

# AGENDA

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**Meeting:** Cabinet  
**Place:** The Kennet Room - County Hall, Trowbridge BA14 8JN  
**Date:** Tuesday 30 January 2018  
**Time:** 9.30 am

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Please direct any enquiries on this Agenda to Will Oulton, of Democratic Services, County Hall, Trowbridge, direct line 01225 713935 or email [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)

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

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## Membership:

Cllr Baroness Scott of Bybrook OBE	Leader of Council
Cllr John Thomson	Deputy Leader, and Cabinet Member for Communications, Communities, Leisure and Libraries
Cllr Chuck Berry	Cabinet Member for Economic Development and Housing
Cllr Richard Clewer	Cabinet Member for Corporate Services, Heritage, Arts and Tourism
Cllr Laura Mayes	Cabinet Member for Children, Education and Skills
Cllr Toby Sturgis	Cabinet Member for Spatial Planning, Development Management and Property
Cllr Bridget Wayman	Cabinet Member for Highways, Transport and Waste
Cllr Philip Whitehead	Cabinet Member for Finance, Procurement, ICT and Operational Assets
Cllr Jerry Wickham	Cabinet Member for Adult Social Care, Public Health and Public Protection

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

The full constitution can be found at [this link](#). Cabinet Procedure rules are found at Part 6.

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

## Part I

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

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

1 **Apologies**

2 **Minutes of the previous meeting** (*Pages 7 - 18*)

To confirm and sign the minutes of the Cabinet meeting held on 12 December 2017, previously circulated.

3 **Declarations of Interest**

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

4 **Leader's announcements**

5 **Public participation and Questions from Councillors**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Questions may also be asked by members of the Council. Written notice of questions or statements should be given to William Oulton of Democratic Services by 12.00 noon on Wednesday 24 January 2018. Anyone wishing to ask a question or make a statement should contact the officer named above.

6 **Amendments to the Wiltshire Local Transport Plan (LTP) 2011-2026 - Car Parking Strategy** (*Pages 19 - 110*)

Report by Alistair Cunningham, Corporate Director

7 **School Capital Programme 2018-2021 Report** (*Pages 111 - 128*)

 Report by Terence Herbert, Corporate Director

8 **School Admissions Policies 2019/20** (*Pages 129 - 206*)

Report by Terence Herbert, Corporate Director

- 9 **Freehold of assets to be sold** (*Pages 207 - 216*)  
🔑 Report by Alistair Cunningham, Corporate Director
- 10 **Warminster King George V Field** (*Pages 217 - 224*)  
Report by Alistair Cunningham, Corporate Director
- 11 **Proposed development of Council owned land at Sadlers Mead, Chippenham** (*Pages 225 - 246*)  
🔑 Report by Alistair Cunningham, Corporate Director
- 12 **Appropriation of Land at Rabley Wood Marlborough** (*Pages 247 - 254*)  
Report by Alistair Cunningham, Corporate Director
- 13 **Wiltshire Council Adoption Service: 2017 Q1-2 6 Month Report** (*Pages 255 - 270*)  
Report by Terence Herbert, Corporate Director
- 14 **Extension of Intermediate Care Bed Service contract for 2018-2019** (*Pages 271 - 278*)  
🔑 Report by Graham Wilkin, Interim Director
- 15 **Urgent Items**  
Any other items of business, which the Leader agrees to consider as a matter of urgency.

## **Part II**

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

### **16 Exclusion of the Press and Public**

This is to give further notice in accordance with paragraph 5 (4) and 5 (5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to take the following item in private.

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Items Number 18 and 19 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Reason for taking item in private:

Paragraph 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information).

**17 Extension of Intermediate Care Bed Service contract for 2018-2019 (Part ii)**  
*(Pages 279 - 280)*

**18 Acquiring Property through the use of Compulsory Purchase Order** *(Pages 281 - 290)*

🔑 Report by Alistair Cunningham, Corporate Director

Our vision is to create stronger and more resilient communities. Our priorities are: To protect those who are most vulnerable; to boost the local economy - creating and safeguarding jobs; and to support and empower communities to do more themselves.

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## **CABINET**

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### **MINUTES OF THE CABINET MEETING HELD ON 12 DECEMBER 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Chuck Berry, Cllr Richard Clewer, Cllr Laura Mayes, Cllr Toby Sturgis, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

#### **Also Present:**

Cllr Pat Aves, Cllr Richard Britton, Cllr Clare Cape, Cllr Gavin Grant, Cllr Darren Henry, Cllr Alan Hill, Cllr Ruth Hopkinson, Cllr Atiquel Hoque, Cllr Jon Hubbard, Cllr David Jenkins, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Jerry Kunkler, Cllr Steve Oldrieve, Cllr Horace Prickett, Cllr Tom Rounds, Cllr Jonathon Seed, Cllr Ian Thorn, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Roy While, Cllr Christopher Williams and Cllr Graham Wright

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#### **149 Apologies**

There no apologies received as all Cabinet members were present.

#### **150 Minutes of the previous meeting**

The minutes of the meeting held on 7 November 2017 were presented.

In response to a question regarding the applicability of core policy 49, Councillor Toby Sturgis stated that he was satisfied with the accuracy of the minute.

Councillor Jerry Wickham stated in relation to the minute 139 regarding the Procurement of User Led Organisations, that he had been informed by the executive of WSUN that some of the information that he highlighted at the meeting was incorrect. At the meeting on the 7 November, he stated that WSUN had returned some grant money to Wiltshire Council, but he now acknowledged that this was incorrect and had written to apologise to Diane Gooch the chair of WSUN.

#### **Resolved**

**To approve as a correct record and sign the minutes of the meeting held on 7 November 2017.**

*Note: this is a draft record of decisions; a full minute will be published once drafted.*

151 **Declarations of Interest**

There were no declarations of interest.

152 **Leader's announcements**

There were no leader's announcements.

153 **Public participation and Questions from Councillors**

Cllr John Gundry, Malmesbury TC, made a statement regarding the decision not to extend provision at Malmesbury Primary School. This was considered before the item on the School Places Strategy.

In response to a query from Cllr John Hubbard, Councillor Toby Sturgis stated that the evidence and rationale behind placement of Melksham was included Swindon and Wiltshire Strategic Housing Market Assessment (SHMAA). He encouraged Cllr Hubbard to submit his views as part of the consultation.

154 **Performance Management and Risk Outturn Report: Q2 2017/18**

Councillor Philip Whitehead presented the report which provided an update on performance against the stated aims in the council's new Business Plan 2017-27. The information provided included key measures as well as the council's strategic risk register.

Matters raised in the course of the presentation and discussion included: that that key performance indicators had been reviewed to ensure they were more meaningful; that areas where performance needed improvement was included; how some performance had levelled off, including number of apprenticeships, but how this had reflected national performance; that police performance could be scrutinised through the Police & Crime Panel; that work was continuing to address issues such as getting care leavers into appropriate accommodation; and how area boards can help to improve performance in areas protecting the vulnerable.

**Resolved**

**To note the updates and outturns:**

- 1. Against the measures and activities ascribed against the council's priorities; and**
- 2. To the strategic risk register.**

*Reasons for Decision:*

*The current interim performance framework compiles measures used to monitor progress against the council's previous business plan in relation to the goals laid out in Wiltshire Council's current Business Plan 2017-27. A new framework*



*is being compiled to capture all the activity designed to deliver the new business plan.*

*The strategic risk register captures and monitors significant risks facing the council: in relation to significant in-service risks facing individual areas, in managing its business across the authority generally and in assuring our preparedness should a national risk event occur.*

## 155 **Revenue & Capital Budget Monitoring Report**

Councillor Philip Whitehead presented the report which: advised members of the revenue and capital budget monitoring position as at the end of period 7 (end of October 2017) for the financial year 2017/2018 with suggested actions as appropriate; and informed Cabinet on the position of the 2017/2018 capital programme, as at Period 7 (31 October 2017), including highlighting budget changes.

Matters raised in the course of the presentation and discussion included: that if no management action was taken that there would be a £6.557m deficit, but that action would be taken in many areas to ensure that a balanced budget would be delivered; that whilst it was a significant amount of money, the projected overspend represented less than 7 days spend.

In response to a question from Councillor Ian Thorn, Councillor Philip Whitehead stated that whilst any overspend was a concern, the Council was in a better position than at the same time last year and he had every confidence that the overspend would be addressed.

### **Resolved**

- 1. To note the outcome of the period 7 (end of October) budget monitoring and to approve all budget amendments outlined in the report.**
- 2. To note the budget movements undertaken to the capital programme shown in appendices E and F and to also note the reprogramming of the capital £14.741 million between 2017/2018 and 2018/2019.**

*Reasons for Decision:*

*To inform effective decision making and ensure a sound financial control environment.*

*To inform Cabinet of the position of the 2017/2018 capital programme as at Period 7 (31 October 2017), including highlighting any budget changes*

## 156 **Treasury Management Report Quarter 2**

Councillor Philip Whitehead presented the report which updated the Cabinet on treasury management activities.

Matters highlighted in the course of the presentation and discussion included: the performance of investments over the period; the limited impact of the rate rise; how the level of risk is assessed.

In response to a question from Cllr Ian Thorn, Michael Hudson stated that some performance had been slightly behind projections due to the rate increase happening later than anticipated.

### **Resolved**

**To note that the contents of this report are in line with the Treasury Management Strategy.**

*Reasons for Decision:*

*To give members an opportunity to consider the performance of the Council in the period to the end of the quarter against the parameters set out in the approved Treasury Management Strategy for 2017/2018.*

### 157 **Council Tax Base 2018/2019**

Councillor Philip Whitehead presented the report which recommended that Cabinet approve the Council Tax Base for 2018/2019.

In response to a query from Cricklade Town Council, Michael Hudson stated that he would follow up to see if the information had been sent to town and parish councils giving more detailed analysis.

### **Resolved**

- 1. To approve the Council Tax Base 2018/2019.**
- 2. To note that the recommended collection rate adjustments are set at 99.75% and 82.50% which reflects current expectations for collection (further details are outlined in the main body of the report).**

*Reasons for Decision:*

*Before the Council Tax can be set by the Council in February 2018 a calculation has to be made and approved of the Council Tax Base, which is an annual requirement as laid out in the Local Government Finance Act 1992.*

### 158 **Schools Funding 2018-19 - Approval of Local Funding Formula for Schools**

Councillor Laura Mayes and Philip Whitehead presented the report which proposed a revised funding formula for Wiltshire schools in order move towards the government's proposed National Funding Formula (NFF) for schools. It is proposed that the revised formula is implemented from the 2018-19 financial

year. Councillor Mayes thanked Councillor Philip Whalley and the Schools Forum for their work on the matter, and stated that she would continue to lobby government on the issues of fairer funding.

### **Resolved**

- 1. To set the Wiltshire formula for funding schools as close to the proposed National Funding Formula (NFF) for schools as possible. The proposed formula for Wiltshire therefore incorporates all of the factors proposed for the NFF.**
- 2. To note that final values for the individual factors in 2018-19 will be determined after the funding settlement is announced in December 2017.**

#### *Reasons for Decision:*

*The Schools Forum considered the approach to be taken in Wiltshire and proposed that school budgets should be moved towards the NFF during the transitional period. Whilst this does represent a change to the way in which schools in Wiltshire will be funded, it is the view of Schools Forum that it is appropriate to move school budgets in this direction whilst the LA can implement transitional protection. There is no indication of any transitional arrangement after April 2020 at this stage.*

### **159 School Places Strategy 2017-2022**

Councillor Laura Mayes presented the report which asked Cabinet to consider and approve the Wiltshire School Places Strategy 2017-2022 and associated Implementation Plan.

In a response to a question from Cllr John Gundry, that she was content with how the process to decide the upon the extension to the Lea & Garsden Primary School, and that sufficient opportunities had been given to other schools to offer sustainable proposals.

Councillor John Hubbard, Chair of the Children's Select Committee, stated the Select Committee had reviewed the strategy and had asked, in future iterations, to have an earlier opportunity to have input into its development.

### **Resolved**

**To approve the Wiltshire School Places Strategy 2017- 2022 and associated Implementation Plan**

#### *Reasons for Decision:*

*The Wiltshire School Places Strategy 2017- 2022 is a key framework document for the Council in considering any statutory proposals for changes to school organisation including the commissioning of new schools and will inform future capital investment priorities.*

## 160 Carers Strategy

Councillors Jerry Wickham and Laura Mayes presented the report which requested that, subject to the addressing of any concerns raised by the Children's Trust Commissioning Executive and during scrutiny by the Children's Select Committees, Cabinet be requested to recommend the draft Carers in Wiltshire Strategy 2017 – 22 to full Council in February 2018 and, subject to approval by full Council, this strategy be published in March 2018.

Matters highlighted in the course of the presentation and discussion included: that the strategy was a combination of two previous strategies that sought to cover all ages; that the provisions had been reviewed following different statutory changes; that officers had been waiting for publication of national strategy to complete review; and that carers groups and health watch had helped in consultation and co-production of the strategy.

In response to issues raised by Councillor Jon Hubbard regarding statutory requirements including addressing specialist needs, Terence Herbert stated that he would follow up to provide an answer.

### **Resolved**

**That, subject to the addressing of any concerns raised by the Children's Trust Commissioning Executive and during scrutiny by the Children's Select committee, cabinet be requested to recommend the draft Carers in Wiltshire Strategy 2017 – 22 to full Council in February 2018 and, subject to approval by full Council, this strategy be published in March 2018.**

*Reasons for Decision:*

*The draft Carers in Wiltshire Joint Strategy 2017 – 22 (Appendix 1) is intended to build on the progress since the publication of the Joint Wiltshire Carers' Strategy in 2012.*

## 161 Update on Integration of Health and Social Care

The Leader presented the report which provided an update on progress towards the appointment of a joint Corporate Director (Director of Adult Social Care) and Chief Accountable Officer for Wiltshire Council and Wiltshire CCG; and associated developments.

Matters highlighted in the course of the presentation and discussion included: the progress made, and the issues that remained to address; that both the council and health partners were enthused to make the changes; that the Joint Commissioning Board is working well and making decisions; that the Council should have space to accommodate more co-location of staff; and that the Liberal Democrat group had a seat on the transformation board.

### **Resolved**

**To note the progress towards a joint appointment and a range of associated work underway on the integration of health and social care.**

*Reasons for Decision:*

*Health and social care integration is an important goal of the Council's new business plan.*

**162 Leisure Provision**

Councillor John Thomson presented the report sets out consideration to the interim management arrangements for the eleven council leisure centres currently managed by Places for People Leisure Ltd.

**163 Campus Programme**

Councillor John Thomson presented the report which provided an update on the delivery of the approved campus programme, and sought approval for revised proposals for Melksham, Cricklade and Calne.

The report also provided an update on the proposal to asset transfer the council owned leisure centre in Cricklade, following investment in the centre, as part of a package of assets, as set out in this report.

**164 Exclusion of the Press and Public**

**Resolved**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Items Number 18-22, because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 3 and 5 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

*Reason for taking item in private:*

*Paragraph 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information).*

*Paragraph 5 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.*

**165 Leisure Provision (Part ii)**

Councillor John Thomson presented the report which outlined the legal advice provided.

**Resolved**

1. To agree to pause the insourcing of the eleven leisure centres managed by Places for People Leisure Ltd for a period up to 3 years, commencing 1 April 2018, on the understanding that the review referred to in paragraph 4.1 above and any procurement resulting from it will be undertaken in the shortest period achievable with strict project governance, including oversight by a member and officer task group and regular reporting of progress to cabinet, the first progress report to be made in 6 months from the date of this decision.
2. To agree to extend the Places for People Leisure Ltd contract by a period of –up to three years commencing 1 April 2018 subject to negotiation of revised terms taking into account the council’s financial position for this period;
3. To authorise the Director of Communities and Communications, after consultation with the Cabinet Member for Communities, Communication Leisure and Libraries, the Director of Finance and Procurement and the Director Legal and Democratic Services, to enter into an extension of the contract on the basis outlined above.
4. To note that in making this decision cabinet considered the corporate procurement, legal and financial implications of this decision covered in this report, and that by agreeing to pause the previous cabinet decision is not considered to be a reversal of that decision.

*Reason for Decision:*

*A cabinet decision on 10 November 2015, determined that the management of the eleven contracted centres be in-sourced to commence from 1 April 2018. Cabinet is requested to consider pausing this decision for a period of 2-3 years whilst an overall appraisal of community facilities across the county is undertaken to determine what facilities are required in the future and where these facilities should be located. This review will consider the maximum benefit to the community and the services that will be provided.*

*All options will be based on a robust business case that predicates future sustainability and no requirement for subsidy or grant funding. This is an opportunity to deliver strategic hubs in the areas that do not have a community campus or hub.*

*This review will be carried out in the context of all the available facts and information in order to provide the maximum benefit to local communities and the council as a whole.*

166 **Campus Programme (Part ii)**

Councillor John Thomson presented the report which asked Cabinet to approve the investment for the refurbishment of Calne Leisure Centre.

## Resolved

1. Note the progress and investment to date
2. Note that the final phase will be delivered with the financial resources allocated in the capital budget programme and Medium Term Financial Plan. If this is not possible following procurement exercises then any amendments to the financial envelope of the programme will be brought back to cabinet for decision before award is made. As such delegated authority within the current financial envelope is granted to the Director of Communities and Communications, to authorise the procurement of those services and resources required to deliver the programme, following consultation with the Cabinet Member of Communities and Communications, and the Directors for Legal and Democratic Services and Finance
3. Approve the proposals for Melksham and Calne (attached at Appendix 3 and 1 respectively)
4. Approve the proposal for Cricklade (attached at Appendix 2) and the proposal to transfer a package of assets to Cricklade Town Council including the leisure centre at Stones Lane
5. Approve that the investments proposed in Calne, Cricklade and Melksham completes the delivery of the campus programme in Wiltshire.
6. To record the Cabinet's thanks to all the officers, councillors and volunteers who worked hard to develop and deliver the campus programme.

### *Reason for Decision:*

*In 2012, Wiltshire Council committed to a programme of rationalisation of buildings to invest in community campuses across the county. Investment was approved for seven campuses and an additional community hub was added in 2014. Since the initial approval, the council has seen change in its financial position and as a consequence its future capital investment programme. This combined with the economic downturn has meant a need to review the campus programme ambitions across the county.*

*To date £41.576 million has been invested to deliver the campus programme and work is currently underway to invest a further £10.334 million.*

*The final phase of the programme will see completion of the outstanding campuses. This report recommends that this final phase of investment will complete the campus programme. Any future investment will be based on the provision of community hubs and will be predicated on community need and a robust business case that demonstrates the Return on Investment (ROI).*

*The success of the provision of community hubs in Calne, Devizes and Malmesbury has proven to be highly successful providing a wide range of services, flexible space for use by the community and commercial organisations and an increase in the numbers of volunteers helping to make the service sustainable in the future.*

**167 Adult Social Care Transformation Programme**

Councillor Jerry Wickham presented the report, for Cabinet's consideration and determination, which was exempt from publication.

**Resolved**

**That Cabinet approves the recommendations contained in the report presented, and as amended at the meeting.**

**168 Older Peoples Housing Provision**

Councillor Chuck Berry presented the report which sought approval for a programme to deliver 158 new affordable council homes and delegated approval to enter contracts and legal agreements as required.

**Resolved**

**To delegate authority to the Corporate Director responsible for housing in consultation with the Directors for finance, procurement, legal services and assets and in consultation with the Cabinet Member for Economic Development and Housing, the Cabinet Member for Strategic Planning, Development Management and Property, the Cabinet Member for Finance, Procurement, ICT and Operational Assets and the Cabinet Member for Corporate Services, Heritage, Arts and Tourism to approve;**

**a) The use of sites in Appendix 2 for affordable housing**

**b) Any appropriations necessary pursuant to s122 LGA 1972 to ensure that the sites in a) are held by the Council for housing purposes**

**c) A total budget of £30.553m with delegated authority to substitute and change funding streams within the programme for individual sites to optimise financing. HRA funding will not exceed £25.8m but other funding streams may be increased or decreased as required providing that they stay within available allocation and do not affect the total budget position.**

**d) Entering contracts for consultants, construction and other elements of the project to enable the delivery of 158 new homes within the total scheme costs identified in Appendix 2 in accordance with the Corporate Procurement & Commissioning Board approach.**

**e) Entering funding agreements with Homes England, Communities and Local Government, Department of Health as required**



*Reason for Decision:*

*Since the council house building programme was approved in September 2015, new legislation has been passed which has had a significant impact on the investment capacity of the Housing Revenue Account. The Business Plan has been reviewed and, as a result, it is proposed that the programme is revised to ensure the Business Plan remains sustainable.*

*This report seeks approval for a revised programme to deliver 158 new homes as detailed in Appendix 2.*

169 **Boscombe Down**

The Leader presented the report, for Cabinet's consideration and determination, which was exempt from publication.

**Resolved**

**That Cabinet approves the recommendations contained in the report presented.**

*Reason for Decision:*

*In order to secure the opportunity for major inward investment at Boscombe Down, an initial investment to deliver the required public infrastructure needs to be made. It is intended to recover the council's development costs through its application to government to fund the implementation of the scheme.*

*If successful, the Programme will enable an initial private sector investment in excess of £150 million, the creation of upwards of 5,000 jobs to 2025, major supply chain opportunities in the local and regional economy, implementation of new skills provision, and significant housing growth. It will also improve local transport infrastructure by resolving a longstanding hazardous junction onto the A303.*

170 **Urgent Items**

The Leader, having announced that an urgent item was to be taken in part ii, asked officers to present the report which outlined the details of an officer decision taken under special emergency provision.

**Resolved**

- 1. To note the report; and**
- 2. To note that the officer decision was made in accordance with the Constitution, under Emergency Powers**

(Duration of meeting: 13:20)

These decisions were published, on the 13 December 2017 and will come into force  
21 December 2017

The Officer who has produced these minutes is Will Oulton of Democratic Services,  
direct line 01225 713935, e-mail [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)

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

Wiltshire Council

Cabinet

30 January 2018

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**Subject:** Amendments to the Wiltshire Local Transport Plan (LTP) 2011-2026 - Car Parking Strategy: Options 2 to 7

**Cabinet Member:** Councillor

**Key Decision:** Yes

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## Executive Summary

The current Car Parking Strategy was approved by cabinet at its meeting on 17 March 2015. The strategy sets out how parking management, including charging, is undertaken in Wiltshire. The strategy focused on three key factors:

- **Regeneration:** using parking measures to support town centre regeneration.
- **Restraint:** using parking controls as a means of restraining / managing traffic and improving environmental quality, or to encourage the use of sustainable transport modes.
- **Revenue:** securing sufficient revenue to cover the costs of providing car parking, and using any surplus revenue to fund other important local services.

Since implementing the strategy, the council has continued to face financial challenges as a result of reduced funding from central government and the increasing demand for key front line services. To meet this demand, there has been a need to look at all services and consider where further efficiencies can be made, and/or where there is an opportunity to generate additional income.

The council's parking services is also facing significant cost pressures. These include business rate payments, essential equipment upgrades and maintenance works, and inflation costs. The demands on the service are also increasing; particularly requests from residents, schools, businesses and parish / town councils asking for extra parking enforcement and maintenance to be undertaken. It is important to note that surplus revenue from parking charges supports other transport measures including non-commercial, but essential local bus services. This is one of the main reasons why the council has been in a position to retain the vast majority of these bus services, in contrast to other local authorities which have seen significant cuts to services.

The 2016/17 net income budget for car parking was £3.695 million. This consisted of a gross income budget of £7.666 million and a gross expenditure budget (including business rates overheads and depreciation) of £3.971 million. The net income budget (£3.695 million) contributes towards the provision of public transport revenue support and concessionary fares which had a net

expenditure budget of £7.838 million in 2016/17.

To address the operational and demand pressures outlined above and other pressures highlighted in the council's Medium Term Financial Strategy (MTFS), and to fund a number of proposed technology and operational improvements (based on a 'one off' cost of £125,000 and ongoing costs of £133,000 per annum), seven possible charging options (and an additional option (termed Option 8) asking for proposals for alternative funding streams from local communities) were identified and included in a recent public consultation exercise that was approved by Cabinet at its meeting on 12 September 2017:

- Option 1: Apply an inflation increase to all parking charges
- Option 2: Introduce Sunday and Bank / Public Holiday charging at all car parks
- Option 3: Charge in all Wiltshire Council car parks
- Option 4: Discontinue free event parking in November and December
- Option 5: Base season ticket charges on the standard rate charges
- Option 6: Harmonise residents' parking permit charges
- Option 7: Reduce the parking grace period to ten minutes

A public consultation exercise was held between 28 September and 23 November 2017 hosted on the Wiltshire Consultation Portal. In total, 1,377 people and organisations responded by completing questionnaires. Separate written comments (i.e. non-questionnaire returns) were also received from a number of individuals, organisations and town / city councils.

As Option 1 could be implemented via a Traffic Regulation Order (TRO) variation notice, cabinet delegated authority to the Director for Highways and Transport in consultation with the Cabinet Member for Highways, Transport and Waste to progress this option separately. An officer decision on the consultation responses and proposed implementation of Option 1 was made by the Director for Highways and Transport on 2 January 2018.

Except for Option 7, the majority of questionnaire responses were in support of the option in question being implemented.

With regard to Option 8, it is considered that none of the alternative funding proposals suggested could realistically replace the income uplift forecast under Options 2 to 7.

Given the results of the consultation, it is proposed that Options 2 to 6 are implemented via an amendment to the existing TROs (which includes a statutory consultation period). The outcome of the TRO amendment process would be subject to a cabinet member decision.

## **Proposals**

That cabinet:

- (i) Agrees to the implementation of Options 2 to 6 through an amendment to the relevant Traffic Regulation Orders (TROs), subject to the

necessary formal consultation process.

(ii) Agrees that any responses to the formal TRO consultation process be considered by the Cabinet Member for Highways, Transport and Waste prior to the making of the Order(s).

(iii) Approves the proposed Sunday and Bank / Public Holiday parking charges as set out in **Appendix 5**.

(iv) Notes that if the above proposal is agreed, then a recommendation to remove the following text from Policy PS3 of the LTP Car Parking Strategy would be made to full Council:

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

(v) Agrees the proposed action related to each of the currently free car parks (or part of) identified in **Appendix 6**.

(vi) Agrees to the withdrawal of free event parking from town / city councils in the months of November and December.

(vii) Approves the proposed season ticket charges as set out in **Appendix 7**.

(viii) Agrees that a two tiered charging regime is introduced where residents' permits would be:

- £50 for the first permit and £70 for the second permit (at the same address) in limited waiting zones; and
- £80 for the first permit and £100 for the second permit (at the same address) in residents' only zones.

(ix) Agrees that the hours of operation of residents' permit schemes are extended from 8am – 6pm to 8am – 8pm.

(x) Agrees that the parking grace period is retained at 15 minutes.

(xi) Agrees that none of the alternative funding proposals suggested through the consultation could realistically replace the income uplift forecast under Options 2 to 7.

(xii) Approves the technology and operational improvements set out in paragraphs 58 to 62 and paragraph 63 respectively for implementation by parking services in 2018/19.

**Reason for Proposals**

- To seek approval for the implementation of Options 2 to 6 through an amendment to the relevant Traffic Regulation Orders (subject to the necessary formal consultation process).
- To seek approval for the implementation of a number of technology and operational improvements.

**Alistair Cunningham**  
**Corporate Director**

## Wiltshire Council

### Cabinet

30 January 2018

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**Subject: Amendments to the Wiltshire Local Transport Plan (LTP) 2011-2026 - Car Parking Strategy: Options 2 to 7**

**Cabinet Member: Councillor**

**Key Decision: Yes**

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### Purpose of Report

1. To:
  - i. Provide details of the consultation responses in relation to Options 2 to 7.
  - ii. Consider any suggestions from respondents for alternative ways in which the estimated income increase from the options could be met by other means (termed Option 8).
  - iii. Seek approval for the implementation of recommended option proposals through an amendment notice to the relevant Traffic Regulation Orders (TROs).

### Relevance to the Council's Business Plan

2. The Wiltshire Local Transport Plan (LTP) Car Parking Strategy is relevant to the following Business Plan 2017 - 2027 priorities:

*Priority: Growing the economy*

The car parking strategy can:

- Support the local economy (e.g. by making it easy for shoppers and visitors to park) and facilitate development growth (e.g. by enabling the planned housing and employment growth set out in the Wiltshire Core Strategy to 2026).
- Enhance the built and natural environment (e.g. by reducing the amount of land required for parking and by improving the look of streetscenes through the appropriate enforcement of parking contraventions).
- Manage residents' needs for car parking near their homes (e.g. by introducing residents' parking zones).
- Improve journey time reliability for road users (e.g. by designing and managing on-street parking facilities to reduce traffic conflicts and delays).
- Help fund public transport provision through the income generated on council owned car parks.

*Priority: Strong Communities*

The car parking strategy can:

- Enable community groups to take over (ownership and/or management) identified off-street car parks in accordance with the council's Community Asset Transfer (CAT) Policy.
- Enable community groups to run identified car parking services in accordance with the council's Delegation of Services to Town and Parish Councils and Funding of Delegated Services Policy.
- Make Wiltshire a safer place (e.g. by ensuring that car parks are 'safer by design').
- Encourage the use of sustainable travel modes and reduce reliance on the private car (e.g. by setting parking charges at appropriate levels).

*Priority: Protecting the Vulnerable*

The car parking strategy can:

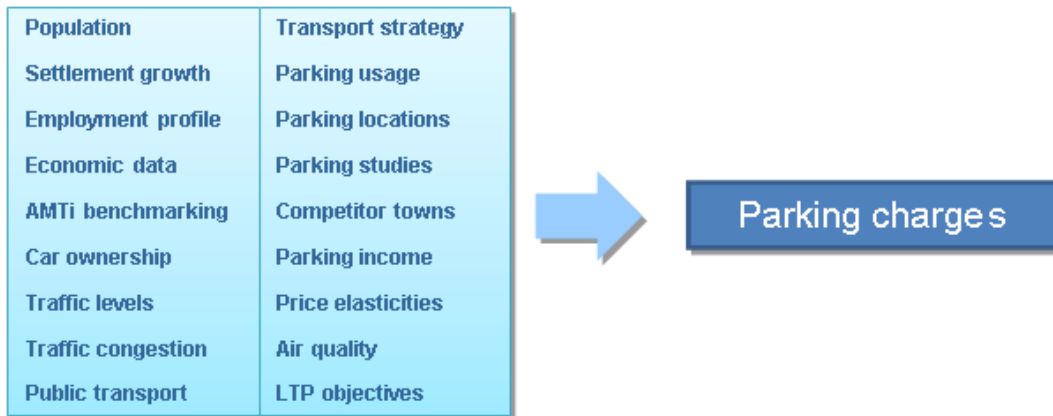
- Provide access to key services and facilities for special needs groups and mobility impaired (e.g. by providing appropriate Blue Badge spaces).

## **Background**

### Policy Context

3. The current Wiltshire LTP Car Parking Strategy was approved by cabinet at its meeting on 17 March 2015 following a comprehensive review and consultation exercise in 2014 which attracted over 5,000 responses from individuals and organisations.
4. While there are a number of aspects to car parking management, in essence a balance needs to be found between three key factors:
  - **Regeneration:** using parking measures to support town centre regeneration.
  - **Restraint:** using parking controls as a means of restraining / managing traffic and improving environmental quality, or to encourage the use of sustainable transport modes.
  - **Revenue:** securing sufficient revenue to cover the costs of providing car parking, and using any surplus revenue to fund other important local services.
5. In order to help find the right balance between the above factors, relevant economic, social and environmental data was used to inform the review. A key outcome of this process was a move to a more 'fine grained' approach to car parking management, and in particular charges, based on the local circumstances of each car park / settlement (see below).





6. Policy PS3 of the LTP Car Parking Strategy includes that “Parking charges will be set by the council following consultation with the public, stakeholders and area boards”.

### Operational Cost Pressures

7. The council’s parking services is facing significant operational cost pressures. These include business rate payments, essential equipment upgrades and maintenance works, and inflation costs. The demands on the service are also increasing; particularly requests from residents, schools, businesses and parish / town councils asking for extra parking enforcement and maintenance to be undertaken. It is also important to note that surplus revenue from parking charges supports other transport measures including non-commercial, but essential local bus services. This is one of the main reasons why the council has been in a position to retain the vast majority of these bus services, in contrast to other local authorities which have seen significant cuts to services.
8. The 2016/17 net income budget for car parking was £3.695 million. This consisted of a gross income budget of £7.666 million and a gross expenditure budget (including business rates overheads and depreciation) of £3.971 million. The net income budget (£3.695 million) contributes towards the provision of public transport revenue support and concessionary fares which had a net expenditure budget of £7.838 million in 2016/17.
9. To address the pressures facing the council and the parking service as outlined and other pressures highlighted in the council’s Medium Term Financial Strategy (MTFS), it was considered that a number of charging policies and practices needed to be looked at and possibly reviewed.
10. As outlined above, the council continues to fund a number of transport measures, including supported bus services from car parking income. Failure to adequately meet the increasing cost and demand pressures facing parking services could result in an adverse impact on the council’s ability to continue to fund some of these transport services.
11. To help address the pressures outlined above, a number of technology and operational improvements, with a ‘one off’ total cost of £125,000 and ongoing costs of £133,000 per annum, have been identified by officers as set out in paragraphs 58 to 63.

12. To address the operational and demand pressures outlined above, and to fund a number of proposed technology and operational improvements, seven possible charging options (and an additional option asking for proposals for alternative funding streams from local communities) were identified and included in a recent public consultation exercise (see paragraphs 14 to 18) that was approved by cabinet at its meeting on 12 September 2017.

#### Charging Options Rejected by the Cabinet Member

13. Based on early discussions with the cabinet member prior to the cabinet meeting on 12 September 2017, a decision was taken to reject the following charging options:

- The introduction of evening charges at all car parks. Reason: While a number of key competitor towns have evening charges, it was felt that their introduction in Wiltshire would harm the evening economy.
- Changes to Blue Badge holders charging regime. Reason: In view of the council's priority to 'Protect the Vulnerable' in its Business Plan 2017 – 2021, it was considered that this option should not be taken forward.

#### Public Consultation Exercise

14. A public consultation exercise was held between 28 September and 23 November 2017.

15. The consultation was hosted on the Wiltshire Consultation Portal (<http://consult.wiltshire.gov.uk/portal>) and included a link to the questionnaire which sought responses on the options agreed by cabinet at its meeting on 12 September 2017:

- Option 1: Seeking ways to mitigate against an inflation increase across all parking charges
- Option 2: Introduce Sunday and Bank / Public Holiday charging at all car parks
- Option 3: Charge in all Wiltshire Council car parks
- Option 4: Move the free event parking offer in November and December to other times of year
- Option 5: Base season ticket prices on the standard rate charges
- Option 6: Harmonise residents' parking permit charges
- Option 7: Reduce the period of time or parking grace from 15 minutes to 10 minutes in all car parks

16. The questionnaire also included a question (termed Option 8) on: 'Proposals for alternative ways to fund from the local community'.

17. In addition to the questionnaire, the following supporting information was made available:

- Range of parking charges in Wiltshire
- Off-street parking charges in key competitor towns

- Schedule of proposed increased car parking charges
- Proposed charges in currently free car parks
- Proposed season ticket charges
- Equality Analysis Evidence Document (EAED)
- Frequently Asked Questions
- Link to the Joint Strategic Assessment webpage.

18. A variety of means were used to inform people of the consultation. A news release was issued on 28 September 2017 (as a result, the consultation was picked up by several local news outlets). In addition, an article was included in the 11 September 2017 edition of the Parish Newsletter and the October 2017 and November 2017 Cabinet Member Highways Newsletters. Information was also contained on the Wiltshire Council Facebook and Twitter feeds.

### Option 1

19. One of the options, Option 1, was to apply an inflation increase to all parking charges - despite rising operational costs and increasing service demands, the council has not applied any inflationary increases to car parking charges since 2011. As this option could be implemented via a Traffic Regulation Order (TRO) variation notice (this involves publishing a notice of the changes in a local newspaper at least 21 days before the changes come into effect and also placing a similar notice in the car park(s) affected), cabinet agreed the following proposal at its meeting on 12 September 2017:

*Agrees that, subject to any responses received during the public consultation, Option 1 is implemented as soon as possible through a variation notice to the Traffic Regulation Orders and delegates authority to the Associate Director for Highways and Transport in consultation with the Cabinet Member for Highways, Transport and Waste to consider any suggestions from respondents for alternative ways in which the estimated income increase from the option could be met by other means, and, with the advice of legal and parking services, to negotiate and agree any resulting legal agreements.*

20. An officer decision on the consultation responses and proposed implementation of Option 1 was made by the Director for Highways and Transport on 2 January 2018 (see **Appendix 1**).

21. The TRO variation notice was published in early January 2018 with the revised charges being implemented on 1 February 2018.

## **Main Considerations for the Council**

### Overall Consultation Responses

22. In total, 1,377 people and organisations responded by completing questionnaires:

<b>Respondent</b>	<b>Number</b>
Local resident	1171
Someone who visits or works in the area	71
A local business or commercial concern	24

<b>Respondent</b>	<b>Number</b>
A councillor	29
An existing resident car permit holder	40
An existing car season ticket holder	16
Someone representing an organisation	18

23. The organisations represented were as follows (plus two responses where the organisation was not provided):

- Federation of Small Businesses
- Federation of Small Business for Wiltshire
- Malmesbury and St Paul Without Residents' Association
- Malmesbury Town Council
- Melksham Railway User's Group
- Melksham Town Council
- Melksham Without Parish Council
- Old Baptist Chapel, Chapel Lane, Chippenham
- Salisbury and District Chamber of Commerce and Industry
- Salisbury Federation of Small Businesses
- Southwick Country parkrun
- St Edmunds Community Group
- St Paul Malmesbury Without Parish Council
- Trowbridge Town Council
- Warminster Town Council
- Westbury Town Council

24. The questionnaire responses by settlement are shown below:

Amesbury	38	Bradford on Avon	41
Calne	14	Chippenham	113
Corsham	55	Devizes	164
Downton	13	Malmesbury	105
Marlborough	101	Melksham	51
Mere	3	Pewsey	23
Royal Wootton Bassett	151	Salisbury	334
Tidworth	1	Tisbury	5
Trowbridge	100	Warminster	21
Wilton	9	Westbury	27

25. Separate written comments (i.e. non-questionnaire returns) have been received from the following town / city councils (see **Appendix 2**):

- Chippenham Town Council
- Corsham Town Council
- Devizes Town Council
- Labour Group, Salisbury City Council
- Marlborough Town Council
- Melksham Town Council
- Salisbury City Council
- Trowbridge Town Council.

26. Separate written comments were also received from the following (a summary of the comments is attached at **Appendix 3**):

- Businesses
- Councillors
- Individuals
- Salisbury Business Improvement District / Salisbury Chamber of Commerce / Federation of Small Businesses
- Southwick Country Parkrun
- TransWilts Community Interest Company.

Option 2 Consultation Responses

27. The overall questionnaire response to Option 2 ‘Introduce Sunday and Bank / Public Holiday charging at all car parks’ was as follows:

<b>Option</b>	<b>Number supporting</b>
Wiltshire Council implementing Sunday and bank holiday charges in all its car parks (including those that are currently free during the week)	534 (40%)
Spreading the income requirement across the chargeable car parks within that local community with the resulting cost increase to parking charges	399 (30%)
A reduction in the equivalent funding of public transport and other highway services	394 (30%)

Option 3 Consultation Responses

28. As part of the consultation, charges were proposed to be introduced in the following currently free car parks (or part of):

- Market Place, Devizes
- Station Car Park, Melksham
- Central, Amesbury
- Burnham Road, Malmesbury
- Southwick Country Park, Trowbridge
- Westbury Leigh, Westbury
- Smallbrook Lane, Warminster

29. The overall questionnaire response to Option 3 ‘Charge in all Wiltshire Council car parks’ was as follows:

<b>Option</b>	<b>Number supporting</b>
Wiltshire Council implementing charges in all its car parks	691 (53%)
Spreading the income requirement across the chargeable car parks within that local community with the resulting cost increase to parking charges	314 (24%)
A reduction in the equivalent funding of public transport and other highway services	309 (24%)

30. A locational analysis of the questionnaire responses to Option 3 is set out in **Appendix 4.**

Option 4 Consultation Responses

31. The overall questionnaire response to Option 4 ‘Move the free event parking offer in November and December to other times of year’ was as follows:

<b>Would you support the council withdrawing the use of its free event parking offer in November and December?</b>	<b>Number supporting</b>
Yes I would support this	762 (56%)
No I would not support this	589 (44%)

32. A total of 390 respondents provided comments in answer to the question: *If you said no why is this?* The majority of comments made related to the following themes:

- The option only provides a small financial benefit to Wiltshire Council.
- The decision should be left to a town council’s discretion.
- Local retailers need help at Christmas to combat the internet and encourage people to shop locally.

Option 5 Consultation Responses

33. The overall questionnaire response to Option 5 ‘Base season ticket prices on the standard rate charges’ was as follows:

<b>Option</b>	<b>Number supporting</b>
Wiltshire Council amending its season ticket prices so that they reflect at least 50% of the normal daily charge	879 (66%)
Spreading the income requirement across all chargeable car parks across Wiltshire with the resulting cost increase to parking charges	201 (15%)
A reduction in the equivalent funding of public transport and other highway services	250 (19%)

Option 6 Consultation Responses

34. The overall questionnaire response to Option 6 ‘Harmonise residents’ parking permit charges’ was as follows:

<b>Option</b>	<b>Number supporting</b>
Harmonising the charges for residents’ permits and limited waiting permits across Wiltshire	486 (37%)
Harmonising the charges for residents’ permits and limited waiting permits charges across Wiltshire with the introduction of a two tiered charging regime with a second permit being a higher charge	498 (38%)

Option	Number supporting
Spreading the income requirement across all car parks across Wiltshire with the resulting cost increase to parking charges	112 (9%)
A reduction in the equivalent funding of public transport and other highway services	219 (17%)

35. A locational analysis of the questionnaire responses to Option 6 is set out in **Appendix 4**.

36. A number of responses regarding the on-street residents' permit scheme in Salisbury requested that the operational hours should be extended from 8am – 6pm to 8am – 8pm to discourage commuters and visitors to the city from parking in residential areas.

#### Option 7 Consultation Responses

37. The overall questionnaire response to Option 7 'Reduce the period of time or parking grace from 15 minutes to 10 minutes in all car parks' was as follows:

Would you support Wiltshire Council reducing the parking grace period from 15 minutes to 10 minutes across all its car parks?	Number supporting
Yes I would support this	655 (48%)
No I would not support this	704 (52%)

38. A total of 381 respondents provided comments in answer to the question: *If you said no why is this?* The majority of comments made related to the following themes:

- The option only provides a small financial benefit to Wiltshire Council.
- 10 mins is too short a time – 15 minutes is a reasonable time period.
- No real positive impact on the turnover of parking spaces.

#### Option 8 Consultation Responses

39. With regard to Option 8, 'Proposals for alternative ways to fund from the local community', a total of 666 respondents provided comments in answer to the question: *Do you have any other suggestions how funding could be found to cover the increases needed?*

40. To aid comprehension, all the comments to the above question have been categorised as follows:

Suggestion	Number of Comments	Officers Response
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Suggestion	Number of Comments	Officers Response
Reduce Wiltshire Council councilor expenses / staff salaries	85	<p>The salary scales for Wiltshire Council staff are nationally negotiated with the trade unions on an annual basis and therefore the council is bound by the national negotiations. In the past few years the majority of council staff have received just a 1% annual pay award and increments have also been frozen for the last two years. If staff salaries were reduced, the council would not be able to recruit and retain staff with the right skills to deliver its services in the communities.</p> <p>Councillors receive a basic allowance which increases annually in line with the annual pay award. So again, there has been just a 1% increase in recent years.</p>
Maintain or cut parking charges (e.g. to increase use and therefore revenue, and to support town centres)	77	<p>As set-out in paragraphs 4 and 5, the council needs to find a balance between three key factors:</p> <ul style="list-style-type: none"> <li>• Regeneration</li> <li>• Restraint</li> <li>• Revenue</li> </ul> <p>To help achieve this, a more ‘fine grained’ approach to car parking management, and in particular charges, was supported and introduced as a result the last review in 2014 based on the local circumstances of each car park / settlement.</p>
Harmonise parking charges across Wiltshire	67	As above.
Look for savings efficiencies and income opportunities elsewhere in Wiltshire Council	51	<p>The council has an ongoing process of looking for efficiencies and income opportunities. It prioritises service provision and directs funds to those services which protect the most vulnerable. Unlike car parking, there is limited choice as to who provides services to the vulnerable or whether you want to use them or not.</p> <p>The council will continue to review efficiencies and income opportunities and allocate funding in relation to its stated priorities.</p>



Suggestion	Number of Comments	Officers Response
Reduce public transport subsidies / Charge more to concessionary fare users	48	<p>Wiltshire Council consulted on the future of public transport in 2016. The consultation returned over 11,000 responses, the second highest response rate to any consultation held by Wiltshire Council. When analysing the responses it was clear that the general public is very supportive of public transport and wholesale reductions to bus subsidy were not taken forward. Instead, Wiltshire Council agreed to save £500,000 from those bus services that were less well used and did not meet the £3.50 per passenger trip subsidy as defined in the Wiltshire LTP. Those savings have since been achieved and demonstrate that there has been a reduction in subsidy for public transport.</p> <p>With regard to charging for a concessionary fares bus pass, or requesting that users of the concessionary pass make a contribution, this is not possible as legislation is clear that no charge can be made for the issue of a concessionary fares pass and it must be free to the user at point of use.</p>
Increase the current income of the parking service (e.g. better enforcement, increased fines and ensuring all ticket machines work)	42	<p>Parking services has recently recruited to long standing vacant civil enforcement officer positions allowing more effective enforcement.</p> <p>As part of this parking review, parking services has detailed a yearly expenditure profile for a rolling replacement programme to ensure the pay and display ticket machines operate efficiently and reliably. During the summer of 2017, all of the pay and display ticket machines in Salisbury were replaced as part of the new £1 coin implementation process.</p>

<b>Suggestion</b>	<b>Number of Comments</b>	<b>Officers Response</b>
Increase council tax (precept) / business rates	30	<p>Business rates are a national form of taxation with the levels of taxation and rates of taxation determined by central government. The council cannot chose to set a local charge for businesses other than through the creation of a business improvement district. The majority of the business rates the council collects goes to central government.</p> <p>Council tax is a tax that is set locally and there is a limit on how much council tax can be increased each year without balloting every household regarding any proposed increases. Recognising the pressure on household budgets, only in the last two years has Wiltshire Council had to raise council tax.</p>
Charge in Wiltshire Council staff car parks / Charge on all on-street bays	28	<p>The decision not to require Wiltshire Council staff to pay for parking was taken at a corporate level and plays an important part in staff retention and recruitment. A number of council staff must be able to park close to council buildings for emergency responses and many require vehicles for their duties. For operational reasons it is vital that parking arrangements, including free parking or parking reimbursement, meet this requirement.</p> <p>Councilors only receive free parking when undertaking council activities and is not available for private use.</p> <p>The potential for charging on all on-street bays will be considered as part of ongoing town centre reviews.</p>
Introduce new technologies (e.g. pay on exit, variable charging, etc)	27	Parking services is currently exploring new technology options. However, the costs of implementation must always be carefully considered against the benefits.
Poor questionnaire	22	The nature of the questionnaire was largely determined by the difficult choices and options available to the council.

<b>Suggestion</b>	<b>Number of Comments</b>	<b>Officers Response</b>
Support / Encourage more use of sustainable transport modes (e.g. to help make buses more commercially viable)	20	Subject to available funding, the council seeks to support and encourage sustainable transport modes through a variety of means including the Wiltshire Core Strategy and Wiltshire Local Transport Plan.
Explore commercial opportunities (e.g. events on car parks, sponsorship, etc)	17	Parking services already uses Wiltshire Council car parks for events, such as filming locations, and the possibility of advertising in the car parks is currently being considered (advertising space is already sold on the back of pay and display tickets).
Transfer car parks to town councils / Seek further support from town councils	15	Localism opportunities such as these already form part of the Wiltshire LTP Car Parking Strategy (e.g. the Community Asset Transfer Policy, and the Delegation of Services to Town and Parish Councils and Funding of Delegated Services Policy).
Charge for Blue Badge parking and / or reduce the number of Blue Badge parking bays	14	The option of charging Blue Badge holders to park was considered but rejected by the cabinet member early on in the process.
Review Park and Ride operations	13	Wiltshire Council has worked with the bus company Salisbury Reds over the past few years to significantly reduce the subsidy paid to operate buses serving the five park and ride sites in Salisbury. Three of the sites now don't have dedicated buses operating to them - the commercial bus network simply diverts into these sites, making a saving of around £600,000 per annum. Work is ongoing with Salisbury Reds to further reduce costs at the other two sites.
Lobby central government to increase Wiltshire Council's overall funding level	8	This is undertaken through a variety of channels including the Local Government Association.

Suggestion	Number of Comments	Officers Response
Force supermarkets / out-of-town shops to introduce parking charges	6	<p>The Wiltshire LTP Car Parking Strategy states the following:</p> <p><i>Policy PS5 - Managing publicly available private non-residential parking</i></p> <p><i>There will be a presumption that any planning application which includes provision for publicly available private non-residential parking will be required to provide an accompanying car park management plan and, subject to a case-by-case analysis, to implement parking restrictions and charges consistent with those of council run car parks in the local area.</i></p>
Introduce congestion charging / road user charging /workplace parking levy	6	While opportunities for introducing these measures are kept under review, they are currently not considered relevant to Wiltshire's circumstances.
Increase the number car parking spaces (e.g. to increase revenue, support town centres, etc)	5	<p>As set-out in paragraphs 4 and 5, the council needs to find a balance between three key factors:</p> <ul style="list-style-type: none"> <li>• Regeneration</li> <li>• Restraint</li> <li>• Revenue</li> </ul> <p>To help achieve this, a more 'fine grained' approach to car parking management, and in particular charges, was supported and introduced as a result the last review in 2014 based on the local circumstances of each car park / settlement.</p>

Suggestion	Number of Comments	Officers Response
Residents permits scheme should be introduced in Marlborough	5	<p>The Wiltshire LTP Car Parking Strategy states the following:</p> <p><i>Policy PS8 - Residents' parking zones</i></p> <p><i>In those residential areas which suffer from the significant effects of on-street commuter and/or shopper parking, the council will, subject to available resources, investigate and where appropriate introduce residents' parking zones in consultation with local residents and businesses.</i></p> <p>A process (Appendix B in the LTP Car Parking Strategy) has been developed that sets out how the council will investigate, implement and operate residents' parking zones across the authority area.</p>
Introduce a retail reimbursement scheme	4	Parking services has worked with town councils, individual retailers and community groups on this type of scheme and would welcome working on any other suggested schemes put forward.
Introduce evening / overnight parking charges	4	The option of introducing evening charges was considered but rejected by the cabinet member early on in the process.
Install green technologies (e.g. chargeable EV points, solar panels, etc)	4	When motorists use EV parking bays it is a requirement that payment is made for the stay within the car park. Parking services is extending its stock of solar powered pay and display machines to further reduce expenditure.

Suggestion	Number of Comments	Officers Response
Increase long-stay parking charges / reduce or maintain short-stay parking charges	4	As set-out in paragraphs 4 and 5, the council needs to find a balance between three key factors: <ul style="list-style-type: none"> <li>• Regeneration</li> <li>• Restraint</li> <li>• Revenue</li> </ul> To help achieve this, a more 'fine grained' approach to car parking management, and in particular charges, was supported and introduced as a result the last review in 2014 based on the local circumstances of each car park / settlement.
Other comments	100	

41. The 'Other comments' referred to above relate to comments on a wide range of other subjects and / or individual settlements or car parks.

### Option Proposals

#### **Option 2** - Introduce Sunday and Bank / Public Holiday charging at all car parks

42. Currently Sunday charging is applied only in Salisbury, and Bank / Public Holiday charging in Amesbury, Bradford on Avon, Melksham, Salisbury, Trowbridge, Warminster and Westbury. By comparison, charges are applied Monday to Sunday (including Bank / Public Holidays) in all or most council car parks in the following key competitor towns: Bath; Bournemouth; Newbury; Southampton; and Swindon. In addition, Bank / Public Holiday charges are applied in: Cirencester and Frome. In the interest of improved fairness (i.e. between different towns in Wiltshire and between those people who park on Sundays and those who park Monday to Saturday) and efficiency (i.e. charging for the use of the car park service and asset), and based on the consultation response, it is proposed that Sunday and Bank / Public Holiday charging is applied in all relevant Wiltshire Council car park facilities (see **Appendix 5**).

43. If this proposal is approved by cabinet, then Policy PS3 of the LTP Car Parking Strategy would need to be amended as follows:

#### *Policy PS3 - Parking charges*

*Parking charges will be set for each Wiltshire Council car parking facility (on and off-street) taking account of the following factors:*

- *the service role and strength of the local economy*

- *the utilisation of existing parking spaces*
- *traffic conditions on the local highway network*
- *the availability of sustainable transport modes*
- *the need to avoid 'searching' traffic*
- *parking charges in neighbouring areas*
- *the convenience and quality of parking locations*
- *the ability to manage on-street parking*
- *local environmental conditions*
- *relevant price elasticities of demand*
- *the requirement to provide an efficient Council parking service*
- *relevant LTP goals and objectives.*

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

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

*Parking charges will be set by the council following consultation with the public, stakeholders and Area Boards.*

44. As the Parking Strategy is incorporated in the Wiltshire Local Transport Plan 2011 – 2026 which is part of the Budget and Policy Framework, the Constitution states that the adoption of the LTP (and by implication any amendments) is a matter reserved for full Council.

### **Option 3 - Charge in all Wiltshire Council car parks**

45. There are a small number of parking facilities (or part of) where currently charges are not applied. In the interest of improved fairness (i.e. between different towns in Wiltshire) and efficiency (i.e. charging for the use of the car parking service and asset), and based on the consultation response, it is proposed that the following action is taken in relation to each of the car parks identified in paragraph 28 (see **Appendix 6** for further details):

<b>Car Park</b>	<b>Proposal</b>
Central Car Park, Amesbury	Remove facility of free 'yellow' parking bays.
Market Place, Devizes	Introduce charges as set out in Appendix 6.
Burnham Road, Malmesbury	Introduce charges as set out in Appendix 6.
Station Car Park, Melksham	No charges to be introduced. Discuss the future management of the station car park with Great Western Railway, Network Rail and the TransWilts Community Rail Partnership.

<b>Car Park</b>	<b>Proposal</b>
Southwick Country Park, Trowbridge	Explore the possibility of an asset transfer / service delegation of the facility to the local community before 3 September 2018. If this is not possible, introduce charges as set out in Appendix 6.
Smallbrook Lane, Warminster	Introduce charges as set out in Appendix 6.
Westbury Leigh, Westbury	Explore the possibility of an asset transfer / service delegation of the facility to the local community before 3 September 2018. If this is not possible, introduce charges as set out in Appendix 6.

46. At its meeting on 17 March 2015, cabinet approved a number of car parking localism opportunities (as set out in the LTP Car Parking Strategy) and delegated authority to the Associate Director for Highways and Transport in consultation with the Cabinet Member for Highways and Transport, and with the advice of legal and property services, to negotiate and agree any resulting legal agreements.

**Option 4** - Move the free event parking offer in November and December to other times of year

47. The council currently provides a number of free parking spaces to town / city councils to allocate on a discretionary basis to help support local events, initiatives and businesses. However, a number of town councils have used this initiative to provide free parking in the Christmas shopping period when parking demand is already high. Given this, and based on the consultation response, it is proposed that this initiative is withdrawn for use by town / city councils in the months of November and December.

**Option 5** - Base season ticket prices on the standard rate charges

48. Season tickets are available for designated car parks (they are not valid in on-street parking areas). While a season ticket does not guarantee a parking space, they do offer considerable savings when compared to standard charges. As a result however, and particularly as they are popular with commuters, season tickets can increase car use (particularly at peak times), discourage the use of sustainable transport modes (as people have already paid for parking) and reduce the availability and turnover of parking spaces (as commuters often park for eight hours).

49. The increased take up of season tickets has impacted on the income of the council due to the lower cost of parking for season ticket holders; currently, depending on the car park, season ticket holders receive up to an 85% discount on full day rate ticket prices. To address the income impact and help deal with the implications of season tickets outlined above, and based on the consultation response, it is proposed that all season tickets should be based on a standard discount percentage of 50% of the day rate for five days a week



and for 48 weeks of the year (see **Appendix 7**). It should be noted that the proposed season ticket charges shown in Appendix 7 are based on the existing day rates (i.e. the rates prior to the inflation increase set out under Option 1) as these were the season ticket charges set out in the consultation.

#### **Option 6** - Harmonise residents' parking permit charges

50. Residents' parking permits are issued to residents living within residents' parking zones for use with their own vehicle. Permits issued can only be used with the vehicle assigned to the permit and are only valid for one year. Currently there are considerable differences between the rates charged across Wiltshire (i.e. Salisbury residents' permits cost £20 for permits in limited waiting zones and £40 for permits in residents' only zones, whereas £90 is charged in other areas). Many neighbouring authorities also charge more for a second residents' parking permit.

51. Given the above, and based on the consultation response, it is proposed that a two tiered charging regime is introduced where residents' permits would be:

- £50 for the first permit and £70 for the second permit (at the same address) in limited waiting zones; and
- £80 for the first permit and £100 for the second permit (at the same address) in residents' only zones.

52. At the same time, it is proposed that the hours of operation of residents' permit schemes are extended from 8am – 6pm to 8am – 8pm. There would be no additional enforcement costs associated with this change as the proposed extension to 8pm is within the scheduled working hours of civil enforcement officers.

#### **Option 7** - Reduce the period of time or parking grace from 15 minutes to 10 minutes in all car parks

53. The council currently offers a grace period for parking overstay of 15 minutes. The statutory period is 10 minutes.

54. In view of the consultation response, it is proposed that the grace period of 15 minutes is retained.

#### **Option 8** - Proposals for alternative ways to fund from the local community

55. Overall, it is considered that none of the alternative funding proposals suggested could realistically replace the income uplift forecast under Options 2 to 7.

#### Timetable to Implement Options 2 to 6

56. To implement the amendment notice to the existing TROs in relation to charging options 2 to 6 the key stages would be:

- (i) Preparation of the TROs and supporting documents allowing for advice to be sought from the council's legal team to ensure that once implemented, the TROs will be legally enforceable and not subject to challenge.
- (ii) Required processes for public and other consultation on the TROs.
- (iii) Preparation of a report to the relevant Wiltshire Council cabinet member who will consider any objections received during the TRO public consultation exercise before making a decision.
- (iv) Required processes as set out in the relevant legislation for the implementation of the TROs.

57. The proposed overall timetable to implement options 2 to 6 is set out below:

	Jan 18	Feb	Mar	Apr	May	Jun	Jul	Aug
Cabinet meeting								
TRO documents drafted liaising with council's legal team								
Documents checked / approved								
Advert sent to press and appears in local press								
TRO public consultation								
Objections received and report drafted and submitted to cabinet member								
Cabinet member report process								
Cabinet member decision advised to people who made representations								
TRO(s) sealed and advertised								
TRO(s) operational								

### Technology Improvements

58. The paragraphs below set out a number of technology improvements which can help address the rising demand from residents, schools, businesses and parish / town councils for parking enforcement at a time of constrained resources.

59. Local authorities are not currently allowed to use mobile Automatic Number Plate Recognition (ANPR) management for automatic enforcement and sending Penalty Charge Notices (PCNs) in the post. However, placing a civil enforcement officer (CEO) in an ANPR vehicle, so allowing drive pass checking of resident parking areas, is permitted where the CEO issues physical PCNs on illegally parked vehicles. Implementation of this system option will allow faster and more efficient checking due to the speed of movement of a car, which allows checking at speeds of up to 30 mph with modern technology. The forecast estimate identifies a 'one off' cost of £40,000 and operational revenue costs of £5,000 per annum.

60. The council's parking services is currently facing constant requests from schools to address parking enforcement issues outside schools. Use of a static ANPR system is permitted on safety grounds where there is a Traffic Regulation Order (TRO) outside of an establishment such as a school. The static ANPR system will offer a fixed deterrent to reduce the unsafe and illegal parking on yellow lines, zig zags, etc. The proposal would be for the council to purchase three cameras for a 'one off' cost of £60,000 with an on-going annual management and maintenance cost of £10,000. The schools or local community in question would fund the erection and removal costs.
61. Body Worn Video Cameras (BWVC) ensure that enforcement decisions are undertaken in a transparent way and, where evidence is required, that this is robust and available in a timely fashion. In addition, they ensure the safety of CEOs who often face both verbal and physical abuse and can be subject to accusations of inappropriate behaviour; currently two to three such incidents per month. Regrettably, this is an increasing occurrence locally and nationally. Many comparative councils have already introduced BWVCs in recognition of the risk to officers and for their protection. This will become an escalating risk to the council and a potential staffing claim when issues occur. Alternatively, the council could look at double shifting staff to work together and ensure safety. However, this will severely hamper staff effectiveness of resources and potential income.
62. Wiltshire Police has recently trialled and are introducing BWVC equipment for their officers. BWVC was first introduced to Wiltshire Police in 2006 and has been used by officers in neighbourhood policing and response teams in a number of small initiatives since then. The council would work in partnership with the police and utilise the police BWVC system. The 'one off' cost of purchasing the system is £25,000 and £2,000 per annum is required to maintain the system.

### Operational Improvements

63. To help meet the challenge of reduced overall council funding, maintenance of council car parks has been reduced to a minimum level. If continued, this could result in safety issues and claims for compensation from users. There are also areas where parking enforcement can no longer be undertaken as the signs and lines are not being maintained at an appropriate level. To apply the adequate level of maintenance at car parks as prescribed by the agreed standards, £116,000 of revenue funding per annum is required.

### **Overview and Scrutiny Engagement**

64. A report on the results of the public consultation and draft recommended option proposals was taken to the Environment Select Committee meeting on 16 January 2018.

### **Safeguarding Implications**

65. There are no direct safeguarding implications as a result of the proposals put forward in this report.

66. The Equality Analysis Evidence Document (EAED) identifies a number of potential indirect implications on identified Protected Characteristic groups (see paragraphs 70 to 72).

### **Public Health Implications**

67. The EAED identifies a number of potential public health related impacts on identified Protected Characteristic groups (see paragraphs 70 to 72). Public health issues also formed part of the Strategic Environmental Assessment undertaken for the review of the LTP Car Parking Strategy (see paragraphs 73 to 74).

68. A potential impact of implementing the proposed options is reduced car trips and circulating traffic, and possibly encouragement for people to use more sustainable transport modes such as walking, cycling and buses. In turn this may have a positive impact on air quality, carbon emission, reliance on fossil fuels, activity levels and communities.

### **Procurement Implications**

69. Any procurement activity undertaken in delivery of the proposals set out in this report shall be undertaken in consultation with the Strategic Procurement Hub.

### **Equalities Impact of the Proposal**

70. A draft Equality Analysis Evidence Document (EAED) covering all seven proposed charging options was included as a supporting document in the public consultation.

71. The possible impacts of implementing Option 2 to 6 on each identified Protected Characteristic group are considered to be as follows (a revised EAED covering Options 2 to 6 is attached at **Appendix 8**):

#### Age:

Issue: Young people and the elderly are more likely to be on low incomes and are therefore more likely to be adversely impacted by any higher parking charges.

Response: Surplus revenue from parking charges supports other transport measures including non-commercial, but essential local bus services. This is one of the main reasons why the council has been in a position to retain the vast majority of these bus services, in contrast to other local authorities which have seen significant cuts to services.

#### Religion and Belief:

Issue: Introduced or higher parking charges for people attending places of worship on a Sunday.

Response: The proposed Sunday parking charges are significantly less than the Mon-Sat charges. Surplus revenue from parking charges supports other

transport measures including non-commercial, but essential local bus services. This is one of the main reasons why the council has been in a position to retain the vast majority of these bus services, in contrast to other local authorities which have seen significant cuts to services.

Other:

Issue: People on low incomes are more likely to be adversely impacted by any higher parking charges.

Issue: People living in rural areas with little public transport and who therefore need to use a car to access shops and services in the towns, are more likely to be adversely impacted by any higher parking charges.

Issue: Increased parking charges may have some influence on reducing the numbers of people accessing local towns and businesses (i.e. increased charges may result in people not visiting certain areas so often).

Response: Surplus revenue from parking charges supports other transport measures including non-commercial, but essential local bus services. This is one of the main reasons why the council has been in a position to retain the vast majority of these bus services, in contrast to other local authorities which have seen significant cuts to services.

72. If the implementation of Options 2 to 6 is not agreed then this could have the following possible impacts on each identified Protected Characteristic group:

Age / Other

Issue: The loss of additional parking revenue may impact on the council's ability to support some non-commercial local bus services which provide access to essential services and facilities.

Disability:

Issue: The maintenance of car parks has been reduced to a minimum and if continued could become an issue in terms of accessibility particularly for disabled people.

**Environmental and Climate Change Considerations**

73. The LTP Car Parking Strategy was subject to a Strategic Environmental Assessment (SEA) which includes consideration of a number of relevant topics:

- Biodiversity
- Land, soil and water resources
- Air quality and environmental pollution
- Climatic factors
- Historic environment
- Landscapes (and townscapes)
- Population
- Healthy communities
- Inclusive communities

- Transport
- Economy and enterprise

74. The main purpose of an SEA is to evaluate whether a plan or strategy will result in any significant environmental effects, both positive and negative. No significant effects were identified in the SEA Environmental Report.

75. A potential impact of implementing the proposed options is reduced car trips and circulating traffic, and possibly encouragement for people to use more sustainable transport modes such as walking, cycling and buses. In turn this may have a positive impact on air quality, carbon emission, reliance on fossil fuels, activity levels and communities.

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

76. The relevant risks are considered to be as follows:

- (i) Failure to meet the council’s budget requirement.
- (ii) Inability to effectively enforce regulations and increasing likelihood of insurance claims.
- (iii) Reductions in supported bus services as a result of lower surpluses in off-street parking income.
- (iv) Parking services unable to operate efficient parking management processes.
- (v) Reduced ability to adequately deal with abuse incidents against civil enforcement officers.

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

77. The relevant risks are considered to be as follows:

<b>Risk</b>	<b>Action to mitigate the risk</b>
Reputational impact of increasing parking charges by a five year inflation figure.	The consultation material outlined why a five year inflation increase in parking charges is justified and necessary.
Adverse impact of increased parking charges on businesses and local economies.	The public consultation provided the opportunity for comments to be made by all interested parties. Some relevant economic data (e.g. links to Joint Strategic Assessments) was included in the consultation material.
Adverse impact of increased parking charges on some Protected Characteristic groups.	An EAED has been developed to identify the potential impacts and any necessary actions.
Increase in inappropriate parking (e.g. in residential streets) as a result of increased parking charges.	Town parking reviews will continue in line with a prioritised programme. Better management and control of parking will be enabled by the increased investment from parking income and use of modern technologies.

## **Financial Implications**

78. Accountancy is supportive of the proposals to implement Options 2 to 6. Due diligence on the assumptions has been undertaken. Future income levels and impact will be monitored through the budget monitoring process.

## **Legal Implications**

79. Any significant changes to the terms and conditions applicable to car parks will require the processing of a TRO under the Road Traffic Regulation Act 1984 ('the 1984 Act') and the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. In deciding whether or not to make a TRO, and exercising any of their powers under the 1984 Act, the Council also has a duty to (having regard to the matters specified in s.122 (2)) secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway. The matters referred to in s.122 (2) are; the desirability of securing and maintaining reasonable access to premises; the effect on the amenities of any locality affected; the importance of regulating and restricting the use of roads by heavy commercial vehicles; the national air quality strategy; facilitating the passage of public service vehicles including the safety and convenience of persons using public service vehicles and any other matters the council considers to be relevant. Failure to adhere to any of the statutory processes could potentially result in the proposed changes being successfully challenged in the High Court.

80. The making of a TRO includes a statutory public consultation process over a period of 21 days to permit responses including any objections to be made. Any objections must then be considered before an Order is made.

81. For these purposes, a significant change would include:

- (i) Imposing a charge where one did not previously exist.
- (ii) Introducing free parking areas into a charging car park.
- (iii) Changing the class of vehicle permitted to use a car park.

82. Failure to adhere to the statutory processes could potentially result in:

- (i) The new charges being successfully challenged in the High Court resulting in loss of income and/or loss of reputation for the council.
- (ii) Delay arising from the council being unable to increase the charges on the anticipated implementation date.

## **Options Considered**

83. The options considered are as set out in this report.

## **Conclusions**

84. Except for Option 7, the majority of questionnaire responses were in support of the option in question being implemented.

85. Option 1 can be implemented separately through a variation notice to the relevant TROs. An officer decision on the consultation responses and proposed implementation of Option 1 was made by the Director for Highways and Transport on 2 January 2018.
86. With regard to Option 8, it is considered that none of the alternative funding proposals suggested could realistically replace the income uplift forecast under Options 2 to 7.
87. Given the results of the consultation, it is proposed that Options 2 to 6 are implemented via an amendment to the existing TROs (which includes a statutory consultation period). The outcome of the TRO amendment process would be subject to a cabinet member decision.

**Parvis Khansari**  
**Director, Highways and Transport**

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17 January 2018

### **Appendices**

Appendix 1: Record of Officer Decision  
Appendix 2: Non-Questionnaire Responses from Town Councils  
Appendix 3: Summary of Non-Questionnaire Responses (not including Town Councils)  
Appendix 4: Locational Analysis of Options 3 and 6  
Appendix 5: Proposed Sunday and Bank Holiday Charges  
Appendix 6: Proposed Actions in Currently Free Car Parks  
Appendix 7: Proposed Season Ticket Charges  
Appendix 8: Equality Analysis Evidence Document (EAED)

**Background Papers:** None



## **Appendix 1**

### **RECORD OF OFFICER DECISION**

#### **APPROVAL FOR AMENDMENTS TO THE WILTSHIRE LOCAL TRANSPORT PLAN (LTP) 2011-2026 – CAR PARKING STRATEGY: OPTION 1**

##### **Decision made**

To approve

- i. The implementation of Option 1 through a variation notice to the relevant Traffic Regulation Orders (TROs).
- ii. The proposed car parking charges as set out in **Appendix 1**.

**Made by;** Parvis Khansari, Service Director, Highways and Transport

##### **Background**

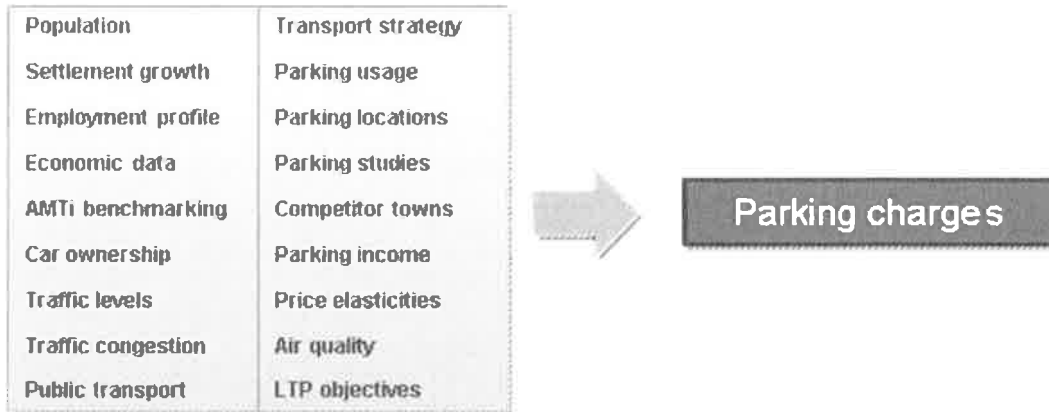
1. As the Service Director for Highways and Transport, I am responsible for any matters relating to highways and transport in the County of Wiltshire on behalf of Wiltshire Council. The power to make a decision in respect of this matter is delegated to me pursuant to Wiltshire Council's Constitution and the following resolution agreed by cabinet at its meeting on 29 September 2017.

*Agrees that, subject to any responses received during the public consultation, Option 1 is implemented as soon as possible through a variation notice to the Traffic Regulation Orders and delegates authority to the Associate Director for Highways and Transport in consultation with the Cabinet Member for Highways, Transport and Waste to consider any suggestions from respondents for alternative ways in which the estimated income increase from the option could be met by other means, and, with the advice of legal and parking services, to negotiate and agree any resulting legal agreements.*

##### Policy context

2. The current Wiltshire LTP Car Parking Strategy was approved by cabinet at its meeting on 17 March 2015 following a comprehensive review and consultation exercise in 2014 which attracted over 5,000 responses from individuals and organisations.
3. While there are a number of aspects to car parking management, in essence a balance needs to be found between three key factors:
  - **Regeneration:** using parking measures to support town centre regeneration.
  - **Restraint:** using parking controls as a means of restraining / managing traffic and improving environmental quality, or to encourage the use of sustainable transport modes.

- **Revenue:** securing sufficient revenue to cover the costs of providing car parking, and using any surplus revenue to fund other important local services.
4. In order to help find the right balance between the above factors, relevant economic, social and environmental data was used to inform the review. A key outcome of this process was a move to a more ‘fine grained’ approach to car parking management, and in particular charges, based on the local circumstances of each car park / settlement (see below).



5. Policy PS3 of the LTP Car Parking Strategy includes that “Parking charges will be set by the council following consultation with the public, stakeholders and area boards”.

#### Operational cost pressures

6. The council’s parking services is facing significant operational cost pressures. These include business rate payments, essential equipment upgrades and maintenance works, and inflation costs. The demands on the service are also increasing; particularly requests from residents, schools, businesses and parish / town councils asking for extra parking enforcement and maintenance to be undertaken. It is also important to note that surplus revenue from parking charges supports other transport measures including non-commercial, but essential local bus services. This is one of the main reasons why the council has been in a position to retain the vast majority of these bus services, in contrast to other local authorities which have seen significant cuts to services.
7. To address the operational and demand pressures outlined above, and to fund a number of proposed technology and operational improvements, seven possible charging options (and an additional option asking for proposals for alternative funding streams from local communities) were identified and included in a recent public consultation exercise (see paragraphs 11 to 15).
8. One of the options, Option 1 (the subject of this report), was to apply an inflation increase to all parking charges - despite rising operational costs and increasing service demands, the council has not applied any inflationary increases to car parking charges since 2011. Given this, in the consultation it was stated that the

council is minded to apply an inflation increase to cover the next five years (based on Bank of England forecasts). In doing so, this would provide both certainty to users and reduce implementation costs.

#### Legal process

9. Any significant changes to the terms and conditions applicable to car parks require the processing of a Traffic Regulation Order (TRO) under the Road Traffic Regulation Act 1984 ('the 1984 Act') and the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.
10. However, where the only change proposed is an increase in parking charges (as is the case with Option 1), there is no statutory requirement to make a new TRO. Such changes can be implemented by a variation notice. This involves publishing a notice of the changes in a local newspaper at least 21 days before the changes come into effect and also placing a similar notice in the car park(s) affected.

#### Public consultation exercise

11. A public consultation exercise was held between 28 September and 23 November 2017.
12. The consultation was hosted on the Wiltshire Consultation Portal (<http://consult.wiltshire.gov.uk/portal>) and included a link to the questionnaire which sought responses on the options agreed by cabinet at its meeting on 12 September 2017:
  - Option 1: Seeking ways to mitigate against an inflation increase across all parking charges
  - Option 2: Introduce Sunday and Bank / Public Holiday charging at all car parks
  - Option 3: Charge in all Wiltshire Council car parks
  - Option 4: Move the free event parking offer in November and December to other times of year
  - Option 5: Base season ticket prices on the standard rate charges
  - Option 6: Harmonise residents' parking permit charges
  - Option 7: Reduce the period of time or parking grace from 15 minutes to 10 minutes in all car parks
13. The questionnaire also included a question (termed Option 8) on: 'Proposals for alternative ways to fund from the local community'.
14. In addition to the questionnaire, the following supporting information was made available:
  - Range of parking charges in Wiltshire
  - Off-street parking charges in key competitor towns
  - Schedule of proposed increased car parking charges
  - Proposed charges in currently free car parks
  - Proposed season ticket charges

- Equality Analysis Evidence Document (EAED)
- Frequently Asked Questions
- Link to the Joint Strategic Assessment webpage.

15. A variety of means were used to inform people of the consultation. A news release was issued on 28 September 2017 (as a result, the consultation was picked up by several local news outlets). In addition, an article was included in the 11 September 2017 edition of the Parish Newsletter and the October 2017 and November 2017 Cabinet Member Highways Newsletters. Information was also contained on the Wiltshire Council Facebook and Twitter feeds.

#### Public consultation results

16. In total, 1,377 people and organisations responded by completing questionnaires:

<b>Respondent</b>	<b>Number</b>
Local resident	1171
Someone who visits or works in the area	71
A local business or commercial concern	24
A councillor	29
An existing resident car permit holder	40
An existing car season ticket holder	16
Someone representing an organisation	18

17. The organisations represented were as follows (plus two responses where the organisation was not provided):

- Federation of Small Businesses
- Federation of Small Business for Wiltshire
- Malmesbury & St Paul Without Residents' Association
- Malmesbury Town Council
- Melksham Railway User's Group
- Melksham Town Council
- Melksham Without Parish Council
- Old Baptist Chapel Chapel Lane Chippenham
- Salisbury and District Chamber of Commerce and Industry
- Salisbury Federation of Small Businesses
- Southwick Country parkrun
- St Edmunds Community Group
- St Paul Malmesbury Without Parish Council
- Trowbridge Town Council
- Warminster Town Council
- Westbury Town Council

18. The questionnaire responses by settlement are shown below:

Amesbury	38	Bradford on Avon	41
Calne	14	Chippenham	113
Corsham	55	Devizes	164
Downton	13	Malmesbury	105

Marlborough	101	Melksham	51
Mere	3	Pewsey	23
Royal Wootton Bassett	151	Salisbury	334
Tidworth	1	Tisbury	5
Trowbridge	100	Warminster	21
Wilton	9	Westbury	27

19. Separate written comments (i.e. non-questionnaire returns) have been received from the following town / city councils (see **Appendix 2**):

- Chippenham Town Council
- Corsham Town Council
- Devizes Town Council
- Labour Group, Salisbury City Council
- Marlborough Town Council
- Melksham Town Council
- Salisbury City Council
- Trowbridge Town Council.

20. Separate written comments were also received from the following (a summary of the comments is attached at **Appendix 3**):

- Businesses
- Councillors
- Residents
- Salisbury Business Improvement District / Salisbury Chamber of Commerce / Federation of Small Businesses
- Southwick Country Parkrun
- TransWilts Community Interest Company.

### Reason for decision

21. To implement Option 1 following the conclusion of the public consultation exercise.

22. I confirm that in making this decision I have considered the following in line with Wiltshire Council's Constitution:

- Key decision requirements ;
- Views of relevant cabinet member(s), committee chairman, area board(s) ;
- Consideration of the area boards and delegated decision checklist for officers on the issue of when and how to involve local councillors and area boards in decisions about local services ;
- Implication of any council policy, initiative, strategy or procedure ;
- Consultation in accordance with the council's consultation strategy ;
- Range of options available ;
- Staffing, financial and legal implications ;
- Risk assessment ;
- Involvement of statutory officers and/or directors ;
- Regional or national guidance from other bodies ;

- The council's constitution .

### Conflict of Interest

23. Not applicable.

### Options considered

24. With regard to Option 8, 'Proposals for alternative ways to fund from the local community', a total of 666 respondents provided comments in answer to the question: *Do you have any other suggestions how funding could be found to cover the increases needed?*

25. To aid comprehension, all the comments to the above question have been categorised as follows:

Proposal	Number of Comments	Officers Response
Reduce Wiltshire Council councilor expenses / staff salaries	85	<p>The salary scales for Wiltshire Council staff are nationally negotiated with the trade unions on an annual basis and therefore the council is bound by the national negotiations. In the past few years the majority of council staff have received just a 1% annual pay award and increments have also been frozen for the last two years. If staff salaries were reduced, the council would not be able to recruit and retain staff with the right skills to deliver its services in the communities.</p> <p>Councillors receive a basic allowance which increases annually in line with the annual pay award. So again, there has been just a 1% increase in recent years.</p>
Maintain or cut parking charges (e.g. to increase use and therefore revenue, and to support town centres)	77	<p>As set-out in paragraphs 4 and 5, the council needs to find a balance between three key factors:</p> <ul style="list-style-type: none"> <li>• Regeneration</li> <li>• Restraint</li> <li>• Revenue</li> </ul> <p>To help achieve this, a more 'fine grained' approach to car parking management, and in particular charges, was supported and introduced as a result the last review in 2014 based on the local circumstances of each car park / settlement.</p>

Proposal	Number of Comments	Officers Response
Harmonise parking charges across Wiltshire	67	As above.
Look for savings efficiencies and income opportunities elsewhere in Wiltshire Council	51	<p>The council has an ongoing process of looking for efficiencies and income opportunities. It prioritises service provision and directs funds to those services which protect the most vulnerable. Unlike car parking, there is limited choice as to who provides services to the vulnerable or whether you want to use them or not.</p> <p>The council will continue to review efficiencies and income opportunities and allocate funding in relation to its stated priorities.</p>
Reduce public transport subsidies / Charge more to concessionary fare users	48	<p>Wiltshire Council consulted on the future of public transport in 2016. The consultation returned over 11,000 responses, the second highest response rate to any consultation held by Wiltshire Council. When analysing the responses it was clear that the general public is very supportive of public transport and wholesale reductions to bus subsidy were not taken forward. Instead, Wiltshire Council agreed to save £500,000 from those bus services that were less well used and did not meet the £3.50 per passenger trip subsidy as defined in the Wiltshire LTP. Those savings have since been achieved and demonstrate that there has been a reduction in subsidy for public transport.</p> <p>With regard to charging for a concessionary fares bus pass, or requesting that users of the concessionary pass make a contribution, this is not possible as legislation is clear that no charge can be made for the issue of a concessionary fares pass and it must be free to the user at point of use.</p>
Increase the current income of the parking service (e.g. better enforcement, increased fines and ensuring all ticket machines work)	42	<p>Parking services has recently recruited to long standing vacant civil enforcement officer positions allowing more effective enforcement.</p> <p>As part of this parking review, parking services has detailed a yearly expenditure profile for a rolling replacement programme to ensure the pay and display ticket machines operate efficiently and reliably. During the summer of 2017, all of the pay and display ticket machines were replaced as part of the new £1 coin implementation process.</p>

<b>Proposal</b>	<b>Number of Comments</b>	<b>Officers Response</b>
Increase council tax (precept) / business rates	30	<p>Business rates are a national form of taxation with the levels of taxation and rates of taxation determined by central government. The council cannot chose to set a local charge for businesses other than through the creation of a business improvement district. The majority of the business rates the council collects goes to central government.</p> <p>Council tax is a tax that is set locally and there is a limit on how much council tax can be increased each year without balloting every household regarding any proposed increases. Recognising the pressure on household budgets, only in the last two years has Wiltshire Council had to raise council tax.</p>
Charge in Wiltshire Council staff car parks / Charge on all on-street bays	28	<p>The decision not to require Wiltshire Council staff to pay for parking was taken at a corporate level and plays an important part in staff retention and recruitment. A number of council staff must be able to park close to council buildings for emergency responses and many require vehicles for their duties. For operational reasons it is vital that parking arrangements, including free parking or parking reimbursement, meet this requirement.</p> <p>Councilors only receive free parking when undertaking council activities and is not available for private use.</p> <p>The potential for charging on all on-street bays will be considered as part of ongoing town centre reviews.</p>
Introduce new technologies (e.g. pay on exit, variable charging, etc)	27	Parking services is currently exploring new technology options. However, the costs of implementation must always be carefully considered against the benefits.
Poor questionnaire	22	The nature of the questionnaire was largely determined by the difficult choices and options available to the council.
Support / Encourage more use of sustainable transport modes (e.g. to help make buses more commercially viable)	20	Subject to available funding, the council seeks to support and encourage sustainable transport modes through a variety of means including the Wiltshire Core Strategy and Wiltshire Local Transport Plan.



<b>Proposal</b>	<b>Number of Comments</b>	<b>Officers Response</b>
Explore commercial opportunities (e.g. events on car parks, sponsorship, etc)	17	Parking services already uses Wiltshire Council car parks for events, such as filming locations, and the possibility of advertising in the car parks is currently being considered (advertising space is already sold on the back of pay and display tickets).
Transfer car parks to town councils / Seek further support from town councils	15	Localism opportunities such as these already form part of the Wiltshire LTP Car Parking Strategy (e.g. the Community Asset Transfer Policy, and the Delegation of Services to Town and Parish Councils and Funding of Delegated Services Policy).
Charge for Blue Badge parking and / or reduce the number of Blue Badge parking bays	14	The option of charging Blue Badge holders to park was considered but rejected by the cabinet member early on in the process.
Review Park and Ride operations	13	Wiltshire Council has worked with the bus company Salisbury Reds over the past few years to significantly reduce the subsidy paid to operate buses serving the five park and ride sites in Salisbury. Three of the sites now don't have dedicated buses operating to them - the commercial bus network simply diverts into these sites, making a saving of around £600,000 per annum. Work is ongoing with Salisbury Reds to further reduce costs at the other two sites.
Lobby central government to increase Wiltshire Council's overall funding level	8	This is undertaken through a variety of channels including the Local Government Association.
Force supermarkets / out-of-town shops to introduce parking charges	6	The Wiltshire LTP Car Parking Strategy states the following:  <i>Policy PS5 - Managing publicly available private non-residential parking</i>  <i>There will be a presumption that any planning application which includes provision for publicly available private non-residential parking will be required to provide an accompanying car park management plan and, subject to a case-by-case analysis, to implement parking restrictions and charges consistent with those of council run car parks in the local area.</i>
Introduce congestion charging / road user charging /workplace parking levy	6	While opportunities for introducing these measures are kept under review, they are currently not considered relevant to Wiltshire's circumstances.

Proposal	Number of Comments	Officers Response
Increase the number car parking spaces (e.g. to increase revenue, support town centres, etc)	5	<p>As set-out in paragraphs 4 and 5, the council needs to find a balance between three key factors:</p> <ul style="list-style-type: none"> <li>• Regeneration</li> <li>• Restraint</li> <li>• Revenue</li> </ul> <p>To help achieve this, a more ‘fine grained’ approach to car parking management, and in particular charges, was supported and introduced as a result the last review in 2014 based on the local circumstances of each car park / settlement.</p>
Residents permit scheme should be introduced in Marlborough	5	<p>The Wiltshire LTP Car Parking Strategy states the following:</p> <p><i>Policy PS8 - Residents' parking zones</i></p> <p><i>In those residential areas which suffer from the significant effects of on-street commuter and/or shopper parking, the council will, subject to available resources, investigate and where appropriate introduce residents' parking zones in consultation with local residents and businesses.</i></p> <p>A process (Appendix B in the LTP Car Parking Strategy) has been developed that sets out how the council will investigate, implement and operate residents' parking zones across the authority area.</p>
Introduce a retail reimbursement scheme	4	<p>Parking services has worked with town councils, individual retailers and community groups on this type of scheme and would welcome working on any other suggested schemes put forward.</p>
Introduce evening / overnight parking charges	4	<p>The option of introducing evening charges was considered but rejected by the cabinet member early on in the process.</p>
Install green technologies (e.g. chargeable EV points, solar panels, etc)	4	<p>When motorists use EV parking bays it is a requirement that payment is made for the stay within the car park. Parking services is extending its stock of solar powered pay and display machines to further reduce expenditure.</p>

Proposal	Number of Comments	Officers Response
Increase long-stay parking charges / reduce or maintain short-stay parking charges	4	<p>As set-out in paragraphs 4 and 5, the council needs to find a balance between three key factors:</p> <ul style="list-style-type: none"> <li>• Regeneration</li> <li>• Restraint</li> <li>• Revenue</li> </ul> <p>To help achieve this, a more 'fine grained' approach to car parking management, and in particular charges, was supported and introduced as a result the last review in 2014 based on the local circumstances of each car park / settlement.</p>
Other comments	100	

26. The 'Other comments' referred to above relate to comments on a wide range of other subjects and / or individual settlements or car parks.

27. Overall, it is considered that none of the alternative funding proposals suggested could realistically replace the income uplift forecast under Option 1.

Approved by: [SIGNATURE] 

Parvis Khansari, Service Director, Highways and Transport

Date: 2 January 2018

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## **Appendix 2: Non-Questionnaire Responses from Town Councils**

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Ref: MS/LE/Parking271017

27<sup>th</sup> October 2017

Joanne Patterson  
Parking Services Manager  
Wiltshire Council  
County Hall  
Bythesea Road  
County Hall  
Trowbridge  
Wiltshire  
BA14 8JN

Dear Joanne,

**Parking Charges Consultation – Response from Chippenham Town Council**

I can confirm that the Chippenham Town Council have given consideration to Wiltshire Council's Parking Charges consultation. I include the comments from the Town Council below;

**OPTION 1**

The Town Council consider that this question should not be a binary choice. Members questioned why public money has to be put towards subsidising private bus companies. The option for charging for parking at out of town car parks was raised and the Town Council were keen to understand if Wiltshire Council has engaged with any of the major retailers in the town with regard to parking provision. Members wanted a key consideration to be made for charging for out of town car parking. It was noted that increases in parking charges may place huge pressures on the town centre and reduce the viability of the town centre businesses.

**OPTION 2**

The Town Council agreed to the option of implementing Sunday and Bank Holiday charges for all Wiltshire Council Car Parking to raise £78,000 per year.

**OPTION 3**

The Town Council noted that there were currently no free Wiltshire Council car parking spaces within Chippenham. The Town Council is in agreement for Wiltshire Council to implement charges to all its car parking, raising £95,000, to bring other towns in line with Chippenham.

**OPTION 4**

The Town Council requested the option to retain free spaces over the November and December period, they agreed the free parking should be limited to a maximum of 3 hours.

**OPTION 5**

The Town Council suggest that Wiltshire Council amend season tickets to achieve equity across all towns. However, the Council believe that a 65% reduction, would be a more appropriate option.

### **OPTION 6**

The Town Council agree with harmonising the charges for resident's parking permits and limited waiting permit charges across Wiltshire and the introduction of a two tiered charging regime with a second permit being a higher charge.

### **OPTION 7**

The Town Council were generally unaware there was a grace period with parking times in all car parks, the view of the council is that the grace period should be reduced to 10 minutes.

### **OPTION 8**

Alternative methods;

- The Town Council believe as a general principle that increasing the car parking charges in the town centres could adversely affect the viability of businesses.
- The Town Council fundamentally disagreed with the manner in which Wiltshire Council had constructed the questionnaire giving the recurring option of reducing public transport funding as the reason to increase charges.
- The Town Council wish to bring to the attention of Wiltshire Council the wider economic impact that parking charges have on the community and general viability of business ought to be considered by Wiltshire Council.
- Wiltshire may wish to investigate a Workplace Parking Levy (*as introduced by Nottingham City Council*) a charge levied on businesses to raise revenue to fund transport infrastructure, this could then be used to offset perceived deficits in parking income and in turn pressures on the council's Public Transport budget.

In conclusion, I trust that the comments of the Town Council are helpful and shall be taken into account and reported through to your Cabinet. If you require any clarification please contact me.

Yours sincerely,

M J Smith MBA LLB (Hons) C.Mgr FCMI  
Chief Executive

Cc Cllr Bridget Wayman, Cabinet Member – Highways Transport and Waste

**From:** Simon Scott [<mailto:sscott@corsham.gov.uk>]

**Sent:** 28 November 2017 09:19

**To:** Hampton, Adrian

**Cc:** Parks, Bill

**Subject:** Parking Consultation

Good Morning Adrian,

Corsham Town Council's Property and Amenities Committee discussed the parking consultation at their last meeting and asked me to put forward their views; the relevant excerpt from the minutes is below and follows the order of the questions in the questionnaire:

**P&A 48/17      Car Parking Review**

The contents of Wiltshire Council's Car Parking Review consultation questionnaire were noted and it was agreed that a response should be made on behalf of the Town Council, to include the following comments:

- i) That the Town Council did not object to the inflationary increases where necessary;
- ii) That the Town Council was against the introduction of Sunday and Bank Holiday charging;
- iii) That the Town Council did not have an opinion on free car parks;
- iv) That the Town Council did not object to free parking for events in November and December being withdrawn;
- v) That the proposed season ticket increases were excessive, counterproductive and that they should be inflationary increases only;
- vi) That the Town Council did not have an opinion about harmonising resident parking schemes as this does not affect Corsham;
- vii) That the Town Council did not object to the reduction of the period of grace to the legal minimum.

Kind regards

***Simon Scott***

Simon Scott  
Head of Technical Services  
Corsham Town Council  
Telephone: 01249 702138  
Mobile: 07879 256215



A promotional graphic for a Christmas event. It features the Corsham logo with a green bird on top, surrounded by red snowflakes. Below the logo, the text reads "AT CHRISTMAS" in green, "Christmas Lights" in red, "Switch On and Christmas Market" in red, "Friday 1 December" in green, and "From 5pm - lights on at 6pm" in green.

**Corsham**  
AT CHRISTMAS  
**Christmas Lights**  
Switch On and  
Christmas Market  
Friday 1 December  
From 5pm - lights on at 6pm

**From:** Simon Fisher [<mailto:Simon.Fisher@devizes-tc.gov.uk>]  
**Sent:** 16 November 2017 12:47  
**To:** Hampton, Adrian  
**Subject:** PARKING CHARGES CONSULTATION

Good afternoon Adrian

Devizes Town Council has considered Car Parking Charges Consultation.

The Council does not feel it can provide its response through the consultation portal as the options for response are too restrictive and believe it will result in a skewed outcome.

The Council object to the link between parking and public transport. Devizes is not well served by public transport and making its funding a condition of the parking charge strategy will impact most significantly on the less well off in our community. From the consultation questions it is unclear what level of funding is proposed for public transport and why there be any reduction in public transport services when all the proposals are to increase parking revenue. If the status quo is maintained with parking, then the same should be with public transport funding although the Town Council strongly believes that public transport should have its own ring-fenced budget.

Set out below are the Town Council's responses to each of the questions.

- **1. Seeking ways to mitigate against an inflation increase across all parking charges**  
Whilst there is a case for an inflationary increase it is regrettable that rather than smaller incremental increases, it has been left for so long that now there is such a significant proposed increase. Within the document the term improved fairness is referenced, however the current parking charges are clearly still based on the former District Council structure where Kennet made a higher charge than those in neighbouring districts of a similar sized town.
- **2 - Introduce Sunday and Bank / Public Holiday charging at all car parks.**  
Historically this has not been paid for in Devizes. Whilst there is an argument that there should be some parity in the town the proposal would have a significant impact on many of the Devizes town centre residents who do not have their own parking spaces and do not need to move their vehicle for work purposes.  
  
It is suggested that for Sundays and Bank Holidays a lower rate of flat fee is implemented. If there is to be a charge on Sundays and Bank Holidays then there has to be enforcement in every town for the scheme to have credibility.
- **3 - Charge in all Wiltshire Council car parks.**  
The Town Council would strongly resist any charge being made to park in Devizes Market Place. As set out in 1, Devizes has a significantly higher rate of charge that comparable towns such as Calne and Bradford-on-Avon and this historically is because of level of free parking in the Market Place therefore, for Devizes the second option already applies.
- **4 - Move the free event parking offer in November and December to other times of the year.**  
Devizes Town Council does not support this. The only rationale given for this was free parking used for Christmas shopping, when in reality the majority of towns

use it for Christmas Events and its loss would the ability to run these highly successful community activities end.

- **5 - Base season ticket prices on the standard rate charges**

We believe that this is ill thought through. There is no basis for the £280.000 year additional revenue as we do not know how often Season ticket holder park therefore there is no guarantee that it will produce the levels of income anticipated.

For Devizes it is felt that there are very few season ticket holders therefore any income would be minimal; however there is a real fear that rather than pay, those people who are no longer willing to pay for the season ticket, as they have no benefit, will park in residential areas creating further problems.

- **6 - Harmonise residents' parking permit charges**

We believe that there should be harmonisation across the county with a two tiered charging regime with a second permit being higher. However this has to be coupled with daily enforcement patrols.

- **7 - Reduce the period of time or parking space from 15 minutes to 10 minutes in all car parks**

We believe that a better level of enforcement is needed for those who do not follow a fair parking policy reducing the time to 10 minutes will re-enforce that message.

- **8 - Other comments**

Whilst we recognise that parking is not free and there has to be a charge for it. Pricing needs to be consistent across the county with no one town being penalised by being more expensive against its peer towns. The retail sector is extremely fragile and shoppers can make irrational decisions when it comes to parking.

Where a town is in discussion about areas for asset transfer, in Devizes's case the Market Place, the status quo should be maintained.

Parking enforcement is inadequate and therefore significant levels of revenue are going uncollected by those who abuse the current system. All these policy options seem to do is to seek to collect further revenue from those who are currently paying, without dealing with those who do not. Parking fees should be used to properly manage the system rather than be a revenue stream for other unrelated services.

Should you need any further clarification, please do not hesitate to contact me.

Kind regards

**Simon Fisher**  
**01380 722160**



Wiltshire Council - Car parking charges consultation 2017 – Labour Group Salisbury City Council response.

Salisbury City Council recognises the importance of bus subsidies in giving communities an essential lifeline and for Salisbury it also provides increased day visits to local businesses. The Wiltshire Council approach to threaten bus subsidies in relation to car parking and residents' permit charges is not welcomed by this council, Further, funding of rural bus subsidies should not be raised from Salisbury's car parking charges. [Option 1]

Wiltshire Council claims to have not applied an inflation increase to its car parking charges since 2011. However it has introduced in the last two years lots of new car parking charges across Wiltshire, many in car parks that were formerly free parking. Users of Salisbury's car parks already have to pay substantially more than elsewhere in Wiltshire and therefore any percentage increase discriminates against regular users of Salisbury's car parks as the overall financial impact is disproportionate. Any above inflation increases to car parking charges would not be acceptable to this Council. As the proposed car parking charges are based on future CPI projections over 5 years, the proposed parking charges should not come into force before December 2020. [Option 1]

The 50% Proposal to base season ticket prices is acceptable if based on the sum [all day charge X 5 days a week X 46.75 Weeks a year divided by 2]. The 85% discount figure claimed currently is a misnomer even if a car park user was assumed to park in the City every single day of the year the discount would be only 63%. This is not reflective of those coming into the City to work. [Option 5]

Reduction of the grace period from 15 minutes to 10 minutes will not make any significant impact to the car park turnover rate and is not in the spirit for why the 15 minute parking grace was introduced. Any increased income will be of insignificant overall value. [Option 7]

The withdrawal of free event parking, having only recently been reintroduced would be rightly viewed with scepticism by the local community and would reduce the local offer that can be put in place for special community events. [Option 4]

This council is appalled at the proposed massive hike in residents parking permits, many residents face a 350% increase on their annual parking permit charge, with additional higher costs for additional vehicles. Residents' Parking Permits have never before been used to generate additional income to Wiltshire Council. The harmonisation of residents' parking permits should be at cost to run the parking permit service and to contribute toward the enforcement of the respective areas. Any above inflation increases to Salisbury residents' permit charges would not be acceptable to this Council unless Wiltshire Council can clearly demonstrate any charges that are levied above inflation will provide positive improvements to residents' parking issues in these areas. Any significant increase such as that proposed should be done with a slow gradual phased increase with the addition of monthly / 3 monthly payment period options. [Option 6]

Option 1 – Bus subsidy cuts or Projected CPI inflation increase over 5 years.

Option 2 – All car parks Sunday and Bank Holiday charges.

Option 3 – Start charging in free car parks.

Option 4 – Free event parking.

Option 5 – Base season ticket prices on the standard rate charges.

Option 6 – Harmonise residents parking permit charges.

Option 7 – Reduce the period of time of parking grace from 15 minutes to 10 minutes.

Option 8 – Alternative ways to fund from the local community.

Not all options have been responded to as they are not currently applicable to Salisbury or with full agreement of Councillors.

# Marlborough Town Council

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SN8 1AA

Mr Adrian Hampton  
Head of Local Highways  
Wiltshire Council  
Bythesea Road  
Trowbridge  
BA14 8JN

20<sup>th</sup> November 2017

Dear Adrian

## Car Parking Charges Consultation

Marlborough Town Council has considered its response to the consultation on options for parking charges across Wiltshire. As a corporate body, an online response is not appropriate and doesn't allow for additional comments on the proposals put forward and our Councillors have asked that a written response is given to you as Head of Local Highways.

In general terms, the Town Council is aware of the increasing pressures on budgets but, the link made between surplus revenue from car parking charges and propping up local public transport doesn't really fit with Marlborough. With some of the highest parking charges in the county, we have still seen the recent withdrawal of two bus services and reductions in a commuter bus link to Great Bedwyn Station. This feels like being penalised through a lack of investment in the town, more especially so when it's clear that other towns have received significant investment in new facilities – Corsham (a campus), Melksham (a campus), Malmesbury (a Community Centre), etc.

To help spread the message about the consultation, the Town Council promoted it through its online communication networks as well as informing local groups, including businesses. However, it's clear that the message wasn't received loud and clear by many of your customers – those who actually use your car parks. There were no posters displayed or notices on ticket machines. Season ticket holders were not separately notified nor were those registered for automated cashless parking sent texts encouraging them to take part. So, no real effort made to reach everyone affected. It's been drawn to our attention that there may be an issue around the legalities of that. A ruling following the Supreme Court's 2014 Haringey Council Tax case was that a local authority has to contact all those who will be or are likely to be affected by the outcome of a consultation. That's a given, not best practice.

As part of work towards the Marlborough Area Neighbourhood Plan, a Car Parking Study was undertaken by consultants People & Places which involved face to face and online consultation. The overall analysis concluded that Marlborough was short of car parking spaces, much more so than comparable market towns. Though this is a separate issue, some facts from the study will be still useful in terms of harnessing public opinion.

Two relevant points, both listed under negative perception of car park pricing, were:

- *Qualitative feedback from businesses and town centre users highlighted the need to reduce the cost of parking*

- 71% of town centre users rated car parking as a negative aspect of Marlborough, nearly double the National Small Towns average.

So, unaffordable parking will affect local retailers and businesses and may put town centre users off coming to Marlborough. Or, with a mix of few available parking spaces and high charges, workers and visitors could look to park in more residential areas, or even illegally (blocking accesses, etc.) Add to this a reduced bus service and there'll be an increased reliance on cars – something that all tiers of government are working to combat.

*On the options put forward, Councillors had the following comments:*

**Option 1 – Seeking ways to mitigate against an inflation increase across all parking charges**

There is a lack of clarity around how surplus funds raised from car park charges have been used to support other highways services. It's not clear what these other services are and how this is set out in WC budgets. Councillors also asked whether a commitment by Kennet District Council to harmonise parking charges across Wiltshire bringing them in line with those in Marlborough was still to be honoured. Marlborough still appears to be one of those leading the field.

**Option 2 – Introduce Sunday and Bank/Public Holiday charging at all car parks.** There is no support for the introduction of charges on Sundays and public holidays in Marlborough.

**Option 3 – Charge in all Wiltshire Council car parks.** At the moment all WC-owned car parks in Marlborough have charges. There should be no move to charge for the 2 hours restricted free parking in The Parade and 30 mins restricted parking on the side of the High Street.

**Option 4 – Move free event parking offer in November and December to other times of the year.** A withdrawal of the free parking allocations during November and December would mean that the Marlborough Christmas Lights Event could not go ahead in future years (it would cost £2,300 to buy the spaces – unaffordable for the Town Council). In addition, the Town Council has used its allocation to give spaces in the centre of the High Street for the Charity Christmas Tree donated by the Rotary Club - again this would no longer happen should that allocation be removed.

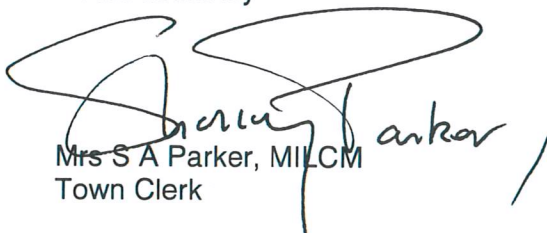
**Option 5 – Base season ticket prices on the standard rate charges.** Calculations show that this would involve an 82% rise in charges in Marlborough. This would be unaffordable to residents, workers and businesses. Season ticket holders are not guaranteed a parking space so would, on top of the enormous charge, have to pay at the normal daily parking rate if they had to use alternative car parks. One suggestion would be to make Kennet Place a season ticket holders only car park.

**Option 6 – Harmonise residents' parking permit charges.** There are no residents' parking permit schemes in Marlborough. It needs one.

**Option 7 – Reduce the period of time or parking grace from 15 minutes to 10 minutes.** Local councils in England must, by law, allow 10 minutes grace after the end of the time paid for before an enforcement notice is issued. Reducing this from 15 minutes is simply adhering to that law. The Council has no reason to object to it.

**Option 8 – Proposals for alternative ways to fund from the local community.** There have been many occasions over the last year or so where ticket machines are covered or are not working – this clearly has an impact on revenue collected. Better overall enforcement of parking is needed too. Sometimes, Enforcement Officers are not seen in Marlborough for several days. A focus on the non-payers rather than those who pay would help to increase those revenue streams.

Yours sincerely



Mrs S A Parker, MFLCM  
Town Clerk



**From:** Clare Harris [<mailto:Clare.Harris@melkshamtown.co.uk>]  
**Sent:** 11 October 2017 11:12  
**To:** Hampton, Adrian  
**Subject:** Car Parking Consultation - additional information

Hi Adrian

I have completed the online survey on behalf of MTC but members had a little more information they wished to add and there was not really anywhere on the form to submit general comments, for good reason I am sure! Please find below an excerpt from the minutes of the Community Development committee meeting FYI.

*Concern was expressed that the proposal to revise season ticket prices would mean that workers in the town would be faced with an enormous increase in parking charges overnight if the proposed revisions to be implemented. This would not only be unpalatable for affected individuals but may also have the consequential impact of workers in the town seeking free parking and thereby causing traffic congestion in residential areas within the town, a problem that would be exacerbated if free parking at the Melksham House site were to be withdrawn upon the advent of the prospective Health and Well Being Centre.*

**RESOLVED:** *To respond to the questions posed within the consultation exercise in the terms agreed by the Committee and to emphasise the Town Council's grave concerns in relation to the proposals to revise season ticket charges and the consequential adverse impacts this would have.*

Thanks Adrian  
Kind regards  
Clare

Clare Harris  
Deputy Town Clerk



Melksham Town Council  
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Parvis Khansari  
Corporate Director for Highways and Transport  
Wiltshire Council  
Bythesea Road  
Trowbridge  
BA14 8JN

30 November 2017

Our Ref: Man/63800/CT

Dear Parvis

**Re: Car Parking Charges Consultation**

I write on behalf of Salisbury City Council (SCC), regarding the Wiltshire Council Parking Charges Consultation.

Salisbury City Council recognises the importance of bus subsidies in providing rural communities an essential access to services offered in Towns and Cities, such as businesses, Schools and Healthcare. We are aware that this is applicable to Salisbury and specifically on Market days where there is an increase in foot fall from the surrounding areas. However, we feel that linking this with increasing Car parking charges and specifically Residents parking is totally inappropriate.

We understand that Car parking charges need to increase in line with inflation for maintenance and to improve their access, attractiveness, and security. We welcome that with any increase in charges (maximum of 12%) that there should be harmonisation across Wiltshire Car parks and that for Salisbury we would wish to see charging on exit as most National car parks do. Ideally using Contactless as this would improve the offering specifically for Salisbury as a Tourist destination.

With regards to Sunday parking (option 2) SCC supports the proposal that Sunday and bank / public holiday charges are introduced at all Wiltshire Council car parks as estimated this would raise an additional £78,000 a year.

SCC is also supportive of a consistent approach to car parking charges across all Wiltshire Car parks (option3) and that the projected potential annual revenue raised of £95,000.

SCC does not support the withdrawal of free event parking, having only recently been reintroduced within Salisbury. (Option4) At the most recent Christmas Light Switch-On event Salisbury saw a reported 10,000 visitors to the city and it was clear that many vehicles were parked illegally close to the city centre.

SCC is supportive of the 50% Proposal to base season ticket prices assuming this is based on a monthly charge, (Option 5) as a suggestion we would welcome quarterly and annual season tickets options with possible saving options too. SCC recognises that many Rail users use the Central Car Park and this would align with Railway season ticket options.

SCC is unable to support a massive hike in Resident's parking fees, (option 6) in order to 'Harmonise residents' parking permit charges across Wiltshire'. The justification is particularly tendentious given that 3,800 of the 3,875 Wiltshire resident parking permits are issued to Salisbury residents. However, we are supportive of increasing fees to reflect inflation (12%), which should be enforced more effectively than at present. There is evidence from residents that commuters are chancing parking in residential areas because they know that in an average week getting one fine is cheaper than paying for parking for a week. Thus the lack of regular parking enforcement makes this a favourable statistical gamble. Hence frustration from local residents unable to park near their homes.

SCC strongly disagrees with amending the grace period of up to 15 minutes before a penalty charge notice is issued (option 7), which SCC feels would be petty and antagonistic.

**Additional Comments re: Income stream**

SCC believes that improving the offering from the Park and Ride sites should enable a better income stream for example if ALL park and ride busses passed or connected with the railway station then this would benefit commuters. However, there would have to be an extension to the time that the last P&R Busses leaving the City. There is a need to find a provision for Rail Commuters before Southern Rail decide to develop a multi storey car park as they have done in Andover and other commuter stations to London.

Representatives of the City Council are looking forward to meeting Cllr Wayman and Mr Khansari in due course as soon as a mutually convenient date can be arranged as agreed at the Environment Select Committee meeting of 21st November and hope this may facilitate a further consultation response on behalf of the City Council.

Yours sincerely

Cllr. Jeremy R L Nettle  
Chair of Planning and Transportation  
Salisbury City Council

**From:** Lance Allan [<mailto:Lance.Allan@trowbridge.gov.uk>]  
**Sent:** 16 November 2017 14:59  
**To:** Hampton, Adrian  
**Cc:** Wayman, Bridget; Fuller, Peter; Payne, Graham; Palmen, Stewart; Bill Austin  
**Subject:** Parking charges consultation

Adrian, I have just 'completed' the parking charges consultation on behalf of the town council and found a number of problems with the structure of the survey. Therefore I am providing below the town council's preferred responses to each question:

**Q1 Someone representing an organisation  
Trowbridge Town Council**

**Q2 Trowbridge**

**Q3** In light of the above, which option below would you most support (please tick one option only)  
An inflationary increase to current pay and display parking charges  
Support a reduction in the equivalent funding of public transport and other highway services.

**NEITHER – The decisions regarding stay length and charges should be delegated to each town council with a fee payable to Wiltshire Council equivalent to the current net income for those car parks in that town. Trowbridge Town Council believes that this would deliver greater net financial benefit in Trowbridge in particular as the current charging regime already delivers a net cost to Wiltshire Council and the proposed increase is unlikely to deliver higher income.**

**Q4** In light of the above, which option below would you most support (please tick one option only)  
Wiltshire Council implementing Sunday and bank holiday charges in all its car parks (including those that are currently free during the week);  
Spreading the income requirement across the chargeable car parks within that local community with the resulting cost increase to parking charges  
A reduction in the equivalent funding of public transport and other highway services.

**NONE – The decisions regarding stay length and charges should be delegated to each town council with a fee payable to Wiltshire Council equivalent to the current net income for those car parks in that town. Trowbridge Town Council believes that this would deliver greater net financial benefit in Trowbridge in particular as the current charging regime already delivers a net cost to Wiltshire Council and the proposed increase is unlikely to deliver higher income.**

**Q5** In light of the above, which option below would you most support (please tick one option only)  
Wiltshire Council implementing charges in all its car parks  
Spreading the income requirement across the chargeable car parks within that local community with the resulting cost increase to parking charges  
A reduction in the equivalent funding of public transport and other highway services.

**NONE – Considering the market and alternative options for each car-park. Although outside the town boundary, charging in Southwick Country Park will have a significant impact upon the parking situation in neighbouring streets and at the tea room. It is an unsustainable proposal.**

- Q6 Would you support the council withdrawing the use of its free event parking offer in November and December? It is estimated this would raise an additional £5,000 a year.  
Yes I would support this  
**No I would not support this**  
If you said no why is this?

**RESOLVED: That Trowbridge Town Council opposes the proposal to remove the option of free-parking allocation to towns in November and December as this change would significantly harm local town-centre businesses. Additionally the town council considers that in order to improve the financial viability of council car-parks in Trowbridge the management of them should transfer to Trowbridge Town Council.**

- Q7 In light of the above, which option below would you most support (please tick one option only)  
Wiltshire Council amending its season ticket prices so that they reflect at least 50% of the normal daily charge  
Spreading the income requirement across all chargeable car parks across Wiltshire with the resulting cost increase to parking charges  
A reduction in the equivalent funding of public transport and other highway services.

**NONE – Considering the market and alternative options for each car-park. Increasing charges to levels which do not match the market in local car-parks is unsustainable, for example the station car park in Trowbridge has season ticket prices which are lower than the neighbouring Wiltshire Council car-parks. Trowbridge cannot sustain the same charges as Chippenham. It is an unsustainable proposal.**

- Q8 In light of the above, which option below would you most support (please tick one option only)  
Harmonising the charges for residents' permits and limited waiting permits across Wiltshire.  
**Harmonising the charges for residents' permits and limited waiting permits charges across Wiltshire with the introduction of a two tiered charging regime with a second permit being a higher charge.**  
Spreading the income requirement across all car parks across Wiltshire with the resulting cost increase to parking charges.  
A reduction in the equivalent funding of public transport and other highway services.

- Q9 Would you support Wiltshire Council reducing the parking grace period from 15 minutes to 10 minutes across all its car parks? It is estimated this would raise an additional £5,000 a year.  
**Yes I would support this**  
No I would not support this

- Q10 Do you have any other suggestions how funding could be found to cover the increases needed?

**The decisions regarding stay length and charges should be delegated to each town council with a fee payable to Wiltshire Council equivalent to the current net income for those car parks in that town. Trowbridge Town Council believes that this would deliver greater net financial benefit in Trowbridge in particular as the current charging regime already delivers a net cost to Wiltshire Council and the proposed increase is unlikely to deliver higher income.**

Regards

**Lance Allan BSc FSLCC**

Town Clerk & Chief Executive

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### Appendix 3: Summary of Non-Questionnaire Responses (not including Town Councils)

Ref	Type	Summary of Comments
1	Individual	Inflation increase will perpetuate a flawed pricing system – need to assess all charges based on individual car park circumstances. Provided comments on several individual car parks.
2	Councillor	Proposed charges at Southwick Country Park should be withdrawn for a number of reasons: 1) The site is not fit for use as a paying car park; 2) The charge of 80p/hr is extortionate; 3) Southwick Country Park relies on the Friends of the Park for its maintenance and upkeep and this also applies to the car park; 4) Friends of Southwick County Park (FSCP) give very freely of their time; 5) If these volunteers are forced to pay car parking charges to attend it is likely that this group will diminish or cease completely; 6) The park is frequently used by school parties as part of their education programme; 7) Visitors will not pay the charge; 8) Parking outside the car park on the A361 Frome Road is time unlimited.
3	Individual	Difficulty in finding a residents parking space. Suggestion to allow resident permit holders to make use of the short-stay metered bays in the Salisbury.
4	Individual	A poor questionnaire and consultation. Why is the Council consulting on some of these issues and it seems that the Council is going to enact the options anyway.
5	Town Council	See Appendix 2.
6	Organisation	Southwick Country parkrun is a free to enter 5km run that takes place every Saturday at 9am in Southwick Country park. It typically attracts 300 local people of all ages and abilities. The imposition of a parking charge would impact on this health and community initiative.
7	Individual	Disgust at proposals for Devizes Market Place. Changing the current arrangements will have a dire effect for those wishing to stop for a short period and on Devizes itself.
8	Individual	Concern that issue of residents parking permits continues to increase in Salisbury with greater pressure than ever on the limited spaces available. Suggests that Council increases duration of residents parking permit from 6pm to 8pm.
9	Individual	Increase in charge for Salisbury residents parking permit is “criminal”. As majority of permits are issued in Salisbury, charges elsewhere should be harmonised at Salisbury levels. Salisbury seems to be regarded as a "cash cow" for the rest of the county.

Ref	Type	Summary of Comments
10	Individual	Putting up car park charges is not the answer. Central car park in Salisbury is now half empty. Low charges might bring more money as more people will park there. With high charges, Salisbury will lose out to local competitors.
11	Individual	Charges should be set to achieve a 90% occupancy level in car parks. This will both increase Wiltshire Council's revenue and get more people to the shops. Currently there are more shops vacant and to let than there have been for years so now is not the time to put across the board 12% uplift in prices.
12	Organisation	Charges should not be implemented at Melksham Station until after a masterplanning exercise (which includes Wiltshire Council) is completed.
13	Increase	Increase in season tickets will hit low paid retail workers. As survey is aimed at motorists, the option to reduce public transport is likely to be popular – but public transport is a vital service to many. Adverse impact on Southwick Park and volunteering. Base charges on usage of car park and/or variable charging mechanisms. Overall, proposals seen to be more about generating revenue than about creating an holistic transport system and vibrant and high quality town centres.
14	Individual	Sunday and BH charges should be as low as possible to encourage footfall. Need for affordable residents parking permit charges. Salisbury is used as a 'cash cow'. Binary choices in survey.
15	Individual	Cynically designed survey. All parking charges should be harmonised before adding any deemed necessary increase.
16	Individual	Given majority of residents parking permits apply in Salisbury, harmonisation of charges should be down not up. Visitor parking permits should also have been included in the consultation. Increase time period for residents permits from 6pm to 8pm.
17	Individual	Deficiencies in the way some questions are posed.
18	Individual	Increase residents parking permit time period from 6pm to 8pm.
19	Individual	Wiltshire Council should be trying to create a pro-business / shopping environment with low car parking charges rather than seeing parking charges in Salisbury as purely a short-term cash cow. Declining rental values will impact on rateable values and business rates, resulting in the Council having less money.
20	Business	Increase in season tickets for Marlborough workers is an outrage. Fair parking prices for workers and business owners who contribute to the footfall should be available.



Ref	Type	Summary of Comments
21	Business	Increase in season ticket charges is beyond affordability. Business owners struggle with retention of staff at present. Ultimately will result in more empty shops which Marlborough does not need.
22	Individual	Poor survey document. Wiltshire Council should consider planning policy and responsibility for the health of the community. Proposal will have a large number of "unintended consequences". Proposed charges at Southwick Country Park should be withdrawn.
23	Town Council	See Appendix 2.
24	Individual	Season ticket holders in Marlborough will already be paying significant rates; Parking charges already give a surplus to the community budget; There is little or no usable long term parking in Marlborough; There are limited public transport options; Kennet Place car park is often overfull and there are no spaces left for season ticket holders. Therefore totally against any increase in season tickets. Instead increase pay and display charges although this can impact on town viability.
25	Individual	Flawed consultation process.
26	Individual	Expenditure on unnecessary traffic management measures should be reduced. Charges for residents' parking should increase to reflect the real value of a car parking space.
27	Individual	Parking problems in Marlborough particularly for residents. Outrageous proposed increase in residents parking permit charges.
28	Individual	Formal complaint about the construction of the questionnaire. Main points: Survey does not make clear consequences (e.g. maintenance backlog) of forgoing an inflation increase over last 5 years; Survey forces particular answers when other options should be available; There should not be a direct link between parking charges and bus subsidies; No account has been taken for the direct and indirect consequences of the proposed options.
29	Business	An 82% increase in season tickets in Marlborough is bordering on profiteering and will be unaffordable to many low paid workers and residents. No realