

AGENDA

Meeting: Environment Select Committee

Place: Kennet Room - County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Tuesday 6 June 2023

Time: 2.30 pm

Please direct any enquiries on this Agenda to Ellen Ghey - Democratic Services Officer of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718259 or email ellen.ghey@wiltshire.gov.uk

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Membership:

Cllr Jerry Kunkler
Cllr Bob Jones MBE
Cllr Tony Jackson
Cllr Mel Jacob
Cllr Dr Brian Mathew
Cllr Charles McGrath
Cllr Ian McLennan

Cllr Dr Nick Murry
Cllr Tom Rounds
Cllr Tony Trotman
Cllr Iain Wallis
Cllr Derek Walters
Cllr Stuart Wheeler

Substitutes:

Cllr Brian Dalton
Cllr Matthew Dean
Cllr Ross Henning
Cllr Jon Hubbard
Cllr Jacqui Lay

Cllr Dr Mark McClelland
Cllr Stewart Palmen
Cllr Ricky Rogers
Cllr Bridget Wayman

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AGENDA

PART I

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

1 **Election of Chairman 2023/24**

To elect a Chairman for the forthcoming year.

2 **Election of Vice-Chairman 2023/24**

To elect a Vice-Chairman for the forthcoming year.

3 **Apologies and Membership Update**

To receive any apologies or substitutions for the meeting, and an update on the changes to the Membership of the Committee.

4 **Minutes of the Previous Meeting** (*Pages 5 - 18*)

To approve and sign the minutes of the Environment Select Committee meeting held on 14 March 2023.

5 **Declarations of Interest**

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

6 **Chairman's Announcements**

To receive any announcements through the Chair.

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 on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council 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 on the front of this agenda no later than 5pm on **Tuesday 30 May 2023** in order to be guaranteed of a written response.

In order to receive a verbal response, questions must be submitted no later than 5pm on **Thursday 1 June 2023**. Please contact the officer named on the front 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 Committee members prior to the meeting and made available at the meeting and on the Council's website.

8 **Wiltshire Towns Programme and Related Activity Including Web-App Development** *(Pages 19 - 26)*

To receive an update on the Wiltshire Towns Programme, as resolved by the Select Committee on 14 June 2022.

This report will also include an update on the Towns Programme apps.

9 **Updates from Task Groups and Representatives on Programme Boards** *(Pages 27 - 34)*

To receive any updates on recent activity for active task groups and from members of the Environment Select Committee who have been appointed as overview and scrutiny representatives on programme boards.

10 **Forward Work Programme** *(Pages 35 - 42)*

To note and receive updates on the progress of items on the Forward Work Programme.

Under the revised Overview and Scrutiny (OS) arrangements there is now a single OS work programme controlled by the OS Management Committee, linked to priorities in the Business Plan.

Therefore, it should be noted that whilst any matters added by Members are welcome, they will be referred to the OS Management Committee for approval before formal inclusion in the work programme for the Environment Select Committee.

A copy of the Overview and Scrutiny Forward Work Programme for the Environment Select Committee is attached for reference.

11 **Urgent Items**

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

12 **Date of Next Meeting**

To confirm the date of the next scheduled meeting as 25 July 2023.

Environment Select Committee

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 14 MARCH 2023 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Jerry Kunkler (Chairman), Cllr Bob Jones MBE (Vice-Chairman),
Cllr Tony Jackson, Cllr Dr Brian Mathew, Cllr Ian McLennan, Cllr Dr Nick Murry,
Cllr Tom Rounds, Cllr Tony Trotman and Cllr Iain Wallis

Also Present:

Cllr Bridget Wayman, Cllr Ian Blair-Pilling, Cllr Nick Botterill, and Cllr Caroline Thomas

13 **Apologies**

Apologies were received from Cllrs Charlies McGrath, Derek Walters, and Mel Jacob.

14 **Minutes of the Previous Meeting**

The minutes of the previous meeting held on 4 January 2023 were presented for consideration. As per Agenda Item 5, an update to the minutes was agreed, upon which a note would be included directing members of the public to the statement made by Cllr Nabil Najjar. After which, it was:

Resolved:

The Committee approved and signed the minutes of the previous meeting held on 4 January 2023 as a true and correct record.

15 **Declarations of Interest**

There were no declarations of interest.

16 **Chairman's Announcements**

The Chairman thanked Cllrs Bill Parks and Rich Rogers for their work on the Committee and wished them the best in their new roles. Cllrs Tony Trotman and Tom Rounds were then welcomed as new Members to the Committee. The Chairman further welcomed Ellen Ghey as the new Democratic Services Officer supporting the Committee.

Details were provided of meetings and briefings he had attended since the last meeting, including Overview and Scrutiny Management Committee and Financial Planning Task Group meetings and addressing recycling contamination.

Members were informed that the scheduled Agenda Item 8, Wiltshire Design Guide – Draft for Public Consultation, would be moved to the end of the meeting as the relevant Cabinet Member had other work commitments that could not be missed at that time.

17 **Public Participation**

The Chairman announced that two written questions had been submitted and had received written responses as circulated within Agenda Supplement 1. Following the previous meeting held on 4 January 2023, Cllr Nabil Najjar asked the Chairman to read out a statement (below) clarifying comments made by officers in the meeting regarding the Malmesbury Heritage Trail app.

“A statement was made that:

‘The [Explore Malmesbury] web app was developed by the University of Winchester.’

There was confusion over who was responsible for the web-app, and we wish to confirm that the app belongs to Malmesbury Town Team CiC. Explore Malmesbury has been created and is operated as the result of a large voluntary community effort led by Malmesbury Town Team linking many local groups including the Town Council, Athelstan Museum, Civic Trust, Warden and Freeman and a large number of volunteers.

Officers had thought from their conversations with Malmesbury that Sprechen Limited, also Winchester based, were closely tied to the University of Winchester. We wish to confirm that this is not the case. The app was developed and is technically supported by a commercial business, Sprechen Limited. Students at the University of Winchester produced some augmented reality content for the app as part of their course work.

A statement was made that:

‘The cost of the Explore Malmesbury web app for each town would be a minimum of £10,000 per town.’ And [Explore Malmesbury] is ‘vastly more expensive’ [than Calvium].

We also wish to clarify that the £10,000 discussed cost was for an optional TV and video development within the app. We can confirm that Malmesbury Town Team has not been invited to quote for the development or supply of the Wiltshire Heritage Trails App against any requirement specification. We therefore cannot provide any comparison of cost between developing the original Calvium supplied Salisbury App or the Explore Malmesbury Web App and we had no basis to report to the Committee that ‘The cost of the Explore

Malmesbury web app for each town would be a minimum of £10,000 per town” or that Explore Malmesbury is ‘vastly more expensive’.

Nevertheless, officers reviewed the functionality of a number of solutions at length and concluded that a native app provides substantial advantages over a web-based model, not least, in our view, the ability to make use of mobile functionality, store content on the app, and not require constant mobile connectivity due to GPS, which is an advantage across our more rural communities. This therefore excluded Explore Malmesbury from our further supply consideration.

