 | 11,465.93 | 1,747,577.00 | 152.41 | 0.99% |
| Chippenham Without Parish Council | 87.11 | 4,000.00 | 45.92 | 86.17 | 5,000.00 | 58.02 | 26.35% |
| Chirton Parish Council | 171.37 | 2,114.71 | 12.34 | 172.07 | 4,247.00 | 24.68 | 100.00% |
| Chitterne Parish Council | 130.76 | 6,039.00 | 46.18 | 132.17 | 6,280.56 | 47.52 | 2.90% |
| Cholderton Parish Council | 84.13 | 3,800.00 | 45.17 | 85.01 | 3,800.00 | 44.70 | (1.04%) |
| Christian Malford Parish Council | 338.43 | 8,967.58 | 26.50 | 346.18 | 9,976.33 | 28.82 | 8.75% |
| Chute Forest Parish Council | 85.50 | 3,868.00 | 45.24 | 88.31 | 3,868.00 | 43.80 | (3.18%) |
| Chute Parish Council | 161.20 | 6,000.00 | 37.22 | 168.71 | 6,100.00 | 36.16 | (2.85%) |
| Clarendon Park Parish Council | 114.59 | 600.00 | 5.24 | 110.66 | 3,600.00 | 32.53 | 520.80% |
| Clyffe Pypard Parish Council | 140.18 | 2,000.00 | 14.27 | 143.52 | 2,000.00 | 13.94 | (2.31%) |
| Codford Parish Council | 331.30 | 7,080.06 | 21.37 | 334.31 | 7,600.00 | 22.73 | 6.36% |
| Coleme Parish Council | 911.87 | 50,078.10 | 54.92 | 930.59 | 51,467.73 | 55.31 | 0.71% |
| Collingbourne Ducis Parish Council | 354.50 | 17,412.93 | 49.12 | 364.40 | 18,257.00 | 50.10 | 2.00% |
| Collingbourne Kingston Parish Council | 203.51 | 8,917.19 | 43.82 | 213.66 | 9,449.55 | 44.23 | 0.94% |
| Compton Bassett Parish Council | 105.56 | 2,695.56 | 25.53 | 107.28 | 3,370.00 | 31.41 | 23.03% |
| Compton Chamberlayne Parish Council | 60.14 | 2,250.00 | 37.41 | 58.41 | 2,500.00 | 42.80 | 14.41% |
| Coombe Bissett Parish Council | 348.62 | 10,854.03 | 31.13 | 344.72 | 10,893.44 | 31.60 | 1.51% |
| Corsham Town Council | 4,286.13 | 586,187.00 | 136.76 | 4,364.97 | 596,953.00 | 136.76 | 0.00% |
| Corsley Parish Council | 327.26 | 8,000.00 | 24.45 | 333.92 | 8,000.00 | 23.96 | (2.00%) |
| Coulston Parish Council | 81.18 | 1,960.00 | 24.14 | 81.59 | 1,960.00 | 24.02 | (0.50%) |
| Cricklade Town Council | 1,485.70 | 240,106.00 | 161.61 | 1,505.80 | 250,426.00 | 166.31 | 2.91% |
| Crudwell Parish Council | 494.85 | 15,097.74 | 30.51 | 498.99 | 15,226.40 | 30.51 | 0.00% |
| Dauntsey Parish Council | 242.97 | 12,000.00 | 49.39 | 248.23 | 13,000.00 | 52.37 | 6.03% |
| Devizes Town Council | 3,763.77 | 462,363.64 | 122.85 | 3,787.69 | 473,864.00 | 125.11 | 1.84% |
| Dilton Marsh Parish Council | 667.92 | 17,858.12 | 26.74 | 674.42 | 21,301.43 | 31.58 | 18.10% |
| Dinton Parish Council | 282.78 | 10,645.00 | 37.64 | 287.97 | 10,296.00 | 35.75 | (5.02%) |
| Donhead St Andrew Parish Council | 242.57 | 7,252.00 | 29.90 | 244.31 | 7,252.00 | 29.68 | (0.74%) |
| Donhead St Mary Parish Council | 452.91 | 14,542.76 | 32.11 | 458.37 | 15,441.82 | 33.69 | 4.92% |
| Downton Parish Council | 1,241.26 | 57,819.87 | 46.58 | 1,247.02 | 60,616.13 | 48.61 | 4.36% |
| Durnford Parish Council | 175.22 | 1,989.60 | 11.36 | 173.83 | 2,072.05 | 11.92 | 4.93% |
| Durrington Town Council | 2,066.94 | 104,074.75 | 50.35 | 2,115.83 | 108,203.24 | 51.14 | 1.57% |
| East Kennett Parish Council | 50.61 | 0.00 | 0.00 | 50.76 | 0.00 | 0.00 | 0.00% |
| East Knoyle Parish Council | 330.21 | 7,062.07 | 21.39 | 336.31 | 7,599.31 | 22.60 | 5.66% |
| Easterton Parish Council | 227.30 | 14,500.00 | 63.79 | 232.08 | 14,790.00 | 63.73 | (0.09%) |
| Easton Grey Parish Council | 43.81 | 0.00 | 0.00 | 42.19 | 200.00 | 4.74 | N/A |
| Easton Royal Parish Council | 135.41 | 5,600.00 | 41.36 | 136.82 | 5,600.00 | 40.93 | (1.04%) |
| Ebbesbourne Wake Parish Council | 101.17 | 999.56 | 9.88 | 100.05 | 999.50 | 9.99 | 1.11% |
| Edington Parish Council | 317.54 | 6,238.55 | 19.65 | 324.60 | 7,109.15 | 21.90 | 11.45% |
| Enford Parish Council | 245.98 | 4,730.40 | 19.23 | 247.98 | 7,217.95 | 29.11 | 51.38% |
| Erlestoke Parish Council | 90.38 | 5,584.26 | 61.79 | 88.78 | 6,034.38 | 67.97 | 10.00% |
| Etchilhampton Parish Council | 70.46 | 1,403.91 | 19.92 | 71.17 | 1,429.85 | 20.09 | 0.85% |
| Everleigh Parish Council | 87.60 | 3,367.18 | 38.44 | 89.24 | 3,428.69 | 38.42 | (0.05%) |
| Figheledean Parish Council | 214.95 | 15,170.61 | 70.58 | 220.39 | 15,554.51 | 70.58 | 0.00% |
| Firsdown Parish Council | 277.53 | 8,974.00 | 32.34 | 275.47 | 10,410.10 | 37.79 | 16.85% |
| Fittleton Parish Council | 100.76 | 4,333.49 | 43.01 | 102.45 | 4,626.44 | 45.16 | 5.00% |
| Fonthill Bishop Parish Council | 37.60 | 0.00 | 0.00 | 42.24 | 0.00 | 0.00 | 0.00% |
| Fonthill Gifford Parish Council | 54.08 | 1,400.00 | 25.89 | 54.84 | 1,500.00 | 27.35 | 5.64% |
| Fovant Parish Council | 317.24 | 8,787.82 | 27.70 | 314.66 | 9,195.11 | 29.22 | 5.49% |
| Froxfield Parish Council | 138.30 | 6,000.00 | 43.38 | 142.64 | 6,000.00 | 42.06 | (3.04%) |

Wiltshire Council - Town & Parish Precepts 2015/2016

| Parish/Town Council | 2014/2015 | | | 2015/2016 | | | C Tax Increase/ (Decrease) |
|---------------------------------------|-----------|-------------|------------------------|-----------|-------------|------------------------|----------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Fyfield & West Overton Parish Council | 384.20 | 8,361.82 | 21.76 | 387.12 | 8,436.93 | 21.79 | 0.14% |

Wiltshire Council - Town & Parish Precepts 2015/2016

| Parish/Town Council | 2014/2015 | | | 2015/2016 | | | C Tax Increase/ (Decrease) |
|--------------------------------------|-----------|-------------|------------------------|-----------|-------------|------------------------|----------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Grafton Parish Council | 320.62 | 6,900.00 | 21.52 | 331.03 | 6,500.00 | 19.64 | (8.74%) |
| Great Bedwyn Parish Council | 547.51 | 15,212.67 | 27.79 | 548.43 | 15,425.25 | 28.13 | 1.22% |
| Great Hinton Parish Council | 102.06 | 3,000.00 | 29.39 | 100.69 | 3,000.00 | 29.79 | 1.36% |
| Great Somerford Parish Council | 370.51 | 6,726.00 | 18.15 | 363.97 | 6,977.00 | 19.17 | 5.62% |
| Great Wishford Parish Council | 129.91 | 3,500.00 | 26.94 | 133.13 | 3,531.29 | 26.53 | (1.52%) |
| Grimstead Parish Council | 265.25 | 9,000.00 | 33.93 | 271.52 | 11,500.00 | 42.35 | 24.82% |
| Grittleton Parish Council | 268.84 | 3,930.66 | 14.62 | 270.00 | 3,931.57 | 14.56 | (0.41%) |
| Ham Parish Council | 105.70 | 3,000.00 | 28.38 | 105.75 | 2,500.00 | 23.64 | (16.70%) |
| Hankerton Parish Council | 146.83 | 3,523.49 | 24.00 | 149.39 | 3,644.15 | 24.39 | 1.63% |
| Heddington Parish Council | 186.58 | 2,591.42 | 13.89 | 189.00 | 2,634.24 | 13.94 | 0.36% |
| Heytesbury & Knook Parish Council | 330.33 | 8,692.37 | 26.31 | 330.45 | 8,683.43 | 26.28 | (0.11%) |
| Heywood Parish Council | 288.68 | 3,843.77 | 13.32 | 290.38 | 3,979.55 | 13.70 | 2.85% |
| Hilmarton Parish Council | 288.99 | 7,084.28 | 24.51 | 302.01 | 7,169.53 | 23.74 | (3.14%) |
| Hilperton Parish Council | 1,871.82 | 26,205.48 | 14.00 | 1,814.20 | 25,906.78 | 14.28 | 2.00% |
| Hindon Parish Council | 224.66 | 7,282.41 | 32.41 | 224.47 | 10,341.16 | 46.07 | 42.15% |
| Holt Parish Council | 653.23 | 16,666.00 | 25.51 | 661.02 | 17,697.00 | 26.77 | 4.94% |
| Horningsham Parish Council | 143.24 | 9,309.25 | 64.99 | 155.26 | 10,292.03 | 66.29 | 2.00% |
| Hullavington Parish Council | 466.58 | 16,561.98 | 35.50 | 478.26 | 17,380.24 | 36.34 | 2.37% |
| Idmiston Parish Council | 875.36 | 24,449.75 | 27.93 | 870.34 | 25,086.47 | 28.82 | 3.19% |
| Keevil Parish Council | 226.13 | 6,200.37 | 27.42 | 229.90 | 6,431.47 | 27.98 | 2.04% |
| Kilmington Parish Council | 127.04 | 4,111.33 | 32.36 | 131.50 | 4,727.55 | 35.95 | 11.09% |
| Kington Langley Parish Council | 350.51 | 18,160.00 | 51.81 | 353.25 | 18,396.50 | 52.08 | 0.52% |
| Kington St Michael Parish Council | 281.60 | 15,423.85 | 54.77 | 297.85 | 16,313.77 | 54.77 | 0.00% |
| Lacock Parish Council | 485.00 | 10,757.30 | 22.18 | 482.88 | 16,741.13 | 34.67 | 56.31% |
| Landford Parish Council | 570.27 | 19,000.00 | 33.32 | 571.00 | 21,000.00 | 36.78 | 10.38% |
| Langley Burrell Parish Council | 122.84 | 4,600.00 | 37.45 | 169.03 | 7,500.00 | 44.37 | 18.48% |
| Latton Parish Council | 224.72 | 6,336.00 | 28.19 | 230.79 | 6,800.00 | 29.46 | 4.51% |
| Laverstock & Ford Parish Council | 2,402.05 | 29,905.00 | 12.45 | 2,579.44 | 33,211.80 | 12.88 | 3.45% |
| Lea & Cleverton Parish Council | 382.12 | 8,592.13 | 22.49 | 395.76 | 8,782.75 | 22.19 | (1.33%) |
| Leigh Parish Council | 134.67 | 3,830.50 | 28.44 | 136.62 | 3,870.86 | 28.33 | (0.39%) |
| Limpley Stoke Parish Council | 289.09 | 12,924.30 | 44.71 | 289.48 | 14,236.87 | 49.18 | 10.00% |
| Little Bedwyn Parish Council | 126.08 | 3,095.18 | 24.55 | 130.24 | 3,091.66 | 23.74 | (3.30%) |
| Little Cheverell Parish Council | 78.61 | 2,425.13 | 30.85 | 78.70 | 2,445.35 | 31.07 | 0.71% |
| Little Somerford Parish Council | 180.59 | 6,076.34 | 33.65 | 182.79 | 6,076.00 | 33.24 | (1.22%) |
| Longbridge Deverill Parish Council | 377.28 | 6,130.32 | 16.25 | 379.97 | 6,482.38 | 17.06 | 4.98% |
| Luckington Parish Council | 291.09 | 7,400.00 | 25.42 | 293.81 | 8,201.62 | 27.91 | 9.80% |
| Ludgershall Town Council | 1,306.20 | 100,390.44 | 76.86 | 1,330.07 | 114,044.80 | 85.74 | 11.55% |
| Lydiard Millicent Parish Council | 731.80 | 19,905.00 | 27.20 | 738.67 | 21,211.50 | 28.72 | 5.59% |
| Lydiard Tregoze Parish Council | 207.43 | 7,000.00 | 33.75 | 207.37 | 7,135.00 | 34.41 | 1.96% |
| Lyneham & Bradenstoke Parish Council | 1,428.50 | 87,573.00 | 61.30 | 1,452.02 | 50,000.00 | 34.43 | (43.83%) |
| Maiden Bradley Parish Council | 125.06 | 10,400.14 | 83.16 | 131.06 | 12,358.90 | 94.30 | 13.40% |
| Malmesbury Town Council | 1,871.47 | 322,491.71 | 172.32 | 1,896.44 | 336,599.15 | 177.49 | 3.00% |
| Manningford Parish Council | 186.79 | 6,120.95 | 32.77 | 185.59 | 6,169.30 | 33.24 | 1.43% |
| Marden Parish Council | 51.82 | 332.60 | 6.42 | 52.82 | 600.00 | 11.36 | 76.95% |
| Market Lavington Parish Council | 730.10 | 42,746.15 | 58.55 | 731.14 | 44,027.97 | 60.22 | 2.85% |
| Marlborough Town Council | 3,137.05 | 457,444.68 | 145.82 | 3,171.08 | 473,544.00 | 149.33 | 2.41% |
| Marston Meyse Parish Council | 105.65 | 2,840.00 | 26.88 | 108.62 | 2,900.00 | 26.70 | (0.67%) |
| Marston Parish Council | 77.17 | 1,930.12 | 25.01 | 76.52 | 2,000.00 | 26.14 | 4.52% |
| Melksham Town Council | 4,271.95 | 371,110.00 | 86.87 | 4,382.93 | 384,930.00 | 87.82 | 1.09% |
| Melksham Without Parish Council | 2,966.74 | 123,496.42 | 41.63 | 3,121.00 | 166,423.59 | 53.32 | 28.08% |

Wiltshire Council - Town & Parish Precepts 2015/2016

| Parish/Town Council | 2014/2015 | | | 2015/2016 | | | C Tax Increase/ (Decrease) |
|---------------------|-----------|-------------|------------------------|-----------|-------------|------------------------|----------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Mere Parish Council | 1,088.10 | 99,220.86 | 91.19 | 1,119.81 | 105,002.13 | 93.77 | 2.83% |

Wiltshire Council - Town & Parish Precepts 2015/2016

| Parish/Town Council | 2014/2015 | | | 2015/2016 | | | C Tax Increase/ (Decrease) |
|------------------------------------|-----------|--------------|------------------------|-----------|--------------|------------------------|----------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Mildenhall Parish Council | 210.17 | 13,000.00 | 61.85 | 212.48 | 13,000.00 | 61.18 | (1.08%) |
| Milston Parish Council | 53.48 | 828.43 | 15.49 | 53.58 | 800.00 | 14.93 | (3.62%) |
| Milton Lilbourne Parish Council | 251.82 | 7,872.18 | 31.26 | 260.23 | 8,906.69 | 34.23 | 9.50% |
| Minety Parish Council | 662.04 | 11,946.15 | 18.04 | 672.66 | 11,960.69 | 17.78 | (1.44%) |
| Monkton Farleigh Parish Council | 169.00 | 4,624.45 | 27.36 | 168.50 | 5,000.00 | 29.67 | 8.44% |
| Netheravon Parish Council | 375.81 | 19,568.39 | 52.07 | 381.60 | 21,500.00 | 56.34 | 8.20% |
| Netherhampton Parish Council | 191.97 | 1,736.33 | 9.04 | 194.75 | 1,760.46 | 9.04 | 0.00% |
| Nettleton Parish Council | 328.49 | 4,886.84 | 14.88 | 326.45 | 5,000.00 | 15.32 | 2.96% |
| Newton Toney Parish Council | 164.86 | 7,014.00 | 42.55 | 165.30 | 7,960.00 | 48.15 | 13.16% |
| North Bradley Parish Council | 665.90 | 9,504.14 | 14.27 | 672.55 | 9,659.16 | 14.36 | 0.63% |
| North Newton Parish Council | 189.22 | 3,700.00 | 19.55 | 188.46 | 5,500.00 | 29.18 | 49.26% |
| North Wraxall Parish Council | 204.17 | 6,000.00 | 29.39 | 205.80 | 6,000.00 | 29.15 | (0.82%) |
| Norton & Foxley Parish Meeting | 63.01 | 0.00 | 0.00 | 63.58 | 0.00 | 0.00 | 0.00% |
| Norton Bavant Parish Council | 54.03 | 0.00 | 0.00 | 55.12 | 0.00 | 0.00 | 0.00% |
| Oaksey Parish Council | 223.61 | 13,365.17 | 59.77 | 226.31 | 13,798.12 | 60.97 | 2.01% |
| Odstock Parish Council | 239.83 | 9,580.00 | 39.95 | 245.34 | 11,268.47 | 45.93 | 14.97% |
| Ogbourne St Andrew Parish Council | 184.48 | 2,889.93 | 15.67 | 184.17 | 2,894.41 | 15.72 | 0.32% |
| Ogbourne St George Parish Council | 204.93 | 6,500.00 | 31.72 | 214.03 | 8,451.98 | 39.49 | 24.50% |
| Orcheston Parish Council | 101.43 | 1,434.42 | 14.14 | 102.12 | 1,452.12 | 14.22 | 0.57% |
| Patney Parish Council | 59.78 | 563.41 | 9.42 | 60.78 | 973.29 | 16.01 | 69.96% |
| Pewsey Parish Council | 1,407.82 | 82,038.69 | 58.27 | 1,452.17 | 85,648.24 | 58.98 | 1.22% |
| Pitton & Farley Parish Council | 355.83 | 7,258.88 | 20.40 | 358.96 | 9,323.98 | 25.97 | 27.30% |
| Potterne Parish Council | 563.96 | 16,000.00 | 28.37 | 572.39 | 16,238.00 | 28.37 | 0.00% |
| Poulshot Parish Council | 142.28 | 5,454.40 | 38.33 | 152.00 | 6,784.39 | 44.63 | 16.44% |
| Preshute Parish Council | 76.63 | 2,050.00 | 26.75 | 82.39 | 2,050.00 | 24.88 | (6.99%) |
| Purton Parish Council | 1,625.95 | 171,902.00 | 105.72 | 1,724.79 | 185,087.21 | 107.31 | 1.50% |
| Quidhampton Parish Council | 143.17 | 5,342.00 | 37.31 | 146.54 | 6,466.00 | 44.12 | 18.25% |
| Ramsbury Parish Council | 896.18 | 44,646.03 | 49.82 | 907.32 | 45,986.00 | 50.68 | 1.73% |
| Redlynch Parish Council | 1,519.91 | 44,615.69 | 29.35 | 1,530.82 | 45,832.75 | 29.94 | 2.01% |
| Roundway Parish Council | 1,968.12 | 80,833.36 | 41.07 | 1,950.08 | 80,088.96 | 41.07 | 0.00% |
| Rowde Parish Council | 469.50 | 26,357.73 | 56.14 | 483.11 | 27,120.45 | 56.14 | 0.00% |
| Royal Wootton Bassett Town Council | 4,009.84 | 761,101.00 | 189.81 | 4,226.50 | 802,232.00 | 189.81 | 0.00% |
| Rushall Parish Council | 70.00 | 3,224.65 | 46.07 | 73.30 | 3,478.09 | 47.45 | 3.00% |
| Salisbury City Council | 13,646.26 | 1,432,857.30 | 105.00 | 13,820.27 | 1,451,128.30 | 105.00 | 0.00% |
| Savernake Parish Council | 133.47 | 1,000.00 | 7.49 | 134.52 | 1,000.00 | 7.43 | (0.80%) |
| Seagry Parish Council | 152.91 | 8,458.04 | 55.31 | 161.57 | 11,500.00 | 71.18 | 28.69% |
| Sedgehill & Semley Parish Council | 272.11 | 6,432.72 | 23.64 | 279.01 | 6,580.88 | 23.59 | (0.21%) |
| Seend Parish Council | 503.49 | 9,962.00 | 19.79 | 510.33 | 10,021.00 | 19.64 | (0.76%) |
| Semington Parish Council | 366.81 | 8,168.56 | 22.27 | 376.62 | 9,258.05 | 24.58 | 10.37% |
| Shalbourne Parish Council | 315.33 | 3,000.00 | 9.51 | 319.70 | 3,000.00 | 9.38 | (1.37%) |
| Sherrington Parish Council | 32.55 | 0.00 | 0.00 | 34.92 | 0.00 | 0.00 | #DIV/0! |
| Sherston Parish Council | 679.69 | 24,784.84 | 36.46 | 694.53 | 25,322.62 | 36.46 | 0.00% |
| Shrewton Parish Council | 716.23 | 17,606.91 | 24.58 | 722.03 | 21,848.04 | 30.26 | 23.11% |
| Sopworth Parish Council | 58.95 | 492.14 | 8.35 | 63.61 | 494.26 | 7.77 | (6.95%) |
| South Newton Parish Council | 222.46 | 4,228.51 | 19.01 | 225.99 | 4,355.81 | 19.27 | 1.37% |
| South Wraxall Parish Council | 210.53 | 3,495.19 | 16.60 | 217.77 | 3,496.49 | 16.06 | (3.25%) |
| Southwick Parish Council | 694.21 | 14,075.00 | 20.27 | 712.16 | 16,477.04 | 23.14 | 14.16% |
| St Paul Without | 929.67 | 11,276.00 | 12.13 | 945.08 | 11,463.00 | 12.13 | 0.00% |
| Stanton St Bernard Parish Council | 80.54 | 2,458.42 | 30.53 | 82.83 | 3,469.65 | 41.89 | 37.21% |
| Stanton St Quintin Parish Council | 250.29 | 5,366.39 | 21.44 | 256.05 | 5,402.00 | 21.10 | (1.59%) |

Wiltshire Council - Town & Parish Precepts 2015/2016

| Parish/Town Council | 2014/2015 | | | 2015/2016 | | | C Tax Increase/ (Decrease) |
|---------------------------|-----------|-------------|------------------------|-----------|-------------|------------------------|----------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Stapleford Parish Council | 132.85 | 3,037.33 | 22.86 | 135.06 | 3,173.56 | 23.50 | 2.80% |

Wiltshire Council - Town & Parish Precepts 2015/2016

| Parish/Town Council | 2014/2015 | | | 2015/2016 | | | C Tax Increase/ (Decrease) |
|-----------------------------------|-------------------|----------------------|------------------------|-------------------|----------------------|------------------------|----------------------------|
| | Tax Base | Precept (£) | Council Tax Band D (£) | Tax Base | Precept (£) | Council Tax Band D (£) | |
| Staverton Parish Council | 661.70 | 20,757.53 | 31.37 | 652.89 | 21,505.22 | 32.94 | 5.00% |
| Steeple Ashton Parish Council | 421.45 | 19,032.68 | 45.16 | 425.03 | 19,194.35 | 45.16 | 0.00% |
| Steeple Langford Parish Council | 233.92 | 4,323.18 | 18.48 | 232.69 | 4,500.00 | 19.34 | 4.65% |
| Stert Parish Council | 91.13 | 911.30 | 10.00 | 90.05 | 911.30 | 10.12 | 1.20% |
| Stockton Parish Council | 81.80 | 500.00 | 6.11 | 78.48 | 500.00 | 6.37 | 4.26% |
| Stourton Parish Council | 91.70 | 1,838.10 | 20.04 | 96.41 | 1,898.00 | 19.69 | (1.75%) |
| Stratford Tony Parish Council | 28.20 | 0.00 | 0.00 | 29.02 | 0.00 | 0.00 | 0.00% |
| Sutton Benger Parish Council | 433.03 | 8,699.57 | 20.09 | 467.73 | 9,508.95 | 20.33 | 1.19% |
| Sutton Mandeville Parish Council | 134.32 | 1,200.00 | 8.93 | 136.47 | 1,275.00 | 9.34 | 4.59% |
| Sutton Veny Parish Council | 297.88 | 10,523.22 | 35.33 | 306.94 | 10,651.95 | 34.70 | (1.78%) |
| Swallowcliffe Parish Council | 99.71 | 2,247.55 | 22.54 | 101.88 | 2,266.05 | 22.24 | (1.33%) |
| Teffont Parish Council | 136.65 | 6,379.00 | 46.68 | 141.79 | 7,463.00 | 52.63 | 12.75% |
| Tidcombe & Fosbury Parish Council | 53.50 | 0.00 | 0.00 | 54.33 | 0.00 | 0.00 | 0.00% |
| Tidworth Town Council | 1,938.84 | 201,023.13 | 103.68 | 2,038.77 | 241,759.85 | 118.58 | 14.37% |
| Tilshead Parish Council | 131.34 | 6,250.00 | 47.59 | 133.58 | 6,295.00 | 47.13 | (0.97%) |
| Tisbury Parish Council | 847.96 | 44,822.73 | 52.86 | 893.69 | 52,106.39 | 58.30 | 10.29% |
| Tockenham Parish Council | 112.74 | 3,600.00 | 31.93 | 114.24 | 4,405.28 | 38.56 | 20.76% |
| Tollard Royal Parish Council | 63.78 | 3,200.00 | 50.17 | 63.88 | 4,000.00 | 62.62 | 24.82% |
| Trowbridge Town Council | 9,616.60 | 1,326,290.00 | 137.92 | 10,226.12 | 1,427,981.00 | 139.64 | 1.25% |
| Upton Parish Council | 444.57 | 16,164.04 | 36.36 | 450.10 | 17,089.75 | 37.97 | 4.43% |
| Upper Deverills Parish Council | 166.73 | 6,510.00 | 39.04 | 166.57 | 6,510.00 | 39.08 | 0.10% |
| Upton Lovell Parish Council | 91.22 | 3,007.36 | 32.97 | 90.72 | 3,050.50 | 33.63 | 2.00% |
| Upton Scudamore Parish Council | 137.75 | 3,100.80 | 22.51 | 135.97 | 3,127.58 | 23.00 | 2.18% |
| Urchfont Parish Council | 475.60 | 39,329.67 | 82.70 | 490.43 | 41,485.38 | 84.59 | 2.29% |
| Warminster Town Council | 5,609.73 | 454,801.96 | 81.07 | 5,707.03 | 470,211.33 | 82.39 | 1.63% |
| West Ashton Parish Council | 302.43 | 4,070.58 | 13.46 | 306.24 | 4,143.62 | 13.53 | 0.52% |
| West Dean Parish Council | 101.69 | 3,158.49 | 31.06 | 103.81 | 6,000.00 | 57.80 | 86.09% |
| West Knoyle Parish Council | 63.15 | 2,689.66 | 42.59 | 63.23 | 3,203.76 | 50.67 | 18.97% |
| West Lavington Parish Council | 440.99 | 25,259.46 | 57.28 | 449.11 | 25,725.02 | 57.28 | 0.00% |
| West Tisbury Parish Council | 268.43 | 5,981.79 | 22.28 | 267.91 | 6,419.00 | 23.96 | 7.54% |
| Westbury Town Council | 4,372.89 | 343,697.00 | 78.60 | 4,494.73 | 394,427.00 | 87.75 | 11.64% |
| Westwood Parish Council | 466.55 | 10,898.58 | 23.36 | 470.72 | 16,060.96 | 34.12 | 46.06% |
| Whiteparish Parish Council | 681.44 | 26,753.33 | 39.26 | 685.06 | 26,895.46 | 39.26 | 0.00% |
| Wilcot & Huish Parish Council | 260.29 | 5,448.73 | 20.93 | 264.09 | 6,012.57 | 22.77 | 8.79% |
| Wilsford-cum-Lake Parish Council | 57.33 | 500.00 | 8.72 | 52.23 | 500.00 | 9.57 | 9.75% |
| Wilton Town Council | 1,201.51 | 115,810.79 | 96.39 | 1,273.21 | 132,048.88 | 103.71 | 7.59% |
| Wingfield Parish Council | 183.17 | 6,372.64 | 34.79 | 185.00 | 9,407.03 | 50.85 | 46.16% |
| Winsley Parish Council | 889.08 | 18,538.35 | 20.85 | 903.84 | 18,662.99 | 20.65 | (0.96%) |
| Winterbourne Parish Council | 545.21 | 16,985.00 | 31.15 | 554.84 | 17,834.00 | 32.14 | 3.18% |
| Winterbourne Stoke Parish Council | 83.69 | 5,300.00 | 63.33 | 82.56 | 5,830.00 | 70.62 | 11.51% |
| Winterslow Parish Council | 867.11 | 21,707.33 | 25.03 | 874.28 | 33,212.22 | 37.99 | 51.78% |
| Woodborough Parish Council | 140.45 | 2,994.06 | 21.32 | 139.74 | 5,995.66 | 42.91 | 101.27% |
| Woodford Parish Council | 221.52 | 4,163.29 | 18.79 | 228.35 | 4,505.35 | 19.73 | 5.00% |
| Wootton Rivers Parish Council | 119.69 | 2,162.80 | 18.07 | 127.68 | 2,307.18 | 18.07 | 0.00% |
| Worton Parish Council | 257.35 | 9,519.98 | 36.99 | 257.68 | 10,015.58 | 38.87 | 5.08% |
| Wylye Parish Council | 202.64 | 4,867.87 | 24.02 | 203.40 | 4,903.54 | 24.11 | 0.37% |
| Yatton Keynell Parish Council | 362.25 | 8,750.00 | 24.15 | 365.68 | 8,750.00 | 23.93 | (0.91%) |
| Zeals Parish Council | 261.78 | 4,169.74 | 15.93 | 256.76 | 4,452.05 | 17.34 | 8.85% |
| TOTAL / AVERAGE | 167,334.47 | 13,473,538.42 | 80.52 | 170,842.49 | 14,206,458.20 | 83.16 | 3.28% |

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SCHEDULE OF COMMITTEE PLACES

| Committee | Total Number of Places for Elected Members | Conservative Group Allocation (59 seats) | Liberal Democrat Group Allocation (22 seats) | Labour Group Allocation (4 seats) | Independent Group Allocation (12 seats) | UKIP (1 seat) |
|----------------------------------|--|--|---|---------------------------------------|---|-------------------|
| Strategic Planning | 11 | 7 | 3 | - | 1 | - |
| Area Planning Committees | | | | | | |
| North | 11 | 7 | 3 (2) | - | 1 (2) | - |
| South | 11 | 6 | 2 | 2 | 1 | - |
| East | 8 | 7 | - | - | 1 | - |
| West | 11 | 7 | 2 | - | 2 | - |
| Licensing | 12 | 7 | 3 | - | 2 | - |
| Overview and Scrutiny Management | 15 | 8 | 4 | 1 | 2 | - |
| Children's Select | 13 | 8 | 3 | 1 | 1 | - |
| Environment Select | 13 | 7 | 4 | 1 | 1 | - |
| Health Select | 13 | 7 | 3 | 1 | 2 | - |
| Standards | 11 | 7 | 3 | - | 1 | - |
| Police and Crime Panel | 7 | 4 | 2 | - | 1 | - |
| Audit | 11 | 6 | 3 | - | 1 | 1 |
| Appeals | 8 | 5 | 2 (1) | 1 | - (1) | - |
| Staffing Policy | 9 | 5 | 2 | - | 1 | 1 |
| Officer Appointments | 5 | 3 | 1 | - | 1 | - |
| Pension Fund | 5 | 4 | 1 | - | - | - |
| TOTALS: | 174 | 105 | 39 | 7 | 21 | 2 |

Figures in red indicate changes as agreed with the leaders of the liberal democrat and Independent groups

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Item 22 - Councillors' Questions

From Councillor Ernie Clark, Hilperton Division

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

Question 1

Does Wiltshire Council own, lease or have any financial interest, in any land within the area known as The Hilperton Gap? If it does, is the interest freehold or leasehold, what is the size (area) of the holding, where exactly is it located and is there any intended use for the land? Why does WC own/lease the land?

Response

Wiltshire Council has a number of land interests within the area known as 'Hilperton Gap'. These are listed below with a brief summary.

- **4a Horse Road-** held freehold as Sheltered Housing **size:976m²**
- **Hilperton Primary School-** playing field held freehold for education purposes **size: 5,073 m²**
- **Hilperton St Michael & All Angel's Churchyard-** held via a management agreement as amenity space **size: 2,082 m²**
- **Hilperton Middle Lane Cemetery-** held freehold as amenity space **size: 3,329m²**
- **Land at 118 Wyke Road, -** held freehold as highways land. This land is subject to a section 278 Agreement legal agreement which requires the council to make this land available in order to enable the relief Road. **size: 349 m²**
- **Land at Victoria Road/Wyke Road-** Held freehold as rural estate land **size: 23,921 m²**

As well as the above parcels of land there is a section 278 Agreement with Wiltshire council regarding the new relief road. This agreement contains various obligations in respect of making the land available to Persimmon in order to enable the construction of the relief road and its dedication as publicly maintainable highway.

Item 22 - Councillors' Questions

From Councillor Chris Hurst, Royal Wootton Bassett South Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 2

Given the very significant population increase in Royal Wootton Bassett over the past few years is it not time for Wiltshire Council to provide more litter bins?

Response

This administration remains committed to three main priorities – to protect those who are most vulnerable in our communities, to boost the local economy; and to support and empower communities to do more for themselves. It will continue to seek and explore ways of reducing expenditure to meet these.

To increase the highway and streetscene asset in the form of new litter bins or salt bins and bus shelters is not sustainable in the future. Many existing litter bins are not ideally located and remain under used. Consideration will first be made to re-siting these for more effective use. Such requests, supported by the Town Council can be brought to the attention of the Local Highways Community Coordinator in the first instance.

However, it is generally accepted that the presence of bins do not always solve the problem of the certain members of the community littering the area. Members of the public who do use bins will make other arrangements where none are present.

The Highway Service will continue to react to litter reports to maintain the area. These may be made through the normal channels to the council's customer service or more directly through the Council's 'App'. Between April 2014- January 2015 only twenty-six littering reports were received relating to Royal Wootton Bassett. Members and the public are encouraged to continue to report problems.

Question 3

In Royal Wootton Bassett, the speed limit around a number of our local schools is 20mph. However, on a prominent road adjacent to a children's play area (New Road) the speed limits remains 30mph. Recent metro counts have show that vehicles drive on average at 35mph in this area but this is below the Council's threshold for traffic calming measures. Residents have been told nothing more can be done. Can this matter be reviewed urgently and is the Council prepared to review its policy in order

to reduce the speed of vehicles around play areas and improve the safety of young children?

Response

The playground in question is located behind a substantial metal palisade fence approximately 5ft high. There is one access point from New Road into the playground via a staggered gate. The police collision database shows that there have been no recorded collisions along this length of New Road in the latest 10 year period. There are playground warning signs, but their location and condition could be reviewed to ensure they are providing adequate warning. This can be requested via the Community Area Transport Group.

The metrocount referred to recorded an average speed of 29.5mph with an 85%ile speed of 34mph. This would indicate that the posted 30mph limit is generally adhered to by the majority of motorists and that measures to reduce speeds are unnecessary. The use of 20mph speed restrictions around schools in Wiltshire is currently being reviewed to ensure that the Council's policy is appropriate and conform to current best practise. The initial findings of this review are due shortly.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Helen Osborn, Trowbridge Lambrok Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 4

Last year across the UK 48000 claims were made to local Councils for damage to cars caused by potholes.

How many claims were made to Wiltshire Council last year, and how many claims were accepted and what was the total amount paid out in claims?

Response

The number of claims made, those paid and the costs of the claims paid in the last calendar year are given in the table below.

All claims for potholes for period 01/01/2014 – 31/12/2014

| Total claims received | Total closed as liability NOT accepted - NIL cost | Total closed as liability accepted – claims paid | Cost of claims Paid | % of claims Paid |
|-----------------------|---|--|---------------------|------------------|
| 920 | 220 | 567 | £141,884.76 | 72% |

As you are aware the flooding in Wiltshire from December to April last year caused a substantial increase in the number of reported potholes in the county. As a result we had an increased number of insurance claims against the Council. The huge increase in reported potholes as a result of the flooding is shown below:

| | January – March 2013 | January – March 2014 | % increase |
|------------------------------|----------------------|----------------------|------------|
| Total Pothole Reports | 2,122 | 6,809 | 220% |

Wiltshire's liability for a claim is time driven from the time that we are aware of a pothole. It is understandable that if there is a significant increase in the total number of potholes there will be more difficulty in achieving these crucial time limits. Consequently, we receive an increase in claims, but more importantly, an increase in claims where we are liable.

The figures for the last 3 financial years are given below:

| | 2012-2013 | 2013-2014 | % increase | 2014-2015* |
|--------------------|------------------|------------------|-------------------|-------------------|
| Claims made | 602 | 773 | 28% | 358 (430) |
| Claims Paid | 189 | 439 | 132% | 224 (269) |
| Value paid | £72,921 | £131,839 | 80% | £43,989 (£53k) |

2015-2016 figures are part year to 31/01/2015, ie 10 months (pro-rata full year figures in brackets)

This year's figures to date are included to show that following the abatement of the flooding from April 2014 there has been a significant reduction in potholes, claims and liability. This is a result of better weather and Wiltshire Council's increased investment of £53M on our roads.

We were not the only authority to suffer in this way last year and the entire flood affected areas suffered in a similar way, as you would expect:

| Authority | % Rise in claims |
|------------------|-------------------------|
| Somerset | 750% |
| Worcestershire | 400% |
| Surrey | 352% |
| Dorset | 127% |
| | |

Source Daily Telegraph

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Jeff Osborn, Trowbridge Grove Division

To Councillor Richard Britton, Chairman of the Wiltshire Police and Crime Panel

Question 5

Recently it has been widely reported that the Wiltshire Police will be working much more closely with the Avon and Somerset Police. Some reports have implied that this will be a merger in all but name.

Can Council please be informed as to the repercussions of this for the agreed back office integration of Wiltshire Council and Wiltshire Police?

Response

At the last meeting of the Police and Crime Panel on 5th February the Police and Crime Commissioner explained that the proposed strategic alliance between the Wiltshire and Avon & Somerset police forces was not a merger and would be looking at how specialist police resources and some office functions could be shared.

Whilst it is far too early in the process to speculate on how the strategic alliance might develop he emphasised that local police emergency response and neighbourhood policing, which is so valued by our communities, will continue to be delivered and managed locally and the co-location arrangements and associated back office collaborations between the force and Wiltshire Council will therefore be unchanged.

It is possible that in the future some collaboration (such as some IT, HR and training) which might have taken place between Wiltshire Police and Wiltshire Council might instead now take place between the two police forces. Equally, Wiltshire Council could provide some back office services to both forces.

The Police and Crime Panel will monitor progress very closely. I am also aware that senior council officers meet regularly with both the Police and Crime Commissioner and Chief Constable and will keep the Council apprised of how this proposed alliance might affect the strategic alliance between the Council and Wiltshire Police.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Terry Chivers, Melksham Without North Division

To Councillor Jane Scott OBE, Leader of the Council

Question 6

On the 15th October 2014 the Council issued a press release 'Wilts Council named fifth best Council'. It has been alleged by the local press that this article in the national press was in fact written by Rupert Sturgis the son of Cllr Toby Sturgis.

Can you confirm this and did you know this had been alleged when issuing the press release

Response

A verbal response will be provided at the meeting.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Terry Chivers, Melksham Without North Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 7

How many traffic wardens did the Council have on duty at the Lacock Boxing Day hunt? What was the cost to the Council and how many tickets were issued?

Response

As requested by the Parish Council, we deployed 6 officers in anticipation of demand similar to the previous year (2013) where 4 officers were deployed and could not cope with demand.

Officers made 13 observations with 12 PCN's issued.

Costs are part of regular officer deployment and was not additional to forecasted budget: Bank Holidays are part of the working role and is paid at normal working day rates.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Terry Chivers, Melksham Without North Division

To Councillor Stuart Wheeler, Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

Question 8

When a resident calls the main Council's main number what is the average time before they are contacted to an operator? And how many calls go unanswered?

Response

In order to provide a recent picture of call performance, these call figures have been taken from the last 4 months, to calculate an average:

On the council's main number, the average time for a customer to wait before they are answered is **32 seconds**

On the council's main number, the average connection rate is **90.7%**. This equates to an average of **1,729** calls per month in which customers have been unable to get through first time.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Terry Chivers, Melksham Without North Division

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

Question 9

Who carried out the consultation on the future of the green waste service and what was the total cost?

Response

The consultation was carried out by the Waste Management service supported by the Communications team and the results were analysed by the council's Knowledge Management team. The total cost was £1512.62 excluding the freepost facility.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Terry Chivers, Melksham Without North Division

To Councillor Jane Scott OBE, Leader of the Council

Question 10

Over the past six months we have seen the price of fuel fall from nearly £1.50 per litre to under £1.00 in some places today. As we are looking to cut public transport which may include the RUH Hopper would you agree that we could afford to cut the amount members claim in mileage claims?

Response

Under the Members' Allowance Scheme – Part 14 of the Constitution, “the rates for travel by a member in a private car are linked to the inland revenue rate (currently 45p per mile) and any movement in that rate to trigger an automatic rise in the councillors' rate”.

Therefore, should there be an adjustment to the inland revenue rate to reflect the decrease in fuel costs or for any other reason, this will automatically be applied to the rates for travel for Councillors.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Jeff Osborn, Trowbridge Grove Division

To Councillor Richard Tonge, Cabinet Member for Finance, Performance and Risk

Question 11

In a Cabinet Assets Committee report dated 24 July 2012 it is stated that there is a target for capital receipts of £50 million over four years.

Whereas in the recently published Budget papers reference is made to the Disposal of Assets bringing in a total of £34.739 million up until 2017/18.

Could the relationship between these figures please be explained?

Response

The two references are related to different information. The £50m was a target at that date. Both the programme and management of receipts is fluid due to the nature of developments and strategic decision making. The actual receipts received during this period were £52m.

Looking at the capital programme today the forecast is £34.739m going to Council today (24th February) but again that is indicative at the moment and will change as circumstances change. The movements are monitored through quarterly reporting to the Cabinet Capital Assets Committee.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Simon Killane, Malmesbury Division

To Councillor Jane Scott OBE, Leader of the Council

Question 12

I would like to gain full details about when Wiltshire Council intends to start web-casting other Committee meetings and ask for the following list of committee meetings to be included in future broadcasts:

- . Cabinet
- . Scrutiny Management
- . Health Select Scrutiny
- . Children's Select Scrutiny
- . Environmental Select
- . Health and Well-being Board
- . Police and Crime Panel
- . Area Planning committees with important planning decisions for large housing estates, retail or business units.

Response

The technology for webcasting is only available in the Council Chamber and the Kennet committee room, so in order to broadcast, it would be necessary for the relevant public meetings to be held in one of those two venues.

We are testing the equipment in Kennet and also addressing some of the minor technical issues identified within the Council Chamber. Full Council will continue to be broadcast, with other meetings being webcast as appropriate, once the issues have been resolved.

Question 13

We now have the technology in the council chamber to make every vote a recorded vote and to provide a voting record for every councillor to the public. Why don't we just agree to do this for the meetings of full Council?

Response

This would require a change to the Constitution. It will be discussed at the Constitutional Focus Group.

Item 22 - Councillors' Questions

From Councillor Chris Caswill, Chippenham Monkton Division

To Councillor Laura Mayes, Cabinet Member for Children's Services

Question 14

- a) How many Early Years Advisory Teacher posts were on the Council complement on each of May 1 2012, May 1 2013 and May 1 2014?
- b) Would you agree that Early Years Advisory Teachers are in the front line of early years' provision and support, recently prioritised in the Early Years Strategy?
- c) Recognising that Childrens Services is facing an overall budget cut, why have Early Years Advisory Teacher posts not been protected in 2015/16?

Response

- a) In May 2012 there were 14.4 FTE Early Years Advisory Teacher posts. In May 2013 there were 13.4 FTE Early Years Advisory Teacher posts. In May 2014 there were 7.8 FTE Early Years Advisory Teacher posts.
- b) Early Years Advisory Teachers play an important role alongside other staff that work within early years, including the Child Care Officers, Children's Centre staff and staff that support the delivery of free entitlement (15 hours per week child care) to disadvantaged two year olds and three and four year olds.
- c) A further reduction in the number of Early Years Advisory Teachers posts (1 post) is being made in 2015/16 due to changes in our statutory responsibilities with regards to early years provision. The local authority is now only required to work intensively with early years settings that are graded 'inadequate' or 'requires improvement' by Ofsted (previously satisfactory). Central Government do not expect the local authority to provide support to early years settings that are graded 'good' or 'outstanding' and this is clearly set out in revised statutory guidance. However, we continue to run locality cluster meetings for early years settings and provision of advice and training opportunities. This includes safeguarding advice.

Item 22 - Councillors' Questions

From Councillor Chris Caswill, Chippenham Monkton Division

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

Question 15

- a) The Council officers who prepared the Core Strategy and the draft Chippenham Site Allocation DPD have publicly asserted that they did not know that the Council was the principal landowner within the 91 hectares that is now proposed for development on the east of Chippenham, across the River Avon. Given that you are the Cabinet member for both Property and Strategic Planning, how did you operationalise that 'Chinese Wall' in your own decision making?
- b) When were you first consulted about the intention to include the East Chippenham site in the draft Chippenham DPD?
- c) Will you confirm that the 'at least 4510' number for additional houses in Chippenham was proposed by this Council's officers and that the Enquiry Inspector did not make any specific recommendations for the Chippenham numbers, only for the revision upwards of the overall Wiltshire total?
- d) The second Atkins report on the traffic implications for Chippenham was only submitted to the Council in its final form on February 4 and published on 9 February, the day before the Cabinet met to decide on the draft Site Allocation plan for Chippenham. Why were four versions required and why was the final one only submitted to the Council two days *after* that Site Allocation plan was published?
- e) At what precise time on 9 February was this report made available on the Council web site?
- f) Will you publish all the advice received from Council flooding experts on the proposals to develop farm land on both sides of the River Avon in and around Chippenham, and if not, why not?
- g) In earlier discussions, equal consideration was given to both a southern and an eastern link road. Given that a southern link road would make a direct

connection to the Council's priority A350, why was almost no attention given to it in the draft Site Allocation plan for Chippenham?

- h) Though you may believe it will 'mitigate the impacts of growth' (in and around Chippenham) (to quote your response to my question at Cabinet) will you confirm that an eastern link road around Chippenham is not an established and approved Wiltshire Council priority, and that responses to the public consultation which do not promote that link road will not be penalised for that and will be treated on their intrinsic merits?

Response

- a) Who owns land is not a consideration in the allocation of land in development plans. Site selection is based on evidence and a transparent methodology. Evidence includes Strategic Housing Land Availability Assessment which is a public record kept by all Local Planning Authorities of those land owners and developers promoting land for development and for consideration through a plan preparation process. It will include land held by the Council.
- b) The emerging evidence and methodology that has informed the identification of potential sites within the Draft Chippenham DPD was shared at the informal Councillor/Officer Group, which has met during the preparation of the draft Plan. The proposal to include the site at East Chippenham was first considered at the informal Councillor/Officer Group meeting on 17 November 2014, as part of the draft proposals to be included in the Plan.
- c) In response to the 10th Procedural Letter issued by the Inspector examining the Wiltshire Core Strategy, the Council proposed modifications to the Core Strategy including the 'at least 4,510 new homes' for Chippenham over the period 2006 to 2026. These proposals were then consulted on. The Inspector considered these proposals and the outcome of the consultation and considered that this change was necessary to make the Plan sound.
- d) It is not unusual for more than one version of a draft report to be created during the course of a report's preparation.

As with any report commissioned from consultants, there are reporting stages in order to ensure the project fulfils its brief and the outcomes are understood. In this case, given the relatively short period of time within which the draft Plan was being prepared Officers met with Atkins at points during its preparation in order to have an early understanding of the emerging findings.

Late publication of the final report related to undertaking final checks in the interests of clarity and accuracy in order to ensure that the report could be signed off.

- e) It is understood that the report went live on the Council's website around 4pm.

- f) Council land drainage engineers input into the preparation of Evidence Paper 6: Flood Risk and Surface Water Management, including comments on draft versions, and is available on the Council's website.
- g) Both possible link roads would connect to the A350 and the benefits of each are considered in the site selection report as a part of determining the preferred areas for development. That consideration also takes account of findings published in Evidence Paper 3 : Transport and Accessibility (Part One) that a growth scenario based around a southern link road performed significantly worse in traffic terms than a scenario based around an eastern link.
- h) The Plan aims to ensure that necessary supporting road infrastructure is provided in step with Chippenham's growth. Specific requirements in the Plan's proposals set out these requirements. Responses to the public consultation are considered on the basis of whether individual proposals and the Plan as a whole are 'sound' and will be examined by an independent inspector appointed by the Secretary of State.

If the Plan is found sound by the Inspector then it will become a priority for the Council.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Chris Caswill, Chippenham Monkton Division

To Councillor Keith Humphries, Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)

Question 16

As of 17 February, when this question was drafted, the provision of Help to Live at Home Services in the South of the County was still being listed on the Care Quality Commission (CQC) as **requiring improvements** in four of the five areas in which the CQC has carried out two inspections – *providing care that meets people's needs, caring for people safely and protecting them from harm, staffing and quality of management*. This service has been publicly identified as needing serious improvement since the CQC carried out its first inspection in June 2014.

Isn't it time to stop coming up with hopeful phrases and excuses and admit that the Council has commissioned a Help to Live at Home service for residents which has regrettably proved not be adequate, and in some cases not safe? And to ask for a Wiltshire Council officer's endorsement of Mears to be taken off their web site? And to provide a clear public statement of what lessons have been learnt, and what has been done to guarantee that the Council's contractor delivers what we all believe to be needed – a safe, caring and effective service to elderly people who choose to stay in their own homes?

Response

A verbal response will be provided at the meeting.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Jon Hubbard, Melksham South Division

To Councillor Laura Mayes, Cabinet Member for Children's Services

Question 17

Could the Cabinet Member please inform me of the total cost of keeping the Canberra Youth Development Centre in Melksham empty is? Please supply the costs as a breakdown including details of security arrangements, business rates, utilities and any other costs.

Response

FM Void Costs:

- . NNDR - £8,500
- . Keyholding - £234
- . Security - £2,500

Note – building is not fully void as yet; still has residual storage use; full decommissioning imminent.

Question 18

Could the Cabinet Member please confirm the existence of a Covenant that restricts the options for disposal of the Canberra Youth Development and clarify if they were aware of the existence of this covenant when they decided to closed the building, with the stated intention of disposing of it to help subsidise the Campus development?

Response

Officers have been aware of the covenant in the deeds for the property for many years. The building closed as it was no longer required for Youth services. The sale of the property was linked to the original business case for Melksham Campus.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Graham Payne, Trowbridge Drynham Division

To Councillor Jane Scott OBE, Leader of the Council

Question 19

Is this Council still operating the Protocol whereby a Council Member must be advised of a Council Decision made that directly applies to and affects the Electoral Division that the member represents?

Response

The constitution includes Protocol 1 - Briefing and Information for Local Councillors. The main purposes of the Protocol is to ensure that councillors are provided with information on matters affecting their electoral division.

The Protocol is in fact currently under review, the outcome of which will be considered by the Constitution Focus Group. Recommended changes will be presented to the Standards Committee for onward recommendation to Council. The Review will focus on making the Protocol more effective and measures will be taken to raise awareness of the Protocol among staff.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Graham Payne, Trowbridge Drynham Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 20

Can you confirm that this Council no longer uses SMA (stone mastic asphalt) for highway surfacing? If not, why not? If so, why?

Response

Wiltshire Council does not generally use SMA (Stone Mastic Asphalt). The material does have advantages in providing a quieter running surfaces than most surfacing materials, and because it can be laid in thinner layers, it can be cheaper.

However, previous experience with SMA has raised concerns about its long term durability, with failure of the material usually occurring much sooner than would be the case with more traditional materials. The thin layers and comparative stiffness of the material generally make it less suitable for surfacing roads which have evolved rather than been purpose built.

There is also an issue with SMA and equestrians as the smoother surface provides less grip for horses, with consequent safety implications.

There are places where SMA is suitable, especially on some new construction, but in most cases it is currently avoided. The road surfacing technologies continue to evolve and it is monitored so that improved materials can be considered for use.

Wiltshire Council

Council

24 February 2015

Item 22 - Councillors' Questions

From Councillor Graham Payne, Trowbridge Drynham Division

To Councillor Jane Scott OBE, Leader of the Council

Question 21

Do you still believe that this Council should be an unflinching supporter of the Armed Forces Covenant and all that entails in regard to our serving men and women and those who now form the large community of Ex service men and women who live in Wiltshire?

Response

Wiltshire Council is committed to the Armed Forces Community Covenant, which is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. It is intended to complement the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces, at the local level. Its purpose is to encourage support for the Armed Forces Community working and residing in Wiltshire and to recognise and remember the sacrifices made by members of this Armed Forces Community. This includes in-Service and ex-Service personnel their families in Wiltshire. For the Armed Forces community, it encourages the integration of Service life into civilian life and encourages members of the Armed Forces community to help their local community.

It also seeks to encourage all parties within a community to offer support to the local Armed Forces community and make it easier for Service personnel, families and veterans to access the help and support available from the MOD, from statutory providers and from the Charitable and Voluntary Sector.

Accordingly, Wiltshire Council along with the numerous organisations that have signed and reaffirmed the covenant (last done at the Wiltshire Assembly in December 2013) remain fully committed to upholding its aims and principles. Although the council has made this covenant with the Armed Forces community, this is in line with the way in which we would hope to support any other part of the community in Wiltshire.

Wiltshire Council

Council

12 May 2015

Petitions Update

Petitions Received

As of 30 April 2015, five petitions have been received by Wiltshire Council since the last report to Council on 24 February 2015. Further details are shown at Appendix 1 to this report.

Two petitions will be presented at the meeting as indicated in this Summons.

Proposal

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

Yamina Rhouati
Democratic Governance Manager

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| Subject/From | DATE RECEIVED | RESPONDENTS | ACTION |
|--|----------------------|--------------------|---|
| Mr Peter Broadhurst Poor road surface at Churchfields, Toll Down Way, Burton, SN14 7DP | 27/02/2015 | 15 | Response sent by Highways – Not considered a high priority for resurfacing at the moment but will continue to be monitored and repairs made as necessary. |
| Ms Ann-Marie Dicks 'We the undersigned petition the council to Apply CCTV to the Pine Lawns Cemetery in Warminster to prevent theft from graves.' | 24/02/2015 | 28 | Response sent by Environmental Services- No plans to install CCTV due to privacy issues, however the situation will continue to be monitored. |

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

| | | | |
|---|-------------------|---|---|
| <p>Cllr Terry Chivers and Cllr Jeff Osborn.</p> <p>Campaign to save RUH hopper bus.</p> | <p>16/04/2015</p> | <p>1,708 online as of 01/05/15</p> <p>335 paper as of 01/05/15</p> <p>Total: 2043</p> | <p>Subject of a notice of motion at Council 12 May 2015.</p> |
| <p>Mrs D Elbro</p> <p>Save the Connect 2 Service</p> | <p>27/04/2015</p> | <p>38</p> | <p>Subject of a notice of motion at Council 12 May 2015.</p> |
| <p>Mr Thom Belk and Mr Aodhan Burnell</p> <p>Save Our Stadium - We the undersigned petition the council to Support Salisbury's new football club (Salisbury FC) in obtaining a lease for the use of the Raymond McEnhill Stadium and bring football back to the city. For supporters: past, present and future.</p> | <p>20/02/2015</p> | <p>8,889 as of 30/04/15</p> | <p>The petition considered by Salisbury Area Board on 12 March. The Chairman of Salisbury AB has written on behalf of the Area Board to the Trustees of the Raymond McEnhill Trust asking it to grant a lease to the Football Club. Petitioners have been given the option to present their petition to this meeting and are content with their submission to the Area Board.</p> |

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

Wiltshire Council

Cabinet

11 May 2015

Subject: **Wiltshire Community Infrastructure Levy - Adoption of CIL Charging Schedule, Planning Obligations Supplementary Planning Document, Regulation 123 List and associated CIL policies**

Cabinet Member: **Councillor Toby Sturgis, Strategic Planning, Development Management, Strategic Housing, Property and Waste**

Key Decision: **Yes**

Executive Summary

The Wiltshire Community Infrastructure Levy (CIL) Charging Schedule sets out the proposed rates of CIL to be charged on different types of new development in Wiltshire. Consistent with legislation it is informed by three key pieces of evidence - the Wiltshire Core Strategy, the Infrastructure Delivery Plan and an economic viability assessment.

Cabinet approved the Wiltshire CIL Draft Charging Schedule and draft Regulation 123 List for consultation on 17 December 2013 and, following consideration of the outcome, to submit it for examination. Consultation was subsequently undertaken on two sets of proposed modifications to the Charging Schedule.

On 16 March 2015, the Council received the Report into the Examination of the Wiltshire CIL Draft Charging Schedule. Examination hearing sessions were held in January 2015. The Examiner's report concluded that, subject to some minor modifications to improve clarity, the charging schedule provides an appropriate basis for the collection of CIL in Wiltshire. As a result, the Council is now in a position to adopt the charging schedule and implement CIL in Wiltshire.

To support the implementation of CIL, officers have prepared and consulted upon a draft Planning Obligations Supplementary Planning Document (SPD), a revised draft Regulation 123 List (CIL spending list) and the Council's approach to associated CIL policies. Comments received during the consultation period have been taken into account and final versions of these documents are proposed. Together they support the implementation of the Charging Schedule and set out how the Council will seek infrastructure contributions from development.

Following adoption of the Wiltshire CIL Charging Schedule and associated documents, it is proposed that the Council will start charging CIL on all CIL liable development granted planning permission on or after Monday 18 May 2015.

Proposals

That Cabinet:

- (i) Notes the content of the Examiner's report on the examination of the Wiltshire CIL Charging Schedule (**Appendix 1**); and accepts the modifications in the Appendix of the Examiner's Report, which the Examiner considers are necessary to improve clarity.
- (ii) Recommends to Council that the Wiltshire CIL Charging Schedule proposed in **Appendix 3**, as amended as set out in (i) above together with the other proposed minor modifications identified in the interest of clarity (**Appendix 2**), be approved as the appropriate basis for charging CIL in Wiltshire.
- (iii) Recommends to Council that it adopts the proposed Regulation 123 List at **Appendix 5** and the Instalments Policy as set out in **Appendix 6** alongside the Wiltshire CIL Charging Schedule in (ii).
- (iv) Recommends to Council that it adopts the Planning Obligations Supplementary Planning Document as proposed in **Appendix 8**.
- (v) Subject to approval of Council, agrees that the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste and, the Associate Directors of Finance and Legal and Governance, will undertake the final stages associated with the formal adoption and implementation of CIL, including any minor textual changes to documents in the interest of clarity and accuracy.
- (vi) Recommends to Council that it agrees the proposed implementation date for CIL of Monday 18 May 2015.

Reason for Proposals

To enable the Council to charge CIL on new development and secure funding through this mechanism to help pay for infrastructure and support the delivery of sustainable development across Wiltshire. From 6 April 2015 the Council has been restricted in the amount of funding it can secure through pooled contributions from developments to pay for infrastructure.

Dr Carlton Brand
Corporate Director

Wiltshire Council

Cabinet

11 May 2015

Subject: **Wiltshire Community Infrastructure Levy - Adoption of CIL Charging Schedule, Planning Obligations Supplementary Planning Document, Regulation 123 List and associated CIL policies**

Cabinet Member: **Councillor Toby Sturgis, Strategic Planning, Development Management, Strategic Housing, Property and Waste**

Key Decision: **Yes**

Purpose of Report

1. To:
 - (i) Inform Cabinet of the Examiner's 'Report on the Examination of the Draft Wiltshire Council Community Infrastructure Levy Charging Schedule' and recommendation that the Charging Schedule be adopted, subject to modifications.
 - (ii) Recommend that the Charging Schedule, as amended by the modifications in the Examiner's Report and other modifications that have been made in the interest of accuracy and consistency, be adopted by Council.
 - (iii) Recommend that the Regulation 123 List and policy documents, including the Planning Obligations Supplementary Planning Document, that support the implementation of Community Infrastructure Levy (CIL) be adopted by Council alongside the Charging Schedule.
 - (vi) Seek delegated authority for the Associate Director for Economic Development and Planning in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste, and the Associate Directors of Finance and Legal and Governance to make any minor changes to the above documents in the interest of accuracy and consistency and to undertake the final stages associated with the implementation of CIL.

Relevance to the Council's Business Plan

2. Once adopted, the CIL will support the delivery of the Council's vision to create stronger and more resilient communities by raising revenue from new development to help pay for the provision of infrastructure to support growth.

Background

3. Cabinet on 17 December 2013 resolved that the Wiltshire CIL Draft Charging Schedule be approved for consultation and, following consideration of the outcome of the consultation, submitted for examination. Delegated authority was granted to allow for consultation on any proposed modifications following submission. Cabinet also resolved that the draft Regulation 123 List be approved for consultation at the same time.
4. Consultation was undertaken on the Draft Charging Schedule from 13 January to 24 February 2014 and it was subsequently submitted for examination on 23 June 2014, together with proposed modifications following consideration of the consultation response. Mr Philip Staddon from The Planning Inspectorate was appointed to examine the Draft Charging Schedule. The submitted document was supported by three key pieces of evidence - an up-to-date development plan (the Wiltshire Core Strategy), infrastructure delivery plan and an economic viability study.
5. Consultation was then undertaken on the proposed modifications to the Draft Charging Schedule from 23 June to 21 July 2014.
6. During the examination the Council proposed two modifications to the Charging Schedule (see <http://www.wiltshire.gov.uk/2-cil-january-2015-draft-charging-schedule-post-submission-version.pdf> for proposed modifications) in response to objections received:
 - (i) Zero rate for Service Family Accommodation built by the Ministry of Defence - this was consulted on prior to the hearing sessions (22 December to 21 January 2015, see <http://www.wiltshire.gov.uk/spatial-wiltshire-local-developmet-framework-december.pdf> for further information) and attracted no objections.
 - (ii) The lower rate of CIL relating to 'strategically important sites allocated in the Wiltshire Core Strategy' to apply also to similar sites coming forward through the Chippenham and Wiltshire Site Allocations Plan that will have significant on site development costs - this was put forward during the hearing sessions in response to discussion that took place. However, the Examiner did not accept this proposed modification (see paragraph 12).
7. The Examination hearing sessions did not take place until January to allow for the Wiltshire Core Strategy to be sufficiently advanced. One of the considerations for the Examiner was the consistency of the Charging Schedule with the adopted Wiltshire Core Strategy. The hearing sessions took place on 27 and 28 January 2015.
8. From 6 April 2015, in accordance with legislation, the Council has been limited in its ability to use the mechanism of pooling contributions through planning obligations - i.e. legal agreements attached to planning permissions, generally referred to as Section 106 agreements. The pooling restrictions include all planning obligations entered into since 6 April 2010. If five or more obligations for a project or type of infrastructure have already been entered into since 6 April 2010 then no more funds can be collected through Section 106 agreements. The use of Section 106 agreements is now generally limited to securing

site-specific infrastructure not on the Regulation 123 List and affordable housing, or a project or type of infrastructure that can be attributed to five or fewer developments and is not on the Regulation 123 List. The role of the Regulation 123 List is discussed in paragraph 10.

9. Unlike funds received through Section 106 agreements, CIL revenue does not have to be spent directly in relation to the site on which it was levied. Once the CIL is implemented by the Council, funding can be collected through this mechanism to help pay for infrastructure to support growth (e.g. schools, transport, healthcare, open space, leisure, biodiversity etc). Affordable housing will continue to be delivered through Section 106 agreements.
10. As the designated 'Charging Authority', the Council must publish on its website a list of infrastructure that it intends to fund, wholly or in part, through CIL. The purpose of this list, known as the 'Regulation 123 List', is to avoid developers being charged twice for the same item, or type, of infrastructure. Therefore, Section 106 agreements cannot be used to fund the delivery of infrastructure that is itemised on the Regulation 123 List. The inclusion of infrastructure on the list does not signify a commitment from the Council to fund (either in whole or part) it or imply any preference or priority.

Main Considerations for the Council

11. On 16 March 2015, the Council received the Examiner's Report on the Examination of the Draft Wiltshire Council CIL Charging Schedule. This is attached in full at **Appendix 1**.

"This Report concludes that, subject to some minor modifications to improve clarity, the Wiltshire Council Draft Community Infrastructure Levy Charging Schedule provides an appropriate basis for the collection of the levy in its area. The Council is able to demonstrate that it has sufficient evidence to support the Schedule and can show that the levy rates would be set at levels that will not put the overall development of the area, as set out in its Core Strategy, at risk. The proposals will secure an important funding stream for necessary infrastructure to support planned growth in the district."

(Non-Technical Summary, page 1, Examiner's Report)

12. The Examiner's consideration of the two modifications referred to in paragraph 6 above regarding the rate for Service Family Accommodation (SFA) and allocations to be identified within the Council's Site Allocations Plans are set out at paragraph 77, and 70 to 73, respectively. He is satisfied that there is a special case for SFA locally and supported the Council's proposed modification in that respect. However, he considered that the Chippenham and Wiltshire Site Allocations Plans were not sufficiently advanced in order to allow the locations and boundaries of sites to be identified on a map(s), which is required by the Regulations. The Examiner considered that the "*only workable solution*" would be to review CIL regime once the site allocations are settled (paragraph 73) but recognised that the Council could be pragmatic in its application of Section 106 agreements in the interim period.

13. The Examiner has only proposed minor modifications that relate to points of clarification and are set out on page 19 of his report. In addition, it is proposed that a number of other minor modifications are made for the purposes of clarity and consistency. A Schedule of all the proposed modifications is set out in **Appendix 2**. The proposed final version of the Wiltshire CIL Charging Schedule incorporating the Examiner's and Council's minor modifications is included at **Appendix 3**.
14. In order for the Council to become a Charging Authority and implement CIL, in addition to the Charging Schedule, the following documents should also be in place:
- (i) Planning Obligations Supplementary Planning Document (SPD) to clarify the implementation of 'Core Policy 3: Infrastructure Requirements' of the Wiltshire Core Strategy and explain the:
 - Council's approach to using planning obligations to local residents, developers and the wider community; and
 - relationship between CIL and planning obligations.
 - (ii) Final 'Regulation 123 List' (see paragraph 10 above)
 - (iii) The Council's position on policies regarding: instalments, payment in kind and exceptional circumstances relief.
15. Officers have prepared for, and undertaken, consultation on a draft Planning Obligations SPD, revised draft Regulation 123 List, draft instalments policy for the payment of CIL and the proposed position on other policies. The SPD has been informed by Officers from across the Council. Consultation took place over a four week and two day period starting 23 March and ending 22 April 2015. Further information on the consultation and the consultation documents can be found on the Council's website at:
<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfastructurelevy.htm>
16. The outcome of the consultation on the revised draft Regulation 123 List and the Council's approach to CIL policies, including summaries of responses and resulting actions, is set out in **Appendix 4**. A Consultation Statement setting out the approach to consultation and consultation response on the draft Planning Obligations SPD, as well as any proposed changes to address matters raised is set out in **Appendix 7**. This demonstrates how the SPD has been prepared in line with legislation and the Council's Statement of Community Involvement. In total, there were 33 respondents to the consultation. In summary, the main issues that were raised during the consultation related to the following:
- Concerns that the changes to the Regulation 123 List and SPD appear to remove earlier clarity and transparency over infrastructure requirements, could potentially lead to developers being charged twice ('double dipping') and might undermine the viability evidence presented at the CIL examination;
 - Need for more detailed reference to certain infrastructure types in the Regulation 123 List and SPD, e.g. canals, historic environment, habitat

mitigation strategies, fire and rescue services and open space/green infrastructure;

- Requests to include community projects in the Regulation 123 List;
- Requests for further information on the process for updating the Regulation 123 List and Infrastructure Delivery Plan, how projects are selected, and the involvement of local communities;
- Support for instalments policy but with various alternative payment schedules being put forward;
- Request for more clarity on the timetable for adopting the Charging Schedule and associated document and sufficient notice given to developers;
- Request for more involvement for town and parish councils in the CIL and Section 106 processes, including spending decisions and negotiations;
- Concerns regarding how the Council calculates requirements to secure Section 106 agreements, e.g. education and open space.

Sections 4 of **Appendices 4** and **7** set out a more detailed summary of the representations made including the officer response and proposed changes arising.

17. Proposed final versions of the Regulation 123 List, Instalments Policy and Planning Obligations SPD are set out in **Appendices 5, 6** and **8** of this report, respectively.
18. Following adoption of the Wiltshire CIL Charging Schedule and the associated documents, the Council will be able to proceed to implement of CIL. It is proposed that the Council starts charging CIL on all CIL liable development granted planning permission on or after Monday 18 May 2015.
19. It is unlikely that the Council will start to accrue a significant pot of CIL funding until after the first few years of implementation.
20. The parish councils within which CIL receipts are raised will receive 15% (capped at £100 per registered council tax dwelling in the parish in any one financial year) of revenue from development within their area to spend on local infrastructure projects. This rises to 25% (uncapped) where neighbourhood plans have been 'made' by Wiltshire Council. The Council will transfer the local allocation to parish councils as soon as practicable after the funding is received by the Council.

Safeguarding Implications

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

Public Health Implications

22. CIL will help fund the infrastructure required to support growth. Well planned development, including appropriate infrastructure, supports the health and wellbeing of local communities, for example through the provision of green infrastructure, sports facilities and infrastructure to encourage walking and cycling as means of travel.

Corporate Procurement Implications

23. The Council commissioned independent consultants BNP Paribas Real Estate to undertake the economic viability assessment, which formed part of the evidence base supporting the Wiltshire CIL Charging Schedule. The appointment of BNP Paribas Real Estate was in line with corporate procurement guidelines. In the light of the Examiner's conclusions in paragraph 73 of his report an early review of CIL may be appropriate, which could require new viability evidence to be commissioned.

Equalities Impact of the Proposal

24. Adoption of the Wiltshire CIL Charging Schedule will enable the Council to collect contributions from new development to support infrastructure delivery across the county. The public consultation and examination processes aimed to ensure that all stakeholders and interested parties had the opportunity to inform the preparation of the Charging Schedule. Consultation undertaken on the Regulation 123 List, Planning Obligations SPD and the Council's approach to associated CIL policies has also enabled open public engagement.

Environmental and Climate Change Considerations

25. The Wiltshire Core Strategy sets out the growth and distribution of new development in Wiltshire up to 2026. Growth has implications for the social, economic and physical environment. CIL will help fund the infrastructure required to support sustainable development, which may include sustainable transport, strategic open space and green infrastructure, flood mitigation measures and strategic habitat protection.
26. The Habitats Regulations Assessment of the Wiltshire Core Strategy identified that the cumulative effects of growth has the potential to effect a number of European protected sites - the Salisbury Plain and New Forest Protection Areas and the River Avon Special Area of Conservation. To meet the requirements of the Habitats Directive, funding will need to be directed towards appropriate ecological and green infrastructure measures to offset impacts to these protected sites. In order to demonstrate that the Core Strategy was sound and that infrastructure would be provided to offset the impact, the Council made a commitment to Natural England that CIL revenue would be taken out of the CIL pot for this purpose before other funds are allocated.

Risk Assessment

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

27. Since 6 April 2015, Regulations have restricted what the Council can collect from Section 106 agreements. If the implementation of CIL is not undertaken the Council and local communities will not benefit from this funding stream and therefore will not be able to secure funds via CIL to help deliver infrastructure to support sustainable growth. See Financial Implications for further details.

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

28. CIL only provides one of the funding mechanisms available for supporting the delivery of infrastructure to support growth. As recognised in paragraph 19, it will take time for a funding pot to be accrued that can be directed towards infrastructure delivery and there is no certainty that CIL will meet all the demands placed on it. Infrastructure providers and stakeholders other than Wiltshire Council are likely to seek funding from CIL to help meet their needs or aspirations. As such, the Council will need to develop and set out its approach to identifying funding priorities to provide clarity and avoid raising expectation.
29. The Council will need to monitor CIL to ensure that appropriate new infrastructure is being delivered to support sustainable development and in terms of rates, whether these remain appropriate or should be reviewed either because they are too high or too low. In areas where viability may be more challenging, the adoption of an Instalments Policy has the benefit of easing the financial impact on development by spreading payments. The Council also has the option of changing its approach to Exceptional Circumstances and could introduce a detailed policy, if and when considered appropriate.
30. Early review of the Charging Schedule may be appropriate as suggested by the Examiner (see paragraph 12 above) in order to address the need to bring in lower rates for the sites within the Site Allocations Plans. This will also provide an opportunity for evidence to be refreshed, new rates to be brought forward if appropriate and any fine tuning to be undertaken.

Financial Implications

31. The financial implications of adopting and publishing the Charging Schedule and associated documents, as well as the arrangements for the collection of CIL will be met from the Economic Development and Planning budget and income.
32. Using the charging proposals for residential development set out in the Wiltshire CIL Charging Schedule, the projected income from CIL receipts for Wiltshire over the Core Strategy plan period to 2026 (using a 1 April 2014 base date) is estimated to be circa £48 million. This indicative calculation is based on residential development only and would be lower if the housing monitoring data for the last financial year was available to allow a more up-to-date estimate to be made. However, it can be expected that retail and other chargeable uses will also contribute to the CIL receipts the Council receives over the Plan period, although it is not possible to estimate how much this would offset any reduction. It is, therefore, difficult to predict a more accurate figure for CIL receipts at this stage.
33. As referred to in paragraph 20 above, in accordance with the Regulations, a proportion of the income from CIL receipts will go to the town or parish councils at a rate of 15% of CIL raised in their area or 25% if they have a neighbourhood plan in force. In addition, 5% of CIL raised can be directed towards administrative costs.

34. It is unlikely that the Council will start to accrue a significant pot of CIL funding until after the first few years of implementation, which may have implications for the Council regarding the timely delivery of infrastructure. See paragraph 26 also regarding the need to direct some CIL funding towards Habitat Regulation Assessment mitigation strategies.
35. Monitoring of CIL and Section 106 combined will enable the Council to understand how much funding can be secured from development compared to the previous mechanism of Section 106 and unrestricted pooled contributions.
36. Adoption of a Charging Schedule will present the Council with the opportunity to secure CIL funding for infrastructure to support the delivery of new housing and other forms of development across Wiltshire.

Legal Implications

37. In accordance with the Planning and Compulsory Purchase Act 2004, Planning Act 2008 and Growth and Infrastructure Act 2013, the Council has a statutory duty to plan for infrastructure delivery, which has been reinforced through the National Planning Policy Framework and Localism Act. The CIL Regulations 2010 (as amended) introduced legal restrictions on the use of Section 106 agreements to secure developer contributions towards the funding of infrastructure. From 6 April 2015, Section 106 agreements will be largely restricted to site-specific infrastructure not on the Regulation 123 List or infrastructure that is linked to development that can be attributed to five or fewer developments and is not on the Regulation 123 List, and affordable housing. While there is no legal obligation to introduce a CIL Charging Schedule, CIL provides an important funding stream that will help support infrastructure delivery in Wiltshire.
38. Regulation 25 of the CIL Regulations 2010 (as amended) requires the Council, as the CIL Charging Authority for Wiltshire, to approve a charging schedule in accordance with Section 213 of the Planning Act 2008.
39. Section 213 of the Planning Act 2008 states that a charging authority:
 - (a) may approve a charging schedule only -
 - a) if the examiner under section 212 has recommended approval, and
 - b) subject to any modifications recommended by the examiner
 - (b) must approve a charging schedule -
 - a) at a meeting of the authority, and
 - b) by a majority of votes of members present
40. As soon as practicable after adoption, in accordance with Regulation 25 of the CIL Regulations 2010 (as amended), arrangements will be made to:
 - (a) Publish the charging schedule on its website;
 - (b) Make the charging schedule available for inspection at all council libraries and main office hubs during normal office hours;
 - (c) Give notice by local advertisement of the approval of the charging schedule, that a copy of the charging schedule is available for inspection, and the places at which it is inspected, and

- (d) Give notice to those persons who requested to be notified of the approval of the charging schedule that it has been so approved.
41. Regulation 122 of the CIL Regulations 2010 (as amended) prevents the Council from seeking contributions from development towards the same type or item of infrastructure through both CIL and Section 106 agreements. The purpose of the Regulation 123 List is to identify what the Council will fund through CIL. This is discussed further below in paragraph 47.
42. In accordance with Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012, before a local planning authority can adopt a supplementary planning document it must prepare a Consultation Statement (**Appendix 7**) setting out who was consulted, a summary of the main issues and how these issues have been addressed in the supplementary planning document.
43. As soon as reasonably practicable after the local planning authority adopt a supplementary planning document 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:
 - a) supplementary planning document, and
 - b) an adoption statement, which includes the date on which the supplementary planning document 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
44. 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.

Options Considered

45. The adoption of a CIL charging schedule is optional. However, the options open to the Council at this stage are limited by the legislation (see legal implications above). The Council can either:
- (i) Adopt the CIL Charging Schedule with the modifications recommended by the Examiner, or
 - (ii) Resolve not to adopt the CIL Charging Schedule.

46. In the case of (ii) the Council would need to withdraw the CIL Charging Schedule and, should it still wish to charge CIL on development, begin preparation of a new charging schedule that would take between a year to 18 months to put in place. This would limit the ability of the Council to collect infrastructure contributions from new development prior to any new charging schedule coming into force.
47. The adoption of a Regulation 123 List and Planning Obligations Supplementary Planning Document (SPD) will provide clarity on the types or items of infrastructure that the Council will seek through CIL and Section 106 agreements. Regulation 122 of the CIL Regulations 2010 (as amended) prevents the Council from seeking contributions from development towards the same type or item of infrastructure through both CIL and Section 106 agreements. If the Council does not adopt a Regulation 123 List, it will be assumed that the Council intends to fund all infrastructure through CIL. Therefore, the Council will be unable to secure any infrastructure through Section 106 agreements. The likely effect of this could be to prevent developments coming forward as it would not be possible to provide for the necessary infrastructure to make the development acceptable in planning terms.
48. The adoption of an instalments policy will allow for flexibility in the payment of CIL, by aiding cash flow and the general viability of development. Without an instalments policy, CIL would become fully payable within 60 days of commencement of development. The likely effect of this could be to create a more challenging environment, especially for larger development, and, as CIL is a mandatory, non-negotiable charge, could lead to renegotiation of other contributions (e.g. affordable housing) through Section 106 agreements. At this stage, there is no proposal to offer further flexibility through payments in kind and exceptional circumstances relief policies. If the monitoring of CIL indicates that a different position should be taken the Council has the option to offer these.

Conclusion

49. Adoption of the Wiltshire CIL Charging Schedule, Planning Obligations Supplementary Planning Document, Regulation 123 List and Instalments policy will ensure that Wiltshire can become a CIL Charging Authority and implement CIL. Arrangements can be made to collect CIL on and after Monday 18 May 2015. This will ensure that the Council, within viability constraints, can maximise developer contributions for infrastructure to support sustainable growth in the county.

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Date of Report: 24 April 2015

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

None

Appendices:

- Appendix 1 - Report on the Examination of the Draft Wiltshire Council Community Infrastructure Levy Charging Schedule (March 2015)
- Appendix 2 - Schedule of Post-Examination Modifications to Wiltshire CIL Draft Charging Schedule Post-Submission Version (January 2015)
- Appendix 3 - Wiltshire CIL Charging Schedule (April 2015)
- Appendix 4 - Summary of responses to consultation and actions on revised draft Regulation 123 List and other CIL policies (April 2015)
- Appendix 5 - Regulation 123 List (April 2015)
- Appendix 6 - CIL Instalment Policy (April 2015)
- Appendix 7 - Consultation Statement on Planning Obligations Supplementary Planning Document (April 2015)
- Appendix 8 - Planning Obligations Supplementary Planning Document (April 2015)

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Report to Wiltshire Council

by Mr Philip Staddon BSc, Dip, MBA, MRTPI

an Examiner appointed by the Council

Date: 16 March 2015

PLANNING ACT 2008 (AS AMENDED)

SECTION 212(2)

REPORT ON THE EXAMINATION OF THE DRAFT WILTSHIRE COUNCIL COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE

Charging Schedule submitted for examination on 23 June 2014

Examination hearings held on 27 and 28 January 2015

File Ref: LDF/001527

Non-Technical Summary

This report concludes that, subject to some minor modifications to improve clarity, the Wiltshire Council Draft Community Infrastructure Levy Charging Schedule provides an appropriate basis for the collection of the levy in the area. The Council is able to demonstrate that it has sufficient evidence to support the Schedule and can show that the levy rates would be set at levels that will not put the overall development of the area, as set out in its Core Strategy, at risk. The proposals will secure an important funding stream for infrastructure necessary to support planned growth in the district.

Introduction

1. This report contains my assessment of Wiltshire Council's draft Community Infrastructure Levy (CIL) Charging Schedule in terms of Section 212 of the Planning Act 2008 (as amended). It considers whether the schedule is compliant in legal terms and whether it is economically viable as well as reasonable, realistic and consistent with national guidance set out in the National Planning Practice Guidance (NPPG).
2. To comply with the relevant legislation and guidance the local charging authority has to submit a charging schedule that should set an appropriate balance between helping to fund necessary new infrastructure and the potential effect of the proposed CIL rates on the economic viability of development across its area.
3. The basis for the examination, on which Hearing sessions were held on 27 and 28 January 2015, is the submitted Draft Charging Schedule (DCS), which was published for public consultation between 13 January 2014 and 24 February 2014, along with a Statement of Modifications (published in June 2014) and a Further Statement of Modifications (published in December 2014).
4. The Council's CIL proposals seek to include charges for residential development and for specific types of commercial developments: hotels, student housing and retail developments. Development falling within 'all other uses' would be zero rated for CIL purposes.
5. Residential developments would incur CIL charges which are differentiated in two ways. First, by geographical location in one of two charging zones and second, by classification into strategic or non-strategic developments i.e. there are four charging categories. 'Residential development' on non-strategic sites would incur charges of £85 per square metre (psm) in Charging Zone 1 and £55 psm in Charging Zone 2. 'Residential development' on 'strategically important sites, as set out in the Wiltshire

Core Strategy', would incur a £40 psm charge in Zone 1 and a £30 psm charge in Zone 2. The 'further' modification to the DCS (December 2014) would exempt Service Family Accommodation (SFA) from any residential CIL charges.

6. 'Student accommodation' developments would incur a £70 psm in all locations i.e. the charges are not zoned.
7. 'Hotels' would also incur a £70 psm charge in all locations.
8. The proposed retail CIL charges fall into three categories. First, 'retail warehouse and superstore/supermarket' development would incur a £175 psm CIL charge in all parts of the county. Second, retail development (excluding retail warehouse and superstore development) would incur a £70 psm CIL charge in the defined shopping centres of Bradford on Avon, Chippenham, Marlborough, Salisbury and Trowbridge. Third, retail development elsewhere (again excluding retail warehouse and superstore development) would be nil rated for CIL purposes i.e. £0 psm.

Background evidence – the relevant plan, infrastructure needs and economic viability evidence

9. Wiltshire Council is one of the largest and newest unitary authorities in the country, formed in 2009 by the amalgamation of the former county council and the four component district councils (Salisbury, West Wiltshire, North Wiltshire and Kennet).
10. The authority's administrative area is significant in size and largely rural in nature. It includes parts of three separate Areas of Outstanding Natural Beauty, part of the Western Wiltshire Green Belt, an element of the New Forest National Park and a World Heritage Site (at Stonehenge and Avebury). The largest settlements are Salisbury, Trowbridge and Chippenham which are complemented by smaller towns and villages. The Council serves a resident population of some 460,000. There are strong interdependencies with larger settlements beyond the administrative boundaries, most notably Bath and Bristol to the west, Swindon to the north east and Southampton to the south east.

The relevant plan

11. The examination of the Wiltshire Core Strategy (CS) has only recently concluded, with the Examiner's report being published in December 2014. The CS represents the first Wiltshire-wide strategic plan since the Council was formed and replaces the strategic content of the Local Plans of the former district councils. Given the scale and diversity of the areas, the production of the plan was understandably complex and protracted.
12. The CS, as modified by the Inspector's recommendations, proposes 'at least 42,000' new homes (an increase on the 37,000 contained in the submitted

plan) and the provision of 178 hectares of employment land over the plan period which extends from 2006 – 2026.

13. The spatial approach to accommodating this housing and employment growth follows sustainable development principles. It reflects the settlement hierarchy, with the bulk of new development directed to Principal Settlements and Market Towns, with smaller quantities in Local Service Centres. In smaller villages and rural areas, there is a general policy approach of development restraint.
14. Core Policy 2 sets out the geographical distribution of the (minimum) 42,000 new homes across three defined Housing Market Areas (HMA), together with a smaller allocation (900) on the edge of Swindon. The majority of the new homes (about 59%) are planned in the North and West Wiltshire HMA, which includes the Principal Settlements of Chippenham and Trowbridge. About 25% of the housing requirement is planned in the South Wiltshire HMA, which includes the Principal Settlement of Salisbury. The remainder of new homes are planned in the East Wiltshire HMA (about 14%) and the 'West of Swindon' allocation (2%). Overall, there had been 16,385 completions at that time, with 20,269 in commitments and 5,664 yet to be allocated.
15. Central to the CS approach of accommodating planned growth is the identification of a portfolio of 'strategically important sites' which include housing, employment and mixed use allocations. In the submission draft of the CS there were a total of 20 such sites, but complications arose over the Chippenham site allocations which resulted in its 4 strategic site allocations being removed from the CS. The remaining 16 sites are, typically, green field allocations and, in terms of housing numbers, they would, together, deliver almost 10,000 new homes.
16. To address the increased housing requirement (the additional 5,664 homes) and to resolve the Chippenham issues, the Council has committed to produce Development Plan Documents (DPD) to ensure effective delivery of planned development. These will include a Chippenham Site Allocation DPD (planned adoption in January 2016) and a Housing Sites Allocation DPD (planned adoption in June 2016). The Council has also committed to an early partial review of the CS.
17. The CS also incorporates an Inspector modification which establishes a two tier locality based Affordable Housing requirement (30% and 40%). The originally submitted plan contained a 40% county-wide policy but viability evidence demonstrated geographical disparities and this informed the two zone approach.
18. The CIL proposals are being put forward against the backdrop of an up to date and very recently adopted CS. There is a degree of uncertainty over the Chippenham strategic site allocations, at least for the time being. It will be some time before the broader 'sites allocations' are settled and this may include further sites of a strategic scale (to meet the increased housing requirement) along with a range of other smaller sites.

Infrastructure planning evidence

19. The CS evidence included an Infrastructure Delivery Plan (IDP) which assesses and analyses the future infrastructure needs in the county. It is a thorough and comprehensive analysis, covering a broad range of physical, social and green infrastructure needs in each community area. Projects are categorised into either 'essential' or 'place-shaping', with understandably higher priority given to the essential projects.
20. The Council has undertaken an infrastructure funding gap assessment. This is based on the IDP projects but the analysis excludes any projects that are already funded, those where costs are unknown and infrastructure that would not be CIL funded (such as strategic site infrastructure that is anticipated through S.106 planning agreements). This refined list covers five categories: education, transport, open space / green infrastructure, community facilities and health. The total funding cost for these types of infrastructure is circa £897 million in the plan period (to 2026) and, of this figure, about £635 million is categorised as 'essential'. Once known funding is deducted, there is an estimated 'essential' infrastructure funding gap of £456 million. The largest 'essential' infrastructure type funding gaps are in education (£193 million), health facilities (£182 million) and transport (£74 million).
21. The Council estimates, using a 2011 baseline, that its CIL receipts in the plan period would be equivalent to circa £62 million, based upon the anticipated quantum of CIL liable development. The CIL revenue would therefore make a modest, but nonetheless important, contribution to filling the assessed funding gap. CIL revenues would equate to about 13.6% of the 'essential' infrastructure funding gap. The evidenced funding gap is substantial and provides a clear justification for introducing a CIL regime.
22. The Council has produced a Draft Regulation 123 list which sets out the infrastructure types that it intends to fund, partly or wholly, through CIL receipts. The list includes education, sustainable transport, open space / green infrastructure, flood mitigation, community facilities, emergency services, health facilities and cross boundary infrastructure.
23. The 2014 Guidance makes plain that it is not the purpose of the CIL examination to 'challenge' the Draft Regulation 123 list. However, there were quite a number of representations made on the list and some comment is appropriate. The representations sought revisions to the list to provide a more explicit identification of specific types of infrastructure projects.
24. In my view, I do not see any flaw with the Council's approach. It does clearly identify the CIL funded infrastructure categories and many of the project types promoted (by representors) could be covered. I am not convinced that there is any great merit in specifying more detailed 'sub-sets' of infrastructure under the broad identified types. Given the size of the funding gap for 'essential' infrastructure alone, there are inevitably going to be some difficult assessments around prioritisation, and specifying more

detailed project types might unduly raise expectations of funding. The important point is that the list does achieve the key purpose of providing the transparency and clarity about the use of CIL receipts.

25. The Council has also produced a Planning Obligations Position Statement (June 2014) which sets out the residual role for S.106 planning agreements once the CIL regime is in place. This document includes a helpful table setting out which infrastructure types would be CIL funded, alongside more localised S.106 secured 'mitigation' infrastructure. The latter includes a range of identified education projects such as primary schools on strategic urban extension sites. When reviewed together, the Draft Regulation 123 List and the Planning Obligations Position Statement provide a useful and unambiguous distinction between the two infrastructure funding mechanisms.

Economic viability evidence – methodology and modelling assumptions and challenges

Methodology

26. The Council commissioned consultants to undertake a Viability Study (VS) to support its CIL proposals. The VS was completed in November 2013, against the strategic policy backdrop of the submission draft CS, although there have been some later additions and updates.
27. The VS employs a residual valuation approach. In simple terms, this involves deducting the total costs of a development from its end value to calculate a residual land value (RLV). That residual land value is then compared to assumed benchmark land values (BLV) to test viability. If the RLV is higher than the BLV, the scheme would be judged viable and vice versa. For residential developments, the methodology involves testing the ability of schemes to support potential CIL charge levels, ranging from £0 up to £280 psm. For commercial schemes a 'maximum' CIL is computed.

Modelling assumptions - residential development

28. The testing of residential scheme viability included five notional development types which the Council assessed, at that time, to be representative of the likely development in the county and which also reflected assumptions made in an earlier (2011) affordable housing viability assessment. Densities varied from 25 dwellings / hectare for the smallest scheme, up to 50 dwellings per hectare for the larger schemes. I noted views expressed that the densities used for the larger schemes were considered too high and may, as a consequence, overstate the value that can be extracted from a set unit of land.
29. The VS also included bespoke testing of seven of the largest identified 'strategic' sites, albeit that three of these were Chippenham sites which were not confirmed through the CS. The sites ranged in size from 700 up to 2600 units and, together, would account for about 8,500 new homes.

30. In my view, the testing of notional sites is adequate, if a little limited given the scale and geography of the county. It is also complicated by the Council's indication that new build flats (included in three of the five notional types) are now not expected to feature to any great degree, due to higher costs and lower returns. However, the reduction of the flatted element does, to an extent at least, mitigate some of the industry criticism about the density levels employed. The testing of strategic sites, which are expected to yield significant housing numbers, is well grounded and in line with the CIL guidance, and creates a strong connection with the delivery route for many of the planned new homes. Taking the notional and strategic site testing together, I am satisfied that this is a reasonable testing platform for CIL viability modelling.
31. To undertake the viability analysis, the modelling on residential developments entailed making assumptions about a range of development costs and revenues. Sales values had been drawn from an analysis of 46 new build developments and 243 associated transactions, largely in 2012. This was complemented by data from about 200 transactions from the 'second hand' market from the same period. This data was used to define average sales values in four distinct 'settlement categories'. The highest average values (£3,294 psm) were in Category 1 which includes Marlborough and Pewsey. Category 2 averaged sales values of £2,648 and covers Bradford on Avon, Salisbury, Wilton and Chippenham. Category 3 averaged £2,314 psm and includes Corsham, Amesbury and Devizes. The lowest average sales values of £2,110 were in the Category 4 settlements which encompass Melksham, Trowbridge, Westbury, Dilton Marsh, Calne, Warminster, Tisbury and Mere.
32. These four categories are of some wider relevance as they reflect the two tier affordable housing requirements (the higher value areas in Categories 1 and 2 attracting a 40% requirement; the lower value areas 3 and 4 attracting a 30% requirement). The categories also relate to the two proposed CIL charging zones, with Categories 1 - 3 falling in Charging Zone 1 and Category 4 falling in Charging Zone 2.
33. There was a degree of challenge to the definition of the sales category zones. It was suggested that the zones did not accord with the local property price 'heat map' and that certain settlements and locations should be in different categories. In particular, I listened to views that Malmesbury, Mere and Chippenham should be moved from Category 2 to the lower sales value Category 3. Views were also expressed that certain anomalies may limit the element of CIL receipts that would be paid to parish councils.
34. In my view, there are a number of matters to consider here. First, any exercise of averaging sales values over such large areas is inevitably going to include an underlying range and, unavoidably, a degree of anomaly. Second, a degree of care is needed in using 'heat maps' as they are based on unit prices and may not be directly comparable to the Council's data set. Third, the sales value data, whilst quite wide ranging, is now a little dated and will underestimate today's values, which the Council reported had increased by 8.4% in the intervening period. Fourth, even allowing for a

degree of caution around the sales values employed in a few locations, these are matters that can be considered 'in the round' when assessing the modelling results and, indeed, the context of where new development is actually planned.

35. The establishment of robust BLVs is clearly of great significance in this type of viability modelling, as these become the yardsticks against which viability is judged. However, it is a perennial theme with CIL examinations that local available transactional evidence on land values is either thin or non-existent. This means that reliance has to be placed on published (but essentially amalgamated and approximate) sources, such as Valuation Office Agency (VOA) data or, simply, upon informed assumptions. The Council has used a combination of these sources to define four BLVs.
36. Based on VOA figures for the region, with adjustments made, the Council defined BLV1 as 'higher value residential land' at £1.35 million per hectare. BLV2 was set at £1.185 million per hectare reflecting the lower values for residential land elsewhere in the county. BLV3 was set at £1.038 million per hectare and would typically relate to secondary industrial / employment land and was helpfully informed by some 2011 transactional research carried out for the Council's affordable housing viability testing. BLV4 was defined at £350,000 per hectare and would relate to greenfield land values, based upon research contained in the Department for Communities and Local Government (DCLG) study¹ which suggested a range of £250,000 - £374,000 per hectare. At the Hearing sessions the Council expressed a view that it felt, with hindsight, it had set BLV4 at too high a level.
37. The Council stated that it expected most housing supply to come from the lower value land, notably BLV4, and that the higher land value BLV1 would only be relevant in localised areas. The Council also considered that the higher land values (BLV 1 and 2) would include a degree of legacy from the 'old' policy era, such as a reflection of times when grant aid was available for affordable housing and when CIL was not known or anticipated.
38. Base build costs for residential schemes were drawn from Building Cost Information Service (BCIS) rates at the time when the VS was produced (2013). The Council opted to use a base build cost figure of £815 psm for houses and £963 psm for flats, which it advised were the midpoint values from the BCIS range for the region at that time. On top of the base build costs, the Council made additional cost allowances for contingencies (5%), external works (15%) and Code for Sustainable Homes requirements (6%), which appeared reasonable (in fact the latter appeared to be over stated). On strategic sites, an additional allowance of £20,000 per plot was applied on most sites (the exception being a partly serviced site) to cover the costs associated with servicing greenfield sites e.g. providing new utilities infrastructure.
39. There was some challenge to the base build costs assumptions, with views

¹ *Cumulative Impacts of Regulations on House Builders and Landowners* - Research Paper. Published by DCLG in 2011 (although commissioned by the previous Government in 2008).

expressed that the rates should be increased in line with recent changes in the BCIS rates, which had risen by about 9% in the intervening period. In my view, the fact that build costs may have increased in recent times, is a matter that can be considered 'in the round', along with sales price increases, when assessing the modelling results. It is worth noting that, whilst the percentage increases in sales and build costs are similar, a growth in sales values has a much greater positive impact on viability than the negative impact of an equivalent percentage increase in build costs.

40. Costs assumptions in respect of fees, contingencies and finance conformed with accepted industry norms. Developer profit was assumed at 20% of Gross Development Value (GDV) on market housing and 6% of GDV on affordable housing, which I consider reasonable.
41. Affordable housing was modelled in line with the submission draft CS's 40% requirement. However, sensitivity analysis of lower levels for the notional sites included a 30% proportion, which enables, where appropriate, the lower tier policy compliant scenarios to be identified. At my request, the Council re-appraised the two strategic test sites that fell within the new lower tier (30%) affordable housing area. Assumed tenure split was in line with policy and the testing assumed an absence of any grant subsidy.
42. Residual S.106 planning agreement costs were included at a notional £1,000 per unit for site types 1 – 4. Site type 5 was assumed as the proxy for a large site and a S.106 allowance of £15,000 per unit was assumed to cover on-site infrastructure. For the strategic sites, where S.106 contributions are expected to be significant (primarily due to site specific education and strategic transport requirements), bespoke cost assumptions were made.

Modelling assumptions – commercial developments

43. The commercial development modelling used similar assumptions and methodology. Notional schemes for offices, various types of retail development, industrial, student housing and hotel developments were tested in the VS. A later testing of commercial residential care home developments was also undertaken. Other than employment schemes on greenfield sites, the tested schemes were assumed to involve an intensification of an existing use of the site and current use values were assessed based on assumed occupancy, rent and yields. The assumptions employed for the notional schemes all appeared reasonable, including the assumed rents, yields, build costs and profit levels. The commercial development modelling outputs were compared to three assumed Current Use Values (CUV) rather than BLVs and these appeared reasonable for CIL testing purposes.

Conclusions on background evidence

44. The CS provides a very recent and robust development plan framework for sustainable growth in the district. The strategy has a strong focus on strategic site development to deliver many of the planned new homes and

jobs. The CS examination outcome raises a number of complications for the CIL regime, but none of these undermine the key fact that there is an up to date relevant plan, which identifies 'the development of an area'² that needs to be supported by new infrastructure.

45. The IDP identifies the infrastructure required to support the CS planned growth in population and jobs. The evidence demonstrates a sizeable infrastructure funding gap that justifies the introduction of a CIL regime. CIL receipts will help to reduce that gap, although a significant funding shortfall will remain.
46. The background economic viability evidence has been the subject of some representor challenge on detailed aspects, and there is a degree of time lag and limitation on some of the body of evidence. However, in my view, these are matters that can be considered 'in the round' when assessing the modelling outputs. Accordingly, I consider that, for both residential and commercial development, the Council's CIL testing platform is reasonable, robust, proportionate and appropriate. The actual interpretation and use of the economic viability evidence in defining the proposed CIL rates is discussed more fully below.

Residential Development CIL – viability appraisal findings and proposed CIL charges

Notional sites testing results and CIL rates

47. Although some details are yet to be finalised, about half of (unbuilt) CS planned new homes will lie outside of the identified strategic sites. The notional site testing on Types 1 – 4 is essentially the proxy for these developments (Type 5 is a proxy for larger more strategic development) which will typically be smaller than 'strategically important sites' (the smallest listed strategic housing site is 150 dwellings). These non-strategic sites will cover a wide range of greenfield, brownfield and infill sites spread across the county.
48. Interpreting the appraisal outputs for the notional sites requires a degree of care and judgement. The modelling methodology inevitably generates a matrix of results which includes scenarios that are likely to reflect anticipated real world development, alongside scenarios which are unlikely. For example, in many cases 'not viable' results are returned against the higher BLVs but this does not necessarily imply that CS planned housing numbers will not be delivered. Rather, it implies that where existing land values are higher (i.e. those sites occupied by existing development), residential development returns are insufficient to 'outbid' the existing use value. The Council advised that it expects most of the housing supply to come from lower value land and, in particular, BLV 4 land i.e. greenfield. However, I am also mindful of views expressed by the development industry

² Section 205(2) of the Planning Act 2008 (as amended by the Localism Act 2011).

that it is simply not possible to acquire smaller sites, particularly in established settlement locations, at the assumed BLV 4 land value. A balanced view is required.

49. In Settlement Category 1, the modelling showed strong viability across all five development types and all four BLVs. Indeed, the majority of the 'policy compliant' test scenarios hit the test CIL maximum of £280 psm and the lowest was £200 psm.
50. In Settlement Category 2, the modelling showed the effects of somewhat lower sales values. Whilst viability was still very strong for all schemes on BLV4 (generating four results at £280 psm and one at £220 psm), the higher values of BLV1 - 3 resulted in 'not viable' results at policy compliant levels of affordable housing. This suggests that such developments would either not happen or that there would be some pressure on affordable housing content.
51. Settlement Category 3 results reflected those in category 2, albeit that they were a little weaker due to lower sales values, although to an extent this was mitigated by the lower tier (30%) affordable housing level. The BLV4 test results were, from smallest scheme upwards, maximum CIL rates of £200 / £180 / £140 / £120 / £40 psm. The higher BLV 1 - 3 results were 'not viable'.
52. Settlement Category 4 was the most challenging in terms of scheme viability. Although the small 4 unit scheme (no affordable housing) generated a £220 psm maximum CIL result at BLV4, the remaining results, based on the 30% affordable housing level, were £20 psm (15 houses) and 'not viable' for the 50, 60 and 70 unit schemes. The sensitivity analysis suggested that only quite significant reductions in affordable housing content would enable viable schemes to come forward.
53. The Council undertook a process of assessing and blending the most relevant modelling results to define a suggested maximum CIL rate for each Settlement Category Area. The Council's assessed maximum rates for Categories 1 - 4 were, respectively, £200, £160, £120 and £100 psm. The process of arriving at these suggested maximums was not altogether clear and seemed to rely on judgement rather than any clear mathematical process. However, from my analysis, the assessment of maximum rates for Settlement Categories 1- 3 is reasonable and robust, as it enjoys a good correlation with the data set. However, a degree of caution is required in the Category 4 assessed 'maximum' CIL rate of £100, given that there were only two policy compliant positive results, one of which was £220 psm (four houses), the other £20 psm (15 houses with 30% affordable housing).
54. In terms of the CIL rates on non-strategic sites, the Council proposes two charging zones. Settlement Categories 1 – 3 would fall within Charging Zone 1 and would incur a £85 psm charge. Settlement Category 4, which includes the lowest sales value areas, would fall within Charging Zone 2 and would incur a £55 psm charge.

55. There were many different views expressed about the Council's approach to CIL zones and charges, including advocates for a single rate and for higher rates in particular areas, notably AONB locations which tend to attract premium house prices. However, it is not my role to determine whether the Council has adopted the 'best' approach, as there are many possible permutations and merits / demerits to each. My role is to assess the Council's published charging schedule and assess whether it sets an appropriate balance between helping to fund necessary new infrastructure and the potential effect on the economic viability of development across its area.
56. In that context, I am satisfied that the £85 psm CIL rate for non-strategic development in Charging Zone 1 is supported by the evidence. Viability across Settlement Categories 1 - 3 is generally positive, especially on the lower value land that the Council expects to be predominant in the supply of new homes. In almost all such cases, the £85 psm charge is readily absorbed, often with a substantial degree of headroom or 'buffer.'
57. The proposed £55 psm rate for non-strategic development in Charging Zone 2 is less straightforward. The VS modelling evidence indicates that development viability across this area (Settlement Category 4) can be challenging and policy compliant results were limited to just two, one of which would be below the proposed charge. However, this is an area which the Council reported continues to deliver new homes on small and large sites, along with reasonable levels of affordable housing and S.106 infrastructure contributions. Some examples of recent S.106 agreement content suggested CIL equivalent infrastructure contributions well above the £55 charge proposed (although examples quoted tended to relate to larger sites).
58. It is also important to recognise that the £55 psm charge evolved from the Preliminary DCS consultation, which proposed a £70 psm single rate for Wiltshire i.e. the Council has now sought to recognise the generally more challenging viability across Settlement Category 4. The Council has also calculated that the lower (£55 psm) rate in this zone would be equivalent to just 1.5% of development costs.
59. I am satisfied that, in these particular local circumstances, the lower (£55 psm) CIL charge in Charging Zone 2 is reasonable and, when considered alongside the reduced (30%) affordable housing target, reflects the lower viability in this area. In my view, it is unlikely to put development viability at risk. However, it is important that I record that the Council's VS evidence base could have been more comprehensive, but the CIL charge would comprise such a small component of overall development costs that it would be unlikely to be a critical determinant in terms of schemes coming forward. However, I would urge the Council to monitor carefully housing (and affordable housing) delivery, and the effects of CIL, in this area, given its importance in delivering CS housing numbers.

Strategically important sites testing results and CIL rates

60. 'Strategically important sites' will play a critical role in delivering the CS housing requirements. They comprise the identified sites in the CS and will be supplemented by further strategic sites that will emerge from the Chippenham Sites Allocation DPD and, possibly, further strategic sites that may arise through the Housing Sites Allocation DPD.
61. The VS tested sites included three in Chippenham. Whilst these are currently unconfirmed in terms of development plan status, the testing is still relevant as it, along with the other four sites, reflects the development economics associated with larger housing developments. The Council also confirmed that the Chippenham sites could be seen as in accord with the 'strategic intentions' of the CS.
62. The key differences from smaller scale development are the additional costs associated with servicing these typically large greenfield sites, along with the substantial site specific infrastructure costs, notably for strategic transport and new schools on each site.
63. Once adjustments were made for the lower (30%) CS affordable housing requirement on two of the sites, all seven tested schemes generated positive RLVs. However, with the exception of one high value site in Salisbury, all of the remaining six schemes generated RLVs below the BLV4 value of £350,000 / gross hectare. The range was from £85,500 / gross hectare (King's Gate) up to £343,400 gross hectare (Rawlings Green).
64. Although some caution is needed in comparing these figures (as the housing density is very low in certain cases), there is a clear pattern of relatively low, although still positive, land values on these strategic sites. Earlier in this report (paragraphs 38 -40) I drew attention to the difficulties of robustly evidencing land values for CIL testing purposes. Whilst the referenced DCLG study's suggested range of £250,000 - £374,000 per hectare is a useful starting point, that document itself does not contain any evidential rationale for its figures. Based on the Council's evidence, four of its seven tested strategic schemes would not reach the lowest point on the range, and it appears that the development economics of strategic sites in Wiltshire will typically result in RLVs below the range suggested by the DCLG paper (referenced in paragraph 36 of this report).
65. The Council accepts that, with hindsight, its £350,000 / gross hectare BLV4 for its strategic sites was too high a benchmark, given the local development economics and the substantial additional costs associated with such schemes. However, for reasons rehearsed earlier, it is very difficult to define a 'right' land value assumption for such sites. Guidance in the 'Harman Report'³ notes the importance of setting 'threshold' land values to represent the level at which a landowner is likely to release land for development, and this chimes with the National Planning Policy Framework's reference to a 'competitive return' to a willing landowner.

³ *Viability Testing Local Plans – Local Housing Delivery Group Chaired by Sir John Harman – June 2012.*

66. To add some perspective, the existing land use of these 'strategic' sites in Wiltshire is essentially agricultural, with an associated value reported by the Council to be circa £23,000 per gross hectare. In many cases the modelled RLVs would still generate very substantial 'uplift' on farm land values. Before CIL is applied these would range from multipliers of 3.7 on the least viable (Kings Gate) to 14.86 on Rawlings Green (and 37.7 for the high value Salisbury site).
67. The key issue here is whether the Council's proposed CIL rates would actually threaten viability and prevent important strategic schemes happening. The proposed CIL charges are effectively discounted 'normal' rates and would be £40 psm for the strategic sites falling in Charging Zone 1 (five of the tested sites) and £30 psm for those falling in Charging Zone 2 (two of the tested sites). Although views were expressed that such sites should not receive discounted rates, I do not agree, as the evidence demonstrates the substantial additional site specific infrastructure costs that would fall on these sites.
68. Although there is scope for some conjecture about RLVs and whether they are sufficient to trigger release for development, it seems unlikely that such conservative CIL charges will be critical factors. Expressed as a percentage of development costs, CIL would amount to a sum falling within a narrow range of just 0.9% - 1.1%. At these levels, it is my judgment that the CIL charges will not threaten these developments. This view appears to be confirmed by some late evidence from the Council that computed recent agreed S.106 contributions on larger 'real world' schemes in Settlement Category 4 (where viability is weakest); these suggested that the equivalent 'CIL' component of recently secured, or at least agreed, S.106 obligations would be well above the proposed CIL charges. However, it is plain from the examination evidence and process that there are some viability pressures that will need to be monitored carefully and reflected in S.106 negotiations and, at the appropriate time, in any future CIL review.
69. An important related issue concerns the treatment of (currently) unconfirmed strategic sites in the Chippenham area, along with other larger sites, potentially of 'strategic' scale and status, that may emerge through the Housing Sites Allocations DPD. The issue here is that within a relatively short space of time, a number of strategic sites will be identified and, subject to due process, confirmed in the DPDs.
70. The Council has an understandable desire to apply its proposed CIL approach on strategic sites to any future additional strategic sites that may come forward through the two DPDs. The development industry appears to agree. However, two contrasting suggestions to solve this conundrum were put forward. The Council suggested a narrative amendment to the DCS by adding to the CS strategic sites any proposed DPD allocations "*....that, by virtue of the intended number of dwellings, are required to deliver significant on-site infrastructure in line with policy and the Council's Infrastructure Delivery Plan e.g. new school(s), Sustainable Urban Drainage Schemes, utilities, highway connections, sustainable transport schemes etc.*" The development industry suggested a 150 unit threshold to

distinguish strategic and non-strategic. Unfortunately, I do not consider either option is workable.

71. The Council's suggestion, whilst well intentioned, cannot comply with Regulation 12 of the Community Infrastructure Levy Regulations 2010 (as amended). This requires any geographically differentiated rates to be defined, in terms of locations and boundaries, on an Ordnance Survey based map. Whilst the Council is able to do this for its CS sites (and these are clearly identified on the DCS maps) it is not able to do so for unconfirmed sites, some of which may actually be unknown at this stage.
72. The development industry's suggestion of a threshold does have the benefit of simplicity and it does conform with Regulation 13 (as amended) which permits differentiation by reference to the intended number of dwellings. However, the problem here is that the evidence does not point to where that threshold should lie. The Council's evidence for the lower CIL rates on strategic sites is essentially based on seven sites of significant scale (the smallest was 700 units). The key factors in seeking to justify lower CIL rates were the additional costs of i) servicing large greenfield sites and ii) the additional on-site infrastructure costs of schools and strategic transport works. There is little doubt that developments of this scale (700+ units) will trigger such costs. However, that may not be the case with smaller schemes (such as the 150 unit scale suggested) as, for example, such developments are unlikely to be required to fund a new on-site primary school. They may also include brownfield sites with different development economics.
73. The only workable solution to this problem is to review the CIL regime once the DPD site allocations are settled, perhaps in around two years' time. I do appreciate that, in the meantime, there could be some complications should any new 'strategic' site proposals come forward through planning applications in advance of the DPD adoptions (and any planned CIL review). However, that seems to me to be an unavoidable issue in the first few years of 'settling in' the CIL regime, given the particular circumstances in Wiltshire. Although not ideal, should the issue arise, there is the potential for the Council to address it through flexibility and pragmatism in terms of S.106 negotiations and, possibly, adjustments to the Regulation 123 list, to ensure that there is a degree of parity between 'new' strategic sites and the identified CS strategic sites. In my view, the Council would be wise to timetable a CIL review to follow on from the DPD adoptions. This will not only enable the outstanding issues to be properly addressed, but also allow for any local impacts to be assessed and any fine tuning adjustments to be made.

Specialist types of accommodation for older people

74. The Council's DCS does not propose any differentiation for specialist types of accommodation for older people. There were some representations suggesting that there was a growing demand for such accommodation to meet an ageing population, and that lower rates or exemptions should apply. The Council did not specifically test the viability of retirement housing schemes but submitted that, in its view, the higher densities and sales

values associated with such schemes would offset the additional costs associated with communal (non-saleable) floorspace.

75. The Council did, in response to a representor request, run a viability test on a notional 60 bedroom residential care home. The results indicated that, with CIL applied, the RLV would be well above BLV1. However, this was challenged by operators who claimed that the floorspace allowance per resident used by the Council (22.88 square metres per resident) was too low and a much higher figure (48 square metres per resident) should be used. Employing the higher figure (more than double the Council's figure) resulted, unsurprisingly, in unviable schemes. However, the Council's assumptions appear to be well grounded as they are based on National Care Standards requirements, which are a reasonable 'base' position for CIL testing. I also noted the Council's calculation that the CIL charge would amount to 1.86% of development costs (at a Zone 1 rate of £85 psm).
76. Based on the evidence before me, I do not consider that the Council's CIL proposal will introduce any significant viability threat to such specialist forms of residential development coming forward.

Service Families Accommodation

77. Wiltshire has a significant and long standing association with the Armed Forces in terms of bases, training grounds and service personnel accommodation. The Council engaged in significant and positive discussion concerning the special circumstances that surround Service Family Accommodation (SFA). A Statement of Common Ground (SOCG) emerged from those discussions which recognised the similarities between SFA and affordable housing and the case for similar exemption from CIL charges. Agreement was also reached that should any SFA become surplus and released to the open market, legally binding agreements to cover obligations, payments and an element of affordable housing, would be entered into. I am satisfied that the special case for SFA locally is supported by the evidence.

Commercial CIL – viability appraisal evidence and proposed CIL charges

Employment development

78. The VA's testing of office, industrial and warehouse developments demonstrated that these employment uses are currently unable to support CIL charges. Indeed, the evidence suggests a considerable improvement in market conditions would be needed to achieve levels of viability that could support a CIL charge for such developments.

Student accommodation development

79. The Council's CIL proposals for student accommodation have been rather overtaken by events. When first conceived, there was the prospect of some

significant student accommodation development in the county. However, that now looks less likely, although future developments associated with institutions within, and just outside, the county cannot be ruled out. The VS testing, using reasonable modelling assumptions, indicated that a notional commercially operated student accommodation development could support a CIL charge of up to £142 psm. Even though such development now appears less likely, the evidence does support the conclusion that a £70 psm CIL charge is reasonable and can be absorbed with a good amount of headroom.

Hotel development

80. The VS testing indicated that budget hotel development, employing reasonable industry assumptions, could support a CIL rate of up to £253 psm on the most likely lower value land (CUV1). The Council advised that there had been a number of recent developments in the county including new hotels at Trowbridge and Devizes, suggesting an active market. The Council also considered its modelling was pitched at the least viable end of the spectrum and premium hotel operations would be able to absorb higher contributions. Based on the evidence, I am satisfied that the £70 psm county-wide CIL charge for hotel development will not create any undue threat to viability.

Retail development

81. The VS tested a range of different types of retail development, in varying locations, sizes and covenant strengths.

82. The testing of retail developments within the main retail centres (Trowbridge, Chippenham, Salisbury, Marlborough and Bradford on Avon) indicated surpluses able to support maximum CIL charges of £690 psm (CUV1), £316 psm (CUV2) and £181 psm (CUV3). Setting the CIL rate at £70 psm appears reasonable, as it allows for all CUVs (with a good amount of headroom) and also allows for variations (from the notional test scheme) in terms of rents, yields and site specific costs.

83. The testing of conventional retail developments outside of the main shopping centres demonstrated that these would not currently be viable. The £0 psm charge is supported by the evidence.

84. By contrast the testing of 'retail warehouse and superstore / supermarket developments' on a county-wide basis showed healthy viability. The Council advised that, if any such development came forward, they would typically be on greenfield sites where the proxy land value (CUV1) would result in a modelled maximum CIL of £316 psm. The proposed £175 psm charge, whilst accommodating a lower (although still substantial) buffer than the town centre CIL charges, is reasonable in my opinion.

85. Some views were expressed suggesting that the retail CIL charges might undermine a particular retail led regeneration scheme. However, the Council advised that this was on a site in its ownership and that it was content that

CIL should apply and be 'recycled' into infrastructure provision.

Overall Conclusions

86. Wiltshire is a geographically large and diverse area. Its CS has only very recently been adopted following a long and complex process which resulted in some key changes to housing numbers, allocations and affordable housing policy. Those complexities have implications for the Council's CIL proposals, which were conceived alongside the earlier submission draft CS. This has resulted in an element of time lag and some challenges in terms of how to address the issues arising.
87. However, none of these complications suggest that the CIL regime is premature. Indeed, the evidence demonstrates that there is a significant funding gap for infrastructure that is considered essential to support the CS planned growth. Although, some of the Council's supporting data is now several years old and, in a few areas, a little narrow, there is limit to the testing a charging authority can reasonably undertake. Viability testing for CIL purposes will always be a broad brush and strategic analysis of viability. On a number of matters where the Council's evidence is a little dated, such as residential sales values, the effect is merely to understate development viability. Overall, I am satisfied that the Council has used appropriate and available evidence which has informed assumptions about land and development values and likely costs.
88. For housing development, given the scale and diversity of the county, there is little doubt that a wide range of CIL zoning / charging permutations could have been pursued. The Council's approach is relatively simple and that is encouraged in the guidance. It differentiates areas where viability is more challenging, and further differentiates 'strategic' developments, that will typically carry much higher on site infrastructure costs. Such an approach unavoidably results in anomalies and some inconsistencies, but I am satisfied that the overall development of the area, as set out in the CS, will not be put at risk if the proposed CIL charges are applied. However, I have, through this report, drawn attention to the need for careful monitoring, particularly in areas where viability is more challenging. I have further suggested that the Council considers a relatively early CIL review to address the issues around additional strategic sites arising from its DPDs. That will also provide an opportunity for evidence to be refreshed and any fine tuning to be undertaken.
89. For commercial developments, the Council has used appropriate and available evidence and I conclude that the charges are reasonable.
90. I have made some recommendations for minor modifications to improve clarity and to confirm the 'final' DCS version. My first recommendation simply confirms the substantive DCS. The second recommendation is to reformat the charging table to distinguish student accommodation, hotels and SFA from 'residential' developments. The third recommendation is to

ensure that the retail categories employ consistent wording. These recommendations are attached as an appendix to this report.

91. I conclude that, subject to my recommended modifications, the Wiltshire Council Draft Community Infrastructure Levy Charging Schedule, as modified by its Statements of Modifications, satisfies the requirements of Section 212 of the 2008 Act and meets the criteria for viability in the 2010 Regulations (as amended). I therefore recommend that the Charging Schedule be approved.

| LEGAL REQUIREMENTS | |
|---|---|
| National Policy/Guidance | The Charging Schedule complies with national policy/guidance. |
| 2008 Planning Act and 2010 Regulations (as amended) | The Charging Schedule complies with the Act and the Regulations, including in respect of the statutory processes and public consultation, consistency with the adopted Wiltshire Core Strategy and is supported by an adequate financial appraisal. |

P.J. Staddon

Examiner

Attached: Appendix A – Recommended Modifications

Appendix A

Modifications that the Examiner specifies so that the Charging Schedule may be approved.

| Reference | Clarification / Modification |
|-----------|--|
| EM1 | <p><u>Clarification</u></p> <p>For the avoidance of doubt the substantive DCS is the <i>Wiltshire Community Infrastructure Levy Draft Charging Schedule (post-submission version) – January 2015</i></p> |
| EM2 | <p><u>Clarification / Modification</u></p> <p>Page 3 – Table</p> <p>The clarity of the table can be improved by separating 'residential' (green shaded column) from the categories of 'student accommodation', 'hotels' and 'Service Family Accommodation'</p> <p>Add separate boxes and titles in the left hand column: 'student accommodation', 'hotels' and 'Service Family Accommodation'.</p> |
| EM3 | <p><u>Clarification / Modification</u></p> <p>Page 3 – Table</p> <p>The clarity of the three retail development types can be improved by making the descriptions consistent. In the first and second categories, add '/ supermarket' after the word 'superstore' to make these consistent with the third category.</p> |

Wiltshire Community Infrastructure Levy (CIL)

Post-Examination Modifications

April 2015

Introduction

This is a list of the proposed changes made to the Wiltshire CIL Draft Charging Schedule following the independent examination.

- *Table 1* is a list of the modifications that the Examiner specifies so that the Charging Schedule may be approved.
- *Table 2* is a list of minor changes to be made by the council to the supporting text in the interests of clarity. They do not in any way alter the CIL rates approved by the Examiner.

Table 1 – Modifications that the Examiner specifies so that the Charging Schedule may be approved

| Reference | Clarification / Modification |
|-----------|--|
| EM1 | <p><u>Clarification</u></p> <p>For the avoidance of doubt the substantive DCS is the <i>Wiltshire Community Infrastructure Levy Draft Charging Schedule (post-submission version) – January 2015</i>¹</p> |
| EM2 | <p><u>Clarification / Modification</u></p> <p>Page 3 – Table</p> <p>The clarity of the table can be improved by separating ‘residential’ (green shaded column) from the categories of ‘student accommodation’, ‘hotels’ and ‘Service Family Accommodation’</p> <p>Add separate boxes and titles in the left hand column: ‘student accommodation’, ‘hotels’ and ‘Service Family Accommodation’.</p> |
| EM3 | <p><u>Clarification / Modification</u></p> <p>Page 3 – Table</p> <p>The clarity of the three retail development types can be improved by making the descriptions consistent. In the first and second categories, add ‘/ supermarket’ after the word ‘superstore’ to make these consistent with the third category.</p> |

¹ <http://www.wiltshire.gov.uk/2-cil-january-2015-draft-charging-schedule-post-submission-version.pdf>

Table 2 – Minor changes made by the council for clarity

| Reference | Clarification / Modification |
|------------------|--|
| CM1 | Insert date of adoption by Council, i.e. 12 May 2015 |
| CM2 | Insert date of implementation, i.e. 17 May 2015 |
| CM3 | Deletion of repetition |
| CM4 | Change of contact details post-CIL implementation to 'the Section 106 and Community Infrastructure Levy Administrator (Economic Development and Planning on 01225 716766'. |



Wiltshire Community Infrastructure Levy

Charging Schedule

May 2015

Wiltshire Council

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1. Statutory compliance

- 1.1. The Community Infrastructure Levy (CIL) is a charge that local authorities in England and Wales can put on new development in their area to raise funds to help deliver the infrastructure necessary to support this development.

The Charging Authority

- 1.2. Wiltshire Council is a Charging Authority for the purposes of Part 11 of the Planning Act 2008 and may therefore charge CIL in respect of development in its administrative area. The Council is both the CIL Charging Authority and Collecting Authority for its administrative area.
- 1.3. In preparing this Draft Charging Schedule, Wiltshire Council has complied with the requirements set out in Part 11 of the Planning Act (as amended) and the Community Infrastructure Levy Regulations 2010 (as amended).
- 1.4. In setting the CIL rates, the Council has struck an appropriate balance between:
- The desirability of funding from CIL, in whole or in part, the estimated cost of infrastructure required to support the development of its area, taking into account other actual and expected sources of funding, and
 - The potential effects, taken as a whole, of the imposition of CIL on the economic viability of development across its area

Date of approval

- 1.5. This Charging Schedule was approved by the Council on **[INSERT DATE]**.

Date of effect

- 1.6. This Charging Schedule will come into effect on **[INSERT DATE]**.

2. CIL rates

- 2.1. The CIL rates to be charged by Wiltshire Council are set out in *Table 2.1*.
- 2.2. The Charging Zones 1 and 2 for residential development are defined in *Appendix A*. A list of settlements within each settlement category and charging zone can be found in *Appendix B*. The charging zones for retail development (excluding retail warehouse and superstore/ supermarket development) are defined in *Appendix C*.

Definitions

- 2.3. **Retail warehouses** are large stores specialising in the sale of a broad range of household goods (including but not limited to carpets, furniture and electrical goods), DIY items and other ranges of goods, catering for mainly car-borne customers.
- 2.4. **Superstores/ supermarkets** are shopping destinations in their own right where weekly food shopping needs are met and which can also include non-food floorspace as part of the overall mix of the unit.

Table 2.1 – Rates of CIL to be charged on new development

| Development Type ¹ | | CIL charge £/ sq m | |
|-------------------------------|--|--|---|
| | | Charging Zone 1 (settlement categories 1, 2 and 3) | Charging Zone 2 (settlement category 4 ²) |
| Residential development | Residential development (excluding strategically important sites as set out in the Wiltshire Core Strategy) <u>Planning Use Classes:</u> C2, C2A, C3 and C4 | £85 | £55 |
| | Residential development (strategically important sites as set out in the Wiltshire Core Strategy) <u>Planning Use Classes:</u> C2, C2A, C3 and C4 | £40 | £30 |
| Student Accommodation | Student accommodation <u>Planning Use Classes:</u> C2, C2A, C3, C4 and <i>sui generis</i> akin to student accommodation | £70 | |
| Hotels | Hotels <u>Planning Use Class:</u> C1 | £70 | |
| Service Family Accommodation | Service Family Accommodation (SFA) for members of the Armed Forces ³ | £0 | |
| Retail | Retail development (excluding retail warehouse and superstore/ supermarket development) within the defined areas in Bradford on Avon, Chippenham, Marlborough, Salisbury and Trowbridge, as shown in <i>Appendix C</i> <u>Planning Use Classes:</u> A1 to A5 and <i>sui generis</i> uses akin to non-food retail | £70 | |
| | Retail development (excluding retail warehouse and superstore/ supermarket development) outside the defined areas in Bradford on Avon, Chippenham, Marlborough, Salisbury and Trowbridge, as shown in <i>Appendix C</i> <u>Planning Use Classes:</u> A1 to A5 and <i>sui generis</i> uses akin to non-food retail | £0 | |
| | Retail warehouse and superstore/ supermarket development anywhere in the County <u>Planning Use Class:</u> A1 to A5 and <i>sui generis</i> uses akin to non-food retail | £175 | |
| All other uses | All other uses <u>Planning Use Classes:</u> B1, B2 and B8, D1, D2 and other <i>sui generis</i> uses (including military single living accommodation (SLA) ancillary to a military establishment) | £0 | |

¹ As defined by the Use Classes Order 1987 (as amended)

² Settlement category 4 includes the whole Community Areas of Calne, Melksham, Trowbridge, Warminster and Tidworth, plus the parishes of Staverton, Westbury, Dilton Marsh, Mere and Tisbury.

³ Housing exclusively constructed by the MOD or its appointed contractors for use by members of the Armed Forces and their families, as secured through a Section 106 Agreement between the Ministry of Defence (MOD) and the Council.

3. Calculation of the CIL charge

Liability to pay CIL

- 3.1. CIL may be payable on development that creates net additional floor space (measured as Gross Internal Area), where the gross internal area of new build exceeds 100 square metres (paragraph 3.6 explains how this is calculated). That limit does not apply to new houses or flats, and a charge can be levied on a single house or flat of any size, unless it is by a 'self builder' (see paragraph 3.2 and Regulations 54A and 54B).
- 3.2. The following types of development do not pay CIL:
- Development of less than 100 square metres (See Regulation 42 on Minor Development Exemptions), unless this is a whole house, in which case CIL is payable
 - Houses, flats, residential annexes and residential extensions which are built by 'self-builders' (see Regulations 42A, 42B, 54A and 54B, inserted by the 2014 Regulations)
 - Social housing that meets the relief criteria set out in Regulation 49 or 49A (as amended by the 2014 Regulations)
 - Charitable development that meets the relief criteria set out in Regulations 43 to 48
 - Buildings into which people do not normally go, or into which people go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery (see Regulation 5(2))
 - Structures which are not buildings, such as pylons and wind turbines
 - Specified types of development that local authorities have decided should be subject to a 'zero' rate and specified as such in their charging schedules
 - Vacant buildings brought back into the same use (see Regulation 40 as amended by the 2014 Regulations)
- 3.3. Where the CIL liability is calculated to be less than £50, the chargeable amount is deemed to be zero so no CIL is due.
- 3.4. Mezzanine floors of less than 200 square metres, inserted into an existing building, are not liable for CIL unless they form part of a wider planning permission that seeks to provide other works as well.
- 3.5. Landowners are ultimately liable for CIL, but anyone involved in a development may take on the liability to pay CIL. In order to benefit from payment windows and instalments, someone must assume liability in this way. Where no one has assumed liability to pay CIL, the liability will automatically default to the landowners and payment becomes due as soon as development commences (see Regulation 7 and, section 56(4) of the Town and Country Planning Act 1990, for the definition of 'commencement of development'). Liability to pay CIL can also default to the landowners where the collecting authority has been unable to recover CIL from the party that assumed liability for CIL, despite making all reasonable efforts.

Calculating the chargeable amount

3.6. CIL will be calculated on the basis set out in Regulation 40 of Part Five of the Community Infrastructure Levy Regulations 2010 (as amended in 2011, 2012 and 2014). CIL is calculated by multiplying the net increase in gross internal floor area (m²) by the relevant CIL rate (£/m²), plus any indexing for inflation/ deflation (between the year in which planning permission was granted and the year in which the charging schedule took effect). The basic formula for calculating CIL, as set out in Regulation 40, is as follows:

$$\frac{R \times A \times I_p}{I_c}$$

Where:

- R is the CIL rate in £/ sq m
- A is the net increase in gross internal floor area
- I_p is the All-in Tender Price Index for the year in which planning permission was granted
- I_c is the All-in Tender Price Index for the year in which the charging schedule started operation

Indexation and inflation

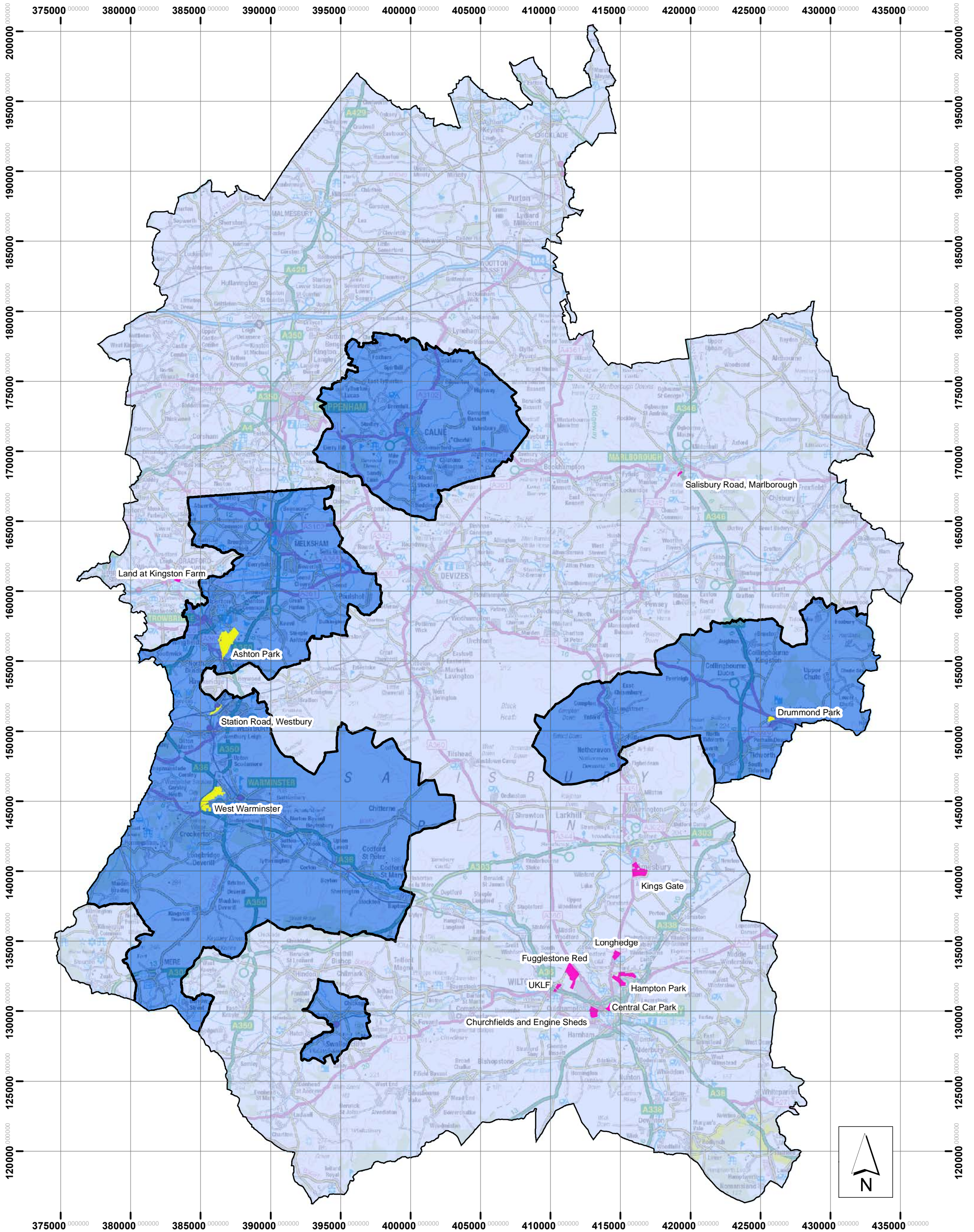
3.7. The rates shown will be updated annually for inflation in accordance with the Building Cost Information Service (BCIS) of the Royal Institution of Chartered Surveyors (RICS) "All In Tender Price Index".

4. Further information

- 4.1. Further information on the Community Infrastructure Levy is available on the Council's website at www.wiltshire.gov.uk/communityinfrastructurelevy.
- 4.2. Alternatively, contact the Section 106 and Community Infrastructure Levy Administrator (Economic Development and Planning) on 01225 716766.

Appendix A: Wiltshire Residential Charging Zone Map

Appendix A – Wiltshire Residential Charging Zone Map



- Residential Charging Zone boundary
- Charging Zone 1: Settlement Categories 1, 2 and 3
- Charging Zone 2: Settlement Category 4
- Strategically Important Sites in Charging Zone 1
- Strategically Important Sites in Charging Zone 2

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Table 2.1 of the Draft Charging Schedule sets out the rates for each charging zone and strategically important sites (as set out in the Wiltshire Core Strategy) within these zones.

Appendix B: List of settlements, settlement categories and charging zones

Appendix B – List of settlements, settlement categories and charging zones

NB. Read in conjunction with Appendix A – Wiltshire Residential Charging Zone Map

1) Charging Zone 1 (*settlement categories 1, 2 and 3*)

a) Settlement Category 1

| Community Area | Parishes |
|----------------|--------------|
| Marlborough | All parishes |

b) Settlement Category 2

| Community Area | Parishes |
|----------------------------------|--|
| Bradford on Avon | All parishes, except Staverton |
| Chippenham Community Area | All parishes |
| Malmesbury | All parishes |
| Mere | All parishes, except Mere |
| Pewsey | All parishes |
| Royal Wooton Bassett & Cricklade | All parishes |
| Salisbury | All parishes |
| Southern Wiltshire | All parishes, except Downton |
| Tisbury | All parishes, except Tisbury |
| Westbury | All parishes, except Westbury and Dilton Marsh |
| Wilton | All parishes |

c) Settlement Category 3

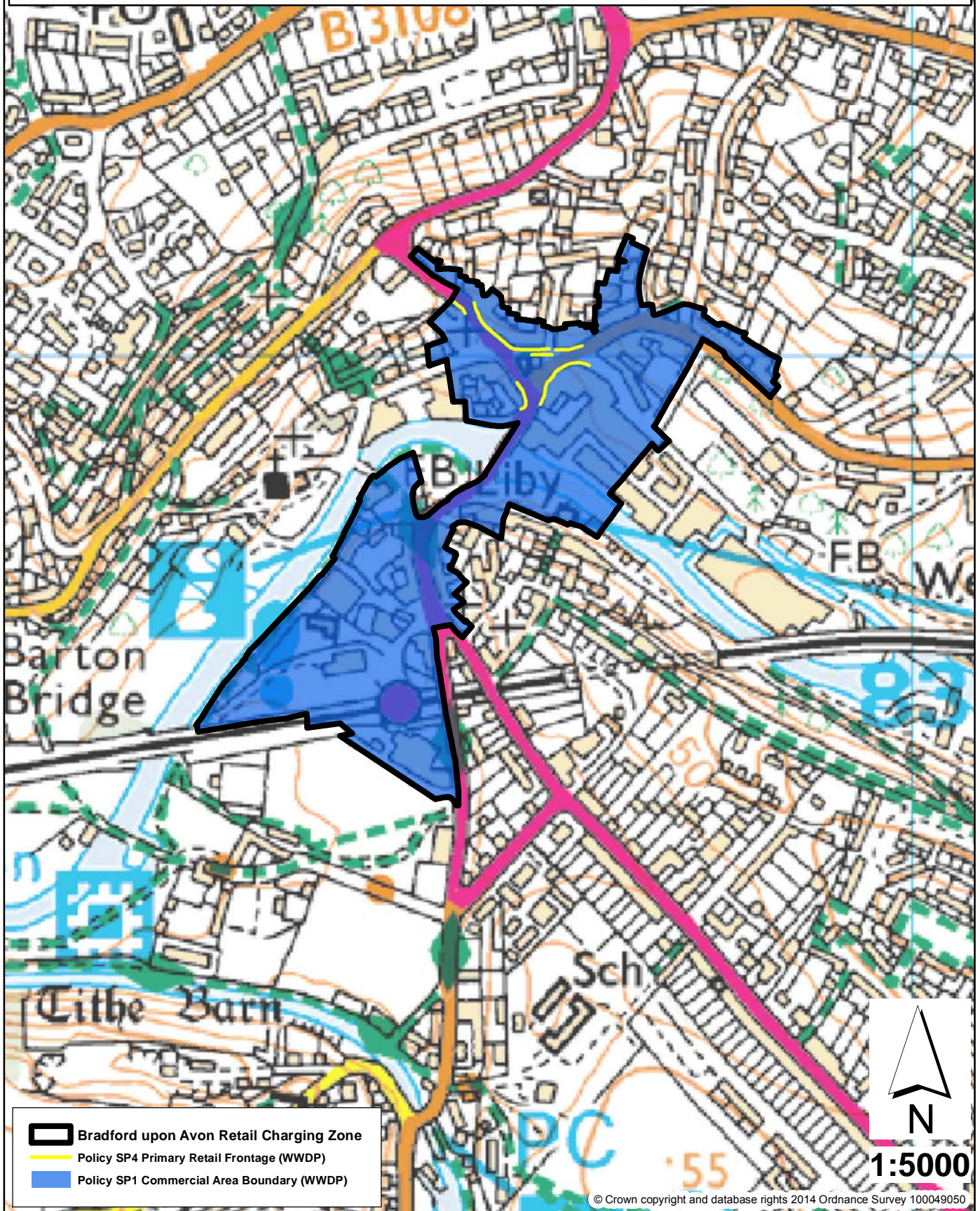
| Community Area | Parishes |
|--------------------|----------------------------|
| Amesbury | All parishes |
| Corsham | All parishes |
| Devizes | All parishes |
| Southern Wiltshire | The parish of Downton only |

2) Charging Zone 2 (*settlement category 4*)

| Community Area | Parishes |
|------------------|--|
| Bradford on Avon | The parish of Staverton only |
| Calne | All parishes |
| Melksham | All parishes |
| Mere | The parish of Mere only |
| Tidworth | All parishes |
| Tisbury | The parish of Tisbury only |
| Trowbridge | All parishes |
| Warminster | All parishes |
| Westbury | The parishes of Westbury and Dilton Marsh only |

Appendix C1 – Bradford upon Avon Retail Charging Zone

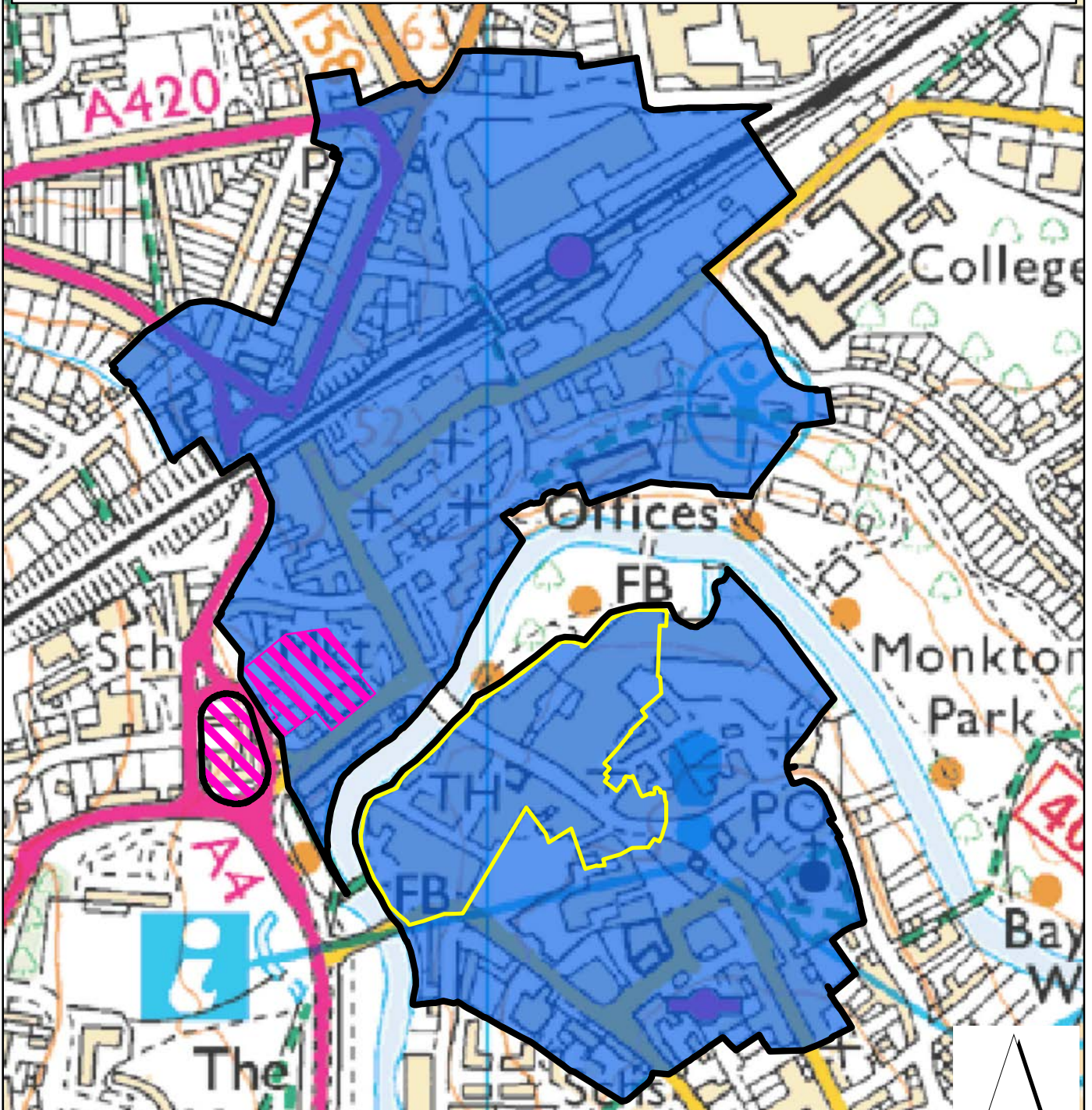
Appendix C1 Bradford on Avon Retail Charging Zone







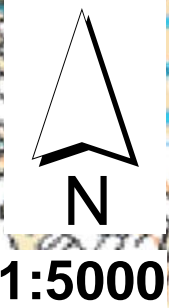
The retail charging zone boundary for Bradford upon Avon is currently drawn from the West Wiltshire District Plan – First Alteration and constitutes the “commercial area” (Saved Policy SP1). Saved policies will be reviewed through the partial review of the Core Strategy. If any amendments are made through the Core Strategy review process, then an early review of CIL may be required to update retail charging zone boundaries.

Appendix C2 – Chippenham Retail Charging Zone

Appendix C2 Chippenham Retail Charging Zone



-  Chippenham Retail Charging Zone
-  Core Policy 9 Retail Allocation of Chippenham Central Area (WCS)
-  Policy R1 Primary Retail Frontage (NWLP)
-  Policy R2 Secondary Retail Frontage (NWLP)

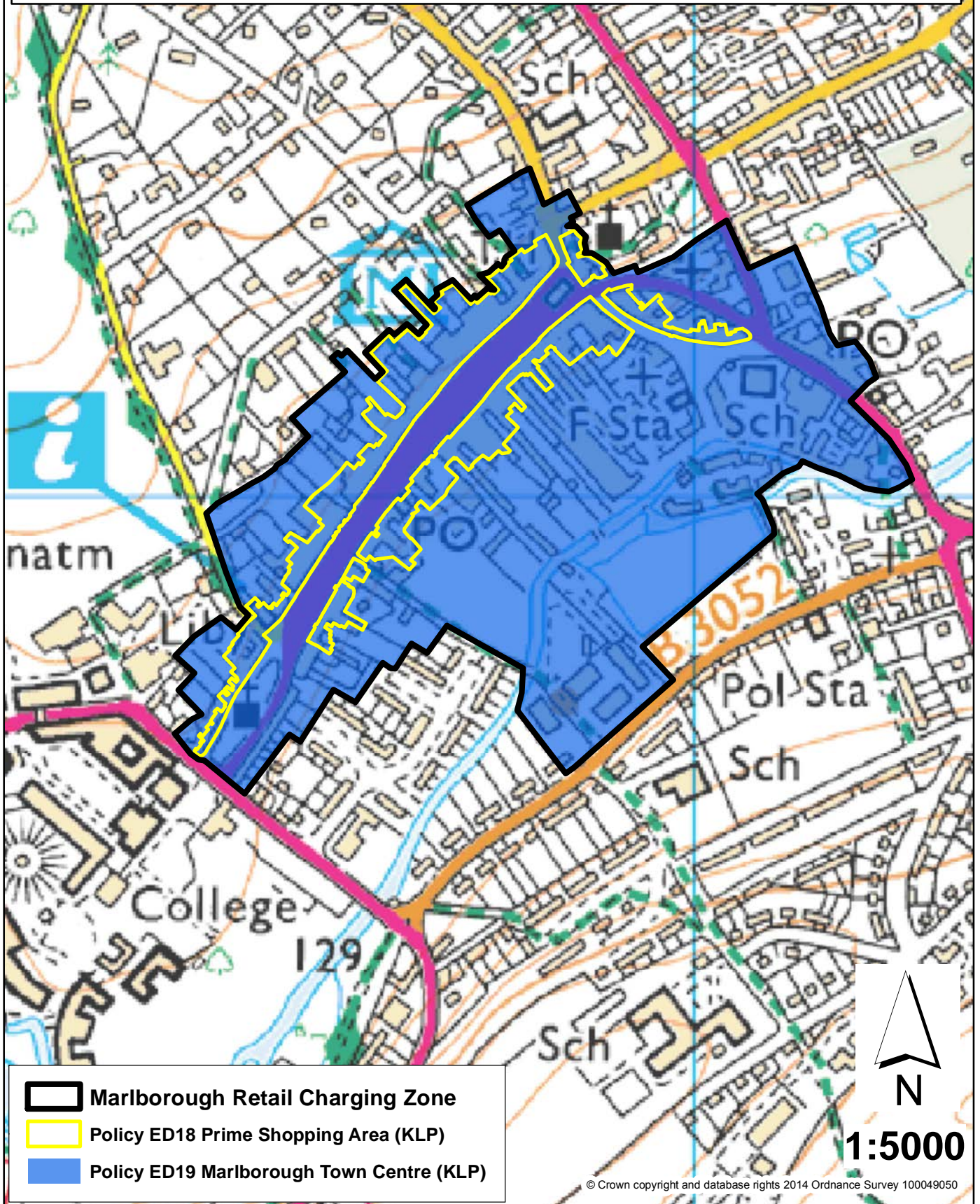


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The retail charging zone boundary for Chippenham is currently drawn from the North Wiltshire Local Plan and constitutes the “secondary retail frontage area” (Saved policy R2). Core Policy 9 of the Wiltshire Core Strategy contains a retail allocation within the Central Area of Opportunity. Saved policies will be reviewed through the partial review of the Core Strategy. If any amendments are made through the Core Strategy review process, then an early review of CIL may be required to update retail charging zone boundaries.

Appendix C3 – Marlborough Retail Charging Zone

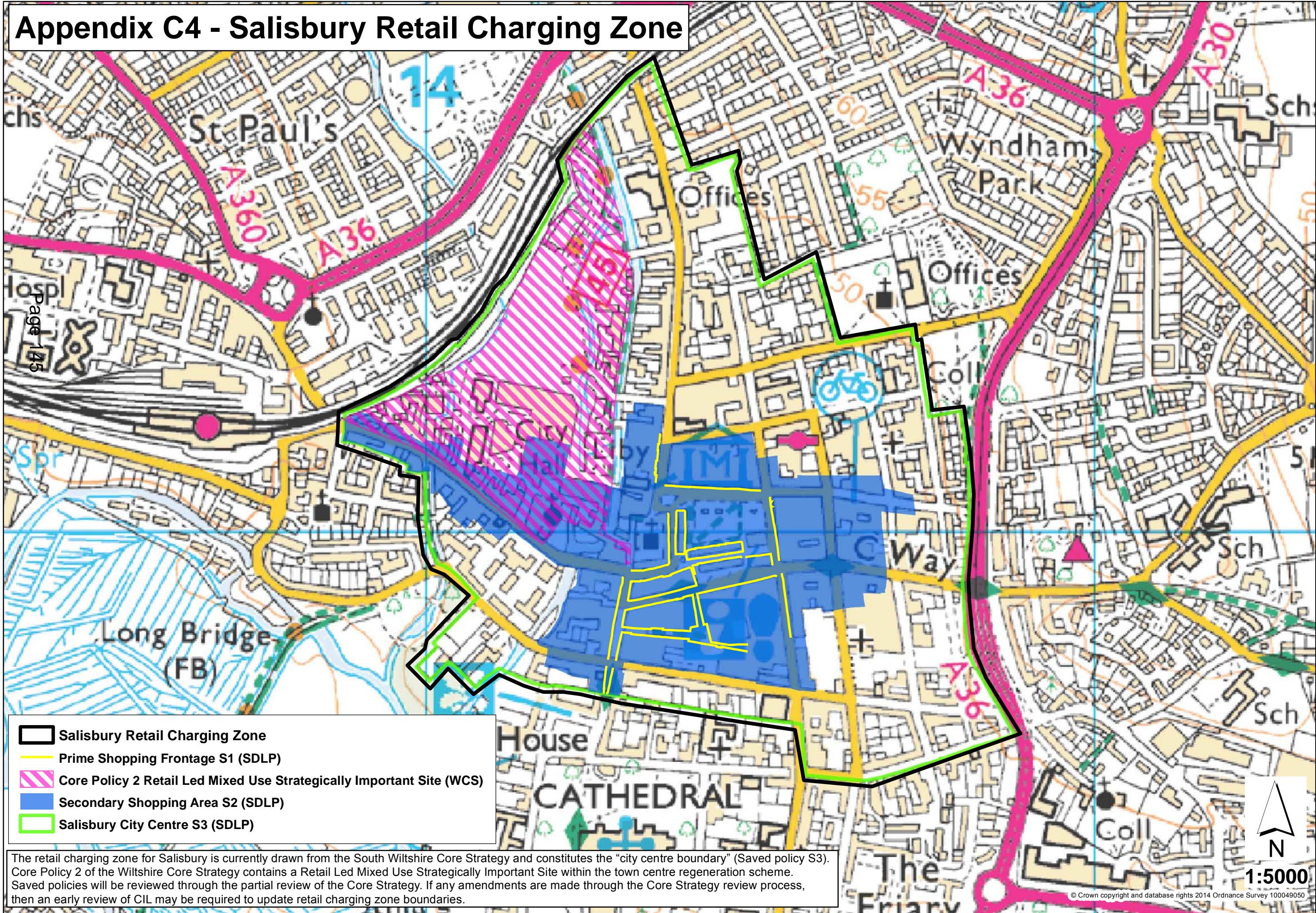
Appendix C3 Marlborough Retail Charging Zone








The retail charging zone for Marlborough is currently drawn from the Kennet Local Plan and constitutes the “town centre” (Saved policy ED19). Saved policies will be reviewed through the partial review of the Core Strategy. If any amendments are made through the Core Strategy review process, then an early review of CIL may be required to update retail charging zone boundaries.

Appendix C4 – Salisbury Retail Charging Zone


Appendix C4 - Salisbury Retail Charging Zone



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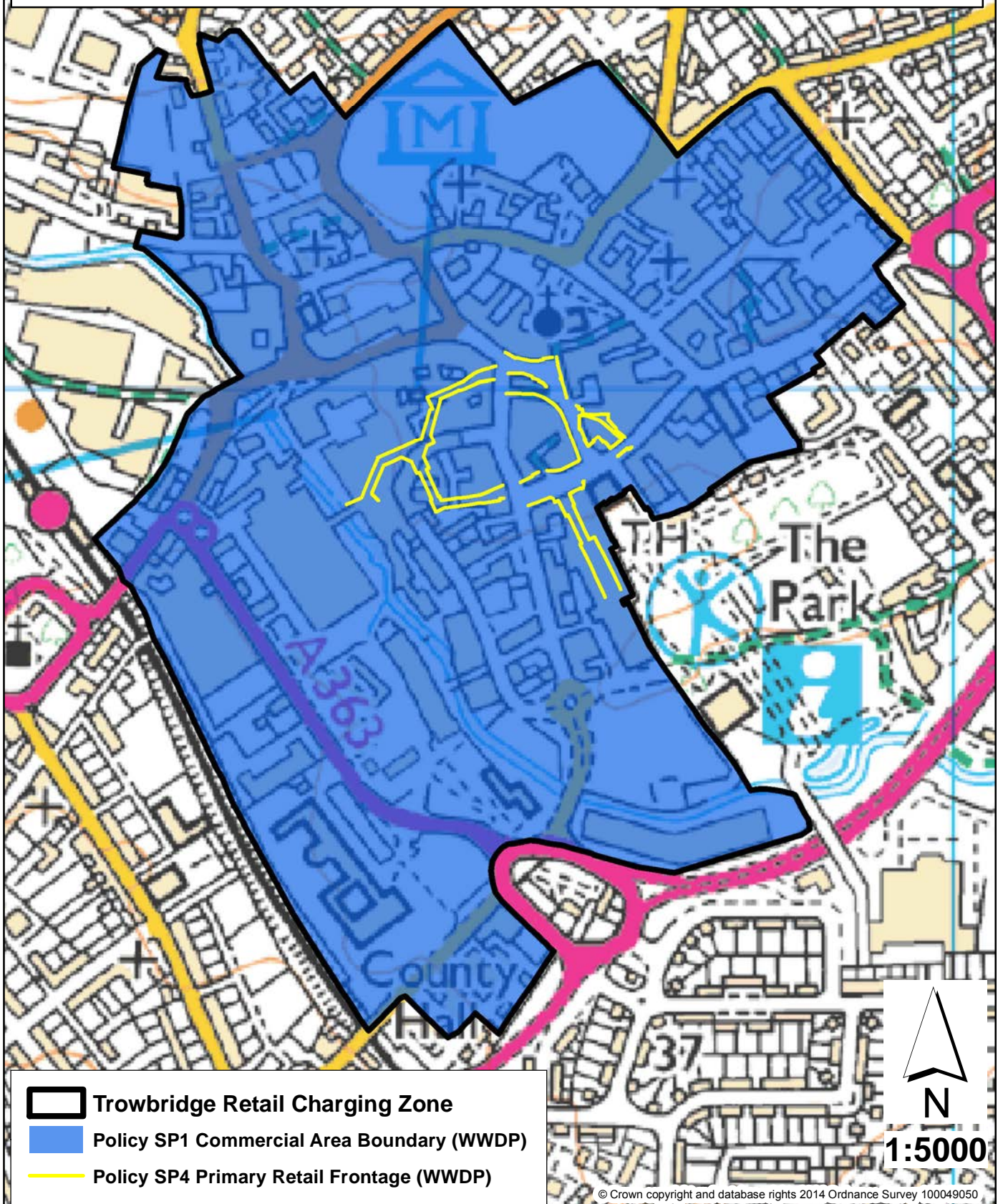
-  Salisbury Retail Charging Zone
-  Prime Shopping Frontage S1 (SDLP)
-  Core Policy 2 Retail Led Mixed Use Strategically Important Site (WCS)
-  Secondary Shopping Area S2 (SDLP)
-  Salisbury City Centre S3 (SDLP)




The retail charging zone for Salisbury is currently drawn from the South Wiltshire Core Strategy and constitutes the "city centre boundary" (Saved policy S3). Core Policy 2 of the Wiltshire Core Strategy contains a Retail Led Mixed Use Strategically Important Site within the town centre regeneration scheme. Saved policies will be reviewed through the partial review of the Core Strategy. If any amendments are made through the Core Strategy review process, then an early review of CIL may be required to update retail charging zone boundaries.


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Appendix C5 – Trowbridge Retail Charging Zone

Appendix C5 Trowbridge Retail Charging Zone



-  Trowbridge Retail Charging Zone
-  Policy SP1 Commercial Area Boundary (WWDP)
-  Policy SP4 Primary Retail Frontage (WWDP)

The retail charging zone for Trowbridge is currently drawn from the West Wiltshire District Plan – First Alteration and constitutes the “commercial area” (Saved Policy SP1). Saved policies will be reviewed through the partial review of the Core Strategy. If any amendments are made through the Core Strategy review process, then an early review of CIL may be required to update retail charging zone boundaries.

This document was published by Economic, Development and Planning, Wiltshire Council.

For further information please visit the following website:

<http://consult.wiltshire.gov.uk/portal>

Wiltshire Community Infrastructure Levy

Revised Draft Regulation 123 List and Other CIL Policies

Consultation Report

April 2015

[TRANSLATIONS]

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Table of contents

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| 5. Proposed changes and next steps | p.32 |

Appendix A – List of respondents

Appendix B – Consultation materials

1. Introduction

- 1.1. The revised Draft Regulation 123 List sets out the types of infrastructure that the council intends will be, or may be, wholly or part funded by the Community Infrastructure Levy (CIL). The inclusion of an infrastructure type on the list does not signify a commitment from the council to fund (either in whole or part) the listed project or type of infrastructure. The order of the list does not imply any preference or priority.
- 1.2. Wiltshire Council may seek planning obligations through section 106 agreements for specific infrastructure projects or types of infrastructure included within this list but **only where the requirement is created by five or fewer developments**. Any such site-specific infrastructure requirements will be subject to the three statutory tests set out under Regulation 122 of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended).
- 1.3. Appendix A to the revised Draft Regulation 123 List provides more detail on how the List will be applied drawing on examples from the council's Infrastructure Delivery Plan.
- 1.4. The revised Draft Regulation 123 List incorporates changes made by the council to the draft Regulation 123 List submitted to the independent examination of the Wiltshire CIL Draft Charging Schedule.
- 1.5. To accompany the adoption and implementation of the Wiltshire CIL Charging Schedule, the council will also need to publish its approach to paying CIL by instalments and in-kind, as well as its position on offering various types of discretionary relief from CIL, e.g. exceptional circumstances, social housing and charitable development relief.
- 1.6. Between 23 March and 22 April 2015, the council consulted on a revised draft Regulation 123 List, an instalment policy for the payment of CIL and its approach to other CIL policies, alongside a draft Planning Obligations Supplementary Planning Document (SPD).
- 1.7. The Regulation 123 List and other CIL policies should be read in conjunction with the Wiltshire Community Infrastructure Levy (CIL) Charging Schedule and the Planning Obligations SPD. The council intends to adopt the charging schedule and the SPD, alongside the Regulation 123 List and other CIL policies, in May 2015.
- 1.8. Regulation 123 of the CIL Regulations 2010 (as amended) requires the council, as the CIL charging authority for Wiltshire, to publish a list of infrastructure projects or types that it intends will be, or may be, wholly or partly funded by CIL. The council cannot seek a planning obligation towards infrastructure projects or types on this list as a reason for granting planning permission for a development. If the council does not publish a List, then it cannot seek a planning obligation towards any infrastructure.

- 1.9. The council produced this document, a 'Consultation Report', to set out: the consultation methodology, the representations received to the revised draft Regulation 123 List and other CIL Policies consultation, and a summary of key issues and how the council has considered the representations.

Structure of this document

- 1.10. Chapter 2 lists the various ways by which the council consulted upon the Regulation 123 List and other CIL policies.
- 1.11. Chapter 3 provides a breakdown of the number of representations received.
- 1.12. Chapter 4 summarises the key issues arising from the representations with officer comments and proposed changes.
- 1.13. Chapter 5 lists a series of key changes as a result of the representations on the Regulation 123 List and other CIL policies. It also sets out the next steps and a timetable.
- 1.14. Appendix A provides a list of respondents to the consultation on the Regulation 123 List and other CIL policies.
- 1.15. Appendix B collates the various consultation adverts and notices.

2. Consultation methodology

2.1. The council consulted on the Regulation 123 List and other CIL policies in the following ways

- Town and parish newsletter (published week commencing 13 April 2015)
- Local newspapers (i.e. Wiltshire Times, Wiltshire Gazette and Herald and Salisbury Journal) (published week commencing 16/03/2015)
- Direct email/ letter notifications to: all town and parish councils; neighbouring authorities; national/local developers, landowners and property agents; infrastructure providers; local businesses and Chambers of Commerce; charities and voluntary organisations; and local interest groups
- Hard copies of all consultation documents available from the main council offices (at Chippenham, Devizes, Trowbridge and Salisbury) and libraries
- Information published on the council's website and electronic copies of all consultation documents available from the council's website and online consultation portal
- Comments accepted by post, email and online through the council's consultation portal

2.2. The following consultation material was provided:

- Wiltshire Draft Regulation 123 List (March 2015)
- Wiltshire Community Infrastructure Levy (CIL) Policies Consultation Document (March 2015)
- Wiltshire Draft Planning Obligations Supplementary Planning Document (March 2015)
- Representation Form (PDF and WORD versions)

3. Representations

- 3.1. In all, the council received representations on the draft SPD from 33 different individuals or organisations.
- 3.2. *Figure 3.1* below illustrates the breakdown of respondent by type. It shows that the largest groups of respondents were landowners and developers and advisory and local interest organisations. Other representations were received from infrastructure providers, town and parish councils, neighbouring authorities and individuals.

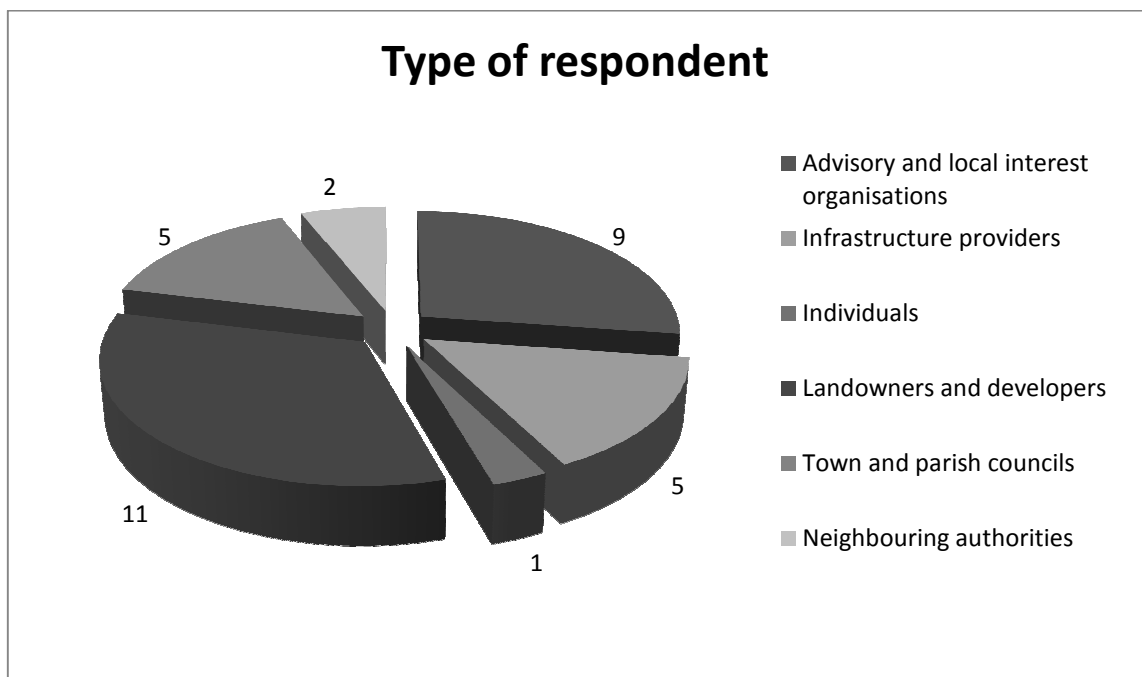


Figure 3.1 – Number of representations by type of respondent

- 3.3. *Figure 3.2* below illustrates the methods by which representations were received.

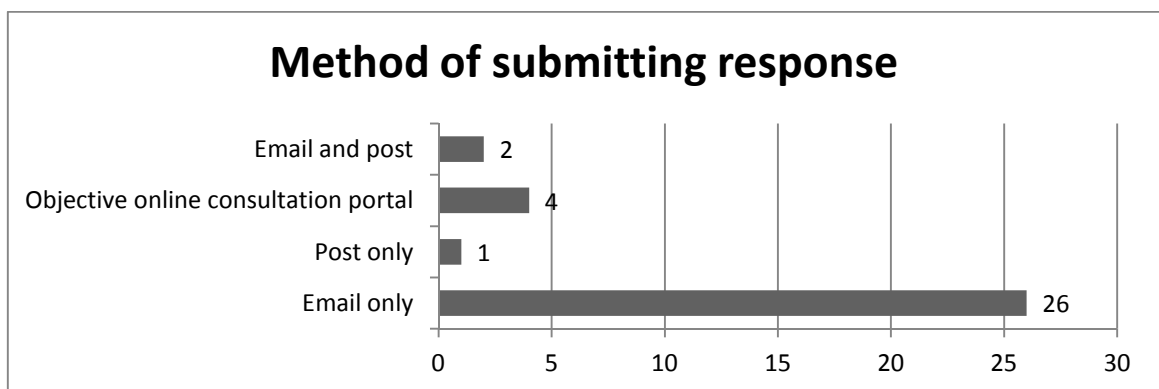


Figure 3.2 - Number of representations received by method

4. Summary of the main issues raised by the representations

- 4.1. The main issues raised by the representations are summarised in *Table 4.1*, with officer commentary and proposed changes, and ordered by the following topics:
- Changes to the draft Regulation 123 List (March 2015)
 - Content of the Regulation 123 List (inc. infrastructure types/ sub-types)
 - Review and consultation process
 - Spending of CIL
 - Instalments policy
 - Other policies
- 4.2. The number in the column titled ‘#’ can be used to link the issues to individual respondents listed in *Appendix A*.
- 4.3. All individual representations are available to view in full, either through the council’s online consultation portal at <http://consult.wiltshire.gov.uk/portal>.

Table 4.1 – Summary of main issues raised by the consultation

| Topic | # | Issues | Officer comments/ proposed changes |
|--|---|---|---|
| Changes to the draft Regulation 123 List (March 2015) | 5 | Changes to the draft Regulation 123 List (March 2015) create a lack of clarity and transparency and will lead to uncertainty. The previous version, which was submitted for examination (June 2014), provided certainty and transparency. | <p>The council welcomes the acknowledgement that the submitted draft Regulation 123 List (June 2014) provided certainty and transparency because it considers that nothing has been fundamentally changed in the draft Regulation 123 List (March 2015).</p> <p>The extra words added to Table 1, i.e. ‘<i>except where the requirement can be attributed to five or fewer developments</i>’,</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|---|--------|---|
| | | | <p>are not new and in fact were present in the submitted draft Regulation 123 List (June 2014). Specifically, in paragraph 1.3, third bullet point, of the supporting text, where the council states that it may seek planning obligations towards infrastructure projects, or types, included on the Regulation 123 List but only where there is a need for site-specific infrastructure contributions that ‘...arises from five or fewer developments.’</p> <p>In any case, the council is simply clarifying the pooling limit on planning obligations, introduced by the CIL Regulations 2010 (as amended) that came into force on 6 April 2015.</p> <p>The council also submitted for examination a Planning Obligations Position Statement. This document set out the “residual role for S.106 planning agreements once the CIL regime is in place” and provided the examiner with a series of examples of how CIL and S106 will work in practice. In his report (para 25) the examiner reflected on the relationship between the submitted materials and concluded that when “reviewed together, the Draft Regulation 123 list and the Planning Obligations Position Statement provide a useful and unambiguous distinction between the two [CIL vs S106] infrastructure mechanisms.”</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|---|---|---|
| | | | <p>As the 'amendments' the Council may have made to the Regulation 123 list essentially reflect the approach taken in the Planning Obligations Position Statement, the council has not actually done anything to alter the position in relation to evidence (IDP), viability and attitude towards funding infrastructure. If anything, the council has made things more clear.</p> <p>No change</p> |
| | 7 | <p>Changes to the draft Regulation 123 List (March 2015) undermine the viability evidence upon which the CIL rates were derived.</p> <p>The assumption for four out of the five development typologies was that an allowance of £1000 per dwellings would be required for site-specific infrastructure. This was the assumption tested at examination. No strong objections were raised by the development industry as there were no caveats present in the submitted draft Regulation 123 List (June 2014).</p> <p>Had the draft Regulation 123 List (March 2015) been before the Examination, significant concerns would have been raised that the £1000 allowance would be wholly inappropriate and considerably below the potential scale of the obligations sought. The development industry would have raised objections and proposed an alternative s106 assumption.</p> | <p>Disagree.</p> <p>First of all, it is incorrect to suggest that the draft Regulation 123 List the council submitted for reference was in some way 'independently tested alongside the Charging Schedule at the CIL examination'. In his report, the examiner discusses the draft R123 List but, with "reference to the 2014 Guidance", makes it clear that "it is not the purpose of the CIL examination to 'challenge' the Draft Regulation 123 list". However, in accordance with Regulation 20, he nonetheless fully considered all representations submitted in relation to the Draft Charging Schedule.</p> <p>The four typologies referred to are all for development sizes fewer than 70 dwellings. As discussed at Examination,</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|---|--------|---|
| | | | <p>it is unlikely that developments of this size will have significant site-specific infrastructure requirements and, therefore, the £1000 per dwelling allowance is considered appropriate.</p> <p>The fifth typology applied to development sizes of 70 units and over and made a s106 allowance of £15,000 per dwelling. Larger developments may, but not always, have significant site-specific requirements and, therefore, the £15,000 per dwelling allowance was included in the viability assessments to reflect this.</p> <p>As well as an increased s106 allowance for larger sites, the council also addressed their potentially higher site-specific requirements by proposing a reduced rate of CIL for sites allocated in the Core Strategy. The council's proposal to extend this to other sites to be allocated through the forthcoming Housing Sites DPD was rejected by the CIL Examiner, for the reasons set out in his report.</p> <p>Furthermore, no viability evidence has actually been produced to substantiate these arguments. In contrast, the council was able to demonstrate at examination that the actual costs of implementing CIL would a) not put at risk 'the relevant plan' and b) represent approximately 1-</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|---|--|--|
| | | | <p>2% of scheme value.</p> <p>Overall, the council considers that, on the basis that the Regulation 123 List could not be 'challenged' at the examination and hasn't been fundamentally altered since, plus a distinct lack of evidence to substantiate the assertions made by HBF, the proposed Regulation 123 List will not ruin development prospects across Wiltshire.</p> <p>No change</p> |
| | 9 | <p>Changes to the draft Regulation 123 List (March 2015) create uncertainty over the delivery of infrastructure and supporting Hallam Land Management and Bloor Homes outline planning application for residential-led East of Melksham development. Risk of developers being double charged for the same infrastructure item through both CIL and s106.</p> <p>Developers did not object to the CIL Draft Charging Schedule regarding the east Melksham development because took the submitted draft Regulation 123 List (June 2014) to mean that CIL would fund the delivery of all required education and community facilities. The changes in the draft Regulation 123 List (March 2015) raise doubt and uncertainty and the potential for double charging. If these had been present in the submitted draft Regulation 123 List (June 2014), then developers would have objected and participated in the CIL examination.</p> <p>Assumed that GP surgery/ community hall would be delivered through the CIL payment in kind mechanism and expansion of education facilities/ maintenance of open space covered by CIL. However, if these are not funded through CIL then developers would strongly object to the Regulation 123 List.</p> | <p>Disagree, for reasons outlined in response to issue #5 and #7 above.</p> <p>However, Hallam Land Management and Bloor Homes are responsible for their own decision not to participate in the CIL examination. As pointed out in the council's response to issue #5, the draft Regulation 123 List (June 2014) was not specifically examined and, in any case, the council does not consider that it has fundamentally changed in the draft Regulation 123 List (March 2015).</p> <p>The council is unsure why Hallam Land Management and Bloor Homes have assumed that infrastructure would be delivered through an infrastructure payment in kind policy for CIL because the council is not, and never has, been</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|----|---|--|
| | | Developers request clarification regarding the planning application at east Melksham. | proposing to introduce such a policy (see <i>CIL Policies Consultation Document</i>). No change |
| | 18 | Without certainty and updated viability assessment, unclear how adoption of Regulation 123 List will affect the viability of the King's Gate development – given that it generated a negative residual value back in November 2013. | The council is not required to conduct a viability assessment on behalf of the developers of a particular site. No change |
| | 19 | The draft Regulation 123 List (March 2015) proposes that education sites will be secured through s106 agreements – this will lead to developers of major sites providing strategic infrastructure and paying a CIL contribution towards strategic infrastructure at the same time. | The council understands that Regulation 122 prevents it from funding the same infrastructure item through both CIL and s106. The pooling limits, which came into force on 6 April 2015 (and backdated to include all planning obligations entered into since 6 April 2010) prevent the council from entering into more than five separate planning obligations for the same infrastructure item. No change |
| | 26 | More clarity is needed on whether a new school, which is proposed as part of the Land to the north of Victoria Road site (Hannick Homes and Persimmon Homes) would be delivered through a planning obligations as understood. Further detail is required in Appendix A of the Regulation 123 List and p.14 of the Planning Obligations SPD. | Site specific infrastructure will be secured through planning obligations. Up to five separate planning obligations can be pooled towards the same infrastructure item. The list as drafted will allow this to be delivered. No change |

| Topic | # | Issues | Officer comments/ proposed changes |
|--|---|--|--|
| Content of the Regulation 123 List (inc. Infrastructure types/ sub-types) | 1 | Add specific reference to sub-types of open space/ green infrastructure and community/ cultural facilities, such as those in paragraph 6.2 of the draft Planning Obligations SPD | Disagree. The council considers there to be no great merit in specifying more detailed sub-sets of infrastructure under the broad identified types. To do so might unduly raise expectations of funding. Appendix 1 to the draft Regulation 123 List provides examples of how CIL and planning obligations might work in practice. No change |
| | 4 | Lack of reference to the use of CIL to fund historic environment infrastructure | The historic environment is a distinct type of infrastructure, rather than a sub-set. There is a brief reference to heritage assets in Appendix A, which is linked to public realm infrastructure, but under the 'other' category. Change: Add an extra row to Table 1 as follows: <u>Historic environment and public realm infrastructure</u> <u>The provision, improvement, replacement, operation or maintenance of new and existing historic and public realm infrastructure, except where the requirement can be attributed to five or fewer developments.</u> |
| | 8 | Lack of reference to canals, which could fall under either open space/ | The council considers there to be no |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|----|---|--|
| | | green infrastructure or cross boundary infrastructure | <p>great merit in specifying more detailed sub-sets of infrastructure under the broad identified types. To do so might unduly raise expectations of funding. Appendix 1 to the draft Regulation 123 List provides examples of how CIL and planning obligations might work in practice.</p> <p>No change</p> |
| | 10 | No reference in Appendix A to specific infrastructure projects in Westbury | <p>Appendix A does not reference any community areas. Its purpose is to provide examples of how CIL and s106 will work in practice. This does not preclude CIL being spent on infrastructure projects in Westbury.</p> <p>No change</p> |
| | 16 | While Highways England would expect that strategic transport infrastructure would be included on the List, it accepts that the nature and cost of schemes is not known and, therefore, a funding gap cannot be identified for which CIL receipts are required. Have the relevant costs have been taken into account when setting the CIL level? | <p>As Highways England acknowledge, the nature and cost of strategic road network schemes are not known at the present time.</p> <p>No change</p> |
| | 21 | Regulation 123 List is very generic, with few schemes identified to demonstrate what schemes CIL payments will apply to and the estimated cost of these schemes to justify the CIL tariff set. | <p>Appendix A to the Regulation 123 List provides examples of how s106 and CIL might operate in practice.</p> <p>The council submitted an Infrastructure Funding Gap Analysis (IFGA) to support the Wiltshire CIL Draft Charging Schedule at examination. The IFGA</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|----|--|---|
| | | | <p>drew upon projects identified and costed in the council's Infrastructure Delivery Plan to identify the total cost of infrastructure schemes that were CIL eligible. The amount of known available funding from other sources was taken away from the total cost to identify a funding gap towards which CIL is intended to contribute.</p> <p>No change</p> |
| | 22 | <p>Sport England are concerned that the council could be challenged by developers due to the wording of the draft Regulation 123 List and the draft Planning Obligations SPD.</p> <p>Recommend that the Regulation 123 List should state specific infrastructure projects. By using generic wording, a developer could claim that a s106 contribution cannot be collected for a project of this type because contributions are already being collected through CIL.</p> <p>Suggest specific strategic projects are put on the Regulation 123 List, with smaller scale projects funded through s106 agreements with identified sites, bearing in mind the pooling restrictions.</p> <p>The council's Playing Pitch Strategy will help the council determine sports infrastructure requirements and Sports England will work with the council to ensure that the outputs from this work and the council's other strategies for outdoor and indoor facilities can be fed into the council's Regulation 123 List, IDP and SPD.</p> | <p>The council's approach was supported by the CIL Examiner in his report (dated 16 March 2015). The council submitted a draft Regulation 123 List (June 2014) and a Planning Obligations Position Statement (now Appendix A to the Regulation 123 List). The latter document set out the "residual role for S.106 planning agreements once the CIL regime is in place" and provided the examiner with a series of examples of how CIL and S106 will work in practice.</p> <p>In his report (para 25) the examiner reflected on the relationship between the submitted materials and concluded that when "reviewed together, the Draft Regulation 123 list and the Planning Obligations Position Statement provide a useful and unambiguous distinction between the two [CIL vs S106] infrastructure mechanisms."</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|----|---|--|
| | | | <p>The draft Regulation 123 List (March 2015) has not been fundamentally changed since the version submitted for examination. The amendments made essentially reflect the approach taken in the Planning Obligations Position Statement.</p> <p>The council welcomes the support of Sports England in developing the council's approach to infrastructure planning and delivery.</p> <p>No change</p> |
| | 23 | Appendix A should be subdivided to take account of the needs of each of the three services. Specifically, the following text should be added; 'Fire stations and associated facilities and requirements and all matters associated with the delivery of fire station services' | <p>Appendix A is intended to provide examples of how s106 and CIL would operate in practice. The council does not believe that specifying further sub-types of emergency services infrastructure would add greatly to the clarity of the document and it may raise expectations of funding unnecessarily.</p> <p>No change</p> |
| | 25 | Clarify that where the Regulation 123 List states '... except where the requirement can be attributed to five or fewer developments' that it relates to instances where no more than five obligations for that project or type of infrastructure have been entered into since 6 April 2010. | <p>The council will amend the Regulation 123 List accordingly. The start date for the pooling limit is already referenced in paragraph 2.12 of the SPD.</p> <p>CHANGE:</p> <p>Amend the supporting text in the draft Regulation 123 List as follows:</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|----|---|---|
| | | | <p>Wiltshire Council may seek planning obligations through section 106 agreements for specific infrastructure projects or types of infrastructure included within this list but only where the requirement is created by five or fewer developments. <u>This pooling limit is backdated to include all planning obligations entered into since 6 April 2010.</u> Any such site-specific infrastructure requirements will be subject to the three statutory tests set out under Regulation 122 of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended).</p> |
| | 47 | AONB Management Plan policies PT5 and PT6 should be referenced. | <p>The AONB Management Plan policies guide the actions of the AONB rather than set out what the council might expect from developers in terms of planning obligations. Policy PT5 states that the AONB will work with local planning authorities to identify infrastructure projects and priorities. The council welcomes this cooperation and will continue to consult the AONB on local planning policy documents.</p> <p>Policy PT6 states that the AONB will encourage local planning authorities to spend CIL on AONB management plan projects. The council considers that any such projects would be likely to fall under the infrastructure types set out in</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|--|----|--|--|
| | | | <p>the draft Regulation 123 List and, therefore, eligible to be considered for CIL funding. The council will seek site-specific mitigation of the impact of development through planning obligations. This would apply to development taking place within the AONB area, as in any other area of Wiltshire.</p> <p>No change.</p> |
| | 48 | <p>No reference to landscapes or landscape management in connection with green infrastructure. Designated areas, such as the AONBs and special landscape areas form part of green infrastructure and should be explicitly included</p> | <p>The council considers that any such projects would be likely to fall under the infrastructure types set out in the draft Regulation 123 List.</p> <p>The council considers there to be no great merit in specifying more detailed sub-sets of infrastructure under the broad identified types. To do so might unduly raise expectations of funding. Appendix 1 to the draft Regulation 123 List provides examples of how CIL and planning obligations might work in practice.</p> <p>No change</p> |
| Review and consultation process | 2 | <p>Process for updating the Regulation 123 List and the Infrastructure Delivery Plan (IDP) should be defined.</p> | <p>When the council updates the Regulation 123 List, this process will be clearly explained and subject to appropriate local consultation in line with the CIL Regulations 2010 (as amended).</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|---|--|---|
| | | | <p>It is unlikely that the council will accrue a significant pool of CIL funding until a few years after implementing CIL. However, the council recognises the need to develop and set out its approach to identifying a process for reviewing the Regulation 123 List and identifying funding priorities to provide clarity and avoid raising expectations.</p> <p>No change</p> |
| | 3 | <p>Unclear how projects have been selected for inclusion in the IDP e.g. SAL017 Boathouse for Wiltshire Scullers School. How can the local community make its views known? Local communities should be involved in updating the IDP and the Regulation 123 List. This would be in line with the council's Business Plan 2015-2017 and CIL guidance, which requires appropriate local consultation when local authorities wish to revise their Regulation 123 List.</p> | <p>The council has consulted extensively with infrastructure service providers on the content of the IDP. As part of the evidence base supporting the Wiltshire Core Strategy and the CIL Charging Schedule, the IDP has also been made available for public comment during consultations/ examinations on those documents. It is anticipated that the IDP will be further updated and available for comment during formal consultations on the forthcoming Housing Sites DPDs.</p> <p>The council will consider suggestions for the inclusion of projects within the IDP. However, the council would encourage community groups to work with town and parish councils to draw up their own infrastructure priorities for their area. This would help them in directing their proportion of CIL receipts towards local community infrastructure projects. It is important to remember that CIL will not</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|------------------------|----|---|--|
| | | | <p>fund all infrastructure. The strategic purpose of CIL and, thus, infrastructure on the Regulation 123 List, means that town and parish council CIL receipts (along with other sources of funding) might be a more appropriate avenue to explore.</p> <p>No change</p> |
| | 17 | In addition to the monitoring required under CIL Regulation 62, Highways England suggest that the council might wish to assist the local community, developers and others by including on the website an indicative forward profile of future spend that would then inform any review of the IDP and Regulation 123 List. | <p>The council welcomes Highways England suggestion of a list of projects that CIL would be spent on in the future but considers that this is actually the purpose of the Regulation 123 List and looks forward to working with Highways England to identify specific schemes for inclusion.</p> <p>No change</p> |
| | 24 | Request information on the decision process for the allocation of CIL funding, spending prioritisation and how much CIL funding the Wiltshire Fire and Rescue Service can expect to receive to assist with the delivery of identified infrastructure projects. | <p>It is unlikely that the council will accrue a significant pool of CIL funding until a few years after implementing CIL. However, the council recognises the need to develop and set out its approach to identifying a process for reviewing the Regulation 123 List and identifying funding priorities to provide clarity and avoid raising expectations.</p> <p>No change</p> |
| Spending of CIL | 6 | Developers/ landowners have no control over how CIL receipts are spent. No guarantee that a CIL payment within one community area will result in | It is long established principle in the CIL Regulations and national planning |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|----|---|---|
| | | improved or enhanced infrastructure in that location to support development. | guidance that, unlike s106, the spending of CIL is not tied to a particular development or area. CIL is intended to contribute towards the strategic impact of development over a wider area. No change |
| | 11 | Wiltshire Council negotiations over CIL payments should not include the proportion passed to parishes. | The payment of CIL is not negotiable. In any case, it is up to the parishes how they spend their proportion of CIL. They are not restricted by the council's spending decisions. No change |
| | 12 | Unpaid CIL instalments should be secured against the developers assets. | There are various enforcement measures that the council can use in the event of non-payment of CIL. However, there is no provision in the CIL Regulations for outstanding CIL payments to be secured against a developer's assets. No change |
| | 13 | Concern that developers will end up paying twice for the same infrastructure, e.g. CIL towards the cumulative impact of the development on education provision, sustainable transport provision, health provision and community infrastructure, and s106 towards the site-specific requirements generated by that development, or up to five developments in aggregate. | The council is well aware that the CIL Regulations and national planning guidance preclude it from securing funding from both CIL and s106 towards the same infrastructure project. The council will not be spending CIL on infrastructure projects secured through s106. |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|----|---|--|
| | | | No change |
| | 14 | Development taking place outside Salisbury City Council boundaries will impact upon the city rather than the neighbouring parishes in which the development takes place. Core Policy 3 references the need for town and parish councils and other stakeholders to work together to establish local priorities and organise funding through CIL (and planning obligations) as appropriate. How will this work in practice? | <p>Town and parish councils can spend their proportion of CIL on infrastructure outside their boundaries if it supports development within their boundaries. Therefore, CIL receipts passed to parishes bordering Salisbury City Council boundaries could be spent on infrastructure within the city boundaries. The council would encourage parishes to work together to identify local infrastructure needs resulting from new developments and how they could be funded through town and parish CIL receipts. The council would still seek site-specific infrastructure requirements through planning obligations, and strategic infrastructure requirements that address the cumulative impact of development through its proportion of CIL.</p> <p>No change</p> |
| | 15 | Request a realistic amount allocated from CIL towards cycling infrastructure projects in the IDP (i.e. £620K p.a. or £9m+ between 2011 and 2026). | <p>The council has long recognised that it has never been the intention, nor is it possible, that CIL will fund all the demands for infrastructure provision. Instead, the purpose of CIL is to contribute towards funding infrastructure, in conjunction with other sources of funding.</p> <p>The figure included in the IDP for</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|---------------------------|----|---|--|
| | | | <p>spending on walking and cycling infrastructure is derived from the evidence base underpinning the transport strategies for the principal settlements of Chippenham, Salisbury and Trowbridge. When the IDP is updated, the latest information and figures will be included.</p> <p>No change</p> |
| | 20 | Full CIL requirements relating to education and health should be assessed and calculated now so that landowners/ developers can be clear on the tariffs being sought. | <p>The CIL rates that apply to different types of development are clearly set out in the Wiltshire CIL Charging Schedule.</p> <p>A tariff system cannot be used to secure planning obligations towards infrastructure. Instead, site-specific infrastructure is requested on a case-by-case basis. Planning obligations must meet the statutory tests set out in the CIL Regulations 2010 (as amended) and no more than five separate planning obligations can be pooled towards the same infrastructure item.</p> <p>No change</p> |
| Instalments policy | 27 | Support principle of an instalments policy | <p>Support noted.</p> <p>No change</p> |
| | 28 | Concern over the structure of the proposed approach to CIL instalments policy insofar as it's based on 'days elapsed' rather than trigger points linked to individual site circumstances. | <p>The approach proposed has been tailored along the lines of tried and tested approaches from the</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|----|---|--|
| | | | <p>implementation of CIL in other local authorities. In addition, the approach proposed is considered to accord with the provisions of Regulation 69B of the amended CIL regulations. Therefore, at this stage, the approach is considered to be reasonable and workable.</p> <p>No change</p> |
| | 30 | <p>Remove the requirement that the timing of the final payment should always fall upon completion of the development – most developments do not start to deliver value until after completion. Places an unnecessary burden on cash-flow.</p> | <p>The council does not consider that there is any evidence put forward to justify changing the council's proposed instalments policy, which is derived from assumptions made in the CIL Viability Study (November 2013) and is in line with practice elsewhere.</p> |
| | 31 | <p>Schemes with CIL payments over £500,000, of which there will be a significant number, would be better served by payment in four instalments, as opposed to three, i.e.</p> <ul style="list-style-type: none"> • 25% payable within 60 days • 25% payable with 420 days • 25% payable within 660 days, and • 25% payable within 720 days <p>Or,</p> <p>Add an additional band to instalments policy – for schemes with a CIL liability over £750,000 to follow the above proposed format.</p> | <p>For large scale developments, the council has the option of allowing such developments to be delivered in phases. The CIL Regulations (Regulation 8(3A) as amended by the 2014 Regulations) allow for both detailed and outline permissions (and therefore 'hybrid' permissions as well) to be treated as phased developments for the purposes of CIL. This means that each phase would be a separate chargeable development and therefore liable for payment in line with the council's instalment policy.</p> |
| | 34 | <p>Suggest that the dates in the CIL Instalments Policy relate to multiples of 365 days for convenience.</p> | |
| | 35 | <p>For large developments, suggest spreading infrastructure costs over a longer period, as follows:</p> <ul style="list-style-type: none"> • for CIL liability of between £35,000 and £250,000, that the final | <p>The council will regularly monitor and review the implementation of CIL,</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|----|---|--|
| | | <p>payment is payable within 365 days (rather than 360 days)</p> <ul style="list-style-type: none"> for CIL liability of between £250,000 and £500,000, that the first 35% payment be made within 365 days (rather than 360 days) for CIL liability of over £500,000 – and there is no upper limit specified here - that the first 35% payment be made within 730 days (rather than 360 days) and that the final 35% payment be made within 1460 days | <p>including the efficacy of its instalment policy. The council has the flexibility to revise or withdraw the policy when appropriate, subject to providing at least 28 days notice.</p> <p>No change</p> |
| | 40 | Request greater certainty about how the instalments policy will be applied to strategic sites/ allocations | |
| | 41 | Initial payment of 30% within 60 days of commencement could delay delivery – high number of strategic allocations within Wiltshire; most other authorities require 20% payment within that period owing to high upfront costs associated with starting construction | |
| | 44 | Lower initial instalment of 20%, followed by three further instalments (four instalments in total, rather than three) | |
| | 45 | <p>Instalments policy inflexible in accommodating various scales of development.</p> <p>Difference between 1st tier (i.e. 100% of CIL liability up to £35k within 60 days) and 2nd tier (£35k to £250k in three instalments) is too great.</p> <p>Potential to penalise smaller development proposals that generate a small increase in floorspace, such as hotel developments to deliver a limited number of additional rooms/ facilities only be recouped over the longer term, where a high upfront CIL payment could generate cash-flow problems.</p> <p>Suggest additional payment tiers, otherwise a payment of £35K has to be paid in one instalment, whereas £35,001 could be spread over three</p> | |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|----|--|--|
| | | <p>instalments</p> <p>Suggested instalments policy:</p> <ul style="list-style-type: none"> • CIL liability between £15K and £35K payable in two instalments • CIL liability between £35,001 and £150K payable in three instalments • CIL liability above £150K payable in four instalments | |
| | 32 | <p>Potential implication of CIL instalment policy is that a funding shortfall could exist for Regulation 123 schemes, e.g. where high cost strategic schemes are necessary early in the CIL period. Where schemes are necessary to ensure development impact on the strategic road network is not severe, Highways England would normally recommend a planning condition that any necessary mitigation is in place prior to the severe impact occurring. Any delay due to CIL accrual falling behind scheme spending requirement could result in delays to development occupations. This could apply to local road schemes and strategic road network schemes. Highways England request suitable reassurance that there are contingencies in place to ensure that this situation does not occur and reduce the risk that infrastructure may be delayed due to any instalments arrangement.</p> | <p>The council would expect that schemes that mitigate the impact of specific development on the strategic road network would be secured through planning condition or planning obligation.</p> <p>CIL is intended to contribute towards infrastructure that addresses the cumulative impact of development. It must be recognised that CIL receipts will take time to accrue and may not be available in sufficient amounts towards the beginning of its operation.</p> <p>No change</p> |
| | 38 | <p>Will the instalments policy apply for contributions to Wiltshire Fire and Rescue?</p> | <p>The instalments policy sets out the proposed schedule for payment of CIL by developers. CIL is paid into a 'central pot' held by the council. This money will then be spent on infrastructure types or projects on the Regulation 123 List.</p> <p>No change</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|---------------------------|----|---|--|
| | 42 | <p>Seek unequivocal confirmation that the council will agree to CIL being applied to phases or sub-phases of strategic sites – requires clarification on what constitutes a strategic site and a phase/ sub-phase.</p> <p>Change the wording that the council ‘may’ allow phased developments for the purposes of CIL to ‘will’ allow.</p> <p>Instalments policy should specifically state that it will apply to phases/ sub-phases of development</p> <p>Instalments policy should make specific reference that the council will agree to CIL being levied on phases or sub-phases of 50 dwellings or more</p> | <p>It is not for the council to decide for developers how they phase their development.</p> <p>It is down to the developer to make their proposals and the local planning authority to consider them.</p> <p>Disagree with proposals to specify that CIL will apply to phases/ sub-phases of 50 dwellings or more.</p> <p>No change</p> |
| | 43 | Viability doubts over proposals in category 4 settlements | <p>The settlement category 4 rates were considered at the examination. See examiner’s report.</p> <p>No change</p> |
| Other CIL policies | 29 | Request that the council adopt CIL policies of infrastructure payment in kind and exceptional circumstances to reduce the risk of developers being charged twice for the same infrastructure projects and to ensure that projects included on the Regulation 123 List are delivered within a specific timescale. | <p>The council does not consider it necessary at the present time to introduce CIL policies on payment in kind or exceptional circumstances. However, the council will monitor the implementation of CIL and has the option of introducing either of these policies should it deem them necessary.</p> <p>No change</p> |
| | 33 | Support approach to social housing relief. | <p>Noted.</p> <p>No change</p> |

| Topic | # | Issues | Officer comments/ proposed changes |
|-------|----|--|--|
| | 36 | Urge the council to consider modifying the proposed social housing relief policy, given the amendments to the CIL Regulations that came into force on 1 April 2015 (during this consultation process). | While mandatory social housing relief will of course apply in Wiltshire, as set out in the CIL Regulations 2010 (as amended), the council is not proposing to introduce a discretionary social housing relief policy. No change |
| | 37 | Welcome the council's proposed payment in kind policy. | Support noted. However, just to clarify, the council is not proposing an infrastructure payment in kind policy for CIL, for which the council would be required to set out a policy signalling its intention to do so. No change |
| | 39 | Does the payment in kind policy prevent or limit Wiltshire Fire and Rescue Service from entering into agreements with landowners and/ or developers? | The council is not proposing to adopt an infrastructure payment in kind policy, for which it would have to publish a policy expressing its intention to do so. No change |
| | 46 | Unclear when CIL will commence and how it will impact on applications currently submitted. Request clarity on timescale given concerns about potential 'double dipping'. | The council will commence charging CIL in May 2015, on the date specified on the Wiltshire CIL Charging Schedule. |

5. Proposed changes and next steps

- 5.1. *Table 5.1* contains a list of proposed changes as a result of consultation feedback.

Proposed changes

Table 5.1 - Proposed actions as a result of consultation feedback

| # | Proposed changes |
|----|--|
| C1 | <p>Add an extra row to Table 1 as follows:</p> <p><u>Historic environment and public realm infrastructure</u></p> <p><u>The provision, improvement, replacement, operation or maintenance of new and existing historic and public realm infrastructure, except where the requirement can be attributed to five or fewer developments.</u></p> |
| C2 | <p>Amend the supporting text in the draft Regulation 123 List as follows:</p> <p>Wiltshire Council may seek planning obligations through section 106 agreements for specific infrastructure projects or types of infrastructure included within this list but only where the requirement is created by five or fewer developments. <u>This pooling limit is backdated to include all planning obligations entered into since 6 April 2010.</u> Any such site-specific infrastructure requirements will be subject to the three statutory tests set out under Regulation 122 of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended).</p> |

Next steps

- 5.2. This Consultation Report presents a summary of the feedback from the consultation on the revised draft Regulation 123 List and other CIL policies.
- 5.3. The next step will be to prepare the final documents, taking into account the proposed changes and any others following internal review, which will then be presented to the council's Cabinet for recommendation to adopt by a meeting of Full Council.

Timetable

- 5.4. The next stages in the preparation of the revised draft Regulation 123 List and other CIL policies are set out in *Table 5.2* below.

| Stage | Date |
|---|-------------|
| Cabinet (recommendation to Council for adoption) | 11 May 2015 |

| | |
|------------------------------|-------------|
| Council (adoption) | 12 May 2015 |
| Implementation | 18 May 2015 |

Appendix A List of respondents

Revised Draft Regulation 123 List and other CIL Policies

Consultation Statement Appendix A – List of Respondents

Index

The number in the column titled 'issue(s) #' can be used to link each respondent to the issues raised in Table 4.1. Where there is N/A, either the respondent had no comments or their comments related to the draft Planning Obligations Supplementary Planning Document (SPD) and were included in the separate consultation statement for the SPD.

| Comment ID(s) | Respondent | Issue(s) # |
|---------------|--|------------|
| 1 | GPSS Consultee ID: 390747 c/o Ms Emma Pattison Fisher German Agent ID: 846301 | N/A |
| 2 | Mr John Moran Health and Safety Executive Consultee ID: 899838 | N/A |
| 3 | Mr Lance Allan Trowbridge Town Council Consultee ID: 391073 | 1 |
| 4 | Mr Charles Routh Natural England Consultee ID: 382216 | N/A |
| 5 | Thames Water Consultee ID: 401427 c/o David Wilson Savills Agent ID: 785231 | N/A |
| 6 | Ms Patricia Trevett Bemerton Community Ltd Consultee ID: 902570 | 2; 3 |
| 7 | Ms Kath Hatton Wilts & Berks Canal Trust Consultee ID: 550537 | N/A |
| 8 | Mr Philip Bamford Gladman Developments Consultee ID: 785866 | 27; 28 |
| 9 | Mrs Jane Hennell Canal & River Trust Consultee ID: 376324 | N/A |
| 10 | Mrs Lynne Fish Consultee ID: 549368 | 2; 3 |

| | | |
|----|--|--------------------|
| 11 | Mr Rohan Torkildsen English Heritage Consultee ID: 403792 | 4 |
| 12 | Home Builders Federation Consultee ID: 710752 c/o Mr Nick Matthews Savills Agent ID: 389644 | 5; 6; 7 |
| 13 | Mr Neville Nelder Cotswolds Canal Trust Consultee ID: 463097 | 8 |
| 14 | Ms Kate Neal Hallam Land Management and Bloor Homes Consultee ID: 902742 | 5; 9 |
| 15 | Ms Helen Patton New Forest National Park Authority Consultee ID: 382305 | N/A |
| 16 | Ms Amanda McCann Westbury Town Council Consultee ID: 840677 | 10; 11; 12 |
| 17 | Mrs Teresa Strange Melksham Without Parish Council Consultee ID: 857749 | N/A |
| 18 | Ms Judi Scholey Asda Stores Ltd Consultee ID: 903164 c/o Ms Nicola Gooch Thomas Eggar LLP Agent ID: 903167 | 13; 27; 29; 30; 31 |
| 19 | Mr Chris Southwood Persimmon Homes South Coast Consultee ID: 902868 | 5; 7 |
| 20 | Mrs Gill Smith Dorset County Council Consultee ID: 634998 | N/A |
| 21 | Mr Reg Williams Salisbury City Council Consultee ID: 820831 | 2; 3; 14 |
| 22 | Dr Gill Anlezark Cycling Opportunities Group for Salisbury Consultee ID: 466447 | 2; 3; 16 |
| 23 | Ms Rachel Sandy Highways England Consultee ID: 903251 | 16; 17; 32 |

| | | |
|----|---|-------------------------------|
| 24 | <p>SW HARP Planning Consortium Consultee ID: 710073</p> <p>c/o Mr Sean Lewis Tetlow King Planning Agent ID: 903267</p> | 33 |
| 25 | <p>Mr Ron Hatchett Bloor Homes Southern Consultee ID: 395552</p> <p>c/o Mr Martin Miller Terence O'Rourke Agent ID: 817881</p> | 13; 18; 19; 34; 35; 36; 37 |
| 26 | <p>Mr Gerry Key Waddeton Park Ltd Consultee ID: 836038</p> | 20; 21; 29 |
| 27 | <p>Ms Emma Slyvester Bradford on Avon Town Council Consultee ID: 903313</p> | N/A |
| 28 | <p>Mrs Victoria Ashton Sport England Consultee ID: 903317</p> | 22 |
| 29 | <p>Mr Peter Newman Wiltshire Fire and Rescue Service Consultee ID: 817684</p> | 23; 24; 38; 39 |
| 30 | <p>Mr Derek Woodward Hannick Homes and Persimmon Homes Consultee ID: 707260</p> <p>c/o Mr Denis Barry GL Hearn Agent ID: 707258</p> | 25; 40; 41; 42; 43; 44 |
| 31 | <p>Ms Ruth Shaw Bourne Leisure Ltd Consultee ID: 397796</p> <p>c/o Mr Arwel Evans Nathaniel Litchfield & Partners Agent ID: 899663</p> | 29 |
| 32 | <p>Redrow Homes Ltd Consultee ID: 903369</p> <p>c/o Miss Jenny Mitter Nathaniel Litchfield & Partners Agent ID: 903370</p> | 5; 7; 13; 25; 26; 46 |
| 33 | <p>Mr Richard Burden Cranborne Chase and West Wiltshire Downs AONB Consultee ID: 556113</p> | 47; 48 |

Appendix B Consultation materials

Draft Planning Obligations Supplementary Planning Document
Consultation Statement Appendix B – Consultation materials

Index

- 1) Newspaper advert (published week commencing 16 March 2015)
- 2) Consultation letter/ email
- 3) Town and parish council newsletter (published 13 April 2015)

1) Newspaper advert (published week commencing 16 March 2015)

**Wiltshire Council Local Development Framework
Notice of consultation on draft Planning
Obligations Supplementary Planning Document,
draft Community Infrastructure Levy (CIL)
Regulation 123 List and CIL policies
consultation document**

**Town and Country Planning (Local Planning)
(England) Regulations 2012 (Regulations 11 to 16)
Community Infrastructure Levy (CIL)
Regulations 2010 (as amended)**

Wiltshire Council is consulting on a draft Planning Obligations Supplementary Planning Document (SPD), a draft Community Infrastructure Levy (CIL) Regulation 123 List and CIL policies consultation document. Together, when finalised, they will support the introduction of the Wiltshire CIL Draft Charging Schedule and set out how the council will seek infrastructure contributions from development.

The draft Planning Obligations SPD explains how the council will use section 106 planning obligations. It details how they will operate alongside other mechanisms for securing developer contributions, such as CIL, section 278 (highways) agreements and planning conditions.

The draft Regulation 123 List sets out the infrastructure types or projects that the council may fund through CIL. The council is also consulting on a draft instalments policy for CIL payments and its position on other CIL policies including provisions for exemptions.

Availability of documents

The draft Planning Obligations SPD, draft Regulation 123 List, CIL policies consultation document and information on how to make comments will be published on **23 March 2015**. The documents can be found on the Wiltshire Council website at www.wiltshire.gov.uk/communityinfrastructurelevy.

Hard copies of these documents will also be made available from **23 March 2015** during normal office hours at: Council libraries; and the main Council offices in Chippenham (Monkton Park), Devizes (3-5 Snuff Street), Salisbury (27-29 Milford Street) and Trowbridge (County Hall).

How to comment

In accordance with the council's Statement of Community Involvement (SCI), comments are invited on these documents over a four week period **until 5pm, 22 April 2015**. Comments can be made:

- Online via the council's consultation portal: <http://consult.wiltshire.gov.uk/portal>
- By email using the form available at www.wiltshire.gov.uk/communityinfrastructurelevy and returned to cil@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 from libraries and main Council offices.

Next steps

All comments received during the consultation period will then be taken into account in finalising these documents. The final versions of the documents will be considered, alongside the Wiltshire Council Community Infrastructure Levy Charging Schedule, by the council's Cabinet for recommendation to Full Council for adoption in May 2015.

Any queries should be made to Spatial Planning, Economic Development and Planning, Wiltshire Council on (01225) 713223 or CIL@wiltshire.gov.uk

Alistair Cunningham
Director
Economic Development and Planning
Wiltshire Council

Wiltshire Council
Where everybody matters

2) Consultation letter/ email (sent out 18 March-20 March 2015)

Dear Sir/ Madam,

Re: Draft Planning Obligations Supplementary Planning Document, draft Community Infrastructure (CIL) Regulation 123 List and CIL policies consultation document

I'm writing to inform you that Wiltshire Council is consulting on a draft Planning Obligations Supplementary Planning Document (SPD), a draft Community Infrastructure Levy (CIL) Regulation 123 List and a CIL policies consultation document. Together, when finalised, they will support the introduction of the Wiltshire CIL Draft Charging Schedule and set out how the council will seek infrastructure contributions from development.

The draft Planning Obligations SPD explains how the council will use section 106 planning obligations. It details how they will operate alongside other mechanisms for securing developer contributions, such as CIL, section 278 (highways) agreements and planning conditions.

The draft Regulation 123 List sets out the infrastructure types or projects that the council may fund through CIL. The council is also consulting on a draft instalments policy for CIL payments and its position on other CIL policies including provisions for exemptions.

Availability of documents

The draft Planning Obligations SPD, draft Regulation 123 List, CIL policies consultation document and information on how to make comments will be published on **23 March 2015**. The documents can be found on the Wiltshire Council website at www.wiltshire.gov.uk/communityinfrastructurelevy.

Hard copies of these documents will also be made available from **23 March 2015** during normal office hours at: Council libraries; and the main Council offices in Chippenham (Monkton Park), Devizes (3-5 Snuff Street), Salisbury (27-29 Milford Street) and Trowbridge (County Hall).

How to comment

In accordance with the council's Statement of Community Involvement (SCI), comments are invited on these documents over a four week and two day period **until 5pm, 22 April 2015**. Comments can be made:

- Online via the council's consultation portal: <http://consult.wiltshire.gov.uk/portal>
- By email using the form available at www.wiltshire.gov.uk/communityinfrastructurelevy and returned to cil@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 from libraries and main Council offices.

Next steps

All comments received during the consultation period will then be taken into account in finalising these documents. The final versions of the documents will be considered, alongside the Wiltshire Council Community Infrastructure Levy Charging Schedule, by the council's Cabinet for recommendation to Full Council for adoption in May 2015.

Any queries should be made to Spatial Planning, Economic Development and Planning, Wiltshire Council on (01225) 713223 or CIL@wiltshire.gov.uk.

Yours faithfully,



Alistair Cunningham

Associate Director, Economic Development & Planning

Wiltshire Council

3) Town and parish newsletter (published week commencing 13 April 2015)

Wiltshire Council Local Development Framework

Wiltshire Council is consulting on a draft Planning Obligations Supplementary Planning Document (SPD), a draft Community Infrastructure Levy (CIL) Regulation 123 List and CIL policies consultation document. Together, when finalised, they will support the introduction of the Wiltshire CIL Draft Charging Schedule and set out how the council will seek infrastructure contributions from development.

The draft Planning Obligations SPD explains how the council will use section 106 planning obligations. It details how they will operate alongside other mechanisms for securing developer contributions, such as CIL, section 278 (highways) agreements and planning conditions.

The draft Regulation 123 List sets out the infrastructure types or projects that the council may fund through CIL. The council is also consulting on a draft instalments policy for CIL payments and its position on other CIL policies including provisions for exemptions.

The draft Planning Obligations SPD, draft Regulation 123 List, CIL policies consultation document and information on how to make comments can be found on the Wiltshire Council website at www.wiltshire.gov.uk/communityinfrastructurelevy.

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In accordance with the council's Statement of Community Involvement (SCI), comments are invited on these documents until 5pm, 22 April 2015. Comments can be made:

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Any queries should be made to Spatial Planning, Economic Development and Planning, Wiltshire Council on (01225) 713223 or CIL@wiltshire.gov.uk.

Wiltshire Community Infrastructure Levy Regulation 123 List

~~March-May 2015~~

Comment [11]: Change to adoption date

| Types of infrastructure that may be funded, in whole or in part, by CIL | |
|---|---|
| Education facilities | The provision, improvement, replacement, operation or maintenance of new and existing public education facilities (excluding sites, which will be secured through s106), except where the requirement can be attributed to five or fewer developments. |
| Sustainable Transport | The provision, improvement, replacement, operation or maintenance of new and existing roads, highways, traffic management, public transportation, cycling and pedestrian routes and other transport facilities, except where the requirement can be attributed to five or fewer developments. |
| Open space/green infrastructure | The provision, improvement, replacement, operation or maintenance of new and existing open space, including rights of way, biodiversity measures and meeting the requirements of the Habitat Directive, except where the requirement can be attributed to five or fewer developments. |
| Flood mitigation measures | The provision, improvement, replacement, operation or maintenance of new and existing flood mitigation measures, except where the requirement can be attributed to five or fewer developments. |
| Community and cultural facilities | The provision, improvement, replacement, operation or maintenance of new and existing community and cultural facilities such as leisure centres and libraries, except where the requirement can be attributed to five or fewer developments. |
| Emergency services | The provision, improvement, replacement, operation or maintenance of new and existing emergency services facilities, except where the requirement can be attributed to five or fewer developments. |
| Health facilities | The provision, improvement, replacement, operation or maintenance of new and existing primary health care facilities, except where the requirement can be attributed to five or fewer developments. |
| <u>Historic environment and public realm infrastructure</u> | <u>The provision, improvement, replacement, operation or maintenance of new and existing historic and public realm infrastructure, except where the requirement can be attributed to five or fewer developments.</u> |
| Cross boundary infrastructure | The provision, improvement, replacement, operation or maintenance of new and existing cross boundary infrastructure where it supports development in Wiltshire, except where the requirement can be attributed to five or fewer developments. |

Comment [12]: Proposed change C1

Table 1 - Infrastructure that may be funded through the Community Infrastructure Levy

Table 1 above sets out the types of infrastructure that the council intends will be, or may be, wholly or part funded by CIL. The inclusion of an infrastructure type on the list does not signify a commitment from the council to fund (either in whole or part) the listed project or type of infrastructure. The order of the list does not imply any preference or priority.

Wiltshire Council may seek planning obligations through section 106 agreements for specific infrastructure projects or types of infrastructure included within this list but **only where the**

requirement is created by five or fewer developments. [This pooling limit is backdated to include all planning obligations entered into since 6 April 2010.](#) Any such site-specific infrastructure requirements will be subject to the three statutory tests set out under Regulation 122 of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended).

Comment [13]: Proposed change C2

Appendix A sets out in more detail how the List will be applied drawing on examples from the council's Infrastructure Delivery Plan.

Appendix A: Examples of how the Council will apply the R123 List and Planning Obligations in practice

| Infrastructure type | Specific requirement | Site/ location | Delivery mechanism | |
|-----------------------------|--|--|--------------------|-----|
| | | | S106 | CIL |
| Affordable housing | See Wiltshire Core Strategy (Core Policies 43, 44, 45 and 46), Planning Obligations SPD (draft March 2015) and Affordable Housing SPD (TBC) | | ✓ | X |
| Education facilities | 2 x 2FE primary schools | Ashton Park Urban Extension/ Trowbridge | ✓ | X |
| | 2FE Primary School | Churchfields & Engine Shed / South Wiltshire | ✓ | X |
| | 2FE Primary School | Fuggleston Red / South Wiltshire | ✓ | X |
| | 1FE Primary School | Hampton Park / South Wiltshire | ✓ | X |
| | 2FE Primary School | Longhenge / South Wiltshire | ✓ | X |
| | 1FE Primary School | UKLF, Wilton / South Wiltshire | ✓ | X |
| | 1FE Primary School | Kings Gate / Amesbury | ✓ | X |
| | Secondary school expansion | Kings Gate / Amesbury | ✓ | X |
| | Secondary school site | Ashton Park Urban Extension/ Trowbridge | | |
| | Nursery, primary, special and secondary schools (including sites), where the requirement can be attributed to five or fewer developments | | ✓ | X |
| | Other cumulative impact of development upon nursery, primary, special and secondary school provision (excluding sites, which will be secured through s106) | | X | ✓ |

| Infrastructure type | Specific requirement | Site/ location | Delivery mechanism | |
|--|--|----------------|--------------------|-----|
| | | | S106 | CIL |
| Sustainable transport | Site-specific transport/ highways mitigation and sustainable transport improvements (e.g. site-specific highway works, including localised safety improvements, reinstatement of highways etc. and site-specific works to amenity land, access roads etc.) | | ✓ | X |
| | Strategic, county-wide sustainable transport improvements, except where the requirement can be attributed to five or fewer developments | | X | ✓ |
| Open space/ green infrastructure | Site-specific open space/ green infrastructure, including parks, children's play space, green areas, outdoor sports and playing fields, where the requirement can be attributed to five or fewer developments | | ✓ | X |
| | Strategic open space/ green infrastructure, including parks, children's play space, green areas, outdoor sports and playing fields | | X | ✓ |
| | Site-specific ecological impacts of development, where the requirement can be attributed to five or fewer developments | | ✓ | X |
| | Strategic habitat protection and nature conservation | | X | ✓ |
| Flood mitigation measures | SUDS, exceptional drainage or flood risk management measures | | ✓ | X |
| Community and cultural facilities | Site-specific requirements for community and cultural facilities, where the requirement can be attributed to five or fewer developments | | ✓X | X✓ |

Comment [I1]: Internal review proposed change 1

| Infrastructure type | Specific requirement | Site/ location | Delivery mechanism | |
|--------------------------------------|---|--|--------------------|-----|
| | | | S106 | CIL |
| | | | | |
| | Strategic provision of community and cultural facilities, such as multi-use community facilities, leisure centres and libraries and cultural facilities, except where the requirement can be attributed to five or fewer developments | | X | ✓ |
| | Waste and recycling containers | | ✓ | X |
| Emergency services | Fire stations, ambulance stations/ standby points and police stations | | X | ✓ |
| | Fire hydrants (if not secured through planning conditions) | | ✓ | X |
| Health facilities | Primary Health Facility | Ashton Park Urban Extension/Trowbridge | ✓ | X |
| | Primary Health Facility | Churchfields & Engine Shed / South Wiltshire | ✓ | X |
| | Primary health facilities, where the requirement can be attributed to five or fewer developments | | ✓ | X |
| | Other cumulative impact of development upon the provision of health facilities | | X | ✓ |
| Cross boundary infrastructure | Strategic cross-boundary infrastructure, except for site-specific projects where the need can be attributed to five or fewer developments | | X | ✓ |
| | Site-specific, cross-boundary infrastructure, where the need can be attributed to five or fewer developments | | ✓ | X |

| Infrastructure type | Specific requirement | Site/ location | Delivery mechanism | |
|--|---|----------------|--------------------|-----|
| | | | S106 | CIL |
| <u>OtherHistoric environment and public realm infrastructure</u> | Site-specific public realm infrastructure, where the requirement can be attributed to five or fewer developments | | ✓ | X |
| | Strategic public realm infrastructure, e.g. streetscene and built environment, community safety measures, heritage asset improvements, visitor management issues and public art, except where the requirement can be attributed to five or fewer developments | | X | ✓ |
| <u>Other</u> | Employment and skills training, where the requirement can be attributed to five or fewer developments (e.g. job brokerage, construction phase skills training, end user skills training, apprenticeships and work placements, local enterprise supply chain and training commuted sum improvements) | | ✓ | X |

Comment [12]: For consistency with Proposed change C1 to the draft Regulation 123 List

[Front cover]

Wiltshire Local Development Framework

Community Infrastructure Levy

Instalments Policy

May 2015

Wiltshire Council

[Translations]

Wiltshire Council

Community Infrastructure Levy (CIL)

Instalment Policy

Takes effect on 18th May 2015

Community Infrastructure Levy (CIL) Instalment Policy

In accordance with Regulation 69B of the Community Infrastructure Levy Regulations 2010 (as amended), Wiltshire Council will allow the payment of CIL by instalments, as set out in the following table.

| WILTSHIRE COUNCIL CIL INSTALMENT POLICY | | |
|--|------------------------------|--|
| Total CIL Liability | Number of Instalments | Payment Period |
| Up to £35,000 | 1 | 100% payable within 60 days of commencement |
| £35,000 to £250,000 | 3 | <ul style="list-style-type: none"> • 30% payable within 60 days; • A further 35% payable within 180 days, and • the final 35% payable within 360 days (or upon completion of development if earlier). |
| £250,000 to £500,000 | 3 | <ul style="list-style-type: none"> • 30% payable within 60 days; • A further 35% payable within 360 days, and • The final 35% payable within 540 days (or upon completion of development if earlier). |
| Over £500,000 | 3 | <ul style="list-style-type: none"> • 30% payable within 60 days; • A further 35% payable within 420 days, and • The final 35% payable within 660 days (or upon completion of development if earlier). |

The Instalment Policy only applies in cases where the persons liable for paying CIL have complied with all the relevant regulations and requirements. These requirements are set out in the CIL Instalment Policy Guidance Note on the following page.

CIL Instalment Policy Guidance Note

Regulation 70 of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended) sets out the requirements that must be complied with in order to benefit from the CIL Instalment Policy.

The CIL Instalment Policy will only apply in the following circumstances:

1. Where the council has received a CIL Assumption of Liability form prior to commencement of the chargeable development (Regulation 70(1) (a)), and
2. Where the council has received a CIL Commencement Notice prior to commencement of the chargeable development (Regulation 70(1) (b))

If either of the above requirements are not complied with, the total CIL liability will become payable within 60 days of the commencement of the chargeable development. In addition, surcharges may apply due to the CIL Assumption of Liability Form and/ or the CIL Commencement Notice not being submitted to the council prior to the commencement of the chargeable development.

Once the development has commenced, all CIL payments must be made in accordance with the CIL Instalment Policy. Where a payment is not received in full on or before the day on which it is due, the total CIL liability becomes payable in full immediately (Regulation 70(8)(a)).

In summary, to benefit from the CIL Instalment Policy, the relevant forms must be submitted to the council prior to the commencement of the chargeable development, and all payments must be paid in accordance with the CIL Instalment Policy.

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Wiltshire Community Infrastructure Levy

Planning Obligations Supplementary Planning Document

Statement of Consultation

April 2015

[TRANSLATIONS]

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Table of contents

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| 1. Introduction | p.5 |
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| 3. Representations | p.8 |
| 4. Summary of the main issues raised by the representations | p.9 |
| 5. Proposed changes and next steps | p.25 |

Appendix A – List of respondents

Appendix B – Consultation materials

Appendix C – Adoption Statement

1. Introduction

- 1.1. The Planning Obligations Supplementary Planning Document (SPD) will support policies within the adopted Wiltshire Core Strategy (January 2015), particularly Core Policy 3 Infrastructure Requirements. It will identify the types of planning obligations that may be sought by the council from development that generates a need for new infrastructure. While it is not part of the statutory development plan, the Planning Obligations SPD will be a material consideration in determining planning applications.
- 1.2. Between 23 March and 22 April 2015, the council consulted on a draft Planning Obligations SPD, alongside a revised draft Regulation 123 List, an instalment policy for the payment of CIL and its approach to other CIL policies.
- 1.3. The SPD should be read in conjunction with the Wiltshire Community Infrastructure Levy (CIL) Charging Schedule and the Wiltshire Regulation 123 List. The Wiltshire CIL Charging Schedule sets out the amount of CIL that will be charged on new development. In March 2015, the council received the Examiner's report into the Wiltshire CIL Charging Schedule. The Examiner approved it subject to minor modifications for the purposes of clarification and transparency. The council intends to adopt the charging schedule, alongside this SPD, in May 2015.
- 1.4. Planning obligations cannot be used to deliver projects that will be provided for through CIL. The Wiltshire Regulation 123 List sets out the infrastructure types or projects that the council may fund, in whole or in part, through CIL and so cannot be the subject of an obligation.
- 1.5. 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. 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 supplementary planning document.
- 1.6. The council produced this document, a 'Consultation Statement', to set out: the consultation methodology, the representations received to the draft Planning Obligations SPD consultation, and a summary of key issues and how the council has considered the representations, as required by Regulation 12.
- 1.7. The SPD has been prepared in consultation with the council's key services such as Development Control, New Housing, Sustainable Transport, Environment Services, Environmental Health, Libraries and Heritage, Drainage, Countryside Management and Children and Education.

Structure of this document

- 1.8. Chapter 2 lists the various ways by which the council consulted upon the draft Planning Obligations SPD.
- 1.9. Chapter 3 provides a breakdown of the number of representations received.
- 1.10. Chapter 4 summarises the key issues arising from the representations with officer comments and proposed changes.
- 1.11. Chapter 5 lists the proposed changes as a result of the representations on the draft Planning Obligations SPD. It also sets out the next steps in the preparations of the SPD and a timetable.
- 1.12. Appendix A provides a list of respondents to the consultation on the draft Planning Obligations SPD.
- 1.13. Appendix B collates the various consultation adverts and notices.

2. Consultation methodology

2.1. The council consulted on the draft Planning Obligations SPD in the following ways

- Town and parish newsletter (published week commencing 13 April 2015)
- Local newspapers (i.e. Wiltshire Times, Wiltshire Gazette and Herald and Salisbury Journal) (published week commencing 16/03/2015)
- Direct email/ letter notifications to: all town and parish councils; neighbouring authorities; national/local developers, landowners and property agents; infrastructure providers; local businesses and Chambers of Commerce; charities and voluntary organisations; and local interest groups
- Hard copies of all consultation documents available from the main council offices (at Chippenham, Devizes, Trowbridge and Salisbury) and libraries
- Information published on the council's website and electronic copies of all consultation documents available from the council's website and online consultation portal
- Comments accepted by post, email and online through the council's consultation portal

2.2. The following consultation material was provided:

- Wiltshire Draft Planning Obligations Supplementary Planning Document (March 2015)
- Wiltshire Draft Regulation 123 List (March 2015)
- Wiltshire Community Infrastructure Levy (CIL) Policies Consultation Document (March 2015)
- Representation Form (PDF and WORD versions)

3. Representations

- 3.1. In all, the council received representations on the draft SPD from 33 different individuals or organisations.
- 3.2. *Figure 3.1* below illustrates the breakdown of respondent by type. It shows that the largest groups of respondents were landowners and developers and advisory and local interest organisations. Other representations were received from infrastructure providers, town and parish councils, neighbouring authorities and individuals.

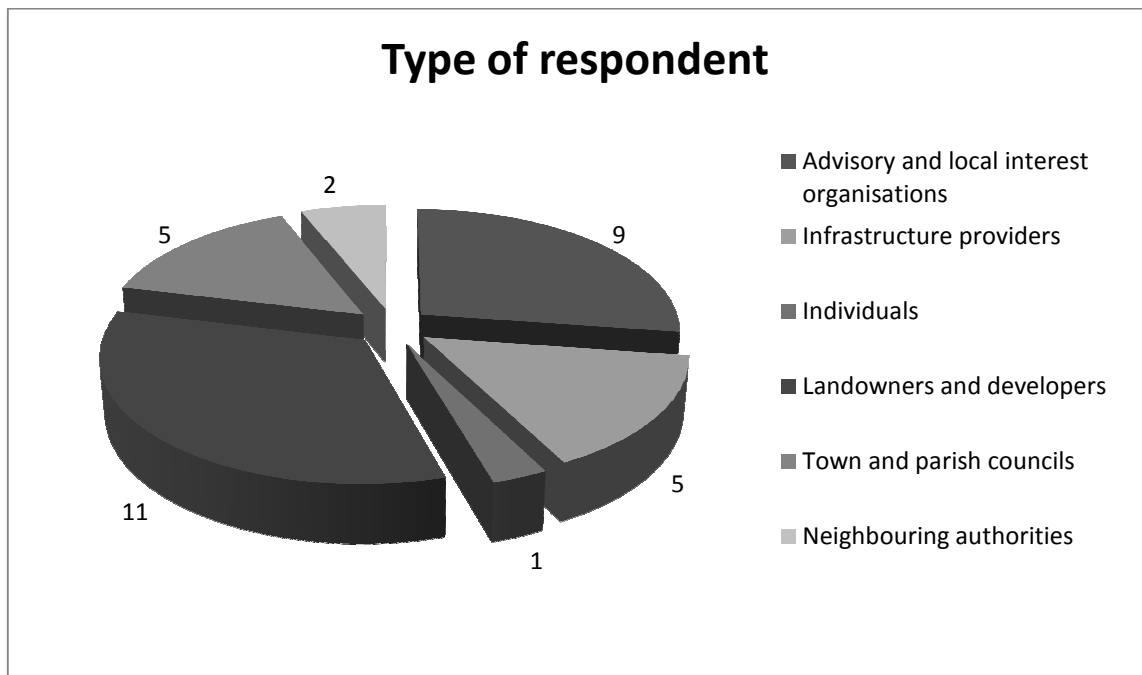


Figure 3.1 – Number of representations by type of respondent

- 3.3. *Figure 3.2* below illustrates the methods by which representations were received.

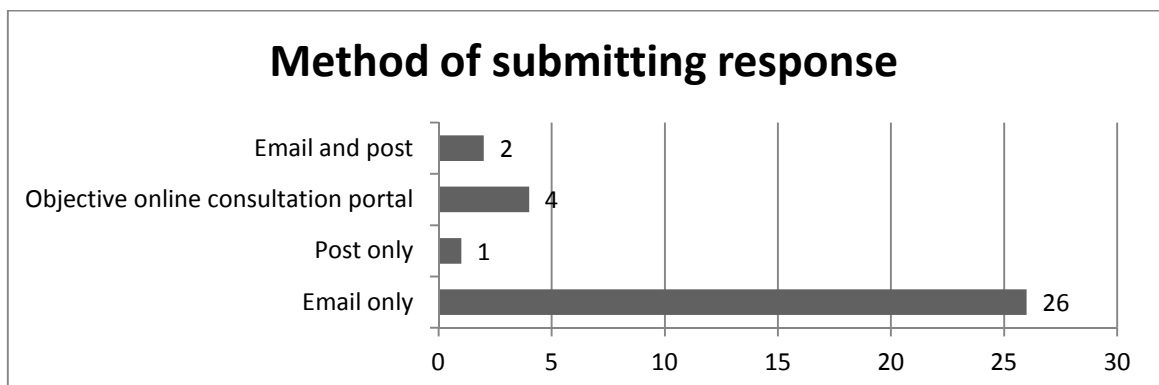


Figure 3.2 - Number of representations received by method

4. Summary of the main issues raised by the representations

4.1. The main issues raised by the representations are summarised in *Table 4.1*, with officer commentary and proposed changes, and ordered by the following topics consistent with the format of the draft SPD:

- Legislative and policy framework
- Affordable housing
- Education
- Open space and green infrastructure
- Transport/ highways
- Other planning obligations
- Negotiating planning obligations in Wiltshire
- Procedure and management
- Other issues

4.2. The number in the column titled ‘#’ can be used to link the issues to individual respondents listed in *Appendix A*.

4.3. All individual representations are available to view in full, either through the council’s online consultation portal at <http://consult.wiltshire.gov.uk/portal>.

Table 4.1 – Summary of main issues raised by the consultation

| Topic | # | Issues | Officer comments/ proposed change |
|---|----|---|---|
| Legislative and policy framework | 26 | Can the council confirm that the pooling limit does not apply to planning conditions? | Paragraph 2.2 clarifies that planning conditions cannot be used to request financial contributions as such the pooling limit will not apply. No change. |
| Affordable | 24 | Support approach to affordable housing. | Noted. |

| | | | |
|------------------|----|---|--|
| housing | | | No change. |
| | 27 | Affordable housing can present Wiltshire Fire and Rescue Service with a higher risk – should this be identified in paragraph 4.4 and related to Core Policy 46 (Meeting the needs of Wiltshire’s vulnerable and older people). | This is considered to be an unnecessary level of detail. No change. |
| Education | 3 | Objection to the requirement to contribute towards early year’s educational provision through new development. The Council is not statutorily obliged to provide places for such services; and many such facilities are run by the private sector. | The statutory position in relation to the provision of early years educational provision is clearly established. The draft SPD reflects relevant legal requirements and the Council’s policies in relation to such matters. It is accepted that early years educational facilities are generally provided via the private sector. However, the Council nonetheless has a duty to respond to the law in respect of such matters and hence provision will still be sought in line with internal policies. The position taken in the draft SPD is considered to provide a reasonable and appropriate level of advice on such matters and doesn’t warrant further amendment. In addition, development proposals will be considered on their merits and hence a decision as to how early years learning educational requirements are addressed can be addressed through pre-application engagement. No change. |
| | 4 | In assessing the needs of primary and secondary schools, the Council must consider the fact that parental choice drives demand for places. Therefore, it would be unreasonable to require educational contributions to provide additional school places when capacity exists within a wider | The Council accept that parental choice in terms of educational provision is a factor that needs to be taken into account through the planning process. However, |

| | | | |
|--|----|--|--|
| | | catchment area. | <p>although such choice can lead to pressure on certain schools, in certain catchments, the Council's education team nonetheless have a legal duty to ensure that all local authority schools, in all catchments are catered for in terms of places. Therefore, the pressure that new development can exert on existing facilities will continue to require attention through the planning process.</p> <p>No change.</p> |
| | 5 | The proposed 30% discount given to education provision arising from affordable housing is considered to insufficient and should be raised to reflect the restrictive nature of such development. | <p>The 30% discount applied to education provision associated with affordable housing reflects long-standing Council practice. At this stage, there would appear to be no evidence to warrant a change in approach but, as with all policies, the position will be monitored to assess performance.</p> <p>No change.</p> |
| | 10 | Reference to the use of both CIL and planning obligations to secure education infrastructure in paragraph 5.4 creates uncertainty over what developers will be asked to pay and undermines the clarity and transparency of the approach taken by the council in the CIL Examination. | <p>Disagree. Paragraph 5.4 is simply saying that the site-specific impact of development will be dealt with through s106. This has been the council's position throughout the CIL process.</p> <p>In the SPD, the council is simply seeking to establish that:</p> <ul style="list-style-type: none"> • If there's a justification for doing so, we can seek planning obligations to pay for infrastructure required to make a development proposal acceptable in planning terms; and |

| | | | |
|--|----|--|---|
| | | | <ul style="list-style-type: none"> In circumstances where the need for such infrastructure comes from more than one development, but is nonetheless required, we can pool obligations from up to five developments to pay for such infrastructure. <p>No change.</p> |
| | 19 | <p>Concerned that there is no reference in the draft SPD to the need for CIL towards infrastructure in neighbouring authorities. Note that the IDP includes proposed extensions to secondary schools in Gillingham and Shaftesbury (Dorset) to serve development in Mere and Tisbury respectively.</p> <p>Request explanatory text in SPD in Chapter 5 to make developers aware of this requirement.</p> | <p>While the Regulation 123 List already includes ‘cross boundary infrastructure’ as being eligible for CIL funding, the Planning Obligations SPD could be amended to reference education facilities in neighbouring authorities.</p> <p>CHANGE:</p> <p>Amend paragraph 5.2 as follows:</p> <p>Wiltshire’s school population is predicted to increase over the period to 2026 both in the primary and secondary sectors. This is as a result of population growth, economic factors and housing development. There will be a need for a significant increase in school places and in some areas new schools in both sectors. There may also be the need to increase the provision of special school places across the wider catchment area.</p> <p><u>New development in Wiltshire may also place demands on infrastructure in neighbouring authorities. For example, pupils in Mere and Tisbury attend secondary schools in Gillingham and Shaftesbury</u></p> |

| | | | |
|--|----|--|---|
| | | | respectively. The Department of Education will provide only formula funding where there is a demographic increase in actual numbers. This will not cover the full cost of assembling land and building a school. |
| | 29 | Add ' where practical ' to summary of NPPF requirements in Paragraph 5.8, Table 5.1. | Agreed. CHANGE: Amend text in Table 5.1 as follows: Locate key facilities, such as primary schools, within walking distance of most properties, where practical , and provide a sufficient choice of school places. |
| | 30 | What is meant by 'pending developments' in paragraph 5.13? | 'Pending developments' refers to planning applications that are awaiting a decision. However, the council will clarify in the text. CHANGE: Amend paragraph 5.13 as follows: It will then be assessed whether the likely number of pupils can be accommodated within the existing capacity of the relevant catchment area school, taking into account other known granted or pending developments planning applications in their catchment area. |
| | 31 | Unreasonable to expect all new developments to be located within walking distance of a secondary school because they have much larger catchment areas than primary schools | The SPD is proposed to be amended as follows. CHANGE: |

| | | | |
|--|----|--|---|
| | | | <p>Amend paragraph 5.15 as follows:</p> <p>Development proposals for around 400 to 500 houses may require a significant expansion of existing primary and secondary schools (combined or individually). Proposals for more than around 700 houses may require new nursery and primary schools, as well as a significant expansion of existing secondary schools, to serve children generated by the development. In both instances, this will depend upon the extent of any surplus capacity within reasonable (defined) walking distance of the development. <u>Proposals of this size may also require significant expansion of existing secondary schools, taking into account any surplus capacity within the catchment area.</u></p> |
| | 32 | <p>Further clarity needed over the trigger for the potential need to deliver a new secondary school – unclear what constitutes a ‘major urban extension’. More appropriate to refer to the minimum pupil product that would necessitate consideration of a new secondary school and to confirm that the council would subsequently assess each scheme on its merits having regard to viability</p> | <p>Agreed about the need for more clarity. The council will amend the text accordingly.</p> <p>CHANGE:</p> <p>Amend paragraph 5.16 as follows: A new secondary school is only likely to be required to serve a major urban expansion scheme. <u>The council will consider the establishment of a new secondary school where long term demand is likely to lead to a school with 900 11-16 school places.</u> Special schools have a relatively wide catchment area and large development proposals may require the expansion of special</p> |

| | | | |
|--|----|--|---|
| | | | school provision serving a wider area. |
| | 35 | Request guidance and clarity from the council on how it proposes to secure funding for school improvement works in the event that it meets the pooling limit restriction. Concern that the council's approach to funding education will lead to uncertainty and potentially 'double-charging'. | The council will fund infrastructure projects where the need cannot be attributed to five or fewer developments through CIL and other funding sources. No change. |
| | 36 | Question source of information used to produce figures for calculation of likely number of pupils arising from a development. Overestimates pupil product figure based on using census figures. | The calculation for the likely number of pupils arising from a development is taken from the adopted Revised Policy for School Infrastructure & Capital Cost Multipliers for Section 106 Agreements (18 March 2014) and is based on information in the council's School Organisation Plan No change. |
| Open space and green infrastructure | 2 | Include reference to Core Policy 53 Wiltshire's Canals in Table 6.1 | Agreed. CHANGE: Add the following row to Table 6.1, Chapter 6 Open space and green infrastructure. <u>Core Policy 53 Wiltshire's canals</u> <u>Supports in principle the restoration and reconstruction of the Wilts & Berks and Thames and Severn canals as navigable waterways. Safeguards their alignments from new development. Permits proposals that develop the recreational and nature conservation potential.</u> |

| | | |
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| | <p>6 With regard to open space, it is suggested that the SPD should be amended to reflect the fact that such facilities are often transferred to private or other management companies to manage in perpetuity on behalf of the Council or Parish / Town Council. Would provide clarity about responsibility for enforcing the requirement that public open space is secured and maintained in perpetuity for the benefit of the public.</p> | <p>With regard to open space provision, the Council acknowledge that the long-term management and maintenance of such facilities can and often is dealt with through contracts with the private sector. However, it could also be through a third party, for example a charitable trust. An amendment to the draft SPD will be introduced to fully reflect the mechanisms for managing/ maintaining open space.</p> <p>CHANGE:</p> <p>Amend paragraph 6.9 of the Planning Obligations SPD to read:</p> <p>“Onsite provision of open space and landscaping schemes may be offered to the council or its nominee (usually a town or parish council) by a developer for adoption as council owned and maintained provision <u>to be managed in perpetuity by a management company on behalf of the council or town/ parish council.</u>”</p> |
| | <p>8 Unclear which mechanism (i.e. s106 and/ or CIL) the council will use to mitigate the impact of new development on the canal network, e.g. increased use of the waterways and towpaths. Canals could be classed as strategic because of their length, multi-functionality and cross-boundary nature. CIL may then be seen as the appropriate mechanism. However, individual developments may have a localised impact on the canal network. Mitigation through s106 agreements may be the more appropriate mechanism in this case. Due to the cross boundary nature of the canal network, would the pooling limit on planning obligations apply to those entered into by other local planning authorities? The Canal & River Trust requests a meeting with the council to discuss their concerns.</p> | <p>The council would deal with the site-specific impact of development upon the canal network through planning obligations. Therefore, the Canal & River Trust may wish (in responding to planning applications) to identify specific infrastructure projects where the need can be attributed to the particular development. The council is unable to pool more than five planning obligations towards the same infrastructure type or project. This pooling limit applies to each council and includes all planning</p> |

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| | | | <p>obligations entered into since 6 April 2010.</p> <p>The council would be happy to meet with the Canal & River Trust to discuss their specific issues.</p> <p>No change.</p> |
| | 11 | The SPD should be expanded to provide clear guidance for developers on how other elements of habitat mitigation strategies that do not fall under 'hard infrastructure' and clearly cannot be funded through CIL receipts, i.e. ranger provision and information leaflets for residents and visitors, will be funded through planning obligations. | <p>Agreed.</p> <p>See Proposed Change C9.</p> |
| | 13 | Referencing paragraph 6.3, Melksham Without Parish Council object to improvements to existing public open space and green infrastructure being funded through CIL, unless directly related to the proposed development, when new provision will be sought through planning obligations. There are examples of recent planning applications within the parish, where s106 was used to fund improvements to public open space. | <p>Planning obligations can only be sought where they meet the three statutory tests under CIL Regulation 122 of the CIL Regulations 2010 (as amended).</p> <p>In addition, the pooling limit on planning obligations that came into force on 6 April 2015 (and backdated to included all planning obligations entered into since 6 April 2010) means that no more than five planning obligations can be entered into by the council for the same infrastructure type or project.</p> <p>However, the council will amend paragraph 6.3 to make this clear and to reflect the wording in the Regulation 123 List.</p> <p>CHANGE:</p> <p>Amend paragraph 6.3 as follows:</p> <p>The provision of new and</p> |

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| | | | <p>Improvements to existing public open space and green infrastructure will generally be funded through CIL, except where the requirement can be attributed to five or fewer developments unless directly related to the proposed development, when new provision they will may be sought through planning obligations, subject to meeting the three statutory tests in Regulation 122 of the CIL Regulations 2010 (as amended).</p> |
| | 14 | Support for reference to NPPF requirement encouraging access to high quality open spaces but queries whether this was always achieved. | <p>Support noted. The council seeks open space provision in line with adopted open space standards.</p> <p>No change.</p> |
| | 15 | Request details on the Open Space Study when available. | <p>The Open Space Study is part of the evidence base supporting the Partial Review of the Wiltshire Core Strategy, which is out for consultation until 26 May 2015, and available on the council's website and consultation portal.</p> <p>No change.</p> |
| | 33 | Overlap between paragraphs 6.4 and 6.5 relating to habitat mitigation strategies | <p>The strategic HRA mitigation measures identified by the Wiltshire Core Strategy HRA do not include habitat creation / enhancement, but rather deal with recreational impacts and phosphate levels. Para.6.4 could be amended as follows for clarity.</p> <p>CHANGE:</p> <p>Amend paragraph 6.4 as follows:</p> |

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| | | | <p>Mitigation of ecological impacts will generally continue to be managed through planning conditions and obligations as these matters are typically site specific. However, in exceptional circumstances where off-site compensation, such as habitat creation or enhancement, is may be required to offset the effects of development where onsite mitigation is not possible. For example, a financial contribution may be required through a planning obligation to fund capital works and ongoing management by the council or relevant third parties. <u>This would exclude funding of strategic HRA mitigation strategies, as identified in the Regulation 123 list, Infrastructure Delivery Plan and / or paragraph 6.70 of the Wiltshire Core Strategy.</u></p> |
| | 37 | AONB Management Plan policies PT5 and PT6 should be referenced. | <p>Disagree.</p> <p>The AONB Management Plan policies guide the actions of the AONB rather than set out what the council might expect from developers in terms of planning obligations. Policy PT5 states that the AONB will work with local planning authorities to identify infrastructure projects and priorities. The council welcomes this cooperation and will continue to consult the AONB on local planning policy documents.</p> <p>Policy PT6 states that the AONB will encourage local planning authorities to spend CIL on AONB management plan</p> |

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| | | | <p>projects. The council considers that any such projects would be likely to fall under the infrastructure types set out in the draft Regulation 123 List and, therefore, eligible to be considered for CIL funding. The council will seek site-specific mitigation of the impact of development through planning obligations. This would apply to development taking place within the AONB area, as in any other area of Wiltshire.</p> <p>No change.</p> |
| | 38 | <p>No reference to landscapes or landscape management in connection with green infrastructure. Designated areas, such as the AONBs and special landscape areas form part of green infrastructure and should be explicitly included</p> | <p>Disagree. In Table 6.1, the Planning Obligations SPD refers to Core Policy 51 Landscape from the adopted Wiltshire Core Strategy. Also, Core Policy 52 Green Infrastructure addresses the natural and historic landscape. Core Policy 57 addresses landscape issues by requiring development to adhere to a high standard of design relating to the natural environment. Paragraph 6.9 discusses the provision of onsite open space and landscaping schemes.</p> <p>No change.</p> |
| Transport/ highways | 16 | <p>Unclear how transport requirements are identified in towns other than principle settlements, which have their own transport strategies.</p> | <p>The council's highways team conduct transport assessments of the market towns and identify improvement schemes in the Local Transport Plan.</p> <p>No change.</p> |
| | 22 | <p>Highways England requests that the council provide an update on how any current or remaining s106 contributions towards SRN improvements in the area will, or are intended to be spent.</p> | <p>The council's s106 and CIL monitoring officer can provide information on how current and remaining s106 contributions</p> |

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| | | | towards SRN improvements will be spent. No change. |
| | 23 | Highways England welcome clarification as to how the council will manage situations where contributions towards the SRN could come from various sources, including CIL and/ or s106, given the Regulations against 'double charging' and the pooling limit on planning obligations. | The council will mitigate the site-specific impact of development on the SRN through planning obligations, where the need can be attributed to five or fewer developments. CIL, in conjunction with other funding sources, could help contribute towards addressing the cumulative impact of development on the SRN. No change. |
| Other planning obligations | 1 | Add paragraph requiring developers to (1) demonstrate that there is adequate water supply, waste water capacity and surface water drainage both on and off site to serve the development, and (2) fund studies to ascertain capacity of water infrastructure, where necessary | This is a matter that would be addressed through the planning application process. No change. |
| | 9 | Lack of reference to the use of planning obligations to mitigate the impact of development upon the historic environment. | Agreed. CHANGE: Add an additional bullet point in paragraphs 3.2 and 10.2 as follows: <ul style="list-style-type: none">• <u>Site-specific measures to protect and enhance the historic environment</u> |
| | 25 | Wiltshire Fire and Rescue Service intend to use a planning condition to secure provision of fire hydrants, as per paragraph 3.2 and 10.2 of the draft SPD. | Noted. No change. |
| | 28 | Request specific reference to fire and rescue service infrastructure in Chapter 9 Community and Health Facilities, referencing Core Policy 3 | The council does not anticipate there will be a need to fund fire and rescue service |

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| | | <p>and the inclusion of emergency services as essential infrastructure.</p> | <p>infrastructure through planning obligations. It is expected that fire hydrants will be secured through planning conditions.</p> <p>No change.</p> |
| <p>Negotiating planning obligations in Wiltshire</p> | <p>7</p> | <p>Objection is raised to paragraph 11.10 of the draft SPD on the basis that national policy (NPPF, paragraph 186, 187) requires planning authorities to plan proactively to foster the delivery of sustainable development. As such, there is an imperative to take as long as is necessary to reach solutions in relation to the determination of planning applications.</p> | <p>The Council fully acknowledge and embrace the statements in the Framework in relation to positive planning. The statements in paragraph 11.10 merely reflect the fact that decisions in respect of planning applications have to be made in accordance with prescribed timescales. This is why the Council encourages early and effective engagement through the pre-application process.</p> <p>No change.</p> |
| | <p>12</p> | <p>Developers should be encouraged to consult with town and parish councils on any identified planning obligations at the pre-application stage to provide them with the opportunity to make their views known on local priorities. Town and parish councils have not always been notified, let alone involved, in these decisions. They are often not consulted until later in the planning applications process, after Heads of Terms are drawn up at the pre-application stage without reference to local representatives.</p> | <p>The SPD already references pre-application consultation with local communities. However, this could be made clearer.</p> <p>CHANGE:</p> <p>Amend paragraph 11.6 as follows:</p> <p>The council would expect that developers will have undertaken pre-application consultation with local communities prior to submitting development proposals. This will enable them to gain a greater understanding of local concerns and issues, <u>including the relative priority of any identified planning obligations at the local level,</u> and should inform the</p> |

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| | | | detail of their planning application. |
| | 34 | Change 'would expect that developers will have undertaken' in paragraph 11.16 to 'will encourage developers to undertake'. The use of 'expect' suggests that it is a requirement. The council's Statement of Community Involvement (March 2015) advises at paragraph 5.20 that the council will 'encourage' pre-application consultation. | <p>The text in paragraph 11.16 is proposed to be amended accordingly.</p> <p>CHANGE:</p> <p>The following text to be added to paragraph 11.6:</p> <p>The council would expect that encourage developers will have to undertaken pre-application consultation with local communities prior to submitting development proposals. This will enable them to gain a greater understanding of local concerns and issues and should inform the detail of their planning application.</p> |
| Procedure and management | 17 | Support for approach to post-decision monitoring and publication of section 106 agreements but unclear where these can be found. | <p>Support noted. Reports on the council's use of CIL and planning obligations will be published on the council's website.</p> <p>No change.</p> |
| | 18 | Support approach to phasing of infrastructure and timing of payments, i.e. in line with needs of the development. Historically, this has not happened. For instance, over 700 homes are occupied in the East of Melksham development but the new school is unfinished, the NEAP has not commenced and no formal sports provision has been installed. | <p>Support noted.</p> <p>No change.</p> |
| | 21 | SPD (Chapter 12, paragraph 12.1) refers to the managing of planning obligations. Unclear whether this refers only to planning obligations or to other types of planning contributions, including CIL. Charging authorities are required to report at least annually on CIL and the council should make it clear how it intends to comply with their requirement. Ideally, all developer contributions should be grouped together and treated in the | <p>As it states, paragraph 12.1, Chapter 12 of the Planning Obligations SPD deals with the monitoring of planning obligations. However, the council is also required by Regulation 62 of the CIL Regulations 2010 (as amended) to</p> |

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| | | <p>same open and transparent way.</p> | <p>produce an annual monitoring report on CIL receipts. What this report should include is specified in the CIL Regulations and will be published on an annual basis as part of the CIL implementation process.</p> <p>No change.</p> |
| <p>Other issues</p> | <p>20</p> | <p>Suggest that the Planning Obligations SPD be retitled 'Planning Contributions SPD' because it makes reference to other types of developer contributions, e.g. planning conditions, section 278 agreements and CIL.</p> | <p>The primary focus of the SPD is planning obligations. However, it is necessary to demonstrate how they operate alongside other forms of developer contributions. This necessitates some explanation of these other forms of developer contributions.</p> <p>No change.</p> |

5. Proposed changes and next steps

5.1. Table 5.1 contains a list of proposed changes as a result of consultation feedback.

Proposed changes

Table 5.1 - Proposed actions as a result of consultation feedback

| # | Proposed changes |
|----|---|
| C1 | <p>Amend paragraph 5.2 as follows:</p> <p>Wiltshire's school population is predicted to increase over the period to 2026 both in the primary and secondary sectors. This is as a result of population growth, economic factors and housing development. There will be a need for a significant increase in school places and in some areas new schools in both sectors. There may also be the need to increase the provision of special school places across the wider catchment area. <u>New development in Wiltshire may also place demands on infrastructure in neighbouring authorities. For example, pupils in Mere and Tisbury attend secondary schools in Gillingham and Shaftesbury respectively.</u> The Department of Education will provide only formula funding where there is a demographic increase in actual numbers. This will not cover the full cost of assembling land and building a school.</p> |
| C2 | <p>Amend text in Table 5.1 as follows:</p> <p>Locate key facilities, such as primary schools, within walking distance of most properties, <u>where practical,</u> and provide a sufficient choice of school places.</p> |
| C3 | <p>Amend paragraph 5.13 as follows:</p> <p>It will then be assessed whether the likely number of pupils can be accommodated within the existing capacity of the relevant catchment area school, taking into account other known granted or pending developments <u>planning applications</u> in their catchment area.</p> |
| C4 | <p>Amend paragraph 5.15 as follows:</p> <p>Development proposals for around 400 to 500 houses may require a significant expansion of existing primary and secondary schools (combined or individually). Proposals for more than around 700 houses may require new nursery and primary schools, as well as a significant expansion of existing secondary schools, to serve children generated by the development. In both instances, this will depend upon the extent of any surplus capacity within reasonable (defined) walking distance of the development. <u>Proposals of this size may also require significant expansion of existing secondary schools, taking into account any surplus capacity within the catchment area.</u></p> |
| C5 | <p>Amend paragraph 5.16 as follows:</p> <p>A new secondary school is only likely to be required to serve a major urban expansion scheme. <u>The council will consider the establishment of a new secondary school where long term demand is likely to lead to a school with 900 11-16 school places.</u> Special schools have a relatively wide catchment area and large development proposals may require the expansion of special school provision serving a wider area.</p> |
| C6 | <p>Add the following row to Table 6.1, Chapter 6 Open space and green infrastructure.</p> <p><u>Core Policy 53 Wiltshire's canals</u></p> |

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| | <u>Supports in principle the restoration and reconstruction of the Wilts & Berks and Thames and Severn canals as navigable waterways. Safeguards their alignments from new development. Permits proposals that develop the recreational and nature conservation potential.</u> |
| C7 | Amend paragraph 6.9 of the Planning Obligations SPD to read: Onsite provision of open space and landscaping schemes may be offered to the council or its nominee (usually a town or parish council) by a developer as council owned and maintained provision <u>to be managed in perpetuity by a management company on behalf of the council or town/ parish council.</u> |
| C8 | Amend paragraph 6.3 as follows: <u>The provision of new and improvements to existing public open space and green infrastructure will generally be funded through CIL, except where the requirement can be attributed to five or fewer developments unless directly related to the proposed development, when new provision they will may be sought through planning obligations, subject to meeting the three statutory tests in Regulation 122 of the CIL Regulations 2010 (as amended).</u> |
| C9 | Amend paragraph 6.4 as follows: Mitigation of ecological impacts will generally continue to be managed through planning conditions and obligations as these matters are typically site specific. However, in exceptional circumstances where off-site compensation, such as habitat creation or enhancement, is <u>may be</u> required to offset the effects of development <u>where onsite mitigation is not possible. For example</u> , a financial contribution may be required through a planning obligation to fund capital works and ongoing management by the council or relevant third parties. <u>This would exclude funding of strategic HRA mitigation strategies, as identified in the Regulation 123 list, Infrastructure Delivery Plan and / or paragraph 6.70 of the Wiltshire Core Strategy.</u> |
| C10 | Add an additional bullet point in paragraphs 3.2 and 10.2 as follows: <ul style="list-style-type: none"> <u>Site-specific measures to protect and enhance the historic environment</u> |
| C11 | Amend paragraph 11.6 as follows: The council would expect that developers will have undertaken pre-application consultation with local communities prior to submitting development proposals. This will enable them to gain a greater understanding of local concerns and issues, <u>including the relative priority of any identified planning obligations at the local level</u> , and should inform the detail of their planning application. |
| C12 | The following text to be added to paragraph 11.6: The council would expect that encourage developers will have to undertaken pre-application consultation with local communities prior to submitting development proposals. This will enable them to gain a greater understanding of local concerns and issues and should inform the detail of their planning application. |

Next steps

- 5.2. This Consultation Statement presents a summary of the feedback from the consultation on the Wiltshire Draft Planning Obligations Supplementary Planning Document (SPD).

5.3. The next step in the preparation of the SPD will be to prepare a final document, taking into account the proposed changes and any others following internal review, which will then be presented to the council's Cabinet for recommendation to adopt by a meeting of Full Council. Once adopted, the SPD will become a material consideration in the determining of planning applications and support the implementation of CIL in Wiltshire.

Timetable

5.4. The next stages in the preparation of the Planning Obligations SPD are set out in *Table 5.2* below.

| Stage | Date |
|--|-------------|
| Cabinet (recommendation to Council for adoption) | 11 May 2015 |
| Council (adoption) | 12 May 2015 |
| Implementation | 18 May 2015 |

Appendix A List of respondents

Draft Planning Obligations Supplementary Planning Document

Consultation Statement Appendix A – List of Respondents

Index

The number in the column titled 'issue(s) #' can be used to link each respondent to the issues raised in Table 4.1. Where there is N/A, either the respondent had no comments or their comments related to the draft Regulation 123 List and CIL Policies Consultation Document and were included in the separate consultation report for those documents.

| Comment ID(s) | Respondent | Issue(s) # |
|---------------|--|---------------|
| 1 | GPSS Consultee ID: 390747 c/o Ms Emma Pattison Fisher German Agent ID: 846301 | N/A |
| 2 | Mr John Moran Health and Safety Executive Consultee ID: 899838 | N/A |
| 3 | Mr Lance Allan Trowbridge Town Council Consultee ID: 391073 | N/A |
| 4 | Mr Charles Routh Natural England Consultee ID: 382216 | N/A |
| 5 | Thames Water Consultee ID: 401427 c/o David Wilson Savills Agent ID: 785231 | 1 |
| 6 | Ms Patricia Trevett Bemerton Community Ltd Consultee ID: 902570 | N/A |
| 7 | Ms Kath Hatton Wilts & Berks Canal Trust Consultee ID: 550537 | 2 |
| 8 | Mr Philip Bamford Gladman Developments Consultee ID: 785866 | 3; 4; 5; 6; 7 |
| 9 | Mrs Jane Hennell Canal & River Trust Consultee ID: 376324 | 8 |
| 10 | Mrs Lynne Fish Consultee ID: 549368 | N/A |

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| 11 | Mr Rohan Torkildsen English Heritage Consultee ID: 403792 | 9 |
| 12 | Home Builders Federation Consultee ID: 710752 c/o Mr Nick Matthews Savills Agent ID: 389644 | 10 |
| 13 | Mr Neville Nelder Cotswolds Canal Trust Consultee ID: 463097 | 2 |
| 14 | Ms Kate Neal Hallam Land Management and Bloor Homes Consultee ID: 902742 | 10 |
| 15 | Ms Helen Patton New Forest National Park Authority Consultee ID: 382305 | 11 |
| 16 | Ms Amanda McCann Westbury Town Council Consultee ID: 840677 | 12 |
| 17 | Mrs Teresa Strange Melksham Without Parish Council Consultee ID: 857749 | 6; 12; 13; 14; 15; 16; 17; 18 |
| 18 | Ms Judi Scholey Asda Stores Ltd Consultee ID: 903164 c/o Ms Nicola Gooch Thomas Eggar LLP Agent ID: 903167 | N/A |
| 19 | Mr Chris Southwood Persimmon Homes South Coast Consultee ID: 902868 | N/A |
| 20 | Mrs Gill Smith Dorset County Council Consultee ID: 634998 | 19 |
| 21 | Mr Reg Williams Salisbury City Council Consultee ID: 820831 | 20; 21 |
| 22 | Dr Gill Anlezark Cycling Opportunities Group for Salisbury Consultee ID: 466447 | N/A |
| 23 | Ms Rachel Sandy Highways England Consultee ID: 903251 | 22; 23 |

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| 24 | <p>SW HARP Planning Consortium Consultee ID: 710073</p> <p>c/o Mr Sean Lewis Tetlow King Planning Agent ID: 903267</p> | 24 |
| 25 | <p>Mr Ron Hatchett Bloor Homes Southern Consultee ID: 395552</p> <p>c/o Mr Martin Miller Terence O'Rourke Agent ID: 817881</p> | N/A |
| 26 | <p>Mr Gerry Keay Waddeton Park Ltd Consultee ID: 836038</p> | N/A |
| 27 | <p>Ms Emma Slyvester Bradford on Avon Town Council Consultee ID: 903313</p> | 12 |
| 28 | <p>Mrs Victoria Ashton Sport England Consultee ID: 903317</p> | N/A |
| 29 | <p>Mr Peter Newman Wiltshire Fire and Rescue Service Consultee ID: 817684</p> | 25; 26; 27; 28 |
| 30 | <p>Mr Derek Woodward Hannick Homes and Persimmon Homes Consultee ID: 707260</p> <p>c/o Mr Denis Barry GL Hearn Agent ID: 707258</p> | 29; 30; 31; 32; 33; 34; 36 |
| 31 | <p>Ms Ruth Shaw Bourne Leisure Ltd Consultee ID: 397796</p> <p>c/o Mr Arwel Evans Nathaniel Litchfield & Partners Agent ID: 899663</p> | N/A |
| 32 | <p>Redrow Homes Ltd Consultee ID: 903369</p> <p>c/o Miss Jenny Mitter Nathaniel Litchfield & Partners Agent ID: 903370</p> | 35 |
| 33 | <p>Mr Richard Burden Cranborne Chase and West Wiltshire Downs AONB Consultee ID: 556113</p> | 37; 38 |

Appendix B Consultation materials

Draft Planning Obligations Supplementary Planning Document
Consultation Statement Appendix C – Consultation material

Index

- 1) Newspaper advert (published week commencing 16 March 2015)
- 2) Consultation letter/ email
- 3) Town and parish council newsletter (published week commencing 13 April 2015)

1) Newspaper advert (published week commencing 16 March 2015)

**Wiltshire Council Local Development Framework
Notice of consultation on draft Planning
Obligations Supplementary Planning Document,
draft Community Infrastructure Levy (CIL)
Regulation 123 List and CIL policies
consultation document**

**Town and Country Planning (Local Planning)
(England) Regulations 2012 (Regulations 11 to 16)
Community Infrastructure Levy (CIL)
Regulations 2010 (as amended)**

Wiltshire Council is consulting on a draft Planning Obligations Supplementary Planning Document (SPD), a draft Community Infrastructure Levy (CIL) Regulation 123 List and CIL policies consultation document. Together, when finalised, they will support the introduction of the Wiltshire CIL Draft Charging Schedule and set out how the council will seek infrastructure contributions from development.

The draft Planning Obligations SPD explains how the council will use section 106 planning obligations. It details how they will operate alongside other mechanisms for securing developer contributions, such as CIL, section 278 (highways) agreements and planning conditions.

The draft Regulation 123 List sets out the infrastructure types or projects that the council may fund through CIL. The council is also consulting on a draft instalments policy for CIL payments and its position on other CIL policies including provisions for exemptions.

Availability of documents

The draft Planning Obligations SPD, draft Regulation 123 List, CIL policies consultation document and information on how to make comments will be published on **23 March 2015**. The documents can be found on the Wiltshire Council website at www.wiltshire.gov.uk/communityinfrastructurelevy.

Hard copies of these documents will also be made available from **23 March 2015** during normal office hours at: Council libraries; and the main Council offices in Chippenham (Monkton Park), Devizes (3-5 Snuff Street), Salisbury (27-29 Milford Street) and Trowbridge (County Hall).

How to comment

In accordance with the council's Statement of Community Involvement (SCI), comments are invited on these documents over a four week period **until 5pm, 22 April 2015**. Comments can be made:

- Online via the council's consultation portal: <http://consult.wiltshire.gov.uk/portal>
- By email using the form available at www.wiltshire.gov.uk/communityinfrastructurelevy and returned to cil@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 from libraries and main Council offices.

Next steps

All comments received during the consultation period will then be taken into account in finalising these documents. The final versions of the documents will be considered, alongside the Wiltshire Council Community Infrastructure Levy Charging Schedule, by the council's Cabinet for recommendation to Full Council for adoption in May 2015.

Any queries should be made to Spatial Planning, Economic Development and Planning, Wiltshire Council on (01225) 713223 or CIL@wiltshire.gov.uk

Alistair Cunningham
Director
Economic Development and Planning
Wiltshire Council

Wiltshire Council
Where everybody matters

2) Consultation letter/ email (sent out 18 March-20 March 2015)

Dear Sir/ Madam,

Re: Draft Planning Obligations Supplementary Planning Document, draft Community Infrastructure (CIL) Regulation 123 List and CIL policies consultation document

I'm writing to inform you that Wiltshire Council is consulting on a draft Planning Obligations Supplementary Planning Document (SPD), a draft Community Infrastructure Levy (CIL) Regulation 123 List and a CIL policies consultation document. Together, when finalised, they will support the introduction of the Wiltshire CIL Draft Charging Schedule and set out how the council will seek infrastructure contributions from development.

The draft Planning Obligations SPD explains how the council will use section 106 planning obligations. It details how they will operate alongside other mechanisms for securing developer contributions, such as CIL, section 278 (highways) agreements and planning conditions.

The draft Regulation 123 List sets out the infrastructure types or projects that the council may fund through CIL. The council is also consulting on a draft instalments policy for CIL payments and its position on other CIL policies including provisions for exemptions.

Availability of documents

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Hard copies of these documents will also be made available from **23 March 2015** during normal office hours at: Council libraries; and the main Council offices in Chippenham (Monkton Park), Devizes (3-5 Snuff Street), Salisbury (27-29 Milford Street) and Trowbridge (County Hall).

How to comment

In accordance with the council's Statement of Community Involvement (SCI), comments are invited on these documents over a four week and two day period **until 5pm, 22 April 2015**. Comments can be made:

- Online via the council's consultation portal: <http://consult.wiltshire.gov.uk/portal>
- By email using the form available at www.wiltshire.gov.uk/communityinfrastructurelevy and returned to cil@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 from libraries and main Council offices.

Next steps

All comments received during the consultation period will then be taken into account in finalising these documents. The final versions of the documents will be considered, alongside the Wiltshire Council Community Infrastructure Levy Charging Schedule, by the council's Cabinet for recommendation to Full Council for adoption in May 2015.

Any queries should be made to Spatial Planning, Economic Development and Planning, Wiltshire Council on (01225) 713223 or CIL@wiltshire.gov.uk.

Yours faithfully,



Alistair Cunningham

Associate Director, Economic Development & Planning

Wiltshire Council

3) Town and parish newsletter (published week commencing 13 April 2015)

Wiltshire Council Local Development Framework

Wiltshire Council is consulting on a draft Planning Obligations Supplementary Planning Document (SPD), a draft Community Infrastructure Levy (CIL) Regulation 123 List and CIL policies consultation document. Together, when finalised, they will support the introduction of the Wiltshire CIL Draft Charging Schedule and set out how the council will seek infrastructure contributions from development.

The draft Planning Obligations SPD explains how the council will use section 106 planning obligations. It details how they will operate alongside other mechanisms for securing developer contributions, such as CIL, section 278 (highways) agreements and planning conditions.

The draft Regulation 123 List sets out the infrastructure types or projects that the council may fund through CIL. The council is also consulting on a draft instalments policy for CIL payments and its position on other CIL policies including provisions for exemptions.

The draft Planning Obligations SPD, draft Regulation 123 List, CIL policies consultation document and information on how to make comments can be found on the Wiltshire Council website at www.wiltshire.gov.uk/communityinfrastructurelevy.

Hard copies of these documents are available during normal office hours at: council libraries; and the main council offices in Chippenham (Monkton Park), Devizes (3-5 Snuff Street), Salisbury (27-29 Milford Street) and Trowbridge (County Hall).

In accordance with the council's Statement of Community Involvement (SCI), comments are invited on these documents until 5pm, 22 April 2015. Comments can be made:

- Online via the council's consultation portal: <http://consult.wiltshire.gov.uk/portal>
- By email using the form available at www.wiltshire.gov.uk/communityinfrastructurelevy and returned to cil@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 from libraries and main council offices.

All comments received during the consultation period will then be taken into account in finalising these documents. The final versions of the documents will be considered, alongside the Wiltshire Council Community Infrastructure Levy Charging Schedule, by the council's Cabinet for recommendation to Full Council for adoption in May 2015.

Any queries should be made to Spatial Planning, Economic Development and Planning, Wiltshire Council on (01225) 713223 or CIL@wiltshire.gov.uk

Appendix C Adoption Statement

Planning Obligations Supplementary Planning Document (SPD)
Town and Country Planning (Local Planning) (England) Regulations 2012
(Regulations 11 to 16)
Community Infrastructure Levy (CIL) Regulations 2010 (as amended)

Adoption Statement

Adoption

The Planning Obligations Supplementary Planning Document (SPD) was adopted at a meeting of Wiltshire Council in accordance with the Council's Statement of Community Involvement.

Modifications

In accordance with sections 11 and 14 of The Town and Country Planning (Local Planning) (England) Regulations 2012 this adoption statement sets out pursuant to Section 23(1) of the Planning and Compulsory Purchase Act 2004 the modifications to the Planning Obligations SPD that have been made since the draft SPD was subject to consultation, as follows:

| # | Proposed changes |
|-----------|---|
| C1 | Amend paragraph 5.2 as follows: Wiltshire's school population is predicted to increase over the period to 2026 both in the primary and secondary sectors. This is as a result of population growth, economic factors and housing development. There will be a need for a significant increase in school places and in some areas new schools in both sectors. There may also be the need to increase the provision of special school places across the wider catchment area. <u>New development in Wiltshire may also place demands on infrastructure in neighbouring authorities. For example, pupils in Mere and Tisbury attend secondary schools in Gillingham and Shaftesbury respectively.</u> The Department of Education will provide only formula funding where there is a demographic increase in actual numbers. This will not cover the full cost of assembling land and building a school. |
| C2 | Amend text in Table 5.1 as follows: Locate key facilities, such as primary schools, within walking distance of most properties, <u>where practical</u> , and provide a sufficient choice of school places. |
| C3 | Amend paragraph 5.13 as follows: It will then be assessed whether the likely number of pupils can be accommodated within the existing capacity of the relevant catchment area school, taking into account other known granted or pending developments <u>planning applications</u> in their catchment area. |
| C4 | Amend paragraph 5.15 as follows: Development proposals for around 400 to 500 houses may require a significant expansion of existing primary and secondary schools (combined or individually). Proposals for more than around 700 houses may require new nursery and primary schools, as well as a significant expansion of existing secondary schools , to serve children generated by the development. In both instances, this will depend upon the extent of any surplus capacity within reasonable (defined) walking distance of the development. <u>Proposals of this size may also require</u> |

| | |
|-----|---|
| | <u>significant expansion of existing secondary schools, taking into account any surplus capacity within the catchment area.</u> |
| C5 | Amend paragraph 5.16 as follows: A new secondary school is only likely to be required to serve a major urban expansion scheme. <u>The council will consider the establishment of a new secondary school where long term demand is likely to lead to a school with 900 11-16 school places.</u> Special schools have a relatively wide catchment area and large development proposals may require the expansion of special school provision serving a wider area. |
| C6 | Add the following row to Table 6.1, Chapter 6 Open space and green infrastructure. <u>Core Policy 53 Wiltshire's canals</u> <u>Supports in principle the restoration and reconstruction of the Wilts & Berks and Thames and Severn canals as navigable waterways. Safeguards their alignments from new development. Permits proposals that develop the recreational and nature conservation potential.</u> |
| C7 | Amend paragraph 6.9 of the Planning Obligations SPD to read: Onsite provision of open space and landscaping schemes may be offered to the council or its nominee (usually a town or parish council) by a developer as council-owned and maintained provision <u>to be managed in perpetuity by a management company on behalf of the council or town/ parish council.</u> |
| C8 | Amend paragraph 6.3 as follows: <u>The provision of new and improvements to existing public open space and green infrastructure will generally be funded through CIL, except where the requirement can be attributed to five or fewer developments unless directly related to the proposed development, when new provision they will may be sought through planning obligations, subject to meeting the three statutory tests in Regulation 122 of the CIL Regulations 2010 (as amended).</u> |
| C9 | Amend paragraph 6.4 as follows: Mitigation of ecological impacts will generally continue to be managed through planning conditions and obligations as these matters are typically site specific. However, in exceptional circumstances where off-site compensation, such as habitat creation or enhancement, is <u>may be</u> required to offset the effects of development <u>where onsite mitigation is not possible. For example,</u> a financial contribution may be required through a planning obligation to fund capital works and ongoing management by the council or relevant third parties. <u>This would exclude funding of strategic HRA mitigation strategies, as identified in the Regulation 123 list, Infrastructure Delivery Plan and / or paragraph 6.70 of the Wiltshire Core Strategy.</u> |
| C10 | Add an additional bullet point in paragraphs 3.2 and 10.2 as follows: <ul style="list-style-type: none"> • <u>Site-specific measures to protect and enhance the historic environment</u> |
| C11 | Amend paragraph 11.6 as follows: The council would expect that developers will have undertaken pre-application consultation with local communities prior to submitting development proposals. This will enable them to gain a greater understanding of local concerns and issues, <u>including the relative priority of any identified planning obligations at the local level,</u> and should inform the detail of their planning application. |

| | |
|------------|--|
| C12 | <p>The following text to be added to paragraph 11.6:</p> <p>The council would expect that encourage developers will have to undertaken pre-application consultation with local communities prior to submitting development proposals. This will enable them to gain a greater understanding of local concerns and issues and should inform the detail of their planning application.</p> |
| IR1 | <p>Amend the title page as follows:</p> <p>Draft Planning Obligations Supplementary Planning Document</p> <p>March <u>May</u> 2015</p> |
| IR2 | Remove the page containing information about the consultation |
| IR3 | <p>Amend paragraph 2.6 to reflect that the Highways Agency is now called Highways England:</p> <p>Regulation 123 of the CIL Regulations 2010 (as amended) prevents section 278 agreements being used to fund items on the Regulation 123 List. The exception is where the section 278 agreement relates to roads that are the responsibility of the Highways Agency England. There are no pooling restrictions on section 278 agreements. Pooling is discussed in more detail in paragraph 2.13.</p> |
| IR4 | <p>Amend the final sentence of paragraph 6.9 to clarify the function of the source for open space/ green infrastructure calculations:</p> <p>These are calculated using rates from the current Spons external works and landscape price book.</p> |
| IR5 | <p>Add a paragraph following paragraph 6.9 to explain how offsite contributions for open space/ green infrastructure are calculated:</p> <p><u>Off-site provision of open space will be sought through planning obligations where it is not possible for the provision to be made on-site and the off-site open space is directly related to the proposed development. The off-site contribution will be calculated in line with the adopted Wiltshire Open Space standards and based on rates from the current Spons external works and landscape price book.</u></p> |
| IR6 | Correct Appendix 1 to show that site-specific community and cultural facilities infrastructure will be delivered through s106 and not CIL |

Legal challenge

Any person with sufficient interest in the decision to adopt the Planning Obligations SPD may apply to the High Court for permission to apply for judicial review of that decision. Any such application must be made promptly and in any event not later than 3 months after the date on which the Planning Obligations SPD was adopted.

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Planning Obligations Supplementary Planning Document

May 2015

Wiltshire Council

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Appendix 1 – Summary of the council's approach to planning obligations and CIL

Appendix 2 – Affordable housing zones map (CP43)

Appendix 3 – Useful links

1. Introduction

- 1.1. The adopted Wiltshire Core Strategy (2015) provides for at least 42,000 homes and approximately 178 ha of employment land in Wiltshire from 2006 to 2026.
- 1.2. Ensuring that the necessary infrastructure is put in place to support this new development requires developer contributions, using the following mechanisms (as discussed in Section 2 below):
 - Planning conditions (*see paragraph 2.2*)
 - Section 278 agreements to deliver highways works (*see paragraph 2.5*)
 - Planning obligations (*see paragraph 2.7*)
 - Community Infrastructure Levy (CIL) (*see paragraph 2.15*)
- 1.3. Supplementary planning documents should be prepared only where necessary and in line with paragraph 153 of the National Planning Policy Framework (NPPF). They should build upon and provide more detailed advice or guidance on the policies in the Local Plan. They should not add unnecessarily to the financial burdens on development.
- 1.4. This Planning Obligations Supplementary Planning Document (SPD) supports policies within the adopted Wiltshire Core Strategy (January 2015), particularly Core Policy 3 Infrastructure Requirements. It should be read in conjunction with the Wiltshire CIL Charging Schedule and the Wiltshire Regulation 123 List (*see paragraph 2.12*).
- 1.5. This SPD will identify the planning obligations that will be sought by the council for development that generates a need for new infrastructure.
- 1.6. While it is not part of the statutory development plan, this SPD will be a material consideration in determining planning applications.
- 1.7. Chapter Two of this SPD sets out the legislative and policy framework that shapes the Council's approach to planning obligations and CIL. Chapters three through to 10 clarify which types of infrastructure will be funded by each mechanism. Chapters 11 and 12 describe the processes for negotiating, implementing and monitoring planning obligations.

2. Legislative and policy framework

2.1. The legislative and policy framework for planning obligations includes the following:

- Town and Country Planning Act 1990 (as amended)
- Planning Act 2008
- The Community Infrastructure Levy Regulations 2010 (as amended)
- The National Planning Policy Framework (NPPF) (2012)
- The Planning Practice Guidance (PPG) (2014)
- The Wiltshire Core Strategy (2015)

Planning conditions

2.2. Planning conditions (mainly under the Town and Country Planning Act 1990) require actions needed in order to make a development acceptable in planning terms. They relate directly to the actual physical development and its construction on-site but cannot be used to request financial contributions.

2.3. Paragraph 206 of the NPPF requires conditions to be necessary, relevant to planning and the development, enforceable, precise, and reasonable in all other respects.

2.4. In Wiltshire, planning conditions are likely to cover, amongst other things, the requirement to:

- undertake archaeological investigations prior to commencement
- remediate contaminated land
- implement necessary local site-related transport improvements
- undertake appropriate flood risk solutions
- submit details of materials to be used in the development, and
- control opening hours of environmentally unfriendly but necessary uses.

Section 278 agreements

2.5. Section 278 agreements (under the Highways Act 1980) are made between a highway authority and a person who agrees to pay all or part of the cost of highways works.

2.6. Regulation 123 of the CIL Regulations 2010 (as amended) prevents section 278 agreements being used to fund items on the Regulation 123 List. The exception is where the section 278 agreement relates to roads that are the responsibility of Highways England. There are no pooling restrictions on section 278 agreements. Pooling is discussed in more detail in paragraph 2.13.

Planning obligations

2.7. A planning obligation may be required by the council to:

- Control the impact of development, for example, a proportion of the housing must be affordable;
- Compensate for the loss or damage caused by the development, for example, loss of a footpath;

- Mitigate a development's impact, for example, increase public transport provision.

2.8. To mitigate the impacts of development, planning obligations can be:

- Financial obligations requiring monetary contributions to the local authority to fund works or services, and
- In-kind obligations requiring specific actions to be performed by specific parties

2.9. The Council can secure planning obligations through a legal agreement (under section 106 of the Town and Country Planning Act 1990) with an applicant. Or it will expect the applicant to enter into a unilateral undertaking, which is a type of planning obligation where only the applicant need be bound by the obligation. A planning obligation is attached to the land, which means that it will remain enforceable even when the land is sold.

2.10. Regulation 122 of the CIL Regulations 2010 (as amended) sets out three statutory tests for planning obligations, namely that:

“A planning obligation may only constitute a reason for granting planning permission for the development if the obligation is:

(a) Necessary to make the development acceptable in planning terms;

(b) Directly related to the development; and

(c) Fairly and reasonably related in scale and kind to the development.”

If a planning obligation does not meet all of these tests it cannot legally be taken into account in granting planning permission. The local planning authority needs to be convinced that, without the obligation, permission should be refused.

2.11. Planning obligations cannot be used to deliver projects which will be provided for by CIL. The Wiltshire Regulation 123 List sets out the infrastructure projects that the Council may fund through CIL and so cannot be the subject of an obligation.

2.12. Regulation 123 of the CIL Regulations 2010 (as amended) limits the pooling of planning obligations towards infrastructure not on the Regulation 123 List. The pooling limit includes all planning obligations entered into since 6 April 2010. No more than five separate planning obligations may be pooled towards an infrastructure type or project if it is capable of being funded by CIL. This includes planning obligations attached to applications under section 73 of the Town and Country Planning Act 1990, which vary a planning condition. Phased payments as part of a planning obligation collectively count as a single obligation. There are no pooling limits in relation to affordable housing and for infrastructure that is not capable of being funded by CIL.

Community infrastructure levy

- 2.13. CIL is a fixed, non-negotiable charge on new development. The amount is based upon the size of a development and is charged in pounds per square metre. It varies according to the type of development (e.g. residential, retail or employment uses) and in which area of Wiltshire the development takes place. The Wiltshire CIL Charging Schedule sets out the CIL rates that apply to different types of development in different parts of the county.
- 2.14. CIL applies to development that creates net additional floorspace (measured as Gross Internal Area) of at least 100 square metres. Development of less than 100 square metres is also liable for CIL if it involves the creation of at least one new dwelling. CIL is calculated at the same time as an applicant seeks planning permission. It is payable upon commencement of development in line with the charging authority's proposed instalments policy. There are several types of development that do not pay CIL, by virtue of the rates being £0, and these are listed in the Wiltshire CIL Charging Schedule.
- 2.15. CIL will be used to help fund infrastructure projects on the Wiltshire Regulation 123 List. These projects are taken from the Wiltshire Infrastructure Delivery Plan, which identifies infrastructure necessary to deliver housing and employment development in the Wiltshire Core Strategy. The intention behind CIL is that it will contribute towards the funding of infrastructure to support the cumulative impact of development across the county. Planning obligations will be used to mitigate the site-specific impact of development and deliver affordable housing.
- 2.16. A broad definition of 'infrastructure' for the purposes of CIL funding is set out in section 216(2) of the Planning Act 2008 and includes:
- Roads and other transport facilities
 - Flood defences
 - Schools and other education facilities
 - Medical facilities
 - Sporting and recreational facilities
 - Open spaces

3. The Council's approach to developer contributions

3.1. Core Policy 3 Infrastructure Requirements of the Wiltshire Core Strategy outlines the council's approach to planning obligations, which will be sought to:

- Mitigate the direct impact(s) of a development
- Secure its implementation
- Control phasing where necessary, and
- Secure and contribute to the delivery of infrastructure made necessary by development.

3.2. Since the adoption of Wiltshire's CIL Charging Schedule, the scope of planning obligations is reduced. However, planning obligations will still be sought towards affordable housing. The council may also seek planning obligations, where it is not appropriate to use planning conditions, towards site-specific infrastructure projects not on the Wiltshire Regulation 123 List. Such site-specific infrastructure projects may fall under the following categories:

- Education
- Open space/ green infrastructure
- Transport/ highways
- Flood alleviation and sustainable urban drainage schemes
- Community and health facilities
- Air quality, contaminated land and noise monitoring and mitigation measures
- Fire hydrants
- Local employment, skills training and enterprise benefits
- Waste and recycling containers
- Art and design in the public realm
- Site-specific measures to protect and enhance the historic environment

3.3. Larger developments, especially residential, typically have greater impacts and may require site-specific infrastructure, such as schools, community facilities and transport/ highways improvements. These can still be secured through planning obligations, even under the tighter restrictions introduced by the CIL Regulations 2010 (as amended).

3.4. For large developments, master plans and other planning policy guidance may provide further details. In securing planning obligations on large developments, the council will apply the statutory tests and avoid duplication with CIL. Where necessary, development viability will be taken into account on a site-by-site basis in assessing planning obligations, in accordance with paragraph 205 of the NPPF.

3.5. The following chapters address in more detail the various types of planning obligations that may be necessary for a development to mitigate against its impact on the local area.

4. Affordable housing

General approach

- 4.1. The Council will continue to secure affordable housing through planning obligations. Full details of thresholds, application and requirements will be contained within the forthcoming Affordable Housing SPD. This should be read in conjunction with this SPD.
- 4.2. One of the key issues facing Wiltshire is the provision of new housing to help meet the needs of its communities. Securing the provision of new affordable housing in all developments will be given a high priority in terms of planning obligations.
- 4.3. The NPPF definition for affordable housing includes social, affordable and intermediate housing for rent or sale. They are provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices.
- 4.4. Planning obligations used to secure affordable housing should include provisions for the housing to remain affordable for future eligible households.

Policy context and framework

- 4.5. Any requirements for affordable housing will be justified in accordance with the NPPF and the Wiltshire Core Strategy (Core Policies and the development templates), as amended by the provisions of the PPG at the time of writing (see *Table 4.1*).

| Policy | Requirement |
|---|--|
| NPPF | |
| Paragraph 50 | To deliver a wide choice of high quality homes and where local authorities have identified that affordable housing is needed, set policies for meeting this need on site, unless off-site provision or a financial contribution of broadly equivalent value can be robustly justified |
| Wiltshire Core Strategy | |
| Core Policy 3 <i>Infrastructure requirements</i> | Planning obligations sought to mitigate the direct impact of development, contribute towards delivery of infrastructure made necessary by the development, and provision of local facilities and services. |
| Core Policy 43 <i>Providing affordable homes</i> | <p>Sites of five or more dwellings:</p> <p>At least 30% (net) affordable housing within the '30% affordable housing zone' on Policies Map¹.</p> <p>At least 40% (net) affordable housing within the '40% affordable housing zone' on Policies Map.</p> <p>In exceptional circumstances, the council will accept a commuted sum.</p> |

¹ See Appendix 2.

| Policy | Requirement |
|---|--|
| Core Policy 44 <i>Rural exceptions sites</i> | Only affordable houses for local need. Must follow criteria in CP44. Does not apply to principal settlements or market towns. Only local service centres, large and small villages and other settlements (CP1). The council will work in a positive way with parish councils and others. |
| Core Policy 45 <i>Meeting Wiltshire's housing needs</i> | Affordable homes provided should meet identified local needs including the appropriate tenure, size and type of home. |
| Core Policy 46 <i>Meeting the needs of Wiltshire's vulnerable and older people</i> | New homes should take account of the needs of older and vulnerable people. Affordable housing policies in CP43 will apply to extra care housing/very sheltered housing and any other accommodation for vulnerable people. |

Table 4.1 – Summary of affordable housing policies

Thresholds and application

- 4.6. For sites over 10 dwellings and sites of 6 to 10 dwellings with maximum combined net additional floorspace above 1,000 square metres², Core Policy 43 seeks at least 30% or 40% (net) affordable housing provision on-site depending upon the location of development (see *Appendix 2* for a map of the affordable housing zones). In exceptional circumstances, the Council will accept a commuted sum. This will apply to proposals for 6 to 10 dwellings with a maximum combined net additional floorspace of less than 1,000 sqm in designated rural areas, including Areas of Outstanding Natural Beauty (AONBs), in Wiltshire as defined for the purpose of the PPG. Provision may vary on a site by site basis, taking into account local need, mix and development viability. On rural exception sites, Core Policy 44 allows affordable houses for local need³.
- 4.7. Affordable housing requirements apply to houses that fall under Use Class C3 of the Use Classes Order 1987 (as amended). It includes market housing, self-contained student housing, homes for the active elderly, sheltered housing and extra care or very sheltered housing. Affordable housing requirements do not apply to nursing homes, residential care homes, hotels and student accommodation (non self-contained).

² A change in national policy introduced by a Ministerial Statement (28 November 2014) stipulated that affordable housing and tariff style planning obligations should not be sought from developments of 10 units or less, and which have a maximum combined gross floorspace of no more than 1000sqm. Neither should they be sought from proposals for residential annexes or extensions. Local authorities can apply a threshold of five units or less in designated rural areas, including national parks and Areas of Outstanding Natural Beauty, but must then seek affordable housing and tariff style contributions on development of between six and 10 units in the form of cash payments commuted until after completion of units within the development.

³ The restrictions on seeking affordable housing and tariff style planning obligations introduced by the Ministerial Statement (28 November 2014) do not apply to development on Rural Exception Sites, although they should not be sought from residential annexes or extensions.

5. Education facilities and school places

General approach

- 5.1. Education impacts of development will be addressed through the use of planning conditions, planning obligations and through the application of CIL receipts.
- 5.2. Wiltshire's school population is predicted to increase over the period to 2026 both in the primary and secondary sectors. This is as a result of population growth, economic factors and housing development. There will be a need for a significant increase in school places and in some areas new schools in both sectors. There may also be the need to increase the provision of special school places across the wider catchment area. New development in Wiltshire may also place demands on infrastructure in neighbouring authorities. For example, pupils in Mere and Tisbury attend secondary schools in Gillingham and Shaftesbury respectively. The Department of Education will provide only formula funding where there is a demographic increase in actual numbers. This will not cover the full cost of assembling land and building a school.
- 5.3. Some development schemes in isolation will result in a significant net increase in the number of residents and a cluster of neighbouring developments will often lead to a significant local increase in population. These factors can and will create the need for new schools on sites in the development locality or extensions to existing schools. This will be necessary unless there is local capacity available in schools or capacity is likely to become available at the right time.
- 5.4. A specific local education need may be identified that is linked to development. CIL is unlikely to cover the full cost of land or the provision of a new school, or extension to existing schools. Therefore, this may be secured through planning obligations. The Council can pool up to five separate planning obligations towards a specific project not on the Regulation 123 List. In some cases, the scale of a development may be sufficient by itself to justify a new school. The developer will then be expected to provide the site free of charge and pay the full construction costs, including all design fees and charges.
- 5.5. Provision of education facilities either on-site or in the vicinity of significant development(s) may be required where justified. To justify any such requirement, the council will demonstrate that sufficient school age children will be generated to necessitate a new school or an extension to an existing school. The council will also demonstrate that the additional children could not be provided for within existing schools in the catchment area.
- 5.6. The council will seek to open new (4-11) schools for primary phase pupils. For secondary phase pupils, the Council will seek to open new (11-16) or (11-18) schools, rather than any other school organisation arrangements. For primary schools there is a strong preference for schools which take in between one (210 places) and three forms of entry (630 places). Smaller new schools will only be considered if it is not possible to expand existing schools and the additional demand does not require seven classes.
- 5.7. Under the Childcare Act 2006, the council must provide up to 15 hours free early years funding for all three and four year olds. Since September 2014, the council must provide free early years funding for 40% of all two year olds. The council may seek provision of early years facilities through development.

Policy context and framework

- 5.8. Any education requirements will be justified in accordance with the NPPF, the Wiltshire Core Strategy (Core Policies and the development templates) and saved policies (see *Table 5.1*).

| Policy | Requirement |
|--|--|
| NPPF | |
| Paragraphs 38 and 72 | Locate key facilities, such as primary schools, within walking distance of most properties, where practical, and provide a sufficient choice of school places |
| Wiltshire Core Strategy | |
| Core Policy 3 <i>Infrastructure requirements</i> | Planning obligations sought to mitigate the direct impact of development, contribute towards delivery of infrastructure made necessary by the development, and provision of local facilities and services. |
| Saved policies | |
| Kennet District Local Plan HC37 <i>Demand for Education</i> | Seeks contributions towards schools from new development |
| West Wiltshire District Plan S1 <i>Education</i> | Seeks contributions towards schools from new development |
| West Wiltshire District Plan S2 <i>Primary schools</i> | Allocates land for new or extensions to existing primary schools |
| Salisbury District Local Plan PS4 <i>New school sites at Landford and Shrewton</i> | Safeguards sites for new schools from other forms of development |
| Salisbury District Local Plan PS5 <i>New education facilities</i> | Seeks contributions from developers for new education facilities |
| Salisbury District Local Plan PS6 <i>Playgroups, childminding facilities and day nurseries</i> | Supports provision of playgroups, childminding facilities and day nurseries |

Table 5.1 – Summary of education policies

5.9. *Table 5.2* sets out how the council will use planning obligations and CIL to secure education facilities from development, including known site-specific requirements resulting from strategically important sites allocated in the Wiltshire Core Strategy.

| Strategic Site | Specific Requirement | Mechanism for securing developer contribution | |
|---|---|---|-----|
| | | Planning Obligation | CIL |
| Ashton Park Urban Extension, Trowbridge | 2 x 2FE primary school | ✓ | X |
| | Secondary school site | ✓ | X |
| Churchfields and Engine Shed, Salisbury | 2FE primary school | ✓ | X |
| Fugglestone Red, Salisbury | 2FE primary school | ✓ | X |
| Hampton Park, Salisbury | 1FE primary school | ✓ | X |
| Longhedge, Salisbury | 2FE primary school | ✓ | X |
| UKLF, Wilton | 1FE primary school | ✓ | X |
| Kings Gate, Amesbury | 1FE primary school | ✓ | X |
| | Secondary school expansion | ✓ | X |
| | Nursery, primary, special and secondary schools (including sites), where the need can be attributed to five or fewer developments | ✓ | X |
| | Other cumulative impacts of development upon nursery, primary, special and secondary school provision (excluding sites) | X | ✓ |

Table 5.2 Known site-specific education requirements

Thresholds and application

5.10. The council will calculate the number of nursery, primary and secondary aged children likely to come from a new housing development. Several factors are taken into account, including the most current data available on pupil numbers and forecasts, schools' capacities and details of other know housing applied for/ approved within the relevant school catchment area(s).

5.11. The likely number of pupils arising from a development will be calculated using pupil product figures, which have been derived from the number of children arriving in early years settings and schools over a 10 year period. These figures are:

- 0.04 per dwelling for 0-2 year olds (4 per 100 dwellings)

- 0.09 per dwelling for 3-4 year olds (9 per 100 dwellings)
- 0.31 per dwelling for primary aged pupils (31 per 100 dwellings)
- 0.22 per dwelling for secondary aged pupils (22 per 100 dwellings).

- 5.12. All one bed properties are considered unlikely to generate school age children and so are discounted entirely. A 30% discount is given on the social housing element of applications. This reflects pupils moving within the relevant designated areas (most relevant at secondary level) and so not needing to change their school place.
- 5.13. It will then be assessed whether the likely number of pupils can be accommodated within the existing capacity of the relevant catchment area school, taking into account other known granted or planning applications in their catchment area. The estimated pupil product calculated for a new housing development, plus the forecast numbers on roll at the appropriate school(s) are compared with their permanent capacities to identify the extent of any deficit that will need to be addressed. The determination of whether or not there is sufficient Early Years provision in the area of the development will be done via reference to the current [Wiltshire Childcare Sufficiency Report](#) and an assessment of the impact of the development on existing capacity.
- 5.14. Where the proposed housing development would lead to a forecast school and early years population in excess of the permanent capacity, the council would seek either land and/ or provision of education facilities to meet the shortfall in places.
- 5.15. Development proposals for around 400 to 500 houses may require a significant expansion of existing primary and secondary schools (combined or individually). Proposals for more than around 700 houses may require new nursery and primary schools to serve children generated by the development. In both instances, this will depend upon the extent of any surplus capacity within reasonable (defined) walking distance of the development. Proposals of this size may also require significant expansion of existing secondary schools, taking into account any surplus capacity within the catchment area.
- 5.16. A new secondary school is only likely to be required to serve a major urban expansion scheme. The council will consider the establishment of a new secondary school where long term demand is likely to lead to a school with 900 11-16 school places. Special schools have a relatively wide catchment area and large development proposals may require the expansion of special school provision serving a wider area.

6. Open space/ green infrastructure

General approach

- 6.1. The council will generally mitigate the site specific impact of development on Wiltshire's open space and green infrastructure through planning obligations.
- 6.2. Population increase from new developments creates increased pressure on the use of open space and green infrastructure. Open space and green infrastructure can include allotments, cemeteries, parks, children's and youth play space, public rights of way, green areas, outdoor fitness and outdoor sports playing fields. It can also include areas of nature conservation, habitat creation and habitat protection, and ecological impacts.
- 6.3. The provision of new and improvements to existing public open space and green infrastructure will generally be funded through CIL, except where the requirement can be attributed to five or fewer developments, when they may be sought through planning obligations, subject to meeting the three statutory tests in Regulation 122 of the CIL Regulations 2010 (as amended).
- 6.4. Mitigation of ecological impacts will generally continue to be managed through planning conditions and obligations as these matters are typically site specific. However, in exceptional circumstances off-site compensation, such as habitat creation or enhancement, may be required to offset the effects of development where onsite mitigation is not possible. For example, a financial contribution may be required to fund capital works and ongoing management by the council or relevant third parties. This would exclude funding of strategic HRA mitigation strategies, as identified in the Regulation 123 list, Infrastructure Delivery Plan and / or paragraph 6.70 of the Wiltshire Core Strategy.
- 6.5. The Habitats Regulations Assessment of the Wiltshire Core Strategy identified that the cumulative effects of planned development has the potential to effect a number of European designations including the Salisbury Plain and the New Forest Special Protection Areas and the River Avon Special Area of Conservation; strategic mitigation strategies for these areas will be funded through CIL receipts. To meet the strict requirements of the Habitat Directive to ensure that these strategies are delivered, funds will be ring-fenced annually from CIL receipts prior to spending on any other infrastructure item.

Policy context and framework

- 6.6. Any open space/ green infrastructure requirements will be justified in accordance with the NPPF, the Wiltshire Core Strategy (Core Policies and the development templates) and saved policies (see *Table 6.1*).

| Policy | Requirement |
|---------------------------------------|---|
| NPPF | |
| Paragraphs 16, 17, 73, 74, 99 and 114 | Supports positive planning; encourages access to high quality open spaces and opportunities for sport and recreation; protects existing open space, sports and recreational buildings and land; takes into account climate change, and plans for a strategic approach to biodiversity and green infrastructure. |

| Policy | Requirement |
|--|---|
| Wiltshire Core Strategy | |
| Core Policy 50 <i>Biodiversity and geodiversity</i> | Requires development to mitigate its ecological impact, enhance biodiversity and, where appropriate, contribute towards management of local sites |
| Core Policy 51 <i>Landscape</i> | Requires development to mitigate any negative impacts upon landscape character through sensitive design and landscape measures, and to conserve and, where possible, enhance landscape character |
| Core Policy 52 <i>Green infrastructure</i> | Requires development to retain and enhance existing on-site green infrastructure, make provision for accessible open spaces according to the adopted Wiltshire Open Space Standards, ensure long-term management of directly related green infrastructure, contribute towards the Wiltshire Green Infrastructure Strategy and improve links between the natural and historic landscapes |
| Core Policy 53 <i>Wiltshire's Canals</i> | Supports in principle the restoration and reconstruction of the Wilts & Berks and Thames and Severn canals as navigable waterways. Safeguards their alignments from new development. Permits proposals that develop the recreational and nature conservation potential. |
| Core Policy 57 <i>Ensuring high quality design and place-shaping</i> | Requires development to adhere to a high standard of design relating to the natural environment, such as the retention and enhancement of landscaping and natural features, for example trees, hedges, banks and watercourses, in order to take opportunities to enhance biodiversity and create wildlife and recreational corridors. |
| Core Policies 60, 61 and 62 | <i>See Chapter 7 Transport/ highways, Table 7.1</i> for policies applying to rights of way, which may also be classified as open space/ green infrastructure |
| Core Policy 67 | <i>See Chapter 8 Flood risk alleviation and sustainable urban drainage systems, Table 8.1.</i> for policies applying to such schemes that may also be classified as open space/ green infrastructure |
| Core Policy 68 <i>Water resources</i> | Requires development to contribute towards the delivery of the relevant River Basin or catchment management plan and, for non-residential development, incorporate water efficiency measures |
| Core Policy 69 <i>Protection of the River Avon SAC</i> | Requires development to mitigate its impact on the River Avon Special Area of Conservation (SAC) |
| Saved policies | |
| Kennet District Local Plan HC34 <i>Recreation provision on large housing sites</i> | Contains the adopted open space standards for east Wiltshire |

| Policy | Requirement |
|--|---|
| Kennet District Local Plan HC35 <i>Recreation provision on small housing sites</i> | Contains the adopted open space standards for east Wiltshire |
| North Wiltshire Local Plan CF3 <i>Provisions of open space</i> | Contains the adopted open space standards for north Wiltshire |
| West Wiltshire Leisure and Recreation Development Plan Document LP4 <i>Providing recreation facilities in new developments</i> | Contains the adopted open space standards for west Wiltshire |
| Salisbury District Local Plan R2 <i>Open space provision</i> | Contains the adopted open space standards for south Wiltshire |
| Salisbury District Local Plan R3 <i>Open space provision</i> | Contains the adopted open space standards for south Wiltshire |

Table 6.1 - Summary of open space/ green infrastructure policies

- 6.7. The saved Local Plan policies contain the adopted Wiltshire open space standards. These will be replaced by Wiltshire-wide standards, which will be informed by an Open Spaces Study to be completed in 2015. The new standards will be formally adopted as part of the partial review of the Wiltshire Core Strategy programmed in the Council's Local Development Scheme.

Thresholds and application

- 6.8. Thresholds for planning obligations are set out in the adopted Wiltshire open space standards. Four sets of open space standards are currently in operation across Wiltshire, with different standards applying in each of the former district areas. These will be replaced by Wiltshire-wide standards which will be informed by an Open Spaces Study, to be completed in 2015, with the new standards adopted as part of the partial review of the Wiltshire Core Strategy by the end of 2015. Core Policy 52 requires development to make provision in line with the adopted Wiltshire Open Space standards.
- 6.9. Onsite provision of open space and landscaping schemes may be offered to the council or its nominee (usually a town or parish council) by a developer for adoption to be managed in perpetuity by a management company on behalf of the council or town/ parish council. Where new publically accessible open space is proposed as part of a development, the council will require these facilities to be useable and of high quality. There are currently no specific standards against which the Council will undertake this assessment. It will be guided by the Open Spaces Study, to be completed in 2015, dependent upon individual site characteristics and, as such, in the interim period decisions will be made on a case by case basis. Open space must initially be maintained by the developer to the satisfaction of the council for at least 12 months after being provided on-site (this may be lengthened or shortened at the council's discretion). All new public open space must be secured and maintained in perpetuity for the benefit of the public. A commuted maintenance payment to cover a period of 20 years will also be required. The payment will be calculated using either the annual maintenance unit rates in place at the time of completion of the section 106 agreement, index linked to take into account inflations that may occur prior to receipt of payment, or the annual maintenance unit rates in place at the time the open space site is transferred to the council. These are calculated using rates from the current Spons external works and landscape price book.
- 6.10. Off-site provision of open space will be sought through planning obligations where it is not possible for the provision to be made on-site and the off-site open space is directly related to the proposed development. The off-site contribution will be calculated in line with the adopted Wiltshire Open Space standards and based on rates from the current Spons external works and landscape price book.

7. Transport/ highways

General approach

- 7.1. Transport impacts of development will be addressed through the use of planning conditions, planning obligations and through the application of CIL receipts. Generally and in accordance with national guidance, the council will first try to address transport and highways issues through planning conditions. This might be for on-site highways infrastructure or off-street parking to ensure the efficacy of the proposed network.
- 7.2. Inevitably, developments generating or attracting significant trips will have an off-site impact. Appropriate mitigation will need to be identified in the supporting transport assessment. It might be possible to directly mitigate the off-site impact of development on the wider transport network. In these situations, mitigation will normally be secured through negatively framed planning conditions, with works carried out under a section 278 (highways) agreement. This agreement can be drafted alongside the section 106 agreement.
- 7.3. However, section 278 agreements cannot be used to mitigate the cumulative impact of developments. Instead, planning obligations (subject to pooling restrictions) would normally be sought towards, for example, highways infrastructure or revenue support for local bus services. Obligations will also be used for traffic regulation orders directly required by development, typically for controlling traffic parking by directional movement or by weight.
- 7.4. The principle settlements in Wiltshire (i.e. Chippenham, Salisbury and Trowbridge) are supported by transport strategies. These identify measures to mitigate the cumulative impacts of development. Consideration of these is a key determinant of the highways authority recommendation on a planning application. Specific proposals could be delivered by planning obligations (subject to pooling restrictions). Such measures include:
 - Road improvement schemes
 - Junction capacity improvements
 - Measures to facilitate the shift from car use to more sustainable means of transport, primary bus, cycle or walking schemes but also improvements to rail infrastructure
- 7.5. The accessibility and connectivity of development will be taken into consideration, including local destinations reasonably required by future residents, or vice-versa in the case of non-residential development. For example, measures might include new or upgraded pedestrian and cycle facilities. These may be identified in transport assessments, cycle and footpath route audits and travel plans, or through the local knowledge of officers.
- 7.6. The provision of sustainable transport measures may be more challenging in rural areas but is likely reflect those sought in more urban areas of the county.

Policy context and framework

- 7.7. Any transport/ highways requirements will be justified in accordance with the NPPF, the Wiltshire Core Strategy (Core Policies and the development templates) and saved policies (see Table 7.1).

| Policy | Requirement |
|--|--|
| NPPF | |
| Paragraphs 29 to 41 | Promote sustainable transport measures |
| Wiltshire Core Strategy | |
| Core Policy 3 <i>Infrastructure requirements</i> | Planning obligations sought to mitigate the direct impact of development, contribute towards delivery of infrastructure made necessary by the development, and provision of local facilities and services. |
| Core Policy 60 <i>Sustainable transport</i> | Reduce the need to travel and deliver sustainable transport. Planning obligations sought to mitigate the impact of development on transport users, local communities and the environment. |
| Core Policy 61 <i>Transport and development</i> | Planning obligations sought towards sustainable transport improvements identified in transport assessments. |
| Core Policy 62 <i>Development impacts on the transport network</i> | Appropriate mitigation measures from development sought to offset any adverse impacts on the transport network at both the construction and operational stages. |
| Core Policy 63 <i>Transport strategies</i> | Planning obligations sought towards implementing the transport strategies for the principal areas of development in Wiltshire (i.e. Chippenham, Salisbury and Trowbridge) to address the need for integrated transport solutions in these settlements. |
| Core Policy 64 <i>Demand management</i> | Demand management mitigation measures sought to reduce reliance on the car and encourage the use of sustainable transport alternatives. |
| Core Policy 66 <i>Strategic transport network</i> | Identifies improvements to the A350 national primary route at Yarnbrook/ West Ashton. Mitigation measures sought to ensure important commuting routes for Annex II species are protected. |
| Saved policies | |
| West Wiltshire Leisure and Recreation DPD CR1 <i>Footpaths and rights of way</i> | Protects public rights of way network from development and, where appropriate, seeks improvements as part of development proposals |
| Other | |
| Planning Practice Guidance | Provides further guidance, which will be referred to by the council in seeking transport/ highways contributions, especially around the use of conditions, transport assessments and travel planning. |
| DfT publications | Further design-related national guidance, e.g. Design Manual for Roads and the Manual for Streets |

Table 7.1 – Summary of transport/ highways policies

Thresholds and application

- 7.8. Planning obligations may be sought regardless of the size of the development proposed, depending upon the site related circumstances. However, developments not requiring a transport assessment⁴ are unlikely to need to provide for any off-site works. Those that do can be anticipated to be required to mitigate their impact. Smaller developments will help reduce their limited impacts through the use of CIL receipts.
- 7.9. Where significant infrastructure is included on-site, it will likely need to be of a size to accommodate internal and any external trips it might facilitate. On-site infrastructure may need to be appropriately upgraded to accommodate planned connecting infrastructure. This will be required as a pro bono contribution, as part of the abnormal development costs.
- 7.10. In the principal settlements, planning obligations will have regard to the relevant transport strategy. Off-site measures will primarily be restricted to residential development because they generate trips. Contributions (subject to pooling restrictions) are normally sought on a per dwelling basis but this approach is subject to review.
- 7.11. Employment development attracts trips and is to be encouraged to support the increase in forecast population. It will normally be required only to address immediate and local transport impacts, where they have a deleterious effect on the transport network. Major employment and retail developments may be required to mitigate their impacts away from the immediate area, e.g. congestive impacts at identified junctions.
- 7.12. There will be some transport schemes that cannot be funded through planning obligations and these will be delivered through CIL receipts. This will generally be targeted towards 'softer' transport measures, as identified in the Regulation 123 List, such as:
- Personalised travel planning
 - Town way-finding schemes
 - Footpath and cycle route enhancements
 - Wider urban bus service support
 - Mobility schemes
 - Cycle stand provision
 - On-highway public realm improvements
- 7.13. Any requirements for transport/ highways planning obligations will meet the three statutory tests in CIL Regulation 122 in the following way:
- **Necessary** – acceptability of the transport impacts of the development in the absence of mitigation, which is consider on a site-by-site or cumulative basis.
 - **Directly related** – impact of the development on the local transport network resulting from the trips directly associated with the development

⁴ Guidance on Transport Assessments, March 2007, GCLG/ DfT.

- **Scale** – measures that do not exceed only what is necessary to mitigate the development's own impact on the local network. However, negotiated mitigation measures might result in, for example, local improvements to capacity at one junction at the expense of another. At least a five year life would be expected from any works on the highway.

8. Flood alleviation and sustainable urban drainage schemes

General approach

- 8.1. The council will continue to secure site-specific flood alleviation and sustainable urban drainage schemes (SuDS) mainly through planning conditions but, occasionally, through planning obligations.
- 8.2. The council is committed to implementing sustainable approaches to surface water drainage, expecting developments to incorporate sustainable urban drainage systems (SuDS). Additionally, several areas in Wiltshire are within Flood Zones 2 and 3. Developments proposed that fall into those zones will require additional evidence that no lower risk alternative sites were available.
- 8.3. All new development will need to include measures to reduce the rate of rainwater run-off and improve rainwater infiltration to soil and ground (sustainable urban drainage), unless site or environmental conditions make these measures unsuitable.
- 8.4. Development will be expected to incorporate a sustainable urban drainage system (SUDs), such as rainwater harvesting, green roofs, permeable paving, ponds, wetlands and swales, wherever possible.
- 8.5. The provision of green infrastructure, including woodland, should also be considered as a measure to reduce surface water run-off. Any opportunities to reinstate or create additional, natural functional floodplain through the development process will be encouraged.

Policy context and framework

- 8.6. Any requirements for flood alleviation and SuDS infrastructure will be justified in accordance with the NPPF, the Wiltshire Core Strategy (Core Policies and the development templates) and saved policies (see *Table 8.1*).

| Policy | Requirement |
|---|--|
| NPPF | |
| Paragraphs 99 – 104 | Meeting the challenge of climate, change, flooding and coastal change |
| Wiltshire Core Strategy | |
| Core Policy 3 <i>Infrastructure requirements</i> | Planning obligations sought to mitigate the direct impact of development, contribute towards delivery of infrastructure made necessary by the development, and provision of local facilities and services. |
| Core Policy 67 <i>Flood risk</i> | Requires all new development to include measures to reduce the rate of rainwater run-off and improve rainwater infiltration to soil and ground (sustainable urban drainage) unless site or environmental conditions make these measures unsuitable |
| Saved policies | |
| West Wiltshire District Plan U1a <i>Foul water disposal</i> | Requires development to have adequate foul drainage and connect to mains drainage |

| Policy | Requirement |
|--------------------|--|
| Other | |
| Environment Agency | <i>Sustainable Drainage Systems: An Introduction</i> , which sets out the 'surface water management train' approach recommended by the Environment Agency that developers will be expected to follow |
| Wiltshire Council | <i>A Developer's Guide to SuDS in Wiltshire</i> |

Table 8.1 – Summary of flood alleviation and sustainable urban drainage schemes policies

Thresholds and application

- 8.7. Major flood alleviation and SuDS projects will be delivered by the water companies, or via CIL and other infrastructure funding. Section 106 agreements will not be used to seek funding for these projects.
- 8.8. However, developers may be expected to mitigate the direct impacts of their development on local drainage and flood risk management through planning obligations. Planning obligations may be sought where the development requires:
- Off site management of surface water to ameliorate the impact of the development on the capacity of Sewage Treatment Works
 - Off site management of surface water to ameliorate the impact of the development on the risk of flooding to properties nearby
 - Off site works to manage the impact of the development on the risk of flooding from fluvial sources to properties nearby
- 8.9. The section 106 agreement will require the nature of the works to be undertaken to be agreed by the Council. Appropriate contracts will need to be in place to secure the delivery of off-site work before the development can commence. This will involve securing the agreement of the relevant landowner(s) as well as appropriate agreements from the local drainage company and/ or relevant regulatory bodies.
- 8.10. On-site infrastructure may also be provided to alleviate the risk of flooding, and reduce impacts on drainage infrastructure. This will normally form part of the detailed matters submitted and agreed through the planning application process. The delivery can therefore be secured through a planning condition.
- 8.11. However, the ongoing maintenance of on-site infrastructure may need to be subject to a section 106 agreement. Off-site infrastructure will need to be maintained in order to ensure it continues to operate effectively. Additionally, some developments will incorporate on-site flood risk management and drainage infrastructure which will require maintenance beyond the normal timeframe of development.
- 8.12. The developer may be able to get this infrastructure adopted by the local drainage company if it meets their specifications. Where this cannot be achieved, the developer must put in place mechanisms to ensure the ongoing maintenance and effective operation of the infrastructure in perpetuity.

- 8.13. The council will include clauses within section 106 agreements to secure the ongoing maintenance of flood alleviation and SuDS. This could apply to both off-site and on-site provision. Normally the section 106 agreement will require either:
- the developer to enter into an agreement with the local drainage company to adopt the flood alleviation and SuDS prior to initial occupation/ use, or
 - the developer to prepare a management plan for the flood alleviation and SuDS, agreed by the council, and put in place mechanisms to deliver ongoing management of the infrastructure prior to initial occupation/ use.
- 8.14. Due to the unpredictable nature of flood risk and drainage issues, later implementation of maintenance is unacceptable.
- 8.15. It is necessary to ensure delivery of flood alleviation and SuDS alongside development. Therefore, any financial planning obligations must be paid upon commencement of development to allow sufficient time to deliver the required infrastructure. If the developer is undertaking the physical work themselves then it must be completed prior to initial occupation or use. The section 106 agreement will set out the phasing requirements for planning obligations related to flood alleviation and SuDS.

9. Community and health facilities

General approach

- 9.1. Where there is a direct link to development, the council will fund community and health facilities through planning obligations. CIL may be used to fund other health facilities and community facilities such as multi-use community facilities, leisure centres and libraries and cultural facilities.

Policy context and framework

- 9.2. Any requirements for community and health facilities will be justified in accordance with the NPPF, the Wiltshire Core Strategy (Core Policies and the development templates) and saved policies (see *Table 9.1*).

| Policy | Requirement |
|---|--|
| NPPF | |
| Paragraphs 28 and 70 | Support economic growth in rural areas, and the delivery of social, recreational and cultural facilities and services |
| Paragraphs 156, 162 and 171 | Supports strategic policies to deliver health, security, community and cultural infrastructure and other local facilities, working with providers to assess the capacity of and the need for strategic infrastructure, and work with health providers to understand and take into account the health needs of the local population |
| Wiltshire Core Strategy | |
| Core Policy 3 <i>Infrastructure requirements</i> | Planning obligations sought to mitigate the direct impact of development, contribute towards delivery of infrastructure made necessary by the development, and provision of local facilities and services. |
| Core Policy 48 <i>Supporting rural life</i> | Supports improving access to services and infrastructure, community ownership and new shops in rural areas |
| Core Policy 49 <i>Protection of services and community facilities)</i> | Protects existing services and community facilities |
| Saved policies | |
| North Wiltshire Local Plan CF2 <i>Leisure facilities and open space</i> | Supports proposals for leisure facilities (and open space) within settlement boundaries |
| Salisbury District Local Plan PS1 <i>Community facilities</i> | Supports provision of health facilities. |

| Policy | Requirement |
|--|--|
| Salisbury District Local Plan R4 <i>Indoor community and leisure provision</i> | Seeks provision of new indoor community and leisure facilities, or contributions towards existing facilities, from development |
| West Wiltshire Leisure and Recreation DPD Policies LP1, LP2, LP3, LP4 and LP5 | Protect and enhance existing open space or leisure and recreation provision. Seek provision of recreation facilities in new development. |
| West Wiltshire Leisure and Recreation DPD Policies OS1 and OS2 | Seek provision of new artificial turf and grass pitch provision from new development |
| West Wiltshire Leisure and Recreation DPD Policies YP2 | Seeks provision of youth facilities from new development |

Table 9.1 – Summary of community and health facilities policies

9.3. *Table 9.2* sets out site-specific requirements for health facilities resulting from new development allocated in the Wiltshire Core Strategy.

| Strategic Site | Specific Requirement | Mechanism for securing developer contribution | |
|---|-----------------------------|--|------------|
| | | Planning Obligation | CIL |
| Ashton Park Urban Extension, Trowbridge | Primary health facility | ✓ | X |
| Churchfields and Engine Shed, Salisbury | Primary health facility | ✓ | X |

Table 9.2 Known site-specific health facilities requirements

Thresholds and application

9.4. Depending on the size of the residential development it may be possible that community facilities such as a village hall or changing rooms for a sports pitch for example are delivered through planning obligations directly linked to the development and are used in the development.

- 9.5. Large residential developments or a cluster of neighbouring developments will lead to a local increase in population. This can create a need for specific local health facilities if there is no existing local capacity or likely to be in the near future. The average list size for a whole time equivalent GP is 1,750 patients. New development that results in more than 7,000 new residents (a patient list of four whole time equivalent GPs) may require a new facility to be provided.

10. Other planning obligations

- 10.1. The council reserves the right to seek additional section 106 planning obligations to those listed above; where justified by local circumstance and where such planning obligations can meet the statutory tests set out in CIL Regulation 122.
- 10.2. Examples of section 106 obligations may include but will not be limited to:
- Site-specific air quality, contaminated land and noise monitoring and mitigation measures
 - Fire hydrants
 - Local employment, skills training and enterprise benefits
 - Waste and recycling containers⁵
 - Art and design in the public realm⁶
 - Site-specific measures to protect and enhance the historic environment
- 10.3. Planning obligations may be secured to ensure that provision is made directly on-site or, as appropriate, off-site.

⁵ Wiltshire Council (2014), *Waste Storage and Collection Guidance for New Developments*. See Appendix 4.

⁶ Wiltshire Council (2011), *Guidance Note for Art and Design in the Public Realm*.

11. Negotiating planning obligations in Wiltshire

- 11.1. The process for negotiating planning obligations is set within the framework of national legislation and guidance, and local policy and guidance, and other material considerations relevant in each particular case. The council must meet the statutory tests in the CIL Regulations 2010 (as amended) and consider the policy guidance in the NPPF and PPG.

Role of the case officer

- 11.2. The case officer assigned to assess planning proposals will act as one point of contact for the negotiation of planning obligations.

Pre-application stage

- 11.3. The council provides a pre-application advice service to anyone wanting help with a development proposal before the submission of a planning application. The aim is to provide responsive, consistent and timely advice. This de-risks the application process and reduces the time taken to deal with applications at the formal decision making stage. The charge for pre-application advice is set out on the 'Planning' pages of the council website.
- 11.4. Pre-application advice will identify policies of the development plan which generate a need for planning obligations. Where possible, it will specify expected heads of terms for any legal agreement or unilateral undertaking. The advice will provide details and/ or calculations of expected contributions, where relevant and possible. Potentially, this will assist applicants with the drafting of agreements or undertakings to enable them to be submitted before the submission of formal planning applications. Applicants will be encouraged to prepare agreements and undertakings in cooperation with the council's solicitors, and, wherever possible, use the council's template legal documents.
- 11.5. Applicants should use this SPD, alongside an analysis of their proposed works, to identify planning obligations necessary to mitigate the impacts of development.

Application stage

- 11.6. The applicant or their agent must ensure that the formal process of applying for planning permission is followed. Guidance is set out on the 'Planning' pages of the council website.
- 11.7. Applicants are encouraged to submit forms and related documentation electronically (via the council website or Planning Portal). Paper submissions are also acceptable. Standard application forms are available in packs either on-line or on request.
- 11.8. Planning applications are validated on receipt using 'local validation checklists', available to view on-line or on request. The council can refuse to register a planning application unless it receives all of the information set out in the checklists. Where applications generate the need for planning obligations the local validation checklists require, as a minimum, the heads of terms of the inevitable legal agreement or unilateral undertaking to be set out in the application documentation. The pre-application enquiry process will inform this process.

- 11.9. In rare situations where an applicant is unwilling to meet any, or all, of the expected planning obligations they should set out their reasons in a separate statement. If necessary, this should be accompanied by a viability appraisal (*see paragraph 11.12*).
- 11.10. The council is not required to enter into protracted negotiations on the nature and extent of expected planning obligations during the formal application process. For this reason, the council reserves the right to refuse inadequately justified applications without further explanation. To avoid this scenario, pre-application discussions are encouraged.

Thresholds

- 11.11. Some infrastructure types contain individual minimum thresholds, e.g. affordable housing, below which an obligation of that type will not be sought. In general, whether an obligation is sought will depend upon the nature, type, location and crucially impact of the proposal.

Size of development

- 11.12. Larger developments tend to create a specific need for infrastructure provision and improvements. They may require site specific infrastructure, such as schools, open spaces, community facilities and highway improvements or enabling works, to be secured through planning obligations. This could apply to smaller developments with site specific impacts.

Viability

- 11.13. On rare occasions the cost of obligations may be greater than the proposed development is able to bear. Where the outcome is judged to have a significant impact on residual land values and financial viability is raised as a concern, a financial appraisal of the proposed development by the applicant will be required to substantiate the claim. This should form part of the application documentation. The council will scrutinise the financial appraisal before confirming or otherwise viability.
- 11.14. A scenario may arise whereby the financial appraisal shows that little or no infrastructure could be provided. The potential for a planning refusal in these circumstances must be balanced against the benefit of bringing a site forward for development.
- 11.15. Paragraph 205 of the NPPF addresses concerns about delivery of development and development viability, stating that '*where obligations are being sought or revised, local planning authorities should take account of changes in market conditions over time and, wherever appropriate, be sufficiently flexible to prevent planned development being stalled.*'

Input from local communities

- 11.16. The council would encourage developers to undertake pre-application consultation with local communities prior to submitting development proposals. This will enable them to gain a greater understanding of local concerns and issues, including the relative priority of any identified planning obligations at the local level, and should inform the detail of their planning application.

11.17. Parish and town councils are well placed to articulate the needs of the local community. They may identify necessary mitigation measures required from development proposals. In addition, neighbourhood plans may also play a key role in identifying and prioritising local infrastructure that could be delivered via planning obligations or CIL receipts.

12. Procedure and management

Post-decision monitoring and implementation

- 12.1. To ensure proper and effective management of planning obligations copies of every agreement and undertaking will be placed on the planning register with the planning decision notice. Thereafter the council will monitor development sites to ensure obligations are met as and when 'triggers' set out in the agreements and undertakings are reached. On the rare occasions when obligations are not fulfilled the council will take appropriate enforcement action.
- 12.2. The council will publish reports setting out details of planning obligations negotiated, details of extant planning obligations where development has not yet commenced, details of works undertaken and/or expenditure from planning obligations where development has commenced, and details of expenditure planned in the future.

Phasing of infrastructure and timing of payments

- 12.3. The phasing of infrastructure provision or the timing of the payment of financial contributions required within a planning obligation will be negotiated separately as part of the agreement or undertaking. The rate of delivery of infrastructure will be in line with the needs of the development.

Indexing and interest payments

- 12.4. The council will require indexing clauses within agreements and undertakings for all obligations which require financial contributions to be made. These will apply where delays in payment are either built-in to the agreement/ undertaking (for example, phased payment conditions) and/ or driven by external influences (for example, delayed commencement of the development). Contributions will be indexed from the date of the agreement/ undertaking to the date of receipt. The form of indexing will be appropriate to the nature of the obligation.
- 12.5. Interest sums will apply where payments are made later than the date due as set out in the agreement/ undertaking.

Legal costs

- 12.6. The council's legal costs for the drafting or checking of legal agreements must be met by the applicant.

Complying with in-kind contributions

- 12.7. Where an in-kind obligation is required through an s106 agreement the developer should provide evidence of compliance with the obligation to the council, as outlined in the terms of the specific clauses. This evidence should be provided to the council's Section 106 and CIL Monitoring Officer. If approval is required from the council on an element of the in-kind obligation, the Section 106 and CIL Monitoring Officer should be the first point of contact.

Non-financial obligations

- 12.8. The delivery of non-financial contributions, or in-kind obligations, will be monitored by the appropriate service areas responsible for project delivery. For example, where there is an affordable housing element to a legal agreement, the New Housing Team will monitor this section of the agreement to ensure that it is complied with.

Financial contributions

- 12.9. Once a financial contribution is received by the council the service area or organisation with the responsibility for delivery of the s106 project will be informed.
- 12.10. CIL Regulation 123 states that the pooling of contributions from more than five separate planning obligations towards a specific type of infrastructure or infrastructure project will not be permitted (for example, pooling contributions to pay for improvements to Wiltshire's parks).
- 12.11. Only in very exceptional circumstances where no more than five separate developments are proposed in close proximity to each other and the cumulative effect will result in the need for a specific mitigating measure which hasn't been pooled since 2010, the council may pool contributions for each of these developments in order to fund the necessary measures.
- 12.12. Any pooling of contributions will be in line with CIL Regulations and guidance.

Appendix 1 – Examples of how the Council will apply the R123 List and Planning Obligations in practice

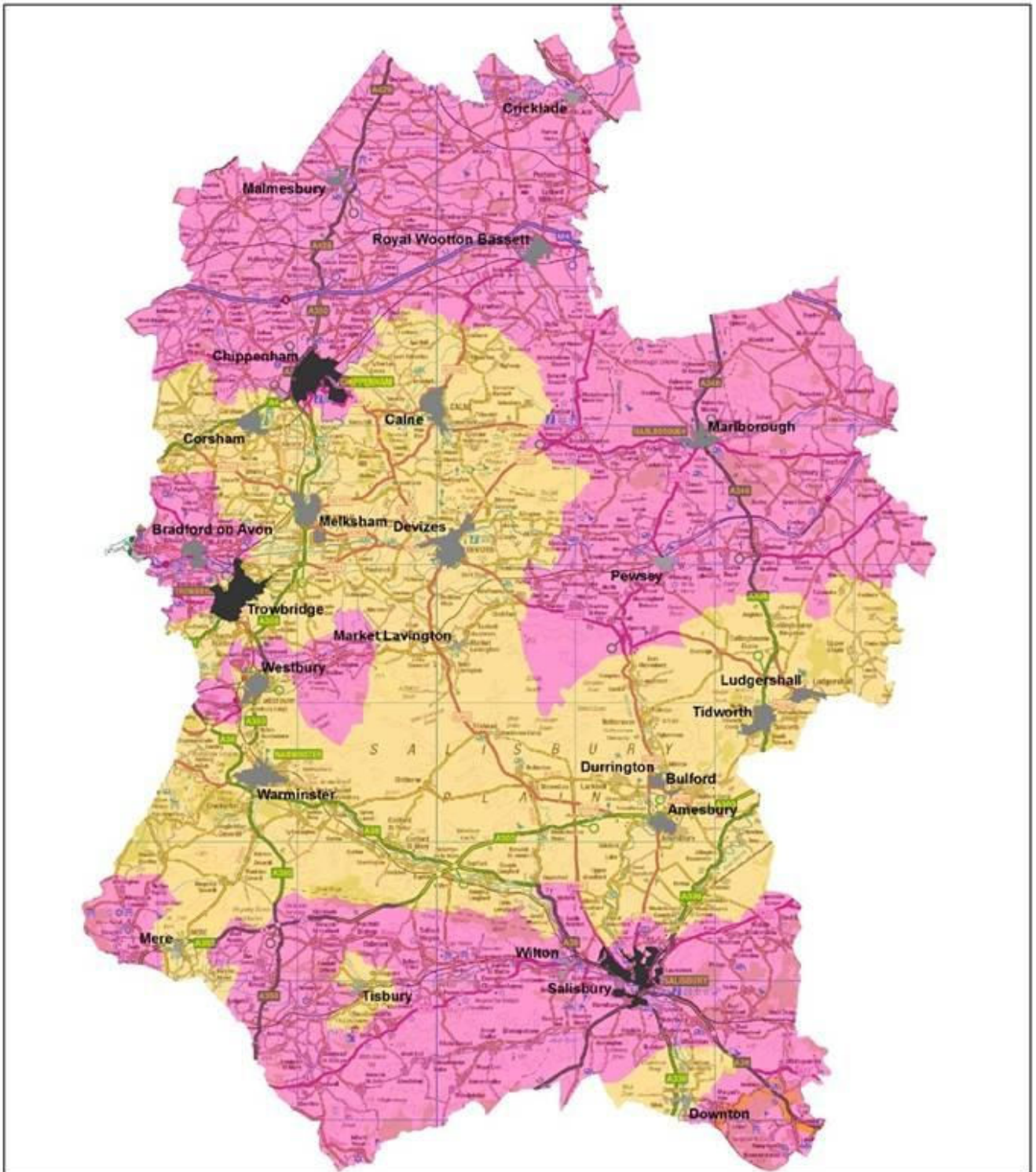
| Infrastructure type | Specific requirement | Site/ location | Delivery mechanism | |
|------------------------------|--|--|--------------------|-----|
| | | | S106 | CIL |
| Affordable housing | See Wiltshire Core Strategy (Core Policies 43, 44, 45 and 46), Planning Obligations SPD (draft March 2015) and Affordable Housing SPD (TBC) | | ✓ | X |
| Education facilities | 2 x 2FE primary schools | Ashton Park Urban Extension/ Trowbridge | ✓ | X |
| | 2FE Primary School | Churchfields & Engine Shed / South Wiltshire | ✓ | X |
| | 2FE Primary School | Fuggleston Red / South Wiltshire | ✓ | X |
| | 1FE Primary School | Hampton Park / South Wiltshire | ✓ | X |
| | 2FE Primary School | Longhenge / South Wiltshire | ✓ | X |
| | 1FE Primary School | UKLF, Wilton / South Wiltshire | ✓ | X |
| | 1FE Primary School | Kings Gate / Amesbury | ✓ | X |
| | Secondary school expansion | Kings Gate / Amesbury | ✓ | X |
| | Secondary school site | Ashton Park Urban Extension/ Trowbridge | | |
| | Nursery, primary, special and secondary schools (including sites), where the requirement can be attributed to five or fewer developments | | ✓ | X |
| | Other cumulative impact of development upon nursery, primary, special and secondary school provision (excluding sites, which will be secured through s106) | | X | ✓ |
| Sustainable transport | Site-specific transport/ highways mitigation and sustainable transport improvements (e.g. site-specific | | ✓ | X |

| Infrastructure type | Specific requirement | Site/ location | Delivery mechanism | |
|---|--|----------------|--------------------|-----|
| | | | S106 | CIL |
| | highway works, including localised safety improvements, reinstatement of highways etc. and site-specific works to amenity land, access roads etc.) | | | |
| | Strategic, county-wide sustainable transport improvements, except where the requirement can be attributed to five or fewer developments | | X | ✓ |
| Open space/ green infrastructure | Site-specific open space/ green infrastructure, including parks, children's play space, green areas, outdoor sports and playing fields, where the requirement can be attributed to five or fewer developments | | ✓ | X |
| | Strategic open space/ green infrastructure, including parks, children's play space, green areas, outdoor sports and playing fields | | X | ✓ |
| | Site-specific ecological impacts of development, where the requirement can be attributed to five or fewer developments | | ✓ | X |
| | Strategic habitat protection and nature conservation | | X | ✓ |
| Flood mitigation measures | SUDS, exceptional drainage or flood risk management measures | | ✓ | X |
| Community and cultural facilities | Site-specific requirements for community and cultural facilities, where the requirement can be attributed to five or fewer developments | | ✓ | X |
| | Strategic provision of community and other cultural facilities, such as multi-use community facilities, leisure centres and libraries and cultural facilities, except where the requirement can be attributed to five or fewer | | X | ✓ |

| Infrastructure type | Specific requirement | Site/ location | Delivery mechanism | |
|--------------------------------------|---|--|--------------------|-----|
| | | | S106 | CIL |
| | developments | | | |
| | Waste and recycling containers | | ✓ | X |
| Emergency services | Fire stations, ambulance stations/ standby points and police stations | | X | ✓ |
| | Fire hydrants (if not secured through planning conditions) | | ✓ | X |
| Health facilities | Primary Health Facility | Ashton Park Urban Extension/Trowbridge | ✓ | X |
| | Primary Health Facility | Churchfields & Engine Shed / South Wiltshire | ✓ | X |
| | Primary health facilities, where the requirement can be attributed to five or fewer developments | | ✓ | X |
| | Other cumulative impact of development upon the provision of health facilities | | X | ✓ |
| Cross boundary infrastructure | Strategic cross-boundary infrastructure, except for site-specific projects where the need can be attributed to five or fewer developments | | X | ✓ |
| | Site-specific, cross-boundary infrastructure, where the need can be attributed to five or fewer developments | | ✓ | X |
| Other | Site-specific public realm infrastructure, where the requirement can be attributed to five or fewer developments | | ✓ | X |
| | Strategic public realm infrastructure, e.g. streetscene and built environment, community safety measures, heritage asset improvements, visitor management issues and public art, except where the requirement | | X | ✓ |

| Infrastructure type | Specific requirement | Site/ location | Delivery mechanism | |
|---------------------|---|----------------|--------------------|-----|
| | | | S106 | CIL |
| | can be attributed to five or fewer developments | | | |
| | Employment and skills training, where the requirement can be attributed to five or fewer developments (e.g. job brokerage, construction phase skills training, end user skills training, apprenticeships and work placements, local enterprise supply chain and training commuted sum improvements) | | ✓ | X |

Appendix 2 – Wiltshire Affordable Housing Zones Map (CP43)



Key:

40% affordable housing zone

30% affordable housing zone

Appendix 3 – Useful links

Planning legislation

- [CIL Regulations 2010](#)
- [CIL Regulations \(amended\) 2011](#)
- [CIL Regulations \(amended\) 2012](#)
- [CIL Regulations \(amended\) 2013](#)
- [CIL Regulations \(amended\) 2014](#)

National planning policy

- [Planning Practice Guidance \(PPG\)](#)
- [National Planning Policy Framework \(NPPF\)](#)
- [National Planning Policy Guidance \(NPPG\)](#)

Local planning policy

- [Wiltshire Core Strategy](#)
- [Wiltshire Community Infrastructure Levy](#)

Local planning application process advice and fees

- [Planning and building control](#)

[Back cover]

Notices of motion

The following rules taken from Part 4 – Rules of Procedure – Council explain how motions are to be dealt with at the meeting:

At the meeting

89. The Chairman will invite the proposer, or one of the councillors, who has given notice of the motion to move the motion. Where these councillors are not available at the meeting, the motion can be moved and seconded by any other councillors.
90. A notice of motion must be moved at the meeting, it must then be seconded. If the motion is not moved and seconded, it will, unless postponed by consent of the Council, be treated as abandoned and may not be moved without fresh notice.
91. Once moved and seconded at the meeting, the councillor proposing the motion will be given up to five minutes in which to present his or her motion.
92. The Chairman will give the relevant cabinet member an opportunity to respond to the motion giving him or her up to five minutes in which to do so.
93. On considering a notice of motion and subject to paragraphs 95-100 below, the following options shall then be open to the council:
 - debate the motion and vote on it
 - refer it to an appropriate member body with or without debate
 - refer it to the Leader of Council with or without debate
94. The Chairman will move that the motion either be debated on the day or referred to the appropriate member body. This will be seconded by the Vice-Chairman of Council or in his or her absence, another member of the council and put to the vote without discussion. On the question of referring the motion to an appropriate member body, the only amendment the Chairman will accept is to which member body the motion should be referred.
95. If the motion relates to a function exercisable only by the council then the council will debate the motion and on consideration of a report, determine the motion or refer it to a future meeting of the Council.
96. If the motion relates to a function that has been delegated to another member body then the council will vote without debate on whether to refer the motion to that member body.
97. If referred to another member body that member body must consider the motion at its next available meeting. The mover and seconder of the motion will be invited to attend that meeting if they are not already members of that body in order to present their motion but will not be able to vote unless they

have voting rights. The member body must report back to the council as soon as practicable by way of the minutes of that meeting.

98. If the notice of motion is referred to another member body following debate at council, a summary of the debate at council together with any recommendation will be taken into account by the member body when considering the motion.
99. If the notice of motion relates to an executive function, the motion will be referred to the Leader of the Council. The Leader will write to the proposers of the motion with a copy to all members of the council, advising them what steps he or she proposes to take.
100. Any decision of council arising from a motion must comply with the principles of decision making as set out in Part 2, paragraph 14.2 of this Constitution.

Wiltshire Council

Annual Council

12 May 2015

Notice of Motion No. 18

**Community Area Grants
From Councillors Jeff Osborn and Helen Osborn**

To consider the following motion:

“That this Council requires the rules concerning community grants awarded by Area Boards to be amended to allow only one grant per applicant per year.”

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Wiltshire Council

Annual Council

12 May 2015

Notice of Motion No. 19

**Burnbake Trust and Group 5
From Councillors Jeff Osborn and Peter Edge**

To consider the following motion:

“This Council views with concern the manner in which the policy on voluntary sector group funding has been implemented. In particular two well regarded voluntary furniture recycling groups, in different parts of the county, have been poorly treated – the Burnbake Trust and Group 5. They have had all their Wiltshire Council funding withdrawn, with little or no consultation.

The consequence is that these organisations are now at risk of closure, with a loss of local community resilience and serious reputational damage to this Council.

Council need to reconsider; discuss the matter further with all those involved and seek to salvage something practical from this drastic situation.”

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Wiltshire Council

Annual Council

12 May 2015

Notice of Motion No. 20 – RUH Hopper Service

From Councillors Jeff Osborn and Helen Osborn

To consider the following motion:

“Council remains concerned with the overall manner in which the decision to cease funding the RUH Hopper has been handled. A decision was made without consulting other agencies, such as Wiltshire Clinical Commissioning Group, the RUH and the local Link schemes.

Council notes growing public unease regarding this matter as evidenced by the increasing numbers supporting the relevant petition.

Council urges the Administration to do everything possible to ensure this invaluable service continues and that members and the public are regularly updated on progress towards this objective.”

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Wiltshire Council

Annual Council

12 May 2015

Notice of Motion No. 21

**Reduction in the number of Councillors
From Councillors Jeff Osborn and Terry Chivers**

To consider the following motion:

“That Council recognises the need to economise in these hard times and should therefore instigate a process of reducing the number of members to 70.

Whilst it appreciates that this cannot immediately happen, as division boundaries will need to be revised, it is important that the process starts now, to indicate to the public that we are serious in our commitment to save money.”

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Wiltshire Council

Annual Council

12 May 2015

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

Introduction

1. This report guides the Council in constituting and re-appointing committees and following the legal requirements in allocating seats to the political groups.

Review of Allocation of Seats to Political Groups

Legal Position

2. Under the Local Government & Housing Act 1989 (“the Act”) and subsequent Regulations, (“the Regulations”), the Council must review the representation of the different political groups on committees at the Annual Council meeting.
3. It is open to the Council when carrying out a review to adopt some arrangement other than that prescribed by the Act and the Regulations. Notice of such a proposal would have to be given in the Summons, and a decision would need to be made with no one voting against it. The remainder of this report assumes that the Council will not want an alternative arrangement to that prescribed by law.

Political Groups

4. There are currently 4 political groups on the Council. The respective strengths of those Groups are as follows:-

| Name of Group | *No. of Councillors in Group |
|------------------|------------------------------|
| Conservative | 58 |
| Liberal Democrat | 21 |
| Labour | 4 |
| Independent | 12 |
| Ungrouped member | 1 |
| Vacancies | 2 |

*These figures will be updated in light of the two by-elections being held on 7 May in respect of the Bromham, Rowde and Potterne and Chippenham Hardenhuish divisions

5. Under the regulations, two or more councillors may form and register a group. Therefore the UK Independence Party councillor is, subject to the aforementioned by-elections, regarded as an ungrouped councillor.
6. This report has been prepared on the basis of the strengths of the various political groups as they currently stand as set out in paragraphs 4 and 5. This report will be updated to take into account the results of the two Wiltshire Council by-elections and the results of the Swindon Borough Council elections in so far as the membership of the Wiltshire Police and Crime Panel are concerned.

Principles

7. The Act sets out four principles which must be followed so far as reasonably practicable. They are:
 - (a) *Preventing domination by a single group:* All the seats on a committee should not be allocated to the same political group.
 - (b) *Ensuring a majority group enjoys a majority on all committees:* If one political group has a majority in the full Council, that political group should have a majority on each committee.
 - (c) *Aggregating all committee places and allocating fair shares:* Subject to the above two principles, the total number of seats on all the committees of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.
 - (d) *Ensuring as far as practicable fairness on each committee:* Subject to the above three principles, the number of seats on each committee of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.

Application of Principles

8. The Council must review the establishment of its committees in accordance with the principles laid down in the Act. Immediately this is done, each political group should state the names of the councillors it wishes to take its allocated places on committees, including substitutes, and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable. This is dealt with specifically under the next item of business on the agenda.

Councillors not in a Political Group

9. In the case of councillors who are not members of a political group, a proportion of seats on committees equal to the proportion of Council members who do not belong to a political group, has to be reserved, with appointments to these seats being made by the Council at its discretion.

Committees of the Council

10. The Council's Constitution currently provides for the appointment of the following committees:-

- Strategic Planning
- Area Planning – East, North, South and West
- Licensing
- Standards
- Overview and Scrutiny Management
- Children's Select
- Health Select
- Environment Select
- Audit
- Appeals
- Staffing Policy
- Officer Appointments
- Pension Fund
- Local Pension Board
- Police and Crime Panel
- Health and Wellbeing Board

11. Outside the scope of this report is the Cabinet and the Health and Wellbeing Board as the political proportionality rules continue to not apply to these bodies. The rules on political proportionality also do not apply to the Local Pension Board which was established by Council at its last meeting on 24 February 2015 in accordance with recent legislation.

Area Boards

12. Area boards are appointed by the Council under Section 102 of the Local Government Act 1972. These are constituted as area committees within the meaning of Section 18 of the Local Government Act 2000 and regulations made under that section for the purpose of discharging functions delegated by the executive (or not otherwise reserved). They are not subject to the rules on political proportionality. A list of these area boards is set out at Appendix 1 to this report.
13. All unitary councillors representing the electoral divisions covered by the area board will be appointed to their relevant area board. This is dealt with specifically under the next item of business on the agenda.

14. Pewsey and Tidworth are established as a single area committee with two sub-committees, each of which operate as an area board known as Pewsey Area Board and Tidworth Area Board respectively.

Health and Wellbeing Board

15. Under the Health and Social Care Act 2012 the Council is required to appoint a Health and Wellbeing Board that works with partners, including GPs, to prepare a Health and Wellbeing Strategy for the Council and to ensure that the commissioning of services is integrated. The Board is to be regarded as an ordinary committee of the Council, is therefore appointed by the Council, it reports to the Council and its membership as defined by the legislation is agreed by the Council. The rules on political proportionality do not apply.

The Health and Wellbeing Board was formally established by Council in May 2013 with terms of reference and membership as included in the Council's constitution.

Police and Crime Panel

16. The Council is required under the Police and Social Responsibility Act 2011 to appoint a Police and Crime Panel. This, despite its title, is a formal joint committee of Swindon and Wiltshire Councils and the two councils are required to meet a "balanced appointment objective" whereby its membership reflects both the geographical and political nature of the two councils plus the skills and experience required to fulfil the panel's functions.
17. The main function of the panel is to hold the directly elected Police and Crime Commissioner to account for the effective policing of the force area. The role is primarily a scrutiny function but all councillors, both executive and non-executive, can be members as long as the balanced appointment objective is met.
18. The minimum size of the panel is 10 with the addition of two co-opted independent persons. Previous agreement with Swindon Borough Council and the Home Secretary that Wiltshire's PCP would comprise 11 councillors, plus two independent members, with the ratio of councillors 7:4 in favour of Wiltshire.
19. The membership of the PCP must reflect the political proportionality of the two councils when taken together. Swindon Borough Council will hold elections for a third of its membership on 7 May. Swindon's current political composition is as follows:

Conservatives – (currently 30)

Labour – (currently 22)

Liberal Democrats – (currently 4)

Independent – (currently 1)

20. Given the elections being held by Swindon Borough Council and the by-elections being held by Wiltshire Council on 7 May, further information will be circulated to Council advising on the updated political composition of both Councils and how this should be reflected in the composition of the Wiltshire Police and Crime Panel.

Children's Select Committee

21. This Committee must include nominees of the Church of England, the Roman Catholic Church and a number of elected parent governor representatives (historically there have been 3 appointed representatives – one from each school sector). They will be voting members. In accordance with the principle set out at 7(b) above the majority group are entitled to appoint additional councillors to ensure it enjoys a majority. This entitlement has been waived in the past. The Council also has discretion to appoint an unlimited number of co-opted members onto this committee as representatives of children's organisations/agencies (historically this has been on a non-voting basis). The actual appointments are dealt with under the next item of business on the agenda.

Method of Calculating the Allocation of Places to Political groups

22. The principles in paragraph 7 can be applied in the following sequence:
- (i) Calculate the total number of seats with votes on all the ordinary committees and any Joint Committees.
 - (ii) Calculate the proportion that each political group forms of the total membership of the Authority. Reserve an appropriate number of seats for ungrouped members.
 - (iii) Apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group; the requirement to apply the proportions "so far as reasonably practicable" can be met by rounding down fractional entitlements of less than half, and rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to a half should be rounded in the other direction until entitlements balance the available seats.
 - (iv) Apply the proportions to the number of councillors on each ordinary committee to give provisional entitlement to seats on that committee.
 - (v) If the provisional entitlement gives only one group seats on the committee, adjust the entitlement so that the next largest group has a seat (thus applying principle (a) in paragraph 7).
 - (vi) Finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, whilst

preserving the results reached at steps (iv) and (v) (thus applying principle (c) in paragraph 7).

23. The Council is free to adopt any aggregate number of places on ordinary committees so long as it follows the principles in paragraph 7 and the sequence in paragraph 22. A draft scheme of committee places will be discussed with Group Leaders following the outcome of the two by-elections on 7 May and will be submitted to Council in due course as Appendix 3.
24. A numerical guide to proportional representation on Committees will also be circulated as Appendix 2 to reflect the Council's updated political composition following the by-elections.

Matters for Decision

25. The Council is asked:

- (a) To note this report and the legal requirements.
- (b) To re-appoint the following committees with the terms of reference as set out in the Constitution:-

Strategic Planning
Area Planning – East, North, South and West
Licensing
Standards
Overview and Scrutiny Management
Children's Select
Health Select
Environment Select
Audit
Appeals
Staffing Policy
Officer Appointments
Pension Fund
Local Pension Board (terms of reference agreed by last Council).
Police and Crime Panel
Health and Wellbeing Board

- (b) To appoint those Area Boards, constituted as area committees as set out in paragraphs 12 to 14 and Appendix 1 of this report and within the Constitution, to comprise the Unitary Councillors for that area.
- (c) To approve a scheme of committee places which sets out the number of seats available to members of the Council and to political groups (Appendix 3 to follow).

Robin Townsend
Associate Director - Corporate Function and Procurement

Report Author: Yamina Rhouati, Democratic Governance Manager

Background papers: None

Appendices

Appendix 1 – List of Area Boards

Appendix 2 - Numerical Guide to political proportionality (to follow)

Appendix 3 – Scheme of committee places (to follow)

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Area Boards: Electoral Divisions

Amesbury Area Board

Electoral Divisions 6

Amesbury East
Amesbury West
Till & Wylde Valley
Durrington & Larkhill
Bulford, Allington & Figheldean
Bourne & Woodford Valley

Bradford on Avon Area Board

Electoral Divisions 4

Holt & Staverton
Winsley & Westwood
Bradford on Avon North
Bradford on Avon South

Calne Area Board

Electoral Divisions 5

Calne Rural
Calne North
Calne Chilvester & Abberd
Calne Central
Calne South & Cherhill

Chippenham Area Board

Electoral Divisions 10

By Brook
Chippenham Cepen Park & Derriads
Chippenham Cepen Park & Redlands
Chippenham Hardenhuish
Chippenham Monkton
Chippenham Queens and Sheldon
Chippenham Hardens and England
Chippenham Lowdon and Rowden
Chippenham Pewsham
Kington

Corsham Area Board

Electoral Divisions 4

Box and Colerne
Corsham Pickwick
Corsham Without & Box Hill
Corsham Town

Devizes Area Board

Electoral Divisions 7

Bromham, Rowde and Potterne
Devizes & Roundway South
Devizes East
Devizes North
Roundway
The Lavingtons & Erlestoke
Urchfont & The Cannings

Malmesbury Area Board

Electoral Divisions 4

Brinkworth
Malmesbury
Minety
Sherston

Marlborough Area Board

Electoral Divisions 4

Aldbourn & Ramsbury
Marlborough East
Marlborough West
West Selkley

Melksham Area Board

Electoral Divisions 6

Melksham Central
Melksham North
Melksham South
Melksham Without North
Melksham Without South
Summerham and Seend

Pewsey and Tidworth Area Committee

Electoral Divisions 6

Pewsey Vale
Pewsey
Burbage & The Bedwyns
The Collingbournes & Netheravon
Ludgershall & Perham Down
Tidworth

Royal Wootton Bassett and Cricklade Area Board

Electoral Divisions 6

Cricklade and Latton
Lyneham
Purton
Royal Wootton Bassett East
Royal Wootton Bassett North
Royal Wootton Bassett South

Salisbury Area Board

Electoral Divisions 8

Salisbury Fisherton & Bemerton
Village
Salisbury Bemerton
Salisbury Harnham
Salisbury St Edmund & Milford
Salisbury St Francis & Stratford
Salisbury St Mark's & Bishopdown
Salisbury St Martin's & Cathedral
Salisbury St Paul's

South West Wiltshire Area Board

Electoral Divisions 5

Fovant & Chalke Valley
Mere
Nadder & East Knoyle
Tisbury
Wilton & Lower Wylde Valley

Southern Wiltshire Area Board

Electoral Divisions 5

Alderbury & Whiteparish
Downton & Ebble Valley
Laverstock, Ford and Old Sarum
Redlynch & Landford
Winterslow

Trowbridge Area Board

Electoral Divisions 9

Hilperton
Southwick
Trowbridge Adcroft
Trowbridge Central
Trowbridge Drynham
Trowbridge Grove
Trowbridge Lambrok
Trowbridge Park
Trowbridge Paxcroft

Warminster Area Board

Electoral Divisions 5

Warminster Without
Warminster Broadway
Warminster Copheap and Wyllye
Warminster East
Warminster West

Westbury Area Board

Electoral Divisions 4

Ethandune
Westbury East
Westbury North
Westbury West

Wiltshire Council

Annual Council

12 May 2015

Appointment of Councillors to Committees

Introduction

1. Following on from the decision to formally re-appoint committees and allocate seats to political groups, the Council must now formally agree the appointment of councillors and substitutes to those Committees in accordance with the scheme of committee places agreed under the last item.

Appointment of Councillors and Substitutes

2. Each political group should state the names of the councillors it wishes to take its allocated places on committees and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable. It is a legal requirement however that the Council formally approves the appointment of councillors to committees and therefore it is essential that each political group notifies the Democratic Governance Manager of their nominated councillors to serve on committees, before the day of the Council meeting. Group Leaders may also wish to bear in mind the advantages of achieving a geographical spread of appointees particularly for area planning committees.
3. The Constitution currently provides that the Council will appoint substitute councillors to serve on each committee. Each political group is currently entitled to appoint up to four substitutes where it has a councillor on that committee. As with nominations of committee members (see paragraph 2 above) it is a legal requirement that the Council formally approves the appointment of substitute members to committees and therefore it is essential that each political group notifies the Democratic Governance Manager of their nominated substitute members to serve on committees, preferably before the day of the Council meeting. To assist Group Leaders and Council, a schedule of **current** appointments to committees is attached as Appendix 1.
4. Councillors are encouraged to make use of the substitute system to ensure committees are fully represented in the case of absences by the appointed members. If a councillor finds that they are unable to attend a meeting then they should contact Democratic Services who will record and present your apologies at the meeting. They can also advise on the named substitutes for your political group. The onus is on the councillor to contact the substitute councillor although it would be helpful for you to notify Democratic services

as they will report the temporary change to the membership of the committee.

Committees of the Council

5. There are specific issues that need to be considered under the appointment of councillors.
6. The statutory rules regarding senior officers appointments embodied in the Council's Constitution require the Officer Appointments Committee to include at least one member of the Executive.
7. Also the Staffing Policy Committee requires two members of the Cabinet as Cabinet representation is required on its sub-committees by the Council's constitution and the Local Authorities (Standing Orders) (England) Regulations 2001.
8. The Standards Committee includes 4 non-voting co-opted members who were last re-appointed in May 2014. The constitution provides for their term of office normally being four years. Council is asked to confirm the continued appointment of the 4 non-voting co-opted members.
9. As referenced in the previous report on the appointment of committees, the Children's Select Committee must include nominees of the Church of England, the Roman Catholic Church and a number of elected parent governor representatives (historically there have been 3 appointed representatives – one from each school sector). They will be voting members. The Council also has discretion to appoint an unlimited number of co-opted members onto this committee as representatives of children's organisations/agencies (historically this has been on a non-voting basis).
10. Wherever possible the members of Area Planning Committees should be made up of local councillors. These committees however, unless the Council has determined otherwise under the previous item, will still need to be appointed on a politically proportional basis.
11. All unitary councillors representing the electoral divisions covered by an Area Board will be appointed to their relevant area board as set out in Appendix 2 to this report.
12. It has been a long standing convention that the chairmen of Select Committees would have a seat on the Overview and Scrutiny Management Committee. It has also recently been considered appropriate that the Chairman of the Financial Planning Task Group should also have a seat on the Overview and Scrutiny Management Committee. Similar conventions are in place in respect of the chairmen of the 4 Area Planning Committees having a seat on the Strategic Planning Committee. Group Leaders are therefore asked to consider these conventions when submitting their nominations for committee places. Group Leaders can of course make subsequent requests for changes within their allocation of seats as approved by Council at future meetings of Council should the need arise.

Matters for Decision

- (A) To appoint councillors to serve on those committees in accordance with the agreed scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989.
- (B) To appoint substitute members (to a maximum of four per group) to the committees referred to in (A) above.
- (C) To appoint those councillors representing electoral divisions to their respective area boards as set out in Appendix 2 to this report.
- (D) To reappoint the following co-opted non-voting members to the Standards Committee:

Mr John Scragg
Miss Pam Turner
Mr Paul Neale
Mr Philip Gill MBE, JP

- (E) To re/appoint the following non-elected members to the Children's Select Committee:-

| <u>Non-Elected Voting Members</u> | <u>Representing</u> |
|--|---|
| Mrs L Swainston | Church of England |
| Dr M Thompson | Clifton Diocese Roman Catholic Church |
| Vacancy | Parent Governor (Secondary- maintained) |
| Vacancy | Parent Governor (Secondary – academy) |
| Mrs A Kemp | Parent Governor (Special Educational Needs) |
| Mr K Brough | Parent Governor (Primary) |
| <u>Non-Elected Non-Voting Members</u> (Up to Five) Chloe Lintern (Member) Freya Pigott (Deputy) | School, Children and Young People representatives |
| Ms Cathy Shahrokni Ms Kim Hunte (Deputy) | Further Education Representative |
| Miss S Busby | Secondary Schools Headteacher Representative |
| Miss T Cornelius | Primary School Headteachers Representative |
| Mr J Hawkins | School Teacher Representative |

Robin Townsend
Associate Director - Corporate Function and Procurement

Report Author: Yamina Rhouati, Democratic Governance Manager

Appendices

Appendix 1 – Current membership of Committees

Appendix 2 – List of appointments to Area Boards

Background papers: None

**Appointment of Committee Members
Agreed by Council 24 February 2015**

Strategic Planning Committee (11)

| Conservative Group (7) | Liberal Democrat Group (3) | Labour Group (0) | Independent (1) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| A Davis | G Ansell | - | T. Chivers | - |
| S Dobson | D Jenkins | | | |
| C Howard | T Carbin | | | |
| W Moss | | | | |
| C Newbury | | | | |
| A Trotman | | | | |
| F Westmoreland | | | | |
| | | | | |
| | | | | |
| Substitutes: | | | | |
| J Shepherd | B Douglas | | E Clark | |
| M Douglas | B Dalton | | D Drewett | |
| P Oatway | | | G Jeans | |
| J Wickham | I West | | G Wright | |

Area Planning Committee – East (8)

| Conservative Group (7) | Liberal Democrat Group (0) | Labour Group (0) | Independent (1) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| M Connolly | - | - | N Fogg | |
| S Dobson | | | | |
| P Evans | | | | |
| R Gamble | | | | |
| J Kunkler | | | | |
| P Oatway | | | | |
| C Howard | | | | |
| | | | | |
| | | | | |
| Substitutes: | | | | |
| | | | T Chivers | |
| J Sheppard | | | E Clark | |
| P Whitehead | | | D Drewett | |
| C Williams | | | J Osborn | |

Area Planning Committee – North (11)

| Conservative Group (7) | Liberal Democrat Group (3) | Labour Group (0) | Independent (1) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| C Crisp | C Hurst | - | H Marshall | - |
| M Groom | M Packard | | T Chivers | |
| P Hutton | | | | |
| S Parker | | | | |
| T Sturgis | | | | |
| A Trotman | | | | |
| P Whalley | | | | |
| | | | | |
| Substitutes: | | | | |
| C Berry | D Allen | | E Clark | |
| M Champion | G Ansell | | D Drewett | |
| H Greenman | B Douglas | | G Jeans | |
| J Lay | L Packard | | G Wright | |

Area Planning Committee – South (11)

| Conservative Group (6) | Liberal Democrat Group (2) | Labour Group (2) | Independent (1) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| R Britton | B Dalton | I McLennan | G Jeans | - |
| R Clewer | I West | I Tomes | | |
| C Devine | | | | |
| J Green | | | | |
| M Hewitt | | | | |
| F Westmoreland | | | | |
| | | | | |
| Substitutes: | | | | |
| A Deane | P Edge | J Walsh | T Chivers | |
| L Randall | H McKeown | R Rogers | E Clark | |
| J Smale | T Carbin | | D Drewett | |
| B Wayman | M Macdonald | | G Wright | |

Area Planning Committee – West (11)

| Conservative Group (7) | Liberal Democrat Group (2) | Labour Group (0) | Independent (2) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| A Davis | T Carbin | - | E Clark | - |
| J Knight | M Macdonald | | D Drewett | |
| C Newbury | | | | |
| H Prickett | | | | |
| P Ridout | | | | |
| J Seed | | | | |
| R While | | | | |
| | | | | |
| | | | | |
| Substitutes: | | | | |
| J Wickham | N Blakemore | | T Chivers | |
| F de Rhé Philipe | R Brown | | J Osborn | |
| K Humphries | S Oldrieve | | R Hawker | |
| G Payne | G King | | | |

Licensing Committee (12)

| Conservative Group (7) | Liberal Democrat Group (3) | Labour Group (0) | Independent (2) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| A Bucknell | D Allen | - | G Jeans | - |
| S Evans | N Blakemore | | D Drewett | |
| J Green | | | | |
| M Hewitt | | | | |
| S Jacobs | | | | |
| L Randall | | | | |
| P Ridout | | | | |
| | | | | |
| | | | | |
| Substitutes: | | | | |
| | G Ansell | | N Fogg | |
| A Davis | B Douglas | | E Clark | |
| H Greenman | T Carbin | | J Osborn | |
| W Moss | J Hubbard | | | |

Overview and Scrutiny Management Committee (15)

| Conservative Group (8) | Liberal Democrat Group (4) | Labour Group (1) | Independent (2) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| C Crisp | J Hubbard | J Walsh | J Osborn | - |
| S Dobson | G King | | S Killane | |
| A Hill | P Edge | | | |
| J Lay | Ian Thorn | | | |
| P Ridout | | | | |
| B Wayman | | | | |
| P Whalley | | | | |
| J Noeken | | | | |
| | | | | |
| Substitutes: | | | | |
| M Douglas | G Ansell | R Rogers | | |
| H Greenman | M Packard | | G Jeans | |
| P Oatway | D Jenkins | | H Osborn | |
| C Berry | | | E Clark | |

Children's Select Committee (13)

| Conservative Group (8) | Liberal Democrat Group (3) | Labour Group (1) | Independent (1) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| M Champion | P Aves | R Rogers | H Osborn | - |
| M Douglas | J Hubbard | | | |
| S Evans | C Hurst | | | |
| J Lay | | | | |
| S Jacobs | | | | |
| W Moss | | | | |
| C Crisp | | | | |
| P Whalley | | | | |
| | | | | |
| Substitutes: | | | | |
| C Berry | T Carbin | J Walsh | T Chivers | |
| J Shepherd | P Edge | | D Drewett | |
| A Davis | I Thorn | | J Osborn | |
| S Dobson | H Mckeown | | | |

Environment Select Committee (13)

| Conservative Group (7) | Liberal Democrat Group (4) | Labour Group (1) | Independent (1) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| P Evans | L Packard | I McLennan | D Drewett | |
| J Green | B Dalton | | | |
| J Lay | P Edge | | | |
| C Newbury | M Macdonald | | | |
| T Trotman | | | | |
| J Sheppard | | | | |
| B Wayman | | | | |
| | | | | |
| Substitutes: | | | | |
| A Deane | B Jones | I Tomes | T Chivers | |
| M Hewitt | T Carbin | R Rogers | N Fogg | |
| | R Brown | | G Jeans | |
| P Whalley | I West | | J Osborn | |

Health Select Committee (13)

| Conservative Group (7) | Liberal Democrat Group (3) | Labour Group (1) | Independent (2) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| M Champion | B Jones | | J Osborn | |
| C Crisp | G King | J Walsh | C Caswill | |
| M Douglas | H Mckeown | | | |
| J Noeken | | | | |
| J Knight | | | | |
| N Philips | | | | |
| P Ridout | | | | |
| | | | | |
| Substitutes: | | | | |
| C Berry | T Carbin | I McLennan | D Drewett | |
| S Evans | D Jenkins | R Rogers | | |
| J Johnson | | | H Osborn | |
| P Evans | P Aves | | T Chivers | |

Standards Committee (11)

| Conservative Group (7) | Liberal Democrat Group (3) | Labour Group (0) | Independent (1) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| A Bucknell | D Allen | | T Chivers | |
| H Greenman | T Carbin | | | |
| J Johnson | R Brown | | | |
| J Noeken | | | | |
| P Oatway | | | | |
| H Prickett | | | | |
| S Parker | | | | |
| | | | | |
| | | | | |
| Substitutes: | | | | |
| M Douglas | G Ansell | | E Clark | |
| J Wickham | M Macdonald | | D Drewett | |
| P Ridout | I Thorn | | | |
| J Smale | B Jones | | G Jeans | |

Police and Crime Panel (7)

| Conservative Group (4) | Liberal Democrat Group (2) | Labour Group (0) | Independent (1) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| R Britton | G Ansell | - | | |
| C Howard | T Carbin | | C Caswill | |
| P Hutton | | | | |
| J Johnson | | | | |
| | | | | |
| | | | | |
| Substitutes: | B Dalton | | E Clark | |
| C Berry | L Packard | | | |
| S Evans | I Thorn | | N Fogg | |
| T Trotman | H McKeown | | J Osborn | |

Audit Committee (11)

| Conservative Group (6) | Liberal Democrat Group (3) | Labour Group (0) | Independent (1) | UKIP (1) |
|------------------------|----------------------------|------------------|-----------------|-----------|
| R Britton | R Brown | - | J Osborn | D Pollitt |
| A Deane | S Oldrieve | | | |
| S Dobson | L Packard | | | |
| J Johnson | | | | |
| S Parker | | | | |
| J Sheppard | | | | |
| | | | | |
| | | | | |
| Substitutes: | | | | |
| P Evans | H McKeown | | T Chivers | |
| M Hewitt | I West | | N Fogg | |
| J Lay | M Packard | | G Jeans | |
| J Noeken | D Jenkins | | H Osborn | |

Appeals Committee (8)

| Conservative Group (5) | Liberal Democrat Group (2) | Labour Group (1) | Independent (0) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| C Berry | B Douglas | I Tomes | H Marshall | - |
| A Bucknell | | | | |
| A Davis | | | | |
| A Deane | | | | |
| S Parker | | | | |
| | | | | |
| Substitutes: | | | | |
| M Hewitt | P Aves | | | |
| J Knight | P Edge | | | |
| P Oatway | G King | | | |
| F Westmoreland | D Allen | | | |

Staffing Policy Committee (9)

| Conservative Group (5) | Liberal Democrat Group (3) | Labour Group (0) | Independent (0) | UKIP (1) |
|------------------------|----------------------------|------------------|-----------------|------------|
| A Bucknell | B Jones | - | G Wright | D. Pollitt |
| M Hewitt | D Jenkins | | | |
| J Scott | | | | |
| J Smale | | | | |
| S Wheeler | | | | |
| | | | | |
| Substitutes: | | | | |
| F de Rhé Philipe | D Allen | | E Clark | |
| P Evans | M Packard | | J Osborn | |
| W Moss | N Blakemore | | | |
| A Trotman | S Oldrieve | | | |

Officer Appointments Committee (5)

| Conservative Group (3) | Liberal Democrat Group (1) | Labour Group (0) | Independent (1) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| F de Rhe Philipe | J Hubbard | - | N Fogg | - |
| J Scott | | | | |
| J Thomson | | | | |
| | | | | |
| Substitutes: | | | | |
| K Humphries | P Edge | | T Chivers | |
| L Mayes | B Jones | | D Drewett | |
| J Seed | G King | | G Jeans | |
| S Wheeler | H McKeown | | J Osborn | |

Pension Fund Committee (5)

| Conservative Group (4) | Liberal Democrat Group (1) | Labour Group (0) | Independent (0) | UKIP (0) |
|------------------------|----------------------------|------------------|-----------------|----------|
| A Deane | M Packard | - | - | - |
| C Howard | | | | |
| S Parker | | | | |
| R While | | | | |
| | | | | |
| | | | | |
| Substitutes: | | | | |
| F de Rhe Philippe | C Hurst | | | |
| C Newbury | I Thorn | | | |
| P Whitehead | B Jones | | | |
| | G King | | | |

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Area Boards: Electoral Divisions**Amesbury Area Board****Electoral Divisions 6**

Amesbury East
 Amesbury West
 Till & Wylde Valley
 Durrington & Larkhill
 Bulford, Allington & Figheldean
 Bourne & Woodford Valley

Members

John Noeken
 Fred Westmoreland
 Ian West
 Graham Wright
 John Smale
 Mike Hewitt

Bradford on Avon Area Board**Electoral Divisions 4**

Holt & Staverton
 Winsley & Westwood
 Bradford on Avon North
 Bradford on Avon South

Members

Trevor Carbin
 Magnus Macdonald
 Rosemary Brown
 Ian Thorn

Calne Area Board**Electoral Divisions 5**

Calne Rural
 Calne North
 Calne Chilvester & Abberd
 Calne Central
 Calne South & Cherhill

Members

Christine Crisp
 Glenis Ansell
 Tony Trotman
 Howard Marshall
 Alan Hill

Chippenham Area Board**Electoral Divisions 10**

By Brook
 Chippenham Cepen Park & Derriads
 Chippenham Cepen Park & Redlands
 Chippenham Hardenhuish
 Chippenham Monkton
 Chippenham Queens and Sheldon
 Chippenham Hardens and England
 Chippenham Lowdon and Rowden
 Chippenham Pewsham
 Kington

Members

Jane Scott
 Peter Hutton
 Nina Phillips
 Nick Watts
 Chris Caswill
 Desna Allen
 Bill Douglas
 Linda Packard
 Mark Packard
 Howard Greenman

Corsham Area Board

Electoral Divisions 4

Box and Colerne
Corsham Pickwick
Corsham Without & Box Hill
Corsham Town

Members

Sheila Parker
Alan Macrae
Dick Tonge
Philip Whalley

Devizes Area Board

Electoral Divisions 7

Bromham, Rowde and Potterne
Devizes & Roundway South
Devizes East
Devizes North
Roundway
The Lavingtons & Erlestoke
Urchfont & The Cannings

Members

Liz Bryant
Simon Jacobs
Peter Evans
Sue Evans
Laura Mayes
Richard Gamble
Philip Whitehead

Malmesbury Area Board

Electoral Divisions 4

Brinkworth
Malmesbury
Minety
Sherston

Members

Toby Sturgis
Simon Killane
Chuck Berry
John Thomson

Marlborough Area Board

Electoral Divisions 4

Aldbourn & Ramsbury
Marlborough East
Marlborough West
West Selkley

Members

James Sheppard
Stewart Dobson
Nick Fogg
Jemima Milton

Melksham Area Board

Electoral Divisions 6

Melksham Central
Melksham North
Melksham South
Melksham Without North
Melksham Without South
Summerham and Seend

Members

David Pollitt
Pat Aves
Jon Hubbard
Terry Chivers
Roy While
Jonathon Seed

Pewsey and Tidworth Area Committee

Electoral Divisions 6

Pewsey Vale
Pewsey
Burbage & The Bedwyns
The Collingbournes & Netheravon
Ludgershall & Perham Down
Tidworth

Members

Paul Oatway
Jerry Kunkler
Stuart Wheeler
Charles Howard
Chris Williams
Mark Connolly

Royal Wootton Bassett and Cricklade Area Board

Electoral Divisions 6

Cricklade and Latton
Lyneham
Purton
Royal Wootton Bassett East
Royal Wootton Bassett North
Royal Wootton Bassett South

Members

Bob Jones
Allison Bucknell
Jacqui Lay
Mollie Groom
Mary Champion
Chris Hurst

Salisbury Area Board

Electoral Divisions 8

Salisbury Fisherton & Bemerton
Village
Salisbury Bemerton
Salisbury Harnham
Salisbury St Edmund & Milford
Salisbury St Francis & Stratford
Salisbury St Mark's & Bishopdown
Salisbury St Martin's & Cathedral
Salisbury St Paul's

Members

John Walsh

Ricky Rogers
Brian Dalton
Helena McKeown
Mary Douglas
Bill Moss
Ian Tomes
Richard Clewer

South West Wiltshire Area Board

Electoral Divisions 5

Fovant & Chalke Valley
Mere
Nadder & East Knoyle
Tisbury
Wilton & Lower Wylde Valley

Members

Jose Green
George Jeans
Bridget Wayman
Tony Deane
Peter Edge

Southern Wiltshire Area Board

Electoral Divisions 5

Alderbury & Whiteparish
Downton & Ebble Valley
Laverstock, Ford and Old Sarum
Redlynch & Landford
Winterslow

Members

Richard Britton
Julian Johnson
Ian McLennan
Leo Randall
Christopher Devine

Trowbridge Area Board

Electoral Divisions 9

Hilperton
Southwick
Trowbridge Adcroft
Trowbridge Central
Trowbridge Drynham
Trowbridge Grove
Trowbridge Lambrok
Trowbridge Park
Trowbridge Paxcroft

Members

Ernie Clark
Horace Prickett
Nick Blakemore
John Knight
Graham Payne
Jeff Osborn
Helen Osborn
Dennis Drewett
Steve Oldrieve

Warminster Area Board

Electoral Divisions 5

Waminster Without
Warminster Broadway
Warminster Copheap and Wylve
Warminster East
Warminster West

Members

Fleur de Rhe- Philipe
Keith Humphries
Christopher Newbury
Andrew Davis
Pip Ridout

Westbury Area Board

Electoral Divisions 4

Ethandune
Westbury East
Westbury North
Westbury West

Members

Jerry Wickham
Gordon King
David Jenkins
Russell Hawker

Wiltshire Council

Annual Council

12 May 2015

Appointment of Chairmen and Vice-Chairmen – Committees

Council is asked:

- a) To appoint Chairmen and Vice-Chairmen of the following meetings:
- Strategic Planning Committee
 - Area Planning Committee – Eastern
 - Area Planning Committee – Northern
 - Area Planning Committee – Southern
 - Area Planning Committee – Western
 - Audit Committee
 - Licensing Committee
 - Officer Appointments Committee
 - Pension Fund Committee
 - Staffing Policy Committee
 - Standards Committee
 - Health and Wellbeing Board (Chairman only)
- b) To note that the Overview and Scrutiny Management Committee, the Select Committees, Area Boards and the Police and Crime Panel will be asked to elect their respective Chairmen and Vice-Chairmen at their first meeting following the annual meeting of council.

Robin Townsend
Associate Director - Corporate Function and Procurement

Report Author: Yamina Rhouati, Democratic Governance Manager

Background papers: None

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Wiltshire Council

Annual Council

12 May 2015

Appointments to the Wiltshire and Swindon Combined Fire Authority and Appointments to the Dorset and Wiltshire Fire and Rescue Authority

Purpose of report

To consider the appointment of nine Wiltshire Council members to serve as Council representatives on the Wiltshire and Swindon Combined Fire Authority and to consider the appointment of 10 members to serve as Council representatives on the Dorset and Wiltshire Combined Fire Authority for 2015/16.

Background

The Council at its last meeting on 24 February, 2015 resolved support the locally led proposal to create a combined fire authority covering Dorset and Wiltshire and Swindon.

The Secretary of State has now made the necessary Combination Order which has been laid before Parliament.

For Council's reference, the Combination Order is attached at Appendix 1 which states that the new Dorset and Wiltshire Fire and Rescue Authority will come into effect on 1st April 2015 for the purpose of making arrangements to bring it into full operation on 1st April 2016.

Main considerations for the Council

The two existing Fire Authorities will continue in being until 1st April 2016 in order to run the two current Fire Services, whilst the new Fire Authority puts in place over the next 12 months arrangements in readiness for the commencement of the new Fire Service.

This Council will therefore need to make appointments to the existing Fire Authority and to the new Fire Authority for 2015/16 as they will be separate legal entities.

This Council has nine members on the Wiltshire and Swindon Combined Fire Authority.

The allocations agreed as part of the Combination Order for the new Authority is as follows:

| Name of constituent authority | Number of members of the authority |
|-------------------------------|------------------------------------|
| Bournemouth Borough Council | 4 members |
| Dorset County Council | 8 members |
| Borough of Poole | 3 members |
| Swindon Borough Council | 5 members |
| Wiltshire Council | 10 members |

The political proportionality requirements of the Local Government and Housing Act 1989 applies to appointments to the Fire Authority.

The Council's current nine representatives on the Wiltshire and Swindon Combined Fire Authority are as follows:

Conservative (6)

Liberal Democrat (2)

Independent (1)

Cllr Chris Devine

Cllr Peter Edge

Cllr Ernie Clark

Cllr Mollie Groom

Cllr Bob Jones

Cllr John Knight

Cllr Christopher Newbury

Cllr Graham Payne

Cllr Bridget Wayman

Council will be advised of its updated political composition following the outcome of the two by-elections on 7 May 2015.

Recommended:

Council is therefore asked to make the following appointments based on the respective strengths of the political groups on the Council, details of which will be circulated following the outcome of the by-elections on 7 May 2015:

- **9 members to serve as Council representatives on the Wiltshire and Swindon Combined Fire Authority**
- **10 members to serve as Council representatives on the Dorset and Wiltshire Fire and Rescue Authority**

Robin Townsend

Associate Director - Corporate Function and Procurement

Report Author: Yamina Rhouati, Democratic Governance Manager

Background papers: None

Appendix

Appendix 1 – The Dorset and Wiltshire Fire and Rescue Authority
(Combination Scheme) Order 2015

2015 No. 435

FIRE AND RESCUE SERVICES, ENGLAND

**The Dorset and Wiltshire Fire and Rescue Authority
(Combination Scheme) Order 2015**

Made - - - - - *2nd March 2015*

Laid before Parliament *4th March 2015*

Coming into force in accordance with article 1

The Secretary of State makes this Order in exercise of the powers conferred by sections 2, 3, 4 and 60(2) of the Fire and Rescue Services Act 2004(a).

It appears to the Secretary of State that in the interests of economy, efficiency and effectiveness there should be a single fire and rescue authority for the combined area of the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority.

This Order is made to give effect to a draft Scheme submitted to the Secretary of State by the existing authorities in question and includes modifications to the draft Scheme which seem appropriate to the Secretary of State after consulting the existing authorities in question.

This Order also revokes the Schemes (“the existing Schemes”) given effect by the Dorset Fire Services (Combination) Scheme Order 1996(b) and the Wiltshire and Swindon Fire Services (Combination Scheme) Order 1996(c).

In accordance with section 4(5) of the Fire and Rescue Services Act 2004, before making the Order the Secretary of State consulted—

- (a) the fire and rescue authorities which appear to him likely to be affected,
- (b) any other authority which would, apart from the Order be a fire and rescue authority under section 1 of that Act and which appears to him likely to be affected,
- (c) any local authority all or part of whose area forms part of the combined area, and
- (d) any other persons he considers appropriate.

(a) 2004 c. 21 (“the 2004 Act”). Section 4 of the 2004 Act applies to a scheme which was made under section 6 of the Fire Services Act 1947 (c. 41) which was in force immediately before the repeal of that section by the 2004 Act. By virtue of section 4(2) of the 2004 Act, a scheme to which section 4 applies continues to have effect despite that repeal. The power of the Secretary of State under section 2 and 4 is, in relation to Wales, exercisable by Welsh Ministers by virtue of section 62 of the 2004 Act and paragraph 30 of Schedule 11 to the Government of Wales Act 2006 (c. 32).

(b) S.I. 1996/2920 amended by the Local Government Act 2003 (c. 26), Schedule 8.

(c) S.I. 1996/2916 amended by the Local Government Act 2003, Schedule 8.

The Dorset Fire Authority and the Wiltshire and Swindon Fire Authority and any other authority which would apart from the existing Schemes be a fire and rescue authority under section 1 of the Fire and Rescue Services Act 2004, and which would be affected by the revocation of those Schemes, have agreed to the revocation^(a).

Citation and commencement

1.—(1) This Order may be cited as the Dorset and Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015 and shall come into force in accordance with paragraphs (2) and (3).

(2) This article, article 2 and the Schedule come into force on 1st April 2015.

(3) Article 3 comes into force on 1st April 2016.

Combination scheme

2. The Scheme set out in the Schedule to this Order has effect.

Revocations

3. The Dorset Fire Services (Combination Scheme) Order 1996 and the Wiltshire and Swindon Fire Services (Combination Scheme) Order 1996 are revoked.

Signed by authority of the Secretary of State for Communities and Local Government

2nd March 2015

Penny Mordaunt
Parliamentary Under Secretary of State
Department for Communities and Local Government

SCHEDULE

Article 2

The Dorset and Wiltshire Fire and Rescue Authority Combination Scheme

PART 1

Commencement and interpretation

Commencement

1. This Scheme comes into force—

(a) for the purposes of constituting the Dorset and Wiltshire Fire and Rescue Authority as the fire and rescue authority for the combined area constituted by the Scheme solely for the performance by that authority of any functions necessary for bringing the Scheme into full operation on 1st April 2016, on 1st April 2015;

(b) for all other purposes, on 1st April 2016.

Interpretation

2. In this Scheme—

(a) See section 4(7). The Secretary of State is, accordingly, not required to cause an inquiry to be held.

“the Authority” means the fire and rescue authority constituted for the combined area by paragraph 4;

“the combined area” means the fire and rescue authority area comprising the areas referred to in paragraph 3;

“constituent authorities” means Bournemouth Borough Council, Dorset County Council, the Borough of Poole, Swindon Borough Council and Wiltshire Council.

PART 2

General

The combined area

3. The areas of the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority shall be combined and shall become the combined area.

The combined fire and rescue authority

4.—(1) There shall be constituted as the fire and rescue authority for the combined area a body corporate to be known as the Dorset and Wiltshire Fire and Rescue Authority.

(2) The Authority shall be constituted in accordance with the provisions of Part 3 of this Scheme.

Financial provision

5.—(1) The Dorset Fire Authority and the Wiltshire and Swindon Fire Authority (“the existing authorities”) must meet the costs of the Authority incurred for the purposes of bringing the Scheme into full operation on 1st April 2016.

(2) The amount payable by the existing authorities is to be determined by apportioning the costs of the Authority equally between the existing authorities.

PART 3

Composition and proceedings of the combined fire and rescue authority

6.—(1) The Authority shall consist of not more than 30 members.

(2) Each member of the Authority shall be appointed by a constituent authority from its own members in accordance with this Part.

7. Members shall be appointed by the constituent authorities as follows—

| <i>Name of constituent authority</i> | <i>Number of members of the Authority</i> |
|--------------------------------------|---|
| Bournemouth Borough Council | 4 members |
| Dorset County Council | 8 members |
| Borough of Poole | 3 members |
| Swindon Borough Council | 5 members |
| Wiltshire Council | 10 members |

8. A member of the Authority shall come into office on the date of appointment by their constituent authority and shall, subject to paragraphs 9 to 11, hold office for such period or periods as shall be determined by the constituent authority which appoints the member.

9. A member of the Authority may resign membership of the Authority by giving notice in writing to the officer of the Authority whose function it is to receive such notice, and the

resignation shall take effect on the date specified in the notice or, where no date is specified, the date on which the notice is received by that officer.

10. A member of the Authority who ceases to be a member of the constituent authority which appointed that person shall cease to be a member of the Authority.

11. A person shall be disqualified from being a member of the Authority if that person holds any paid office or employment (other than the office of chairman or vice-chairman of the Authority), appointments to which are or may be made or confirmed by the Authority, by any committee or sub-committee of the Authority, or by a joint committee or board on which the Authority are represented.

12.—(1) Subject to sub-paragraph (3), if a member of the Authority resigns, becomes disqualified or otherwise ceases to be a member of the Authority before the expiry of the period of office for which that member was appointed, the constituent authority which appointed that person shall appoint another one of its members as a replacement member.

(2) A replacement member—

(a) shall come into office on the date of appointment; and

(b) unless the replacement member person resigns, becomes disqualified or otherwise ceases to be a member of the Authority, shall hold office for the remainder of the period for which the replacement member's predecessor would have held office had that person not resigned, become disqualified or otherwise ceased to be a member of the Authority.

(3) If a member of the Authority resigns, becomes disqualified or otherwise ceases to be a member of the Authority within six months before the end of the person's period of office, the constituent authority which appointed that person shall not be required to appoint a replacement member for the remainder of such period unless sub-paragraph (4) applies.

(4) This sub-paragraph applies where, on the occurrence of the vacancy (or in the case of a number of simultaneous vacancies, the occurrence of the vacancies) the total number of unfilled vacancies in the membership of the Authority exceeds one third of the number of members of the Authority referred to in paragraph 6.

13.—(1) The Authority shall elect a chairman, and may elect a vice-chairman, from among the members of the Authority.

(2) If a vice-chairman is elected, that vice-chairman must not be from the same constituent authority as the chairman.

(3) The chairman, and vice-chairman if elected, shall, subject to paragraphs 8 to 11, hold office for such period not exceeding one year as the Authority shall determine and shall remain in office until a successor becomes entitled to act as chairman or vice-chairman, as the case may be.

(4) Sub-paragraph (3) shall not prevent a person who holds or has held office as chairman or vice-chairman, as the case may be, from being elected or re-elected to either of those offices.

(5) On a casual vacancy occurring in the office of chairman or vice-chairman, the Authority shall elect from its members a person to replace the chairman, and may elect a person to replace the vice-chairman.

(6) The election of a chairman under sub-paragraph (5) shall take place not later than the next ordinary meeting of the Authority following the occurrence of the casual vacancy.

14. The first meeting of the Authority shall be held as soon as is practicable to do so and shall be convened by the monitoring officer^(a) of Dorset County Council and subsequent meetings shall be convened in such manner as the Authority shall determine.

15. At a meeting of the Authority the quorum shall be one third of the total number of members of the Authority, or such greater number of members as the Authority may determine.

(a) See section 5(1)(a) of the Local Government and Housing Act 1989 (c. 42) for provisions on the appointment of monitoring officers.

16. The acts and proceedings of any person appointed as a member of the Authority and acting in that office shall, notwithstanding that person's disqualification or want of qualification, be as valid and effectual as if that person had been qualified.

17. Sections 85(1), (2) and (3), 99 (insofar as it relates to Part 6 of Schedule 12), 101 to 103, 106, 120, 121 and 123 of, and Part 6 of Schedule 12 to, the Local Government Act 1972(a) shall apply to the Authority and its members as if references in those provisions to a principal council or a local authority were references to the Authority.

PART 4

Officers and employees of the Authority

18. There shall be transferred to employment by the Authority on 1st April 2016 all of those employees who immediately before that date were employed by the Dorset Fire Authority or by the Wiltshire and Swindon Fire Authority.

19. Sections 114, 115, 116, 117(1) and (2) and 119(1) and (2) of the Local Government Act 1972 shall apply to the officers and employees of the Authority as if references in those provisions to a local authority were references to the Authority.

PART 5

Property, rights and liabilities

20. There shall, on 1st April 2016, be transferred to the Authority from the Dorset Fire Authority and from the Wiltshire and Swindon Fire Authority all property, rights and liabilities held or incurred by them.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order makes a scheme which combines the areas of the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority into a combined fire and rescue area. The Scheme comes into force on 1st April 2015 for the purpose of doing anything which is necessary to bring the Scheme fully into operation on 1st April 2016. The Scheme establishes a fire and rescue authority for the combined area, to be known as the Dorset and Wiltshire Fire and Rescue Authority, and provides for the appointment and terms of office of its members, and for meetings of the Authority. The Scheme also provides for the transfer of staff, and certain property, rights and liabilities, directly from the existing authorities to the new combined authority.

This Order also revokes the Dorset Fire Services (Combination Scheme) Order 1996 (S.I. 199/2920) and the Wiltshire and Swindon Fire Services (Combination Scheme) Order 1996 (S.I. 1996/2916).

An impact assessment has not been produced for this instrument as no additional cost on the private, public or voluntary sectors is foreseen.

(a) 1972 c. 70. Relevant amendments to section 101 were made by the Local Government Act 1985 (c. 51) section 102 and Schedule 17; the Local Government and Housing Act 1989 (c. 42) sections 45(5) and 194 and Schedule 12; the Planning Act 2008 (c. 29) section 244(1); the Marine and Coastal Access Act 2009 (c. 23) section 321 and Schedule 22; the Localism Act 2011 (c. 20) section 22 and Schedule 3; S.I. 2001/1517 and 2009/1375. Relevant amendments to section 102 were made by the Local Government and Housing Act 1989, section 194(1) and Schedule 11.

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£6.00

UK2015030226 03/2015 19585

<http://www.legislation.gov.uk/id/uksi/2015/435>

ISBN 978-0-11-113123-7



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Wiltshire Council

Annual Council

12 May 2015

Appointments to the Local Pension Board

Executive Summary

Following on from the establishment of the Local Pension Board with the agreement of the Terms of Reference at Council's last meeting on 24 February 2015, there is now a need to agree nominations to this Board for the roles of scheme member representatives, employer representatives and an independent chair to ensure it can become operational by 31 July 2015.

This in accordance with the Council's statutory obligations under the Public Sector Pension Act (2013) along with the Local Government Pension Scheme (Amendment Governance) Regulations 2015.

Proposal

To approve the following appointments:

As Scheme member representatives:

David Bowater – Active Member, Wiltshire Council

Mike Pankiewicz – Active Member, Wiltshire Council & Unison Representative

Barry Reed – Retired Member, Unison Representative

As Employer representatives (Group 3):

Lynda Croft

As Independent Chairman:

Howard Pearce

Reason for Proposal

To ensure that Wiltshire Council complies with its statutory obligations as administering authority to the Wiltshire Pension Fund.

Carolyn Godfrey
Corporate Director

Appointments to the Local Pension Board

Purpose of Report

1. To make appointments to the Local Pension Board (LPB)

Relevance to the Business Plan

2. There is a legal requirement for Wiltshire Council, in its role as Administering Authority to the Wiltshire Pension Fund to establish a LPB by 1 April 2015.

Background

3. Council at its last meeting held on 24 February 2015 resolved to establish the LPB in accordance with the Public Sector Pension Act (2013) along with the Local Government Pension Scheme (Amendment Governance) Regulations 2015.
4. The Terms of Reference of the Board were also approved by Council. These have been updated under delegation granted by Council to the Associate Director (Finance) or his nominated representative to make further amendments as the result of further consideration of the relevant legislation and government guidance. A copy of the updated Terms of Reference is attached at Appendix 1.

Membership

5. In accordance with the terms of reference, the Board shall consist of 6 voting members, as follows:
 - 3 Scheme Member Representatives; and
 - 3 Employer Representatives.
6. There will also be an independent chair who is not entitled to vote.
7. There is a requirement for the appointments of the above representatives and independent chair to be confirmed by Council. The appointment of the Chair then has to be ratified at the first meeting of the LPB by the voting members of the Board.

8. The process to recruit to these appointments is set out in the Terms of Reference and this has been complied with.

Nominations for Scheme Member Representatives

9. The Wiltshire Pension Fund invited all members of its Fund to submit nominations for the role of scheme member representatives for the LPB by 15 April 2015. This role was advertised in the members newsletters issued in March, on the Fund's website and through employers internal communication channels. Nominations packs were available on the website outlining the job profile and person specification.
10. All nominees were reviewed against the published criteria and those shortlisted were invited to interview with the Head of Pension, as nominated representative of the Associate Director (Finance). Following the interview details of the recommended nominations were passed to the Associate Director (Finance) and Associate Director (Legal & Democratic Services) for consideration prior to recommendation to Council.
11. The nominees recommended to Council for approval are:

David Bowater – Active Member, Wiltshire Council

Mike Pankiewicz – Active Member, Wiltshire Council & Unison Representative

Barry Reed – Retired Member, Unison Representative

Nominations for Employer Representatives

12. The Wiltshire Pension Fund invited all employer organisations within the Fund to make nominations for the 3 employer representatives by 15 April 2015 and a nomination pack was made available on the Fund's website.
13. In line with the agreed Terms of Reference, the appointments were provisionally allocated to each of the following types of organisations according to their approximate size (by employee numbers):
 - Group 1 - Wiltshire Council
 - Group 2 - Other large employers (Swindon Borough Council and Wiltshire Police)
 - Group 3 - Other smaller employers
14. Nominations were reviewed in line with the published person specification, and shortlisted candidates were interviewed initially by the Head of Pensions as nominated representative for the Associate Director (Finance) on 29 April 2015. Following the interview details of the recommended nominations were passed to the Associate Director (Finance) and Associate Director (Legal & Democratic Services) for consideration and approval prior to recommendation to Council.
15. From this process **Lynda Croft**, Director of Finance at Wiltshire College is the nominated employer representative (Group 3) for other smaller employers.

16. No nominations were received for Group 2 and there were no other suitable candidates. Therefore this position remains vacant. However, Swindon Borough Council has indicated that it would look to put forward a nomination following their local elections in May.
17. The nominations from Wiltshire Council (Group 1) is still being finalised and a recommendation will be provided to Council for approval in due course.

Nominations for the Independent Chair

18. Nominations for the role of Independent Chair were sought through adverts on the Fund's website and the Wiltshire Council job vacancy website. Nominations packs included the role profile and person specification with a closing date of 15 April 2015.
19. This person cannot have any current employment, contractual, financial or other material interest in the Council, be a scheme employer or member of the Wiltshire Pension Fund or be an elected member of Wiltshire Council.
20. All applicants were reviewed against the published criteria of relative experience and capacity to undertake the role. A shortlist was then drawn up and invited to interview with the Associate Director (Finance), Head of Pensions, and a representative from the Fund's actuary.
21. Following this process, a preferred candidate, **Howard Pearce** was identified and recommended to the Associate Director (Legal & Democratic Services) and Associate Director (Finance). This candidate is formally recommended to Council for appointment, but still subject to the passing of a motion by the majority of the employer and member representatives of the first LPB meeting in July.

Remuneration of the Independent Chair

22. At this meeting on 24 February 2015, there was a decision to refer the level of remuneration for the independent chair of the LPB to the Independent Remuneration Panel (IRP). Although, this role is outside the members' allowances scheme, it was hoped to use the IRP as a mechanism for assessing and recommending a level of remuneration for the Chair. However, due to difficulties with convening the IRP it has meant this has not been possible.
23. The level of remuneration has therefore been considered by Associate Director (Finance) taking into account factors such as the time the position will take up, the detailed pension knowledge, skills and expertise required for the role and the comparative information with other authorities appointing to this role. The Wiltshire Pension Fund Committee was also asked for its views. The result is that the level of remuneration for the Chair has been assessed as £9,216 and this has been agreed with the Associate Director (Finance) and the Monitoring Officer.

24. The remuneration for the services of the Chair is an operational cost to the Wiltshire Pension Fund and does not have a direct impact on the budget of Wiltshire Council.

Safeguarding Implications

25. There are none.

Public Health Implications

26. There are none.

Corporate Procurement Implications

27. There are none.

Equalities Impact of the Proposal (detailing conclusions identified from Equality Analysis, sections 4 and 5)

28. There are none.

Environmental and Climate Change Considerations

29. There are none.

Risk Assessment

30. The main risk is reputational from the failure to make the LPB operational by the 31 July 2015 in line with the Local Government Pension Scheme regulations.

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

31. If the LPB is not operational by 31 July 2015, Wiltshire Council will not be fulfilling its statutory legal obligations in line with the Local Government Pension Scheme (Governance) Regulations 2015.

32. To approve the nominees as representatives of the LPB will ensure there is sufficient voting members to form a quorum for its meeting in July.

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

33. There are no significant risks arising from the implementation of the LPB.

Financial Implications

34. The financial implications of these proposals are outlined in paragraphs above in respect of the level of remuneration for the role of independent chair. All costs of operating the LPB are a direct charge to the Wiltshire Pension Fund and not the Wiltshire Council budget.

Legal Implications

35. The implication of the LPB not being operational is Wiltshire Council is not compliant with government legislation and its statutory obligations. This may lead to a number of potential possibilities including intervention by the Regulator, a judicial review, a complaint to the Local Government or Pension Ombudsman for maladministration, or an adverse comment by the Administering Authority auditor or national Scheme Advisory Board.

Options Considered

36. Not applicable

Conclusions

37. The appointment of the nominees to the LPB ensures that it can become operational in line with the Local Government Pension Scheme Regulations.

Carolyn Godfrey
Corporate Director

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30 April 2015

Background Papers

None

Appendices

Appendix – Local Pension Board of Wiltshire Council – Amended Terms of Reference

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LOCAL PENSION BOARD OF WILTSHIRE COUNCIL

TERMS OF REFERENCE

Introduction

1. This document sets out the terms of reference of the Local Pension Board of Wiltshire Council (the “Administering Authority”) being a scheme manager as defined under Section 4 of the Public Service Pensions Act 2013. The Local Pension Board (the “Board”) is established under Section 5 of that Act and regulation 106 of the Local Government Pension Scheme Regulations 2013 (as amended).
2. The Board is established by the Administering Authority and operates independently of the Committee. Relevant information about its creation and operation are contained in these Terms of Reference.
3. The Board is not a committee constituted under Section 101 of the Local Government Act 1972 and therefore no general duties, responsibilities or powers assigned to such committees or to any sub-committees or officers under the constitution, standing orders or scheme of delegation of the Administering Authority apply to the Board unless expressly included in this document.
4. Except where approval has been granted under regulation 106(2) of the Regulations the Board shall be constituted separately from any committee or sub-committee constituted under Section 101 of the Local Government Act 1972 with delegated authority to execute the function of the Administering Authority.

Interpretation

5. The following terms have the meanings as outlined below:

| | |
|------------------------|---|
| ‘the Act’ | The Public Service Pensions Act 2013. |
| ‘the Code’ | means the Pension Regulator’s Code of Practice No 14 governance and administration of public service pension schemes. |
| ‘the Committee’ | means the Wiltshire Pension Fund Committee which has delegated decision making powers for the Fund in accordance with Section 101 of the Local Government Act 1972. |

| | |
|-------------------------------|--|
| 'the Fund' | means the Wiltshire Pension Fund managed and administered by the Administering Authority. |
| 'the Guidance' | means the guidance on the creation and operation of local pension boards issued by the Shadow Scheme Advisory Board. |
| 'the Regulations' | means the Local Government Pension Scheme Regulations 2013 (as amended from time to time), the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (as amended from time to time) including any earlier regulations as defined in these regulations to the extent they remain applicable and the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended from time to time). |
| 'Relevant Legislation' | means relevant overriding legislation as well as the Pension Regulator's Codes of Practice as they apply to the Administering Authority and the Board notwithstanding that the Codes of Practice are not legislation. |
| 'the Scheme' | means the Local Government Pension Scheme in England and Wales. |

Statement of purpose

6. The purpose of the Board is to assist the Administering Authority in its role as a scheme manager of the Scheme. Such assistance is to:
 - (a) secure compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme and;
 - (b) to ensure the effective and efficient governance and administration of the Scheme.

Duties of the Board

7. The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of this duty Board members should be subject to and abide by the code of conduct for Board members.

Establishment

8. The Board is established on 1 April 2015 subsequent to approval by full council at its meeting on 24 February 2015 (minute 22).

Membership

9. The Board shall consist of 6 voting members, as follows:
 - 3 Member Representatives; and
 - 3 Employer Representatives.
10. There shall be an equal number of Member and Employer Representatives.
11. There shall also be an independent chairman who is not entitled to vote.
12. The Board will also have access to an independent governance adviser.

Member representatives

13. Member representatives shall either be scheme members or have capacity to represent scheme members of the Fund. At least one member representative should be an active member of the Wiltshire Pension Fund.
14. Member representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.
15. Substitutes shall not be appointed.
16. The 3 member representatives shall be appointed following a transparent recruitment process. Of these 2 member representatives will be nominated from a recognised trade union. 1 member representative position should be open to all Fund members and be approved by the Administering Authority (rather than the Committee) based on the process outlined below.

For the initial member representatives:

17. The Administering Authority (rather than the Committee) will administer the appointment process as follows.
18. The Administering Authority shall advertise the member representative role on the Fund website and the Wiltshire Council job vacancy website, including [information on where to access] a nomination pack for each of the three member groups. The Administering Authority shall also notify all employer organisations and registered trade unions in writing of the vacancies, including [information on where to access] a nomination pack for each of the three member groups. The nomination pack will include these Terms of Reference, details of the member representative role, a nomination form and instructions for application. The closing date for receipt of nominations by the Administering Authority will be four weeks from the date of advertisement or notice.

19. The Administering Authority will score all nominations returned by the deadline against [published] criteria relating to each nominee's ability to meet the capacity requirements of the role, in order to produce a shortlist.
20. Shortlisted nominees will be invited to an interview by the Administering Authority's Associate Director – Legal and Democratic Services and the Administering Authority's Associate Director – Finance (or their nominated representatives). A recommendation will then be made to full council for the appointment to the Board of three nominees, two of which will represent nominations from a recognised trade union based on [published] criteria relating to ability to meet the capacity requirements of the role.
21. Full council will make three member representative appointments to the Board.

For subsequent member representatives:

22. For all appointments after 1 August 2015, nominations will be sought in the same manner as for initial appointments.
23. Should there be more than three successful candidates able to fulfil all the criteria of the role, an election process will take place during which all active members of the Fund will be asked to cast one vote based on a brief biography published for each nominee for the non-trade union nominated member representative position.
24. Full council will appoint the three nominees (and if more than one nominations are received for the non-trade union position, the one nominee with the highest number of votes) as the member representatives of the Board.

Employer representatives

25. Employer representatives shall be office holders or senior employees of employers within the Fund or have experience of representing scheme employers in a similar capacity. No officer or elected member of Wiltshire Council who is responsible for the discharge of any function of the Administering Authority under the Regulations may serve as a member of the Board.
26. Employer representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.
27. Substitutes shall not be appointed.
28. The 3 employer representatives shall be appointed following a transparent recruitment process which should be open to all employer organisations and be approved by the Administering Authority (rather than the Committee) based on the process outlined below.

For the initial employer representatives:

29. The Administering Authority (rather than the Committee) will administer the appointment process as follows.
30. In order to ensure that the employer representatives are truly representative of the employer organisations within the Fund whilst also being given equal opportunity for nomination, employer organisations within the Fund will be divided into three groups based on organisation size (by number of employees) for nomination purposes:
- Group 1: Wiltshire Council;
Group 2: Swindon Borough Council and Wiltshire Police; and
Group 3: all other employer organisations within the Fund.
31. The Administering Authority shall publish [information on where to access] a nomination pack for each of the three employer groups. The nomination pack will include these Terms of Reference, details of the employer representative role, a nomination form and instructions for application. Each employer within the group will be invited to put forward one suitable nominee using the prescribed nomination form, which must be returned to the Administering Authority within four weeks of the date of the invitation.
32. The Administering Authority will score all nominations returned by the deadline against [published] criteria relating to each nominee's ability to meet the capacity requirements of the role, in order to produce a shortlist of no more than [two] nominees from each employer group. If any employer group fails to nominate, then the Administering Authority may substitute a nominee from another group according to score received, so that the shortlists contain the highest scoring nominees overall.
33. Shortlisted nominees will be invited to an interview [by the Administering Authority's Associate Director – Legal and Democratic Services and the Administering Authority's Associate Director – Finance (or their nominated representatives)]. A recommendation will then be made to full council for the appointment to the Board of three nominees based on [published] criteria relating to ability to meet the capacity requirements of the role.
34. Full council will make three employer representative appointments to the Board.

For subsequent employer representatives:

35. For all appointments after 1 August 2015, nominations will be sought in the same manner as for initial appointments.
36. Should there be more than three successful candidates able to fulfil all the criteria of the role, an election process will take place during which all employer organisations within the Fund will be asked to cast one vote based on a brief biography published for each nominee.

37. Full council will appoint the three nominees (and if more than three nominations are received, the three nominees with the highest number of votes) as the employer representatives of the Board.

Other members

38. 1 other member shall be appointed to the Board to act as independent chair by the agreement of both the Administering Authority and the Board.
39. Other members do not have voting rights on the Board.

Appointment of chair

40. The Administering Authority (rather than the Committee) will administer the appointment process as follows.
41. The independent chair shall be appointed by the Administering Authority but shall count as an 'other' member under paragraphs 388 to 39 above. In this respect the term independent means having no pre-existing employment, financial or other material interest in either the Administering Authority or any scheme employer in the Fund or not being a member of the Fund, and a Wiltshire Councillor.
42. The Administering Authority shall advertise the role of chair on the Fund website, the Wiltshire Council job vacancy website and such other appropriate media as it thinks fit, including [information on where to access] a nomination pack. The nomination pack will include these Terms of Reference, details of the role or chair, a nomination form and instructions for application. The closing date for receipt of nominations by the Administering Authority will be four weeks from the date of advertisement.
43. The Administering Authority will score all nominations returned by the deadline against [published] criteria relating to each nominee's ability to meet the relevant experience and capacity requirements of the role, in order to produce a shortlist of no more than [five] nominees.
44. Shortlisted nominees will be invited to an interview [by the Administering Authority's Associate Director – Legal and Democratic Services and the Administering Authority's Associate Director – Finance (or their nominated representatives)]. A recommendation will then be made to full council for the appointment of the chair to the Board based on [published] criteria relating to ability to meet the experience and capacity requirements of the role.
45. Full council will appoint the chair to the Board. However, the appointment of the chair shall be subject to the passing of a motion to confirm by a majority of the employer and member representatives of the Board.
46. The Board will appoint the vice chair from amongst its remaining voting members, alternating on an annual basis between an employer representative and a member representative.

Duties of chair

47. The chair of the Board:

- (a) Shall ensure the Board delivers its purpose as set out in these Terms of Reference,
- (b) Shall ensure that meetings are productive and effective and that opportunity is provided for the views of all members to be expressed and considered, and
- (c) Shall seek to reach consensus and ensure that decisions are properly put to a vote when it cannot be reached. Instances of a failure to reach a consensus position will be recorded and published.

Independent governance adviser

48. The Administering Authority will procure the services of the independent governance adviser in accordance with Part 11 of the Administering Authority's constitution, having regard to the best interests of the purpose of the Board. The role will be re-tendered every four years.

49. In this respect the term independent means having no current employment, contractual, financial or other material interest in either Wiltshire Council or any scheme employer in the Fund other than for this role; and not being a member of the LGPS in the Fund.

Notification of appointments

50. When appointments to the Board have been made the Administering Authority shall publish the name of Board members, the process followed in the appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

Terms of Office

51. The term of office for Board members is 4 years.

52. All members of the Board will have a fixed term of office of 4 years. After this period the nomination process will be undertaken as outlined above and incumbents may seek re-appointment as part of this process. However, an extension to terms of office may be made by the Administering Authority with the agreement of the Board.

53. Board membership may be terminated prior to the end of the term of office if:

- (a) there exists a conflict of interest in relation to a Board member which cannot be managed within the internal procedures of the Committee
- (b) a Board member becomes incapable of acting
- (c) a Board member becomes responsible for the discharge of any function of the Administering Authority under the Regulations (apart from any

function relating to local pension boards or the Scheme Advisory Board), for instance by being appointed to the Committee or accepting employment in relation to the Fund

- (d) a Board member resigns
- (e) a member representative ceases to be a member of the body or scheme on which their appointment relied
- (f) an employer representative ceases to hold the office, employment or membership of the body on which their appointment relied
- (g) a councillor ceases to represent their constituency
- (h) the Administering Authority (at its sole discretion) determines that a member is no longer able to demonstrate his or her capacity to attend and prepare for meetings or to participate in required training

Conflicts of interest

- 54. All members of the Board must declare to the Administering Authority on appointment and at any such time as their circumstances change, any potential conflict of interest arising as a result of their position on the Board.
- 55. A conflict of interest is defined as a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the Board. It does not include a financial or other interest arising merely by virtue of that person being a member of the Scheme.
- 56. On each appointment to the Board and following any subsequent declaration of potential conflict, the Administering Authority shall ensure that any potential conflict is effectively managed in line with the internal procedures of the Administering Authority, the requirements of the Act, the requirements of the Code and the requirements of Relevant Legislation on conflict of interest for Board members.

Knowledge and understanding (including Training)

- 57. Knowledge and understanding must be considered in light of the role of the Board to assist the Administering Authority in line with the requirements outlined in paragraph 6 above. The Board shall establish and maintain a Knowledge and Understanding Policy and Framework to address the knowledge and understanding requirements that apply to Board members under the Act. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.
- 58. Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding policy and framework.
- 59. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

60. Failure to attend training or participate in the processes referred to above may lead to removal from the Board.

Meetings

61. Meetings of the Board will be held at least four times a year.
62. The Board will meet at the Administering Authority's main offices, or another location to be agreed by the chair. Meetings will be held during normal working hours at times to be agreed by the chair.
63. The chair of the Board may call additional meetings with the consent of other members of the Board. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and emails.

Quorum

64. A meeting is only quorate when at least 50% of both member and employer representatives are present.
65. A meeting that becomes inquorate may continue but any decisions will be non-binding.

Board administration

66. The chair shall agree the Administering Authority's Democratic Services team (the 'Board Secretary') an agenda prior to each Board meeting.
67. The agenda and supporting papers will be issued at least 7 working days (where practicable) in advance of the meeting except in the case of matters of urgency.
68. Draft minutes of each meeting including all actions and agreements will be recorded and circulated to all Board members within 10 working days after the meeting. These draft minutes will be subject to formal agreement by the Board at their next meeting. Any decisions made by the Board should be noted in the minutes and in addition where the Board was unable to reach a decision such occasions should also be noted in the minutes.
69. The minutes may with the agreement of the Board, be edited to exclude items on the grounds that they would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998.
70. The Board Secretary shall ensure that Board members meet and maintain the knowledge and understanding as determined in the Board's Knowledge and Understanding Policy and Framework and other guidance or legislation.

71. The Board Secretary shall arrange such advice as is required by the Board subject to such conditions as are listed in these Terms of Reference for the use of the budget set for the Board.
72. The Board Secretary shall ensure an attendance record is maintained along with advising the Administering Authority on allowances and expenses to be paid under these terms.
73. The Board Secretary shall liaise with the Administering Authority on the requirements of the Board, including advanced notice for officers to attend and arranging dates and times of Board meetings.

Public access to Board meetings and information

74. The Board meetings can be open to the general public (unless there is an exemption under relevant legislation which would preclude part (or all) of the meeting from being open to the general public). The Board is subject to the Access to Information Procedure Rules in Part 5 of the Administering Authority's constitution and the publication requirements of the Act.
75. The following will be entitled to attend Board meetings in an observer capacity, and may speak with the permission of the chair:
 - (a) Members of the Committee
 - (b) The Administering Authority's Associate Director – Finance
 - (c) The Administering Authority's Head of Pensions
 - (d) The Administering Authority's Cabinet member for finance
 - (e) Any person requested to attend by the Board
76. In accordance with the Act the Administering Authority shall publish information about the Board to include:
 - (a) The names of Board members and their contact details.
 - (b) The representation of employers and members on the Board.
 - (c) The role of the Board.
 - (d) These Terms of Reference.
77. The Administering Authority shall also publish other information about the Board including:
 - (a) Agendas and minutes
 - (b) Training and attendance logs
 - (c) An annual report on the work of the Board to be included in the Fund's own annual report.
78. All or some of this information may be published using the following means or other means as considered appropriate from time to time:
 - (a) On the Fund's website.
 - (b) As part of the Fund's Annual Report.

(c) As part of the Governance Compliance Statement.

79. Information may be excluded on the grounds that it would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998.

Expenses and allowances

80. Any Wiltshire Councillor appointed to the Board will be entitled to receive allowances in accordance with Part 14 of the Administering Authority's constitution (Members' Allowance Scheme).

81. The independent governance adviser will be paid in accordance with the contract concluded with the Administering Authority.

82. Allowances and reimbursement of expenses for all other members of the Board will be decided by the Administering Authority's Independent Remuneration Panel.

Budget

83. The expenses of the Board falls as a cost to the Fund. Therefore, the Committee will, via its delegation from full council, allocate an annual budget for the Board which is adequate to fulfil its role as part of its budget setting process. The budget will be managed by and at the discretion of the Board. The budget shall allow for:

- a) accommodation and administrative support to conduct its meetings and other business;
- b) training; and
- c) legal, technical and other professional advice

84. The Board may make requests to the Administering Authority's Associate Director – Finance to approve any additional expenditure required to fulfil its obligations which will then be charged to the Fund budget.

Core functions

85. The first core function of the Board is to assist the Administering Authority in securing compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme. Within this extent of this core function the Board may determine the areas it wishes to consider including but not restricted to:

- a) Review regular compliance monitoring reports which shall include reports to and decisions made under the Regulations by the Committee.

- b) Review management, administrative and governance processes and procedures in order to ensure they remain compliant with the Regulations, Relevant Legislation and in particular the Code.
- c) Review the compliance of scheme employers with their duties under the Regulations and Relevant Legislation.
- d) Review such documentation as is required by the Regulations including the Governance Compliance Statement, Funding Strategy Statement and Statement of Investment Principles.
- e) Review scheme members and employers communications as required by the Regulations and Relevant Legislation.
- f) Monitor complaints and performance on the administration and governance of the scheme.
- g) Review the Internal Dispute Resolution Process.
- h) Review Pensions Ombudsman cases.
- i) Review the arrangements for the training of Board members and those elected members and officers with delegated responsibilities for the management and administration of the Scheme.
- j) Review the complete and proper exercise of employer and administering authority discretions.
- k) Review the outcome of internal and external audit reports.
- l) Review draft accounts and Fund annual report.

86. The second core function of the Board is to ensure the effective and efficient governance and administration of the Scheme. Within this extent of this core function the Board may determine the areas it wishes to consider including but not restricted to:

- a) Monitor performance of administration, governance and investments against key performance targets and indicators.
- b) Review the effectiveness of processes for the appointment of advisors and suppliers to the Administering Authority.
- c) Monitor investment costs including custodian and transaction costs.
- d) Monitor internal and external audit reports.
- e) Review the risk register as it relates to the scheme manager function of the Administering Authority.
- f) Review the outcome of actuarial reporting and valuations.
- g) Provide advice and make recommendations when required to the Committee on areas that may improve the effectiveness and efficient operation and governance of the Fund.

87. In support of its core functions the Board may make a request for information to the Committee with regard to any aspect of the Administering Authority's function. Any such request should be reasonably complied with in both scope and timing.

88. In support of its core functions the Board may make recommendations to the Committee which should be considered and a response made to the Board on the outcome within a reasonable period of time.

Reporting

89. The Board is accountable solely to the Administering Authority for the effective operation of its functions.
90. The Board shall report to the Committee as often as the Board deems necessary and at least annually:
- a) a summary of the work undertaken since the last report
 - b) the work plan for last year and the programme for the next 12 months
 - c) areas raised to the Board to be investigated since the last report and how they were dealt with
 - d) any risks or other areas of potential concern it wishes to raise
 - e) details of training received since the last report and planned
 - f) details of all expenses and costs incurred over the past 12 months and projected for the next year
 - g) details of any conflicts of interest identified since the last report and how they were dealt with
91. The Board should also report its requests, recommendations or concerns to the Committee. In support of this any member of the Board may attend a Committee meeting as an observer.
92. The Board should report any concerns over a decision made by the Committee to the Committee subject to the agreement of at least 50% of voting Board members provided that all voting members are present. If not all voting members are present then the agreement should be of all voting members who are present, where the meeting remains quorate.
93. On receipt of a report under paragraphs 90 and 91 above the Committee should, within a reasonable period, consider and respond to the Board.
94. Where the Board is not satisfied with the response received it may request that a notice of its concern be placed on the website and in the Fund's annual report.
95. Where the Board is satisfied that there has been a breach of regulation which has been reported to the Committee under paragraph 90 and 91 and has not been rectified within a reasonable period of time it is under an obligation to escalate the breach.
96. The appropriate internal route for escalation is to the Administering Authority's Associate Director – Finance as the Section 151 Officer.
97. The Board may report concerns to the LGPS Scheme Advisory Board for consideration subsequent to, but not instead of, using the appropriate internal route for escalation.
98. Board members are also subject to the requirements to report breaches of law under the Act and the Code and the whistleblowing provisions set out in the Administering Authority's whistle blowing policy.

Review of Terms of Reference

99. These Terms of Reference shall be reviewed on each material change to those parts of the Regulations covering local pension boards and at least every 5 years.

100. These Terms of Reference were last reviewed on 18 March 2015.

.....
Signed on behalf of the Administering Authority

.....
Signed on behalf of the Board

Published



Wiltshire Council

Overview and Scrutiny: Annual Report 2014/2015

What is overview and scrutiny?

Wiltshire Council is run by councillors elected by the people of Wiltshire. A small number of them form the cabinet which sets the direction, determines the priorities and takes the important decisions often referred to as the Executive. The councillors in the cabinet hold powerful positions and it is important that they are held to public account for their actions. This is done through a system called overview and scrutiny and is undertaken by the non-executive councillors.

This is common to most local councils. They ensure that decisions are taken based on good evidence including the views of those with an interest in the matter and are in the best interests of the people of Wiltshire. Overview and scrutiny is selective in what it looks at so that it can add value to the most important services provided by the council, its partners and contractors. Wherever possible it helps to shape policy through early discussions as well as scrutinising proposals before they are finally agreed. A list of the matters which will be considered by overview and scrutiny is published in its forward work programme.



How do we do it in Wiltshire?

There is an overview and scrutiny management committee and three specialist select committees covering the following main service areas:

- Health (including the NHS, public health and adult social care)
- Environment (including highways, waste and transportation)
- Children (including education, vulnerable children, youth services and early years)

The management committee, as well as co-ordinating the work of the select committees, covers internal services such as finance, performance and staffing. Most of the work is done by small groups of elected members from across the political parties reviewing single specific issues in detail. These then report to the select committees and make recommendations for improvement to the cabinet and others as necessary.

Focus

The work programme focuses on the commitments given by the council in its Business Plan 2013-2017 and approaches its work in the following way:

- Better outcomes for the people of Wiltshire
- Adds value to the way decisions are reached
- Works constructively with the cabinet
- Challenges positively as a critical friend
- Bases its findings on good evidence
- Learns from others

Overview and scrutiny management committee



Cllr Simon Killane



Cllr Alan Hill

"We have had another successful year as we continue to make a positive contribution to the important decisions of the Council. Although we face challenging times, non-executive councillors work towards ensuring that key services are maintained and delivered in the most efficient way through their work on the various scrutiny committees."

Key items we have looked at ...and what we have achieved

OS Peer Challenge

Had a positive outcome to the independent review of how the OS function performs in the Council and will continue to seek opportunities for further improvement including promoting the work it does.

Financial planning

Monitored the Council's spend throughout the year focusing on key pressure areas and supported the process of setting the budget for 2015/16 including considering options and alternative proposals.

Local Enterprise Partnership (LEP)

Introduced a pioneering joint arrangement with Swindon Borough Council to scrutinise the operation of the LEP

Military Civilian Integration Partnership

Scrutinised the potential impact of Army re-basing in the County

Health select committee



Cllr Christine Crisp



Cllr John Noeken

"We have continued building relationships with external partners, achieving positive outcomes with the NHS 111 service and Arriva (Patient Transport Services) with continuing scrutiny of the SW Ambulance Service. Internally, we're ramping up resources to support the 100 Day Challenge (Better Care Plan), HTLAH areas of concern identified by the CQC as well as supporting Childhood Obesity – Child Poverty and AWP scrutiny working groups."

Key items we have looked at ... and what we have achieved

Help to Live at Home

Worked in partnership with all providers of Help to Live at Home Services to support them in making the improvements required to meet CQC standards and deliver safe, efficient and quality care for customers.

NHS 111 and non-emergency patient transport (Arriva)

Improved responses to Wiltshire residents have been seen as a result of consistent and effective engagement with scrutiny.

Transfers to Care

Reviewed the initiatives that have been put in place to reduce delayed transfers to care. It was recommended that a holistic view be taken which has resulted in a new stream of work on the 100 Day Challenge / Better Care Plan.

Scrutiny and Health & Social Care Integration

Facilitated an Inquiry Day with a range of partners to discuss how scrutiny can add value and in aid of improving partnerships across the health and social care system.

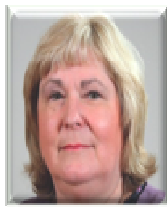
South West Councils Joint Working Group Avon & Wiltshire Mental Health Partnership

Worked together with 3 other councils to support and be a critical friend for AWP to improve outcomes.

Children's select committee



Cllr Jon Hubbard



Cllr Jacqui Lay

“Having undertaken major reviews of how we help prepare young people with special educational needs and disabilities (SEND) for adulthood, and on the council’s relationship with schools, Children’s Select Committee has recently embarked on a major new programme of work. This focuses on task groups that are looking in detail at some of the council’s biggest priorities for young people, particularly those who are most vulnerable.”

Key items we have looked at

Children’s Centres

Child Sexual Exploitation (CSE)

School Improvement

Early Help

...and what we have achieved

Looking at what should be included in the council’s new contracts with children’s centres so that they help provide the best start in life for Wiltshire children and their families.

Helping to monitor and develop the CSE action plan, particularly looking at how the council and partners seek to prevent CSE from happening in the first place.

Investigating how effectively the council supports Wiltshire schools to improve and provide a good education for all pupils, including how this compares with the approach taken by other local authorities.

Looking at how the committee will monitor delivery of the council’s Early Help Strategy, which sets out how vulnerable children and young people will be supported at the earliest possible stage.

Environment select committee



Cllr Peter Edge



Cllr Bridget Wayman

“At Environment we have engaged with the Council and provided support where necessary to fulfil the Council’s overall priorities but also addressed public concerns head on to ensure that Wiltshire is the best environment to live in. Our focus has been issues that affect the local environment in Wiltshire, such as waste, car parking, adoptable estates and the performance of the Highways and Streetscene contract. We are looking forward to the year ahead starting with the Passenger Transport review.”

Key items we have looked at

Waste

Car Parking Review

Adoptable Estates

Balfour Beatty Living Places
Highways and Streetscene contract

20 mph Policy

...and what we have achieved

Supported the executive in improving Communications to householders regarding waste and recycling as this is key to increasing recycling rates and counterbalancing the increasing associated costs.

Supported the executive in its review of the Car Parking Strategy.

Encouraged a review of the process by the service itself as a suitable individual or team would be able to take a fresh and impartial view.

Monitoring the performance of the Highways and Streetscene Contract, including the report to be produced after the first full year of operation, and ensuring that outstanding issues area are addressed.

Encouraged communities, through the Area Boards and C.A.T.Gs to pursue local road safety initiatives and alternative funding, including undertaking fundraising to implement community backed

How is overview and scrutiny supported?

The non-executive councillors run overview and scrutiny but are supported in their work by a team of four officers. They sit within the wider corporate office of the council which supports all aspects of decision-making. The team ensures that the councillors have all the necessary information and evidence they need and can speak to those people that have a direct responsibility or interest in the matter. This can include making arrangements to hear from service users and going on site visits. The team does research and writes reports on behalf of the select committees and task groups.

Events during the year

Wiltshire Council is an active member of the national and south-west overview and scrutiny networks. It regularly speaks to others about how things can be done better. It is open to learning and has held a number of related training events including attendance at the Centre for Public Scrutiny annual conference.

Overview and scrutiny was independently reviewed during the year and it was recommended that it should increase its attention on focusing on better outcomes for the people of Wiltshire. Questions are now being asked in every overview and scrutiny review about the impact on service users and local communities of the council's proposals. It also asks questions about how things can be done better so that more can be done with less.



Looking forward

Overview and scrutiny will spend more of its time in supporting delivery of the council's key priorities of:

- protecting the most vulnerable in our communities
- boosting the local economy – creating and safeguarding jobs
- supporting and empowering communities to do more for themselves.

It will do this by focusing its reviews on challenging and encouraging progress on the things that need to be done to act on these priorities. The Business Plan sets out these actions and a number of intended outcomes. Further consultation is planned to ensure that overview and scrutiny stays on the right path and is successful in making a difference. This will be done by ensuring that the cabinet delivers on its stated priorities and by helping to shape improvements for the future on behalf of the people of Wiltshire. Overview and scrutiny is aware that much can be done through doing things differently in order to achieve service improvements even in a tough financial climate.

These are challenging but exciting and rewarding times for overview and scrutiny.

Want to know more?

Contact Emma Dove, Senior Scrutiny Officer

01225 718 071, emma.dove@wiltshire.gov.uk

Information about
other languages &

County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

request in

Please contact the council by telephone: 0300 456 0100, or
email: customerservices@wiltshire.gov.uk

Wiltshire Council

Council

12 May 2015

Annual Report of the Corporate Parenting Panel June 2014 to May 2015

1. Purpose of Report

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

2. Background

- 2.1 The role of the Corporate Parenting Panel is to secure Councillor involvement and commitment throughout the Council to deliver better outcomes for children and young people who are looked after. All Councillors are reminded that they have responsibilities as a "corporate parent" for children and young people who are looked after in Wiltshire.
- 2.2 Due to the instigation of the new Safeguarding Children and Young People Panel (SCYPP) in 2014 the membership of the CPP reduced to 8 (from 12) Members are nominated by Group Leaders. The SCYPP has begun well, and may require a separate annual report as it matures, but for the moment a short paragraph here would be appropriate. Briefings have been given on a variety of subjects, such as: the child's journey; a day in the life of a social worker; CSE; and the role of the Wiltshire Safeguarding Children Board (WSCB). In addition a programme has begun of Councillors adopting a Social Worker, or an individual case. Each member of the Panel has now been paired up with a Social Worker, to gain some insight into their work, the breadth and range of their cases, or to follow an individual case from MASH to conclusion, which may include family visits, strategy discussions, Section 47 conferences and court work. So far this has been a success.
- 2.3 Councillors Andrew Davis (Vice Chairman), Jon Hubbard, Jacqui Lay, Alan MacRae (Chairman), Pip Ridout, Ricky Rogers, Ian Thorn and Bridget Wayman formed the membership of the Panel during the period May 2014 to May 2015. Councillor Alan MacRae was Chairman. The Lead Officer is Karen Reid (Virtual School Headteacher).
- 2.4 The meetings were regularly attended by the following Officers:
- Dave Brown (Missing Children Coordinator), Helen Fielden (Voice and Influence Coordinator for LAC), Carolyn Godfrey (Corporate Director), Christina Gregory (Voice and Influence Research Policy Coordinator), Terence Herbert (Associate Director), Bethany Lewis (Children in Care

Council representative), Dr Stuart Murray (Designated Doctor for Looked After Children), Karen Reid (Virtual School Headteacher) and Anita Traynor (Interim Head of Service – Care and Placement). Other Officers attended as required to present particular reports.

- 2.5 All Councillors have received an enhanced DBS check and the majority of members on the CPP have now completed the specialist Total Respect training which is co-facilitated by both adult and young trainers. The young trainers are all care experienced and have all completed the Open College Network (OCN) accredited 'Train the Trainers' course. The course aims to raise awareness of the issues faced by children and young people in care and to promote their involvement in all aspects of social care. In addition a number of Panel Members have completed an on line training module in raising awareness of Child Sexual Exploitation issues.
- 2.6 Panel members are invited to attend events involving Looked After Children and Young People, which take place throughout the year. The summer barbecue at Braeside is always well attended by children and young people and their families. Braeside staff go out of their way to welcome everybody, and in 2014 once again we were blessed with excellent weather. Panel members have attended and helped with drinks, met the families, talked with young people, and it is always great to see so many young people enjoying this annual event. The Christmas Party is also well attended, and the delight on particularly the younger children's faces when Santa appears is a joy to see. Councillors have been involved in the past in donating Santa's gifts, and the CPP would like to thank all those who have generously donated.
- 2.7 The Panel has considered the following items for discussion :
- Health update
 - Barnardo's Paper – Beyond Care
 - Review of Wiltshire's Independent Visitor Scheme 2013/14
 - Annual Report of the Health of Looked After Children 2013/14
 - Structure of Children and Families and Integrated Youth Services
 - Adoption update
 - Adoption support and the Virtual School
 - Annual Private Fostering Report
 - Foster Carer Recruitment
 - Briefing in response to concerns over delays with Initial Health Assessments
 - Update on Missing Children and Young People
 - Annual report of the Virtual School Headteacher
 - Annual report of the Conference and Reviewing Service
 - Housing.
- 2.8 Since the number of Panel members has reduced, any absence becomes more noticeable and, despite arranging for the CPP and SCYPP members to substitute for each other, there have still been occasions where the number of Councillors is less than the number of young people attending. The Chairman would wish to remind Councillors that they should make every effort to attend,

and seek a substitute if absence is unavoidable. In addition, the Chairman would remind all Councillors that they are all Corporate Parents, and would welcome any of them to any of our meetings or Shared Guardian Sessions.

- 2.9 The Council is responsible for Canon's House which is an 8 bedroom home in Devizes that provides short-term residential breaks for young people (age 5-17 years) with a severe learning disability who are assessed by Wiltshire Council's Children's Disability Teams as being in need of that service. Monthly unannounced inspection visits are carried out by a senior Council officer and members of the CPP and SCYPP are invited to attend with the officer to carry out the visit. Between June 2014 and May 2015, ten Councillors have attended as part of the unannounced inspections.
- 2.10 Cllr MacRae, as Chairman of the Panel has attended Passport to Parliament meetings in Exeter and Bristol with young people from the Children in Care Council. At one such event in Portcullis House, Westminster, the young people were asked to list all of the areas of their Local Authority that they were involved in. We are delighted to report that Tara and Jo managed to list so many areas where our young people are directly involved that they won the prize, beating many other Local Authorities as for involvement.

3. Special Events

STAR Awards

- 3.1 Both the Primary and Secondary STAR Award events see a large number of children and young people attended to receive their awards and celebrate their achievements with foster carers, social workers, family members and others. From now on these events will occur biennially and the next dates will be set for 2016.

ASPIRE Awards

- 3.2 The Aspire Awards were held on 19 February 2015 and this was first event specifically for the 17+ age group. A red carpet welcome, formal reception and dinner set the scene to celebrate the high level of achievement of those young people nominated for particular success in education, employment or training, most of whom are Care Leavers. This event was designed to be something that young people will aspire to be nominated for in the future. It will also be a biennial event.

Aspire House

- 3.3 Aspire House in Melksham was officially opened on 2 September 2014 by Edward Timpson MP, Parliamentary Under Secretary of State for Children and Families. Following the opening the Minister wrote to the Virtual School Headteacher and was extremely complimentary about the vision for Aspire House and described it as a 'sanctuary' for the children and young people who are looked after by the local authority. Feedback from children and young

people is extremely positive, such as, “I like being at Aspire because you get the right support for your needs.....”

Children in Care Council

- 3.4 The Children in Care Council (CiCC) meets on a regular basis and the members link with the CPP through the Shared Guardian Sessions.
- 3.5 The CiCC have prepared an annual report of their work and this is attached as Appendix A to this report.
- 3.6 The Promise is the commitment of the CPP to the Looked After Children and Young People and was drawn up through a consultation event with the Young People of the CiCC.
- 3.7 The new shape of the panel continues to evolve, and now we have a young person representative, nominated by the CiCC, who sits on the panel and takes part in agenda setting. We now have topics suggested by CiCC, discussed during the Shared Guardian Sessions, and reported on at the next panel meeting, often with Cabinet Members, Portfolio Holders and senior officers present, both in SGS and at panel. The Panel would like to thank all those who attended for their time and willingness to engage directly with our young people.
- 3.8 The split format of our meetings continues to work well, with the Panel meeting to discuss major items and review indicators of performance in the formal part of the meeting, before the Shared Guardian Session, led by young people. However, we continue to make improvements. For example, we have recently altered the running order of the agenda, moving the routine data to later in the meeting, which allows sufficient time for information and debate on the major items. The formal part of the Panel meetings is designed so that Councillors receive reports from Officers covering the whole range of issues and aspects of the Care system. Performance data, service provision, plans for improvement and feedback from young people are the means by which Panel members are able to advise on further developments and improvements. Recent meeting themes have included: Emotional Wellbeing, Housing, Education, Permanency Planning, Transition to Leaving Care and Health.
- 3.9 These major items are now themed and tied in with the Shared Guardian Sessions. Major themes are planned in advance and relevant officers prepare reports or deliver presentations, with additional attendees as appropriate.
- 3.10 Panel meetings are planned through pre-meetings between the Chairman of CPP, and Lead Officer to ensure that Officers' reports are checked and signed off, the agenda is confirmed with all relevant parties and pre-brief sessions highlight any particular items for celebration and or challenge at the Panel meetings. Another recent innovation is the involvement of our Young people in this part of the process. A member of the Children in Care Council is now invited to take part in these planning meetings, which helps ensure the

panel looks at areas of concern for our young people, and helps to tie-in with the Shared Guardian sessions.

- 3.11 At least 15 young people have contributed to Shared Guardian Sessions over the past year. Council Members and Senior Council Officers from outside of Children's Operational Services have attended to discuss issues such as Housing. This reinforces the whole Council responsibility for the services we provide for children and young people in care and care leavers.

4. Further Developments

- 4.1 It is the aim of the CPP to ensure that all Councillors are aware of their responsibility as corporate parents to Wiltshire's Looked After Children and Young People and to ensure that all Councillors and Wiltshire Council departments are fulfilling their roles and responsibilities as corporate parents proactively. This may involve, for example, the Panel organising specific education and training events for all members to ensure they are equipped with the knowledge and skills to be corporate parents.
- 4.2 Total Respect training will be re-launched during 2015/16 and once the new training programme is launched, Councillors will be expected to participate. (See Appendix B - Extract from the Council's Constitution - Roles and Responsibilities of Councillors in relation to Corporate Parenting).
- 4.3 It is expected that Councillors attend the Shared Guardian Sessions relevant to their area of responsibility, in order that they are directly involved in the discussions about issues affecting Looked After Children and Young People and can be part of the solutions and improvements. In our forward work programme there will be broad themes listed and other members are welcome to attend any meeting which would be of interest to them.
- 4.4 It is planned that the number and age range of the young people attending the Shared Guardian Sessions will increase again over the coming year.

In conclusion:

- 4.5 The new way of working within the CPP has significantly heightened the input from young people in shaping and improving the services they receive. For example, young people are producing leaflets to send to Care Leavers to inform them of their entitlements on behalf of Wiltshire Council.

5. Main Considerations for the Council

- 5.1 The Council is asked to note the work of the CPP to date and to become involved in the meetings in their role as Corporate Parents.

6. Safeguarding Implications

- 6.1 Within their role as Corporate Parents, Councillors monitor closely the safeguarding of children and young people looked after by Wiltshire Council

and in doing so identify issues such as children missing from placement and children at risk of sexual exploitation.

7. Public Health Implications

7.1 Not applicable.

8. Environmental and Climate Change Considerations

8.1 Not applicable.

9. Equalities Impact of the Proposal

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

10. Risk Assessment

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

11. Financial Implications

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

12. Legal Implications

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

13. Proposal

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

Carolyn Godfrey (Corporate Director)

Report Author: Karen Reid (Virtual School Headteacher)

Date of report: 27 April 2015

Background Papers

None

Appendices

Appendix A: Wiltshire's Children in Care Council Annual Report 2014/15
Appendix B: Extract from Part 12 of the Council's Constitution – Roles and Responsibilities of Councillors in relation to Corporate Parenting

**Wiltshire's Children in Care Council
Annual Report 2014-15**

**“It’s about making a change and hearing it from the
young people who are in it” (Children in Care
Council member, September 2014)**

**Report authors: Christina Gregory and Helen Fielden
Voice and Influence Team, March 2015**

1. Introduction

The Government white paper *Care Matters: a time for Change* (2007) sets out that the role of the corporate parent, as part of children's trusts, is key to improving the outcomes for looked after children and young people. The paper identified that it was important that children and young people have a chance to shape and influence the parenting they receive.

In order to improve the role of the corporate parent the government expects every local authority to put in place arrangements for a 'Children in Care Council', with direct links to the Director of Children's Services and Lead Member. This gives looked after children and young people a forum to express their views and influence the services and support they receive. Every local authority also sets out its 'Pledge' to looked after children and young people (appendix 1). The pledge covers the services and support looked after children and young people should expect to receive. A vital leadership task of the Director for Children's Services and Lead Member is to take lead responsibility for ensuring that their Children in Care Council regularly addresses the expressed issues raised by looked after children and young people and responds effectively to such issues.

Within Wiltshire the Children in Care Council is coordinated by the Voice and Influence Team. The team aims to ensure that no policy or service for children, young people, parents or carers is developed without first seeking their views and where possible including them at every stage of its development and to make sure that participation and involvement becomes 'the business' of every service and organisation that works with children, young people, parents and carers.

Wiltshire currently runs 2 Children in Care Councils; one for older looked after children (ages 14 – 20) and one for younger looked after children (ages 7 – 14). The older group (Children in Care Council - CiCC) meet once per month and the younger group (Cool Care Kids - ChiCC) meet every 12 weeks. The purpose of the groups is to ensure looked after children and young people have a voice and influence over local decision making. They represent the looked after population and tell the local authority how they can improve the experiences of looked after children, young people and care leavers.

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

2. Children in Care Council management information

At the end of February 2015 there were 409 children and young people in the care of Wiltshire Council. 11 young people from CiCC and 9 children from ChiCC have regularly participated in the forums during 2014/2015. In 2014/15 there were 11 CiCC meetings plus a number of additional meetings to work on specific issues, for example organising the personal advisor training and working with the fostering team.

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

| Age (years) | Wiltshire wide | CiCC and ChiCC |
|--------------|----------------|----------------|
| 0-4 | 18% | 0 |
| 5-11 | 30% | 15% |
| 12-16 | 31% | 55% |
| 17 and older | 21% | 30% |

Like the wider looked after population, the majority of CiCC and ChiCC members are placed with Wiltshire Council foster carers. We also have members who are in the following types of placements:

- Kinship care
- Foster care through an independent fostering agency
- Independent living
- Host family
- Voluntary sector children's home

There are no members who are currently placed out of county but 1 member has experience of this.

All but 1 member of CiCC and ChiCC are White British. One member is Black African and is an unaccompanied asylum seeker. Other ethnicities are not represented.

3 (15 %) of CiCC and ChiCC members have a disability compared to 5.6% of the wider looked after population.

Boys and young men are under-represented on CiCC and ChiCC, forming only 30% of membership. Efforts are being made to recruit more boys and young men in order to redress the balance.

3. Children in Care Council: key messages and areas of work

3.1. The CiCC action plan

In September 2014 the CiCC created an action plan which sets out what they want to focus on over the next year. This included a focus on:

- Awareness of child sexual exploitation
- Organising and leading on training for personal advisors
- Designing some training for designated teachers
- Creating a young person friendly leaflet explaining the role of personal advisors
- Raising awareness of mental health issues and bullying

The following points highlight the key messages from CiCC and what is being done in response.

➤ **We want to be involved in the recruitment of staff**

7 looked after young people and care leavers are now trained as interviewers. Stronger links with Human Resources means that these young people are regularly invited to be on interview panels, including that of the Associate Director for operational children's services.

➤ **We want to understand the role of a Personal Advisor (PA) for Care Leavers better and understand the level of support a PA can give**

Members of the CiCC have designed a leaflet that explains the role of a PA. This will be circulated to other care leavers before they leave care. The leaflet has been approved by the Looked after Children, Young People and Care Leaver's Improvement Group. Some final changes are being made before it is shared with PAs for their comments. It is intended that the leaflet will be available to care leavers by the end of May 2015.

6 young people delivered training to 16 PAs on the 30th of January 2015 to raise awareness of some of the difficulties that young people have in working effectively with their PA. This training enabled dialogue between PAs and plans are now in place for the CiCC to review the Leaving Care procedures and Pathway Plans. As a result of the success of this training session they have been scheduled to take place twice a year.

The following action has been added to the Looked after Children, Young People and Care Leaver's Improvement Plan: gather feedback from looked after young people about the work being undertaken by Personal Advisors, specifically the work to help them be safe and stay safe (action 3.1.1). This feedback should give an indication of the quality of the work that PAs do and whether the training has brought about any improvements.

➤ **Communication between the Children in Care Council and Corporate Parents should be improved**

A CiCC member now attends the Corporate Parenting Panel and feeds information directly to the CiCC. The CiCC sets the agenda for and facilitates the Shared Guardianship Sessions which follow the Corporate Parenting Panel. These sessions allow opportunities for young people to speak directly to councillors about the issues that are affecting them.

CiCC members have led sessions on health, housing and leaving care, and have participated in a session on education. Outcomes from these sessions have included the creation of a budgeting form for care leavers, the consideration of mentors for care leavers and housing officers being invited to CiCC to further discuss the housing needs of care leavers.

As a further outcome, the Care Leavers Charter Task Group has since been exploring the possibility of mentoring for care leavers.

There is now a housing officer whose role includes responsibility for Care Leavers who are moving in to independent accommodation.

➤ **Be more involved in the planning of and setting priorities for meetings**

In September 2014 the CiCC created an action plan setting out their priorities for the coming year and their expectations for behaviour in meetings. CiCC members now take

turns to chair meetings. Before visitors attend the group, the CiCC give their consent according to whether the visit is relevant and helpful to their priorities.

➤ **CiCC would like more opportunities to get their voice heard**

CiCC members attend the following strategic meetings:

- The Looked After Children, Young People and Care Leavers Improvement Group.
- Corporate Parenting Panel.
- The Wiltshire Safeguarding Children's Board.

The CiCC has also been represented at a range of other events and meetings:

- The task and finish group reviewing the Foster Carers Charter.
 - The task and finish group reviewing the Care Leavers Charter.
 - A Wiltshire Council Member (Chair of Corporate Parent Panel) supported 2 CiCC members to attend the All Party Parliamentary Group meeting for looked after children and care leavers at Westminster in June 2014.
 - 5 young people made a presentation at the Wiltshire Assembly on 2nd December 2014 which focussed on child sexual exploitation. The Wiltshire Assembly is the main place where hundreds of organisations from the public, private and voluntary sectors and Wiltshire's communities come together to decide how to ensure a bright future for the county. The Assembly meets twice a year for its conferences which are themed according to the current most relevant topics for Wiltshire.
 - 4 CiCC members are in a social work recruitment film which details what they expect to see from their social worker and what makes a good social worker. This film was used as part of a large scale recruitment drive by Wiltshire Council to attract more social workers.
 - 2 CiCC members attended the regional 'Taking it to the Next Level' event on the 6th of September 2014 in Bristol organised by the National Children's Bureau. The event was designed to provide opportunities for Corporate Parents to work directly with young people, share ideas with other Local Authorities to strengthen the CiCCs, explore how Corporate Parents and CiCCs could work together more effectively, and raise the bar in terms of aspirations and actions to improve outcomes for looked after children, young people and care leavers.
- **Visit other local authorities and their Children in Care Councils**

In October 2014, the CiCC travelled to Bridgwater to visit Somerset in Care Council (SICC). The visit reinforced the young people's enthusiasm for their work. Plans are being made for SICC to visit Wiltshire and the hope is that relationships will bring more opportunities and learning for both groups.

➤ **CiCC would like to explore the use of the Mind Of My Own (MOMO) app in Wiltshire (helps young people prepare for reviews, complain etc.)**

It has been agreed that the Manager of the Conferencing and Reviewing Service will organise a presentation of MOMO and invite CiCC members to attend. The use of social media to stay in touch with care leavers is a priority action in the Looked after Children, Young People and Care Leaver's improvement plan.

➤ **CiCC want to raise awareness of child sexual exploitation (CSE) to other looked after young people**

6 CiCC members took part in Child Sexual Exploitation training on the 22nd of October 2014 delivered by the Sexual Health Promotion Nurse. They are now trying to find more detailed CSE training so that they can use their learning to create resources and/or training for other looked after young people.

➤ **Better support when leaving care (especially when moving into independent living)**

This has been the theme of a Shared Guardian Session as mentioned above and informed the training for PAs that took place in January 2015.

The CiCC have been consulted on the Care Leavers' Charter and a member sits on the working group.

A report was taken to the Improvement Plans Board chaired by Carolyn Godfrey which included information on a range of issues affecting care leavers. It was agreed that a specific strategic priority would be added to the Looked after Children, Young People and Care Leavers Improvement Plan to focus on care leavers.

➤ **The Emergency Duty Service (EDS) should be easier to contact and calls to EDS should be free from your mobile**

This issue has been raised with the Cabinet Member for Children's Services and the Portfolio Holder for Safeguarding. The CiCC are awaiting further news on this.

3.2. Consultations

CiCC has participated in the following consultations:

- Young People's Payments and Rewards Protocol: key messages were that young people don't necessarily need to be paid for the work that they do for the council. They are happy if they can take part in fun activities as a reward.

As a result of this consultation, the Voice and Influence Team are working on a new Payments and Rewards Policy, to act as an incentive for young people to become and remain involved in the design, delivery and evaluation of children and young people's services. The Children in Care Council are being rewarded with a trip to Thorpe Park on the 9th of April 2015.

- Suicide and Self Harm Reduction Strategy: the young people felt that professionals should be better educated regarding self-harm and that it should be easier for young people to access help and information.

The implementation plan for the Emotional Wellbeing and Mental Health Commissioning Strategy 2014-2017 is looking to build on young people's recommendations through changing Wiltshire Healthy School's standards to align them with local priorities. A member of CiCC is also the young person representative on the Emotional Wellbeing and Mental Health Commissioning sub-group.

- The future of healthcare provision for looked after children and young people: the group felt that there should be greater flexibility about where they can have their health assessments.

All looked-after children have an initial health assessment of their health and well-being needs which has to be completed within 28 days of becoming looked after.

Initial health assessments are offered to children by community paediatric teams from Great Western Hospital (Swindon and East Wiltshire), GWH Community Services (in Salisbury), and Sirona Care & Health (in North and West Wiltshire).

Through their contributions to these consultations, CiCC members have influenced decision making within the council and help to shape service development

4. Cool Care Kids: key messages and areas of work

There have been 4 successful ChiCC meetings in the last year. The group have participated in consultations on improving child protection conferences, Healthwatch and fostering services.

Below are the issues that the ChiCC raised in 2014/15, and what has happened as a result:

- **All Cool Care Kids members said that they felt that ‘the promise’ to be involved in the choice of their placement from the start was not upheld**

Key messages have been fed back to the Lead Commissioner for looked after children, young people and care leavers. These messages have informed the priority actions in the Improvement Plans around listening and acting upon the voice of the child, care planning and out of area placements.

- **Young people generally reported that child protection meetings are felt to be boring or scary** e.g. the amount of people there; not knowing who everyone is; not feeling in charge. They felt that meetings would be better if they were reassured beforehand and told what to expect; will they miss school, are there refreshments at the meeting, who will be there etc. It was also reported to be more positive if an adult they liked read out their wishes and feelings.

Actions have been added to the Improvement Plans including development of child friendly information for children and young people who are looked after or subject to child protection plans setting out what they can expect from the service and what to do if that doesn't happen.

The Conference and Reviewing Service are implementing a range of methods to limit the worry that young people have about attending conferences and knowing what will happen

at conferences. For example, child protection chairs have created a new leaflet for young people explaining child protection conferences. This should be ready for circulation by the end of March 2015.

Other key messages from ChiCC are around wanting more of a say on house rules, more of a say in their care plans and for more young people friendly/understandable information.

5. Your Voice Consultation (November 2013)

Throughout 2014/15 the Children in Care Councils have also been pushing decision makers to improve practice based on the key messages that were fed back from looked after children and young people as part of the 'Your Voice' consultation in November 2013.

'Your Voice' provides the council with a snapshot view of children and young people's individual experiences of children's social care services. The consultation provided an opportunity for Wiltshire Council to hear the unique, qualitative views of 45 children and young people from across the county who are receiving their support.

The key messages from the consultation in 2013 were as follows:

- Early intervention; for workers to pick up on things quickly and provide support before things get worse.
- Better communication; provide young people with as much information as possible, prepare them for things, be clear with them and always involve them.
- Make time to listen to them – make sure all young people feel that they are really being listened to and that time is being made to listen to them.
- They want regular contact – keep to appointments. Consider alternative ways of communication e.g. text, social media etc.
- Talk to action – be clear with young people about time scales and who is responsible for carrying things out.

The following bullet points set out what has happened as a result:

- The Early Help Strategy was launched in February 2014 which is a direct response to young people wanting things to be picked up quickly.

- The key messages have informed the priority actions in the Safeguarding and Child Protection and Looked after Children, Young People and Care Leaver’s Improvement Plans.
- Children’s front-line social care services were reorganised to reflect the child’s journey and to reduce the number of changes of social worker experienced by a child/young person. This means that when a case is referred to social care the same social worker that completes the first assessment remains involved with the child or young person until the case closes, or the child is living permanently away from home. This should help the child/young person to build a positive and trusting relationship with their social worker.

6. The impact of the Children in Care Council for individuals

The following quotes from CiCC members show the impact of these forums for individuals.

“I feel more confident to speak. I’ve met new people and I enjoy being a CiCC member”
(Male, 16)

“It has really helped me to feel more confident to speak. I think it is really useful because I can help people. I learned more about equality” (Male, 17)

“I truly believe that CiCC has had a dramatic impact on X..... His view of Social workers and the work that they do has completely changed, which has helped him understand his own situation..... We have watched X develop and grow and for him to become involved with something which he feels very passionate about, the results of which I feel will have long lasting results.” (Foster Carer to 17 year old CiCC member)

“Being part of CICC has greatly increased their self-confidence and has given them skills that will (and have) aided them in the work place. As a direct result with CiCC X has provisionally been given a work placement with the leader of Wiltshire Council. They have been given responsibilities they would not otherwise have had and responded well to this.”
(Social Worker to 16 and 17 year old CiCC members).

In addition, 2 members of CICC have gone on to become apprentices at Aspire House, the base for Wiltshire’s virtual school. One member has been offered a work placement with the leader of Wiltshire Council and another will be doing work experience with the council finance team.

7. Children in Care Council and Cool Care Kids plans for 2015/16

The following points set out the priority actions for 2015/16:

- 1) Extend the membership of CiCC and ChiCC by recruiting more members and ensuring that they are better representing the views of the wider Wiltshire looked after population.
- 2) Support with the development and create resources and/or training for other looked after young people about child sexual exploitation.
- 3) Make better use of social media to promote what the Children in Care Councils are doing and reach more looked after children and young people.
- 4) Design and deliver training for designated teachers to raise awareness of the needs of looked after young people in education.
- 5) Continue to develop the involvement of children and young people in the recruitment of staff within children’s services.
- 6) Continue to influence worker practice through involvement in delivery of the children’s services induction and Total Respects training.
- 7) Continue to work closely with the Manager of the Conferencing and Reviewing Service to improve both child protection conferences and looked after children and young people’s reviews.
- 8) Work closely with the Wiltshire Council Fostering Service to improve practice (specifically around the recruitment and training of foster carers).

- 9) Raise awareness about mental health services and support (especially self-harm and bullying) in schools.
- 10) Improve the way we assess the impact that CICC has on individual members and the wider looked after population.

The Voice and Influence Team will also be working to better establish and strengthen the links, purpose and presence of the Children in Care Council within the Looked after Children, Young People and Care Leavers Improvement Group and Corporate Parenting Panel.

8. Conclusion

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

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

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



VOICE

Children in Care Council: The Promise

We Promise:

Being in Care

- A choice of when to move on from care.
- To try not to separate brother and sisters (however, if this is not possible, try to ensure brother's and sister's placements are close together and allow contact).
- To allow looked after children and young people to be involved in the choice of their placement from the start.
- To find a place where you feel comfortable and 'at home' and can stay until the end of your time in care.

Listening to Looked After Children and Young People

- To listen to your views and act on them.
- To provide a social worker you can rely on who keeps to meetings, gives clear information, is honest and responds when needed.
- Make looked after children and young people aware of their rights and to train others in the rights of looked after children and young people.
- To ensure that young people are involved in the creation and regular review of all care plans.

Support

- Better help getting into school whatever has happened.
- To provide support so looked after children and young people can see their family (i.e. transport)
- To use reliable transport for young people.
- To organise group activities for young people in care and those leaving care.
- That if bullying arises for any looked after child or young person it will be dealt with quickly and efficiently.
- To support young people in care to find training, education or a job that suits them when they leave school.

Extract from Part 12 of the Constitution – Roles and Responsibilities of Councillors

6. Principal roles

6.5 To fulfil your responsibilities as a “corporate parent” for children and young people in the care of the local authority

- by having an understanding of the profile and needs of the children in the care of the local authority
- by being aware of the impact on looked-after children of all council decisions
- by considering whether this would be good enough for your own child
- by ensuring that action is taken to address shortcomings in the service and to improve outcomes for looked-after children.
- by being aware of the work and aims of the corporate parenting panel and, if nominated by your group leader, attend meetings of the corporate parenting panel as a committee member

6.6 The council has established a Corporate Parenting Panel, whose role is to secure councillor involvement and commitment throughout the council to deliver better outcomes for children and young people who are looked after. The terms of reference now follow:

Part 12A – Role and Function of the Corporate Parenting Panel

Composition

The Corporate Parenting Panel will comprise up to 8 elected councillors politically balanced and nominated by group leaders.

Group leaders may also appoint substitute members to cover absences.

Role and Function

To secure councillor involvement and commitment throughout the council to deliver better outcomes for children and young people who are looked after.

To ensure that corporate parenting is a key mechanism by which councillors and officers can ensure that for children and young people in its care, Wiltshire Council is providing:

- warm, welcoming and safe accommodation
- high quality care, nurturing supportive and meaningful relationships that encourage the growth of self-esteem, confidence and resilience, enabling young people to cope with change and difficult times
- the highest standard of education for all and consistent with the needs and abilities of the child
- opportunities and encouragement for self-development and keeping fit and healthy

- encouragement to take up hobbies, acquiring life skills and being a good citizen
- assistance with transition from care to looking after themselves, including the provision of suitable accommodation
- placement stability that will avoid disruption and maintain continuity of care, education placements and relationships.

The Corporate Parenting Panel will:

- undertake regular monitoring of the outcomes associated with these priorities
- make a commitment to prioritising the needs of looked-after children and young people and their carers
- receive reports from the Children in Care Council and act on their views
- provide clear strategic and political direction in relation to corporate parenting
- show ambition and aspirations for all looked-after children and care leavers
- ensure that all councillors and Wiltshire Council departments are fulfilling their roles and responsibilities as corporate parents proactively. This may involve, for example, the Corporate Parenting Panel organising specific education and training events for all members to ensure they are equipped with the knowledge and skills to be corporate parents
- receive regular/annual reports on the level and quality of services to looked-after children and care leavers
- promote achievement and acknowledge the aspirations of children and young people looked after by supporting celebration events
- investigate on behalf of all councillors ways in which the role of corporate parenting can be improved, using examples from other local authorities
- listen to the views of children, young people and their carers to involve them in the assessment and development of services
- engage with children and young people who are looked after, or have left care, by inviting them to act as advisers to the Panel
- meet with government inspectors, where appropriate, for their input into inspections
- participate as members of the adoption and fostering panel
- champion the provision of council-based work experience placements and apprenticeships for looked after young people
- agree a work plan, review progress, membership of the panel and attainment of its role and terms of reference and report to the Cabinet and Children's Services Select Committee as appropriate, and in any case to the Full Council annually.

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Wiltshire Council

Council

12 May 2015

Executive Decisions Taken Under Special Urgency Provision – Annual Report

1 Background

1.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 came into force on 10 September 2012. The Regulations deal with access to meetings and documents of the Executive. Regulation 9 details rules to be followed in publicising key decisions and requires all key decisions to be publicised 28 days in advance of the decision being taken. This Council's definition of what constitutes a key decision is as follows:

- any decision which would result in the closure of an amenity or total withdrawal of a service;
- any restriction of service greater than 5% measured by reference to current expenditure or hours of availability to the public;
- any action incurring expenditure or producing savings greater than 20% of budget service areas against which the budget is determined by Full Council;
- any decision in accordance with the Council's Financial Regulations (Part 9), involving financial expenditure of £500,000 or above, with the exception of operational expenditure by Corporate Directors identified within the approved budget and policy framework.
- Any proposal to change the Council's policy framework
- Any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions

1.2 Where it is impracticable for key decisions to be publicised 28 clear days before they are made, special rules apply. Under Regulation 10, key decisions may be taken so long as the following steps are undertaken:

- The Proper Officer has informed the Chairman of the Overview and Scrutiny Management Committee; and
- The Proper Officer has made a notice in the prescribed form available for inspection by the public. The notice must set out details of the decision to be made and why the rule on giving 28 days notice has not been complied with

- The notice is published on the Council's website.
- The above steps must be taken at least 5 clear days before the key decision is taken.

1.3 In cases where a key decision is required to be taken even sooner and it is impracticable to wait for the requisite five clear days Regulation 11 - Special Urgency rules applies. This states that a decision may only be made where the decision maker has obtained agreement from the Chairman of the Overview and Scrutiny Management Committee or in their absence, the Chairman of the Council and in their absence, the Vice-Chairman of Council, that the matter is urgent and cannot be reasonably deferred. Upon securing agreement, a notice to this effect must be published on the Council's website.

1.4 At relevant intervals determined by the Council, which must be at least annually, the Leader of the Council is required to submit a report to Council setting out the key decisions taken under the special urgency rule. The report must include particulars of the decision made.

2 Issues for Consideration

2.1 At the time of writing this report, the Leader has confirmed that two decisions have been made using the special urgency provision since the last annual report to Council on the 13 May 2014, details attached as an Appendix.

2.2 The intent of the Regulations is to make provision for urgent decisions to be made whilst ensuring as far as possible that transparency, accountability and scrutiny is maintained.

2.3 The Council has taken steps to ensure transparency is maintained by ensuring that where decisions are taken under these special provisions, an email is sent to all members of the Council providing them with a link to the notice published on the Council's website which gives details of the decision to be taken and the reason for urgency.

2.4 In order to ensure Council is aware of decisions taken using the special urgency provisions at the earliest opportunity, Council has previously agreed that these are reported to the next ordinary meeting of the Council. In addition, an annual report will also be presented to Council giving details of such decisions taken in the preceding year.

3 Other Options Considered and Rejected

3.1 None.

4 Financial Implications

4.1 None.

5 Legal Implications

5.1 The proposals in this report ensure that the Council complies with the requirements of the relevant legislation.

6 Equalities Impact of the Proposal

6.1 None.

7 Environmental Impact of the Proposals

7.1 None.

8. Public Health Implications

8.1 None.

9. Safeguarding Implications

9.1 None.

10. Procurement Implications

10.1 None

11. Recommendation

11.1 That Council notes this report and that two decisions have been taken under the special urgency provision in the period since the last annual report on 13 May 2014, as detailed in the Appendix to this report.

Robin Townsend

Associate Director – Corporate Function and Procurement and Programme Office

Report author: Yamina Rhouati, Democratic Governance Manager

Background Papers: None

Appendix – Details of special urgent decisions

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Executive Decisions Taken Under Special Urgency Provision – Annual Report

| Date of decision | Decision Maker | Item | Decision made | Reason for urgency |
|------------------|----------------|--|---|--|
| 20 January 2015 | Cabinet | Porton Science Park (Previously reported to Council 24/02/15) | To delegate authority to the Associate Director of Economic Development and Planning in consultation with the Leader of the Council, to enter into a Growing Places Infrastructure Funding Agreement with the SWLEP, and undertake the necessary procurement process to enable the delivery of the first phase of the project. | The issue needed to be determined prior to the next scheduled meeting of Cabinet in order to expedite project delivery and associated procurement activity |

Appendix 1

| Date of decision | Decision Maker | Item | Decision made | Reason for urgency |
|------------------|----------------|------------------|--|---|
| 17 March 2015 | Cabinet | Better Care Plan | <p>1. That subject to sign off by the Health and Wellbeing Board approves the establishment of the Better Care Fund Pooled Fund on and from 1 April 2015 largely on the terms set out in the draft Section 75 Agreement attached to this report at Appendix 1;</p> <p>2. That subject to sign off by the Health and Wellbeing Board delegates authority to Maggie Rae, Corporate Director in consultation with the Associate Director (Legal and Governance) to finalise and enter into the Section 75 Agreement on behalf of Wiltshire Council. The Councils 151 Officer will ensure the financial monitoring of this fund;</p> <p>3. That subject to sign off by the Health and Wellbeing delegated on decisions on expenditure from the Better Care Fund Pooled Budget to Maggie Rae and Deborah Fielding (Chief Accountable officer CCG) following recommendations of the Joint Commissioning Board for Adults.</p> | <p>The issue needed to be determined prior to the next scheduled meeting of Cabinet in order to deliver the Better Care Fund (BCF). It was a requirement of the scheme that a pooled fund was established under a formal agreement on or before 1 April 2015. The agreement had to be made under Section 75 of the National Health Service Act 2006 between Wiltshire Council and the Clinical Commissioning group (CCG). This needed to be approved by both parties.</p> |

The requirements of Regulation 11 – Special Urgency provision were complied with.