A statement was made that:

‘The content [on Explore Malmesbury] is delivered by Winchester and has no flexibility.’ and ‘What you see is what you get.’ and ‘Although material can be added it isn’t very straight forward’.

The officers involved in the trail apps programme have a high regard for the Malmesbury web-app, and the work and outreach undertaken around it. We recognise that the content is adaptable, and material can be added by local teams. This is one of several apps reviewed by officers along with the Corsham trails which were highlighted to illustrate the variation in approaches. We recognise that content can be added flexibly.”

Mr Ritchie attended the meeting and presented a further statement in response to the answers given where he gave further context to the parties involved in the creation, development and running of the Malmesbury Town Team’s ‘Explore Malmesbury’ app. He expressed disappointment in the comments made in both the meeting and the subsequent statement and responses to his questions and emphasised his wish to amend the minutes of the previous meeting as per Question 23-01.

The Democratic Services Officer advised that the Committee could amend the minutes if they were so minded but suggested that a note could be attached to the previous minutes referring to Cllr Najjar’s statement. Mr Ritchie agreed to the action suggested.

18 **Highways Annual Review of Service 2022**

Councillor Caroline Thomas, Cabinet Member for Transport, Street Scene and Flooding, introduced the report to the Committee alongside Dave Thomas, Head of Highways Asset Management & Commissioning, and Samantha Howells, Director – Highways & Transport.

It was explained that the report reviewed the performance of the highways service across the year 2022, and also provided an update on the status of contractors and suppliers involved in service delivery. The report was also noted as demonstrating the application of good practice and asset management principles which appraises future Department for Transport (DFT) funding. Members were informed that the Ringway maintenance contract had been

extended to April 2023 and that the Council was in the process of demobilising from Ringway while concurrently undertaking a mobilisation phase with the new contractor, Milestone Infrastructure Ltd, which had impacted on recent activity but allowed for continuity between services.

Contextual details were provided to explain some of the results from the review, such as volatile weather conditions impacting road conditions and the impact of the rise of inflation. Further details were given as to the introduction of the LHFIGs (Local Highway and Footway Improvement Groups) in April 2022, and Cllr Thomas stated that they had experienced difficulties in recruiting officers to support that work but further reviews on the matter would be undertaken. The Performance Management Framework was detailed with regard to the decline in skid resistance across the network, and the proportion of reactive maintenance against planned maintenance which was explained as partly being due to adverse weather conditions. It was confirmed that the framework would be reviewed and updated in time for the 2023 review to match the DFT Incentive Funding Scheme.

The national resourcing issues regarding qualified engineering staff was raised and officers noted that their recruitment method had been amended in response. Furthermore, long term investments had been made into their apprenticeship programme which was fully affiliated with the Institute of Civil Engineers and had already produced two professionally qualified engineers. Further challenges faced with regard to material availability, inflation rises, and overall workload as a result of the change from CATGs to LHFIGs were detailed. The move from Ringway to Milestone Infrastructure Ltd was further discussed, and Members were reassured that the majority of the existing Ringway and Parish Stewards operatives across the network were given the opportunity to transfer to the new provider, and had done so, under the new Milestone contract.

During the discussion, points included:

- Thanking officers and Ringway on their hard work throughout the year(s).
- Reassurance as to the retention of existing operatives, in particular the Parish Stewards. It was noted that they would be receiving different branded vehicles to those operatives working for Milestone Infrastructure Ltd. The importance of the Parish Stewards was emphasised due to their valued status in communities and their ability to gather intelligence and distribute information.
- The impact of climate change and adverse/volatile weather conditions on roads, and how these would affect Wiltshire Council's ability to meet the commitment to be carbon net zero by 2030 as set out in the Climate Strategy. It was explained that officers had altered the new maintenance contract with Milestone to include a scoring matrix, specific requirements/criteria to meet, and an explicit section on achieving net zero. Examples were given of moving fleets to electric vehicles, better utilisation and planning of reactive events, and reducing mileage. Benchmarks would be set up and regularly reviewed and any lessons

learnt within this new contract with Milestone would be rolled out to other contracts. Officers were comfortable that they were on the right track to meet the net zero commitment but noted the steep learning curve being experienced, and the anticipation of further advances and improvements in technology to aid this.

- The limited budget available to invest in network resistance and road maintenance.
- Standing water on carriageways was noted as being one of the biggest issues regarding worsening road conditions, thus officers were ensuring that drainage infrastructures were as efficient as possible.
- The incoming introduction of LCWHIPs (Local Cycling and Walking Infrastructure Plans) which would seek to identify locations suitable for active travel schemes ready to seek funding to allow delivery. Schemes were being developed and introduced in Trowbridge, Salisbury and Chippenham thus far.
- Engagement with other departments across the Council such as Leisure Services and Public Health to encourage a mind shift among residents to undertake active travel such as walking and cycling where possible. Officers were in the process of a bid with the DFT for active travel funding, the result of which would be confirmed at the end of March 2023. Furthermore, Active Travel England would become a statutory consultee in planning from June 2023.
- LHFIGs were explained as being monitored and controlled on a local level, rather than on a strategic level, where the prioritisation and order of projects would be decided. Ongoing challenges were experienced within the LHFIGs due to insufficient resources to meet demand, such as recruitment issues, officer workloads and budgetary restraints.
- Ensuring that new developments were connected through cycle paths to bring cohesion to future active travel schemes.
- The potential to liaise and collaboratively work and coordinate projects with neighbouring Local Authorities in active travel schemes.
- The monitoring of the usage of the new active travel schemes and analysis of any data gleaned. Officers confirmed that this was something that could be undertaken and encouraged interested Members to contact them outside of the meeting for further information.
- The Street Lighting Project initially proposed a reduction from 13m kilowatt hours to 5.262m kilowatt hours and Members asked if the target remained feasible. Officers confirmed that the conversion to LED lights was almost finished and that within the new Milestone contract, further LED works would be undertaken alongside potential future rollouts for projects such as increasing the number of road sign lights. It was noted that although substantial financial savings had been made and electricity usage was decreasing, as more developments were finished, further street lights were erected and as such, the electricity bill would naturally increase and be exacerbated by the price increase per unit.

At the conclusion of the discussion, Cllr Bob Jones MBE proposed to move the recommendations which was seconded by Cllr Dr Brian Mathew. After which, it was:

Resolved:

- a) The Committee endorsed the Highways Annual Review of Service and confirmed that the performance of the Council's highways contractors has been 'good' during 2022.**
- b) The Committee welcomed the results summarised in the Highways Performance Management Framework.**
- c) The Committee asked for an interim report on the Milestone contract in 6 months.**
- d) The Committee requested a report on the highways service and the Performance Management Framework in a year's time.**

19 **Housing - Allocation Review 2023**

Nicole Smith, Head of Housing, and Emma Legg, Director – Adult Social Care, presented the report on the Housing Allocation Review 2023 to the Committee.

It was explained that the Allocations Policy guided the allocation of social housing across Wiltshire. A full review was last undertaken in 2018 but minor amendments had been made since, the most recent being in January 2023. Officers wanted to make the Policy more transparent and easier to understand alongside ensuring housing those in greatest need, providing realistic expectations of being housed to those joining the Housing Register, and making the best use of Wiltshire Council's social housing stock.

Some of the details of the report were highlighted such as a 38% increase in people joining the Housing Register, particularly within the highest priority bands (Band 1 and 2) over the past three years. This was explained as being due to increases in homelessness and relief duties, and job security and house sharing concerns during Covid-19. As a result, practices had been amended to counteract the increase such as the introduction of a system whereby those seeking to join the register or experiencing housing issues liaising with a Housing Case Worker to set out alternative options and to help officers target their limited resource towards those most in need.

Homelessness was then discussed with officers noting the addition of the Tenancy Support Team focussing on preventative work such as aiding residents in increasing their income and backdating any eligible benefits. The demand for temporary accommodation had surged in recent months resulting in

the use of B&Bs for the first time in 10 years, however Members were reassured that this option was only for single residents and not families with children. Further reasons for increased temporary accommodation demand were detailed, such as a reduction in lettings from social housing providers partly due to an increase in void properties and difficulties recruiting contractors and surveyors. Additionally, larger properties were the most needed and the hardest to come by, resulting in longer waits for families to be housed, exacerbating the predicament.

During the discussion, points included:

- Unused and vacant Ministry of Defence (MoD) properties across Wiltshire and the potential to utilise these for temporary accommodation. Officers explained that after previous discussions with the MoD, it was not possible to utilise the properties in such a way, however, the MoD used a specific letting agency that officers could refer clients to for privately rented properties. Furthermore, the MoD had been lobbied by the Government to employ a portion of the vacant stock to support the housing pressures for Ukraine refugees.
- The number of void properties included in both Wiltshire Council and other social housing providers stock and what could be done to bring them back into use. Officers reiterated the national challenges experienced regarding recruitment issues and difficulties in catching up on the backlog of properties needing assessments.
- Disjoints between local homeless/rough sleeper charities and Wiltshire Council policies with regard to the provision of immediate aid such as tents, and the cyclical pattern of homelessness that some people become subject to. Officers reiterated the work that Tenancy Sustainment Officers undertook in supporting people to maximise their ability to increase their income. Furthermore, Wiltshire Council officers did not encourage the issuing of tents and instead focused on alternative options through Government initiatives and funding, homeless hostels and the 'Sit Up Service'. However, officers noted that they worked collaboratively with charities to understand where rough sleepers were situated so they could deploy officers to undertake assessments working on longer term needs and wider housing options.
- The relationship between housing providers and Wiltshire Council was explored and officers explained that housing associations were not obliged to provide the Council with information respecting the properties they were intending on selling or the number of properties being used at any one time. However, housing associations were required to submit an annual return, the data of which would be publicly available via their individual or Government webpages. Additionally, a Local Authority has the statutory responsibility for rough sleepers so although all relevant organisations work together on preventing homelessness, the ultimate responsibility lies with the Local Authority.

- Any available properties for let were explained as being advertised on the system, Homes for Wiltshire, where prospective tenants could then submit bids, following which the housing providers would then have access to limited information on those clients in order to provide tenancy.
- A task and finish group was proposed, and any interested Members were advised to contact the Scrutiny Officer for further information.

At the conclusion of the discussion, Cllr Bob Jones MBE proposed to move the recommendations which was seconded by Cllr Iain Wallis. After which, it was:

Resolved:

- a) The Committee agreed to be involved in the review and development of a new Allocation Policy.**
- b) The Committee set up a task and finish group to work with Housing in the development of a revised Allocation Policy.**
- c) The Committee noted the most recent statistics for the allocation system.**

20 **Wiltshire Design Guide - Draft for Public Consultation**

Cllr Nick Botterill, Cabinet Member for Finance, Development Management and Strategic Planning, presented the report on the Wiltshire Design Guide Draft alongside Lynn Trigwell, Head of Natural & Historical Environment, and Sarah Valdus, Director – Environment.

It was explained that the draft Wiltshire Design Guide (WDG) was being shared with the Committee ahead of statutory public consultation with the intention of being adopted as a Supplementary Planning Document (SPD). The WDG was organised by the 10 characteristics of design as set out in National Guidance and was produced, as advised in the National Planning Policy Framework (NPPF), to support the delivery of consistently high-quality design standards in new developments and to set down clear expectations for development managers to refer to when at the very early stages of planning future developments. However, it was emphasised that specific aspects would vary per community and as such, Neighbourhood Plans would allow for more prescriptive designs. A second document was also noted as being produced to support the Neighbourhood Plan process in considering good design at the outset. The WDG was explained as being a cross-cutting document, developed in collaboration with multiple departments across the Council and in alignment with the objectives in the Business Plan, other key existing or new strategies such as the Climate and Core Strategies, and any other existing or new SPDs such as waste and storage.

It was noted that if a developer made the decision to stray from the WDG, they would need to provide clear explanations as to why, and if adopted as an SPD, it would carry weight in the planning process. The proposed timescale was then detailed, and Members were informed that it would be brought to the May 2023 Cabinet meeting before the four-week consultation period opened in Summer 2023. Once the comments received were considered and evaluated, and necessary amendments made, it would be brought to the October 2023 meetings of Cabinet and Full Council.

During the discussion, points included:

- Consulting with Planning Committee Chairs, Parish and Town Councils, and developers for comment.
- Officers also highlighted that the proposed timescales were dependant on the level and number of alterations gleaned from the comments gathered through the consultation.
- How the WDG would work with the Local Plan, and frustrations with continued delays to its finalisation. Cllr Botterill explained that due to continual changes impacting on its delivery, it was not feasible to put out the plan in line with previously stated timescales and instead officers had taken the time to increase its robustness, with the new intention of a draft published for Summer 2023.
- How the WDG would include links with renewable energy concerns, and meeting specifications included in the Equality Act 2010. Officers then emphasised that the WDG was concerned with built environments in alignment with the 10 design characteristics and as such, does not go into specific details on topics such as wind/solar farms, the inclusion of charging ports, or storage facilities, and Members should instead include these aspects within Neighbourhood Plans.
- The importance of transport linkages across developments such as cycling connections and the potential to enforce developers to include such networks to aid in the establishment of the LCWHIPs. Officers further emphasised that developers would be required to ensure that provisions were put in place to link with existing or emerging routes. However, if there were no routes planned then such enforcement could not be undertaken as it could run the risk of developers designing their own routes which would then go against the purpose of the WDG.
- Further concerns were raised as to the potential conflicts that could arise when planning routes that crossed through land owned by multiple people.
- Suggestion of installing utilities such as water pipes to the side of roads to minimise road closures and traffic congestions.
- If the WDG was adopted as an SPD, it would fit into the existing Wiltshire Council hierarchies and would carry considerable weight in planning matters.

- The ability for Wiltshire Council to regain some of the control lost as a result of the lack of a five-year land supply and putting the Council in a stronger, more defensible position.
- Members commended officers and Cabinet Members on their hard work in developing the WDG and welcomed its introduction wholeheartedly and noted that it was a shame that it hadn't been drafted years ago, as it would have mitigated many of the issues being faced now. However, some Members expressed hesitance as to how it would work in reality, and how it would be received by developers.

At the conclusion of the discussion, Cllr Tony Jackson proposed to move the recommendations which was seconded by Cllr Dr Nick Murry. After which, it was:

Resolved:

- a) The Committee endorsed the draft Wiltshire Design Guide ahead of public consultation in early summer and:**
- b) The Committee noted the timeline for public consultation and the process by which the comments will be considered ahead of the Design Guide being formally adopted as a Supplementary Planning Document.**
- c) The Committee requested that the Design Guide is also sent to the council's Planning Committees and parish and town councils for comment as part of the consultation process.**

21 **Leisure Services Insourcing**

Cllr Ian Blair-Pilling, Cabinet Member for Cabinet Member for Public Health, Leisure, Libraries, FM, and Operational Assets, presented the report on the leisure services in-sourcing alongside David Redfern, Director – Leisure, Culture and Communities, and other officers.

The Chairman suggested that both this Agenda Item and the following, Item 10 – Libraries Development, be presented together, with all questions concerning both taken at the end of the joint presentation.

It was noted that the paper focussed on the improvement and integration of other Wiltshire Council services into leisure centres and libraries. Wider context was given to Members to provide an understanding of the scope, direction and ambition of both the library and leisure services. A substantial restructuring of the management team under David Redfern had been undertaken alongside continued Covid-19 recovery, thusly impacting on the start times of various projects. During this process, the service as a whole was reviewed in line with the Business Plan, and 5 main themes for decision making were established:

financial sustainability, contribution to public health, helping communities develop, local economy considerations, and environmental considerations. Under each of the headings, metrics were being developed to assess their performance.

Internal investments and improvements were being made as a result of the additional £11.5m allocated in the previous financial year's budget, such as the opening of the Melksham campus, and ensuring all swimming pools have modern disability access. Breakdowns of the financial data across 6 months of the project regarding leisure centres was shown alongside leisure membership information. Furthermore, it was confirmed that the leisure team were scoping opportunities for a pilot scheme to open certain leisure centres on Public Holidays.

The core statistics for library services before and during Covid-19 recovery were shown, alongside service priorities. As listed in the Agenda Pack, details for several projects and offers that align with Wiltshire Council priorities and objectives were given. It was highlighted that the Libraries Team worked with external and internal partners but there was always scope for further collaborative work. Officers expressed that by employing this new outlook and straying away from such a rigid budgetary focus and instead on delivering high-quality, integrated services that also meet financial obligations, they felt they made a difference to Wiltshire residents' lives.

During the discussion, points included:

- Congratulations were given to officers in the library team on delivering such vital and diverse services to communities.
- It was noted that officers did not have data as to the amount of warm and safe packs that had been distributed across the County, but it had been reported that more than 50 had been provided through Salisbury libraries alone and the anecdotal stories relayed to officers indicated a great level of success.
- Officers explained that unfortunately, most leisure centre data before 1 October 2021, when the in-sourcing began, was not provided by the previous supplier and therefore, long term historical analysis could not be undertaken. However, it was confirmed that the report submitted next year to the Committee would contain more individual and specific data to provide a more thorough review.
- It was explained that the metrics under the environmental considerations would look at the impact of carbon footprints more generally, not just that of the building itself but also people travelling to/accessing the sites etc.
- Officers were in the process of liaising with the Transformation Board with regard to a future facilities review, to understand the capacity needed to assess the data of existing sites and to undertake a thorough consultation with stakeholders before any decisions were made.
- Mobile library services were confirmed to be ongoing.

- Regarding the quality and pricing structures of Wiltshire Council owned leisure centres, officers stated that they felt they delivered an unbeatable service for residents in comparison to privately owned centres. This would be reinforced with the consistency and strong branding across all sites as a result of the in-sourcing.
- Officers worked in conjunction with the Communication and Marketing Teams to promote the services available to residents, particularly those most vulnerable. However, it was highlighted that marketing leisure and library services was slightly different in order to continue the development of a more sustainable model. Yet, there was always scope for improvements and Members were encouraged to contact officers if they had any suggestions.
- The importance for local leisure centre managers to become more autonomous and less reliant on direction from officers on specific aspects.
- The importance of the two services mutually benefiting each other and capitalising on existing relationships.
- The difficulties in combining leisure centre and library membership cards due to the complexity and differences between the two systems at the present time.

At the conclusion of the discussion, Cllr Tony Jackson proposed to move the recommendations which was seconded by Cllr Dr Brian Mathew. After which, it was:

Resolved:

- a) **The Committee noted the Leisure Services Insourcing update and the increasing membership numbers and improving net financial position.**
- b) **The Committee noted the Library Service update, the recovery since the pandemic, and its priorities and the range of its activities.**
- c) **The Committee requested that they receive updates in 12 months' time to include further trend data, the outcome of the public holiday pilot and further information on the transformation review.**

22 **Libraries Development**

Details for this Agenda Item can be found under the previous Item 9, Leisure Services In-Sourcing.

23 **Forward Work Programme**

The Committee received the Forward Work Programme for consideration. Cllr Tony Jackson requested an update on the Towns Programme app development which officers agreed to bring to the next meeting. Following which, it was:

Resolved:

The Committee approved the Forward Work Programme.

The Committee requested that an update be provided on the Wiltshire Towns Programme App Development.

24 **Urgent Items**

There were no urgent items.

25 **Date of Next Meeting**

The date of the next meeting was confirmed as 6 June 2023.

(Duration of meeting: 2.30 - 5.20 pm)

The Officer who has produced these minutes is Ellen Ghey of Democratic Services, direct line , e-mail ellen.ghey@wiltshire.gov.uk

Press enquiries to Communications, direct line 01225 713114 or email communications@wiltshire.gov.uk

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Wiltshire Council

Environment Select Committee

6 June 2023

Update on the Wiltshire Towns Programme and related activity including web-app development

Executive summary

Town Centres are facing a challenging landscape, with a historic reliance on a shrinking retail offer which is vulnerable to changing consumer habits such as opportunities for online shopping and out of town retail, partially driven by the economic shock of Covid-19.

Retail supports approximately 20,000 jobs in Wiltshire and is a top 3 sector by employment and specialisation. This does not include services, leisure (including food and drink), or businesses which are located on the high street and are also affected.

In light of this challenge and recognising the contribution of these sectors to Wiltshire's economy, Wiltshire Council allocated £1M a year between 2021-2025 to support activity on the high street through the Wiltshire Towns Programme, providing meaningful and transformational support to grow businesses, support employment and transform Wiltshire's high streets to meet the needs of the local community. Wiltshire Council's business plan enshrines our commitment to creating and supporting vibrant town centres.

This paper provides an update on activity taken to date under the Wiltshire Towns programme including the development of the heritage app and work undertaken to develop an events platform web-app.

Proposal

That the committee:

- a) Note the contents of the update.

Reason for proposal

To provide regular updates on support for town centres.

Author: Victoria Moloney, Head of Economy and Regeneration

Contact details: Victoria.moloney@wiltshire.gov.uk

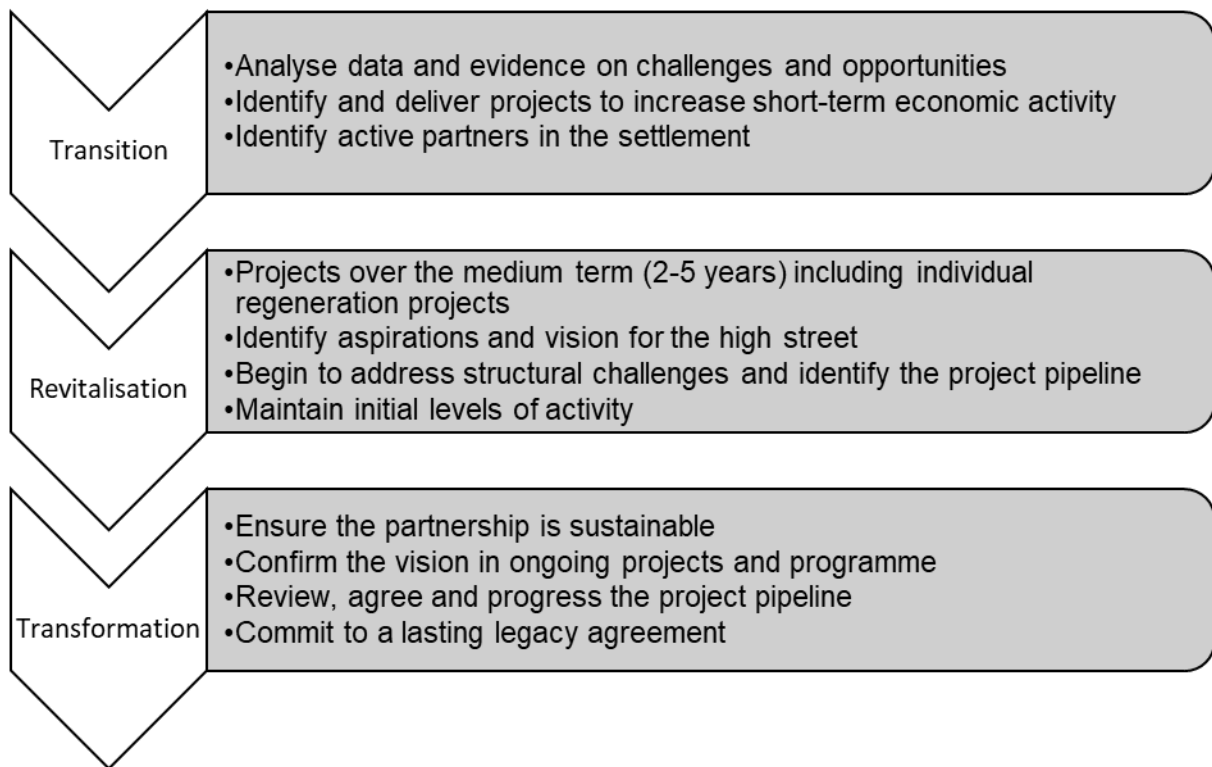
Update on the Wiltshire Towns Programme and related activity including web-app development

Purpose of report

1. This paper provides an update on activity undertaken to date through the Wiltshire Towns Programme.

Background

2. Town Centres are facing a challenging landscape, with a historic reliance on a shrinking retail offer which is vulnerable to changing consumer habits such as opportunities for online shopping and out of town retail, partially driven by the economic shock of Covid-19.
3. Retail supports approximately 20,000 jobs in Wiltshire and is a top 3 sector by employment and specialisation. This does not include services, leisure (including food and drink), or businesses which are located on the high street and are also affected.
4. In light of this challenge and recognising the contribution of these sectors to Wiltshire's economy, Wiltshire Council allocated £1M a year between 2021-2025 to support activity on the high street through the Wiltshire Towns Programme, providing meaningful and transformational support to grow businesses, support employment and transform Wiltshire's high streets to meet the needs of the local community. Wiltshire Council's business plan enshrines our commitment to creating and supporting vibrant town centres.
5. The previous report to this committee in June 2022 set out the projects established under the Wiltshire Towns Programme and the rationale behind the activity.
6. In summary, Wiltshire Council has worked with the best-practice evidence from the Institute of Place Management and High Streets Task Force, that identifies a move from retail-led town centres to experience-led town centres. The activities under the programme seek to respond to this trend, **creating vibrant experience-led high streets with a unique selling point.**
7. The programme seeks to move from responding to an economic shock to setting strategic plans for the future, working with town councils and active partners in the town through the following cycle:



8. The primary objectives for the Wiltshire Towns Programme activities are:
- Drive footfall and spend to town centres.
 - Reach a wider catchment, with a focus on new audiences.
 - Support an increased retail, community and social function that encourages visits during the day and evening.
 - Support perception of the town centre as a place that will create a convenient and attractive destination for both local residents and visitors.

Main considerations for the committee

9. The activities identified under the Towns Programme are as follows:

Vibrant Wiltshire	Funding to support new businesses opening on the high street and existing businesses to upgrade their offer and become more resilient.
Business Support	Support for businesses in receipt of grants to access good advice and ensure business plans are robust and tested.
What's on in Wiltshire App	Events app with supporting marketing activity to support residents re-accessing the high street.
Heritage App expansion	Increasing performance of heritage app and expanding county wide.
Master-planning	Work to develop masterplans for principal settlements.
Pipeline Development	Funding to support developing a pipeline of projects to support further bidding activity, with particular consideration for workspaces.
Staff Resource	Staff resource to support the programme across the number of settlements and manage projects.
Generating Activity Programme	Fund for TCs to bid into to create activity on the high streets, looking at events, marketing and promotion, supporting new businesses and increasing the access for the local community.

Wiltshire Marque	Development of a Wiltshire Marque to support food and drink producers and increase awareness of what's on offer in Wiltshire.
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An update on each of these workstreams is given below, with the requested apps update at the bottom.

10. Vibrant Wiltshire. The Vibrant Wiltshire scheme to support new businesses is expected to open later this year. This scheme builds on learning and development undertaken through the Future High Streets Funding for Trowbridge and is scheduled to coordinate with that programme.
11. Business Support. The Business Support programme is being refocused to respond to the Cost of Doing Business challenges, the need to transition to Net Zero and the Cost of Energy. The programme will seek to provide practical advice to high street businesses in addressing their energy costs and support to make the necessary changes. This scheme is anticipated to launch in Autumn 2023.
12. Master-planning and Pipeline Development: This work seeks to provide oven-ready schemes for funding applications. A number of towns are at different stages, with some having identified schemes through Neighbourhood Plans.
13. The initial priority is to ensure that all principal settlements have active investment propositions. Salisbury Central Area Framework and the refreshed Trowbridge Masterplan established the projects being delivered through the Future High Streets Schemes. The Chippenham One Plan is currently out for consultation, seeking to bring plans from concept to project stage for further funding bids. The team will then look to bring forward projects in other market towns as opportunities arise.
14. Staff resource: As identified by ESC, the resourcing of this programme has been challenging. Recruitment for a programme lead took longer than expected, with a Senior Development Officer appointed to lead the programme in January. The scheme is now catching up to programme, and this will be monitored on an ongoing basis.
15. Activity Generation Grants: In line with diagram 1, the first priority of the Towns Programme is to increase short-term activity. As such, Activity Generation Grants were offered to town councils based on an evidence metric of premises numbers and employment measures set out below. Activity Generation Grants will be supported throughout the programme, supporting town councils to boost footfall and facilitate events which build support for the high street.

Town	Shop Numbers	Employment Measure	Proposed Activity Generation Allocation
Salisbury	452	45075	30000
Trowbridge	283	21925	30000
Chippenham	244	21340	30000
Devizes	212	11450	20000

Warminster	191	19485	20000
Marlborough	160	10095	20000
Melksham	127	11295	20000
Royal Wootton Bassett	109	8145	10000
Calne	90	5250	10000
Bradford on Avon	87	7175	10000
Amesbury	82	8885	10000
Corsham	81	9145	10000
Westbury	80	4490	10000
Malmesbury	79	8340	10000
Pewsey	59	3130	10000
Cricklade	29	1610	5000
Tidworth	29	2043	5000
Tisbury	26	1831	5000
Ludgershall	23	1620	5000
Mere	23	1285	5000
Wilton	21	2465	5000
Downton	12	845	5000

16. Projects funded in the 2022/23 year include:

- Street scene and town centre dressing,
- Wayfinding strategies and improvements,
- Finger posts and other town centre signage,
- Shop local scheme promotion,
- Communication via noticeboards, maps, street signs,
- Marketing and promotion through printed and online media (including short films),
- Resources for Coronation and Christmas events,
- Community engagement and surveys of business,

17. To access the funding, Town Councils were asked to complete an Action Plan and identify costed measures to drive footfall. A number of Town Councils had existing action plans which were accepted, and some smaller councils struggled to complete full action plans. This learning has supported adaptations to the programme going forward.

18. As we seek to move from responding to an economic shock to setting strategic plans for the future, the Activity Generation Grant this year incorporates a strategic element as follows:

- a) The Generating Activity Intervention element is available to fund short-term interventions, for example events, marketing and promotion, increasing accessibility for the local community and providing support to new and existing businesses.
- b) The Strategic Development and Delivery element is available to fund the identification of medium- and long-term measures, through strategy development and subsequent implementation of associated deliverables identified in the strategic plan(s). The incorporation of a strategic funding approach will ensure a lasting legacy from the programme.

19. Wiltshire Marque: The project scope is being developed in consultation with existing offers, food and drink suppliers and business support providers. The scope is due to be agreed by Autumn 2023.

Update on Apps Proposals

Heritage Trail App (Explore Wiltshire)

20. The Heritage Trail app recognises one of the key marketing strengths for Wiltshire's towns – their landscapes, heritage assets, and community history. The Heritage Trails app will highlight these stories and provide a free activity for people to use while visiting our towns with the aim of increasing dwell time within towns. The app is intended to be adaptable to allow seasonal trails and other special promotions by towns. It also allows local communities to be involved in developing trails.

21. The first tranche of 5 towns will launch by the end of June, with the remaining 5 being added over the summer. This will be supported by a communications programme which, alongside the app, will be subject to ongoing monitoring for impact and uptake.

22. Spend thus far is £22,000 and the app was allocated an overall £80,000 budget at Cabinet in June 2022.

23. In assessing return on the investment, the project initiation process considered similar models being used in other places.

24. The results for local discovery apps cited range from a 7% to 30% increase in footfall. The results specifically on trail apps also showed a wide range of results, but all saw an increase in participation. In particular for economic returns, one trail on one weekend alone saw 1200 participants, whereby 80% of participants spent over £10 and nearly 10% spent over £50, over a month generating a spend of over £40,000. We recognise that new trails will likely create higher impact and are working with town councils to ensure that new content is uploaded as above – seasonal trails and special promotions.

25. We are currently procuring footfall data and will be able to monitor impact directly.

What's on in Wiltshire

26. Following a market exercise, the scope of this work was reviewed, and engagement has taken place with other marketing bodies to identify best practice.

27. To maximise search engine optimisation, the What's On platform will be developed as a progressive web-application, maximising its impact. A route to market for suppliers for this work has not been identified due to the prevalence of advertising-based models and further early market engagement is therefore required. Market engagement is due to conclude by August 2023.

28. As above, this programme has an indicative £80,000 budget and the results for local discovery apps cited range from a 7 to 30% increase in footfall. We recognise this is likely dependent on the existing level of marketing in a settlement and its available catchment area.

Conclusion

29. Considering the value of retail, hospitality and leisure to Wiltshire's wider economy, and the advice from the High Streets Task Force and Institute of Place Management, officers have developed a programme to provide long-term resilience for Wiltshire's town centres and high streets.

30. Continued development will be undertaken with town partners, such as town councils and businesses, to establish plans and support project delivery for long-term vitality.

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Wiltshire Council

Environment Select Committee

6 June 2023

Housing Allocation Policy Task Group

Background

1. In January 2023, the council commenced a review of its allocation policy. The policy confirms the way in which social housing across Wiltshire are let, to ensure that people have homes that meet their needs, giving priority to those in greatest need and making best use of limited social housing stock. The review will look at who is housed and why, what is working well and what needs to change. Following a formal three-month consultation in the autumn the council will implement the new policy during 2024, following full council approval.
2. The select committee agreed to set up a Housing Allocations Policy task group following the report presented to the committee at its meeting on 14 March 2023.

Membership

Cllr Ian McLennan
Cllr Iain Wallis
Cllr Bob Jones
Cllr Jerry Kunkler
Cllr Jonathan Seed
Cllr Mike Sankey

Draft terms of reference

- a) To support the development of a Housing Allocations policy which aims to house those in greatest need, create realistic expectations about being housed for those on the register and makes the best use of the councils limited housing stock.
- b) To review how well the current Housing Allocations policy is working.
- c) To consider the following areas and to make recommendations on whether:
 - To retain local connection as a priority for re housing and the impact of this policy.
 - To retain, increase or develop the four bands.
 - To increase the financial affordability threshold.
 - To introduce a time limit for those awarded the highest band.
 - Sharing facilities is a housing need.

- Individuals who are homeless have choice or should the council be placing bids for them when in temporary accommodation to facilitate a rapid move.
- d) To make recommendations to the Environment Select Committee by 19 September 2023.

Note that one of the first responsibilities of the task group will be to review and refine the draft terms of reference.

Climate Emergency Task Group

Background

3. The Climate Emergency Task Group (CETG) is a standing task group reporting to the Environment Select Committee. The task group's initial terms of reference were endorsed by the Select Committee on 3 September 2019 and were revised on 9 November 2021.
4. The task group has produced two reports with recommendations:
 - Energy and Transport & Air quality (29 September 2020)
 - Planning (13 January 2021)
5. At its meeting on 14 June 2022 the Select Committee approved the continuation of the task group 2022/23.
6. The task group's last update to the Select Committee was on [4 January 2023](#).

Membership

7. The membership of the task group from July 2021 is as follows:

Cllr Clare Cape
Cllr Sarah Gibson
Cllr Tony Jackson
Cllr Jacqui Lay
Cllr Brian Mathew
Cllr Nick Murry
Cllr David Vigar
Cllr Ian Wallis
Cllr Graham Wright (Chairman)

Terms of Reference:

8. The task group's revised terms of reference were endorsed by the Environment Select Committee on the 9 November 2021. These are:
 - a) To help shape and influence the development of Wiltshire Council's programme (in all relevant areas) for meeting its objective of making Wiltshire Council carbon neutral and seeking to make the county of Wiltshire

carbon neutral by 2030 (excluding the geographical area administered by Swindon Borough Council).

- b) To scrutinise the delivery of this objective through the Climate Strategy (2022-2027) and its delivery plans, as well as key plans, policies, and programmes, such as the Local Plan, Local Transport Plan and Green and Blue Infrastructure Strategy. Including the way in which the Council is measuring progress and how it is performing and reporting against baselines.
- c) To provide recommendations on other aspects of decarbonising the county including partnership working and community-led approaches as well as acting as a national role model.

Recent Activity

Rollalong Visit (24 January 2023)

9. Members of the task group visited [Rollalong](#) in Dorset which is where new build council houses are made as modules off-site, before being constructed on-site.

Workshops – offsetting Wiltshire’s greenhouse emissions (23 January / 9 February 2023)

10. The task group has been involved in a number of workshops facilitated by the Anthesis consultancy discussing approaches to offsetting the council’s emissions. Offsetting will occur only when other options have been exhausted.
11. The task group discussed the following:
 - The challenges facing developing an effective offsetting plan particularly the limited supply of local offsets and how to monitor their effectiveness.
 - Projects should be delivered to defined rules and delivered locally.
 - How the council’s involvement in projects will be varied as a fundraiser, developer, and partner.
 - Potential projects such as tree planting, renewable energy assets and energy efficiency.
 - Potential opportunities and initiatives, such as the Salisbury river park.

Update on the council’s response to the climate emergency (28 April 2023)

12. The task group received the update report before it went to Cabinet (2 May 2023) and Full Council (16 May 2023).
13. The task group were updated on the following:
 - The council securing funding from the Home Upgrade Grant Phase 2 (HUGS2) to upgrade houses energy efficiency, mostly those in rural areas, but county wide.
 - Funding having been awarded for an expanded tree planting programme.

- The Solar Together scheme delivering 700 solar panels, another round will be launched soon.
- More re-usable items are being collected at recycling centres. There is also a pilot recycling scheme at four leisure centres.
- The [Bikeability](#) programme is on-going with children in Wiltshire. Electric vehicle (EV) charge points feasibility studies are being undertaken across the county.
- The [Warm & Safe Wiltshire](#) service will be extended.
- Libraries now have more resources available relating to climate change.
- Carbon Literacy training is on-going, and Councillors will receive the opportunity to take part.
- Solar and air source heat pumps have been added to leisure centres.
- A socially responsible procurement programme has been introduced, the highways contract was tendered in this way.
- There is now telematics in all fleet vehicles.
- The Climate Team will increase its capacity shortly.

14. The task group raised the following issues:

- The potential to sequester carbon from the atmosphere by changing agricultural practices.
- The next reports to include future activity, particularly potentially larger programmes.
- Solar panels on schools and how to encourage uptake.
- Consideration to be given to mapping activity, which could help in identifying local communities that are not engaging.

Briefing – offsetting Wiltshire’s greenhouse emissions (23 May 2023)

15. Members of the task group were invited to a briefing by the Anthesis consultancy regarding approaches to offsetting the council’s emissions. Offsetting will occur only when other options have been exhausted.

16. The following was discussed:

- The purpose of offsetting and the objectives of the report i.e., mitigating emissions that cannot be avoided or reduced.
- The three principles of offsetting: permanence, additionality, and verification.
- The difference between compliance and voluntary offsetting
- The recommendation that any offsetting programmes, in the main, be local and therefore retain investment and co-benefits locally.

Helping fuel-poor households improve home efficiency / funding retrofitting (25 May 2023)

17. The task group received an update on the council’s programmes to support fuel-poor households. This is part of the council’s Climate Strategy.

18. The task group were updated on the following:

- The range of different schemes being delivered to assist fuel poor households e.g., Warm & Safe Wiltshire, Energy Company Obligation (ECO) and Home Upgrade Grant (HUG2).
- The lessons learnt from the HUG1 programme.
- The funding from UK Shared Prosperity Fund for two programmes in Wiltshire – a retrofitting and a green skills programme.
- The Housing Energy Efficiency Programme (HEEP) and work being undertaken separately by Housing Associations.

19. The task group raised the following issues:

- How the programmes might be publicised more widely.
- Support for vulnerable people
- Dealing with houses that are too expensive to retrofit.
- What measures were being undertaken to ensure that damp and condensation did not become an issue in retrofitted homes.

Forward work plan

20. The Climate Emergency Task Group forward plan is attached at Appendix 2.

Proposals

That the select committee:

- 1. Appoints the membership of the Housing Allocation Policy Task Group as listed in the report.**
- 2. Notes the draft terms of reference of the Housing Allocation Policy Task Group.**
- 3. Re-appoints the Climate Emergency task group and the membership listed in the report, with the commencement of the 2023/24 Council year.**
- 4. Notes the update on the Task Group activity provided above.**
- 5. Notes the activity of the Climate Emergency Task Group (June 2022/June 2023), see Appendix 1.**
- 6. Notes the Climate Emergency Task Group's draft forward work plan, see Appendix 2.**

Cllr Graham Wright, Chairman of the Climate Emergency Task Group

Report author: Simon Bennet, Senior Scrutiny Officer, Tel: 01225 718709,
email: simon.bennett@wiltshire.gov.uk

APPENDIX 1

Climate Emergency Task Group – Activity June 2022 / June 2023

5 August 2022	Climate Strategy – delivery plans The task group scrutinised the draft delivery plans for the Climate Strategy.
2 September 2022	Local Cycle & Walking Infrastructure Plans (LCWIPs) The task group received an update on the Wiltshire Local Cycling and Walking Infrastructure Plans (LCWIP) and allied design guides.
16 September 2022	Use of council land for environmental mitigation The task group received a briefing regarding a review of council land ownership.
20 November 2022	Climate Change Adaptation Action Plan The task group reviewed and commented upon the current Climate Change Adaptation Action Plan, which was revised in 2016, ahead of re-drafting the plan.
24 January 2023	Rollalong Visit Members of the task group visited Rollalong in Dorset which is where new build council houses are made as modules off-site, before being constructed on-site.
23 January 2023 9 February 2023	Workshops – offsetting Wiltshire’s greenhouse emissions The task group has been involved in a number of workshops facilitated by the Anthesis consultancy discussing approaches to offsetting the council’s emissions.
28 April 2023	Update on the council’s response to the climate emergency The task group received the climate strategy update report before it went to Cabinet (2 May 2023) and Full Council (16 May 2023).
23 May 2023	Briefing – offsetting Wiltshire’s greenhouse emissions Members of the task group were invited to a briefing by the Anthesis consultancy regarding approaches to offsetting emissions.
25 May 2023	Helping fuel-poor households improve home efficiency / funding retrofitting. The task group received an update on the council’s programmes to support fuel-poor households.

Climate Emergency Task Group – Forward Work Plan

Oct 2023	Update on council’s response to climate emergency To receive the update report going to Cabinet (Oct 2023)
tbc	Climate Change Adaptation Plan To review the council’s draft plan.
tbc	Zero-carbon housing To understand how local authorities have addressed this in local planning.
tbc	Local Plan To understand the key elements of the plan addressing the climate emergency agenda and the overall relationship to Neighbourhood Plans.
tbc	Local Transport Plan To understand the future strategy in particular active travel, electric vehicles charging.
tbc	Update British Army Sustainability To update task group following briefing on 6 May 2022.
tbc	Natural England Funded Pilot Meeting to consider the pilot projects looking at rolling out local nature recovery planning, bio-diversity net gain and the environmental toolkit.
tbc	Biogas To explore the potential for biogas as a replacement for natural gas and use in vehicles.

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Environment Select Committee Forward Work Programme

Last updated 24 May 2023

Environment Select Committee – Current / Active Task Groups		
Task Group	Start date	Final report expected
Climate Emergency Task Group	September 2019	Standing
Housing Allocations Policy Task Group	tbc	

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
25 July 2023	Waste Management Strategy: Annual Review	As resolved at ESC 13 July 2022 to receive a further annual review in 2023.	Sarah Valdus (Assistant Director – Environment)	Cllr Nick Holder	
25 July 2023	Public Transport Review & Passenger Transport service update and future developments	As resolved at the select committee meeting on 14 June 2022, the committee will receive a further update.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Jason Salter (Head of Service Passenger Transport)
25 July 2023	Active Travel	As resolved at the select committee meeting on 14 June 2022, the committee will receive a further update.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Spencer Drinkwater (Principal Transport & Development Manager)
25 July 2023	Climate Emergency task group	To receive an update from the task group regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)
19 Sep 2023	LHFIG Review	To receive a update report on the implementation of the Local Highway & Footway Improvement Groups (LHFIG)	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Dave Thomas (Head of Highways Asset Management & Commissioning)
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer

19 Sep 2023	Highways update	To receive an update, as requested by ESC 14 March 2023, on the new highways contracts.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Dave Thomas (Head of Highways Assets & Commissioning)
19 Sep 2023 (tbc)	Streetscene contract	As resolved at the ESC meeting on 30 September 2022 the select committee will receive an update report on the Streetscene contract	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Adrian Hampton (Head of Highway Operations)
19 Sep 2023	Climate Emergency task group	To receive an update from the task group regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)
7 Nov 2023 (tbc)	Update on the Towns Programme App Development	As resolved at the ESC meeting on 4 January 2023, the select committee will receive an update report.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney (Head of Economy & Regeneration)
7 Nov 2023 (tbc)	Update on Broadband Provision in Wiltshire	As resolved at the ESC meeting on 4 January 2023, the select committee will receive an update report.	Parvis Khansari (Corporate Director Place)	Cllr Ashley O'Neill	Victoria Moloney (Head of Economy & Regeneration)
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer

7 Nov 2023 (tbc)	Housing Development Partnership	As resolved at the ESC meeting on 8 November 2022, the select committee will receive an update report in 12 months' time.	Parvis Khansari (Corporate Director Place)	Cllr Phil Alford	Victoria Moloney (Head of Economy & Regeneration) Richard Walters (Head of Service – Major Projects) Claire Moore (Housing Enabling Lead)
7 Nov 2023 (tbc)	Private sector renewal strategy	As resolved at the ESC meeting on 8 November 2022, the select committee will receive an update report when appropriate.	Emma Legg (Director – Ageing & Living Well)	Cllr Phil Alford	Nicole Smith (Head of Housing)
11 Jan 2024					
March 2024	Homeless Strategy 2019-2024	As resolved at the ESC meeting on 8 November 2022, the select committee will receive an update report in 12 months' time.	Emma Legg (Director – Ageing & Living Well)	Cllr Phil Alford	Nicole Smith (Head of Housing)
March 2024	Highways Annual Review of Service 2022	As resolved at ESC 12 January 2022, to receive a further annual report in 2023.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Dave Thomas (Head of Highways Assets & Commissioning)

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
March 2024 (tbc)	Libraries Development	As resolved at the ESC-meeting on 14 March 2023 on the leisure and libraries portfolio to provide an update on the development of the council's library service.	David Redfern (Assistant Director Leisure Culture and Communities)	Cllr Ian Blair Pilling	
March 2024 (tbc)	Leisure Services	As resolved at the ESC-meeting on 14 March 2023 the committee will receive a further update be that includes further trend data, the outcome of the public holiday pilot and further information on the transformation review.	David Redfern (Assistant Director Leisure Culture and Communities)	Cllr Ian Blair Pilling	
tbc	National Park action plan	Partnership arrangement with the National Park and joint action plan.	Parvis Khansari (Corporate Director Place)	Cllr Nick Botterill	Georgina Clampitt-Dix (Head of Spatial Planning)
tbc	Wiltshire Marque	As discussed at meeting with the Cabinet Member the select committee to receive a report about the 'Wiltshire Marque' for produce.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney (Head of Economy & Regeneration)

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
tbc	Wiltshire destination management	As discussed at the ESC-Executive meeting on 13 October 2022 on the heritage, arts and tourism portfolio to provide a report on destination management	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	
tbc	UK Shared Prosperity Fund	As discussed at the ESC-Executive meeting on 23 November 2022 on the economic development portfolio.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney (Head of Economy & Regeneration)
tbc	Economic Strategy	As discussed at the ESC-Executive meeting on 23 November 2022 on the economic development portfolio.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney (Head of Economy & Regeneration)
tbc	Parking Strategy	As discussed at the ESC-Executive meeting on 6 December 2022 on the highways and transport portfolio.	Parvis Khansari (Corporate Director Place)	Cllr Caroline Thomas	
tbc	Wiltshire Council's Housing Board Annual Report 2022/23	As resolved at the ESC meeting on 4 January 2023, the select committee will receive the annual report.	Simon Hendey (Director Assets & Commercial Development)	Cllr Phil Alford	

Information briefing				
Meeting Date	Item	Details / purpose	Associate Director	Responsible Cabinet Member
tbc	Environment Act 2021	To receive a (series of) briefing regarding the implications of the Environment Act.		

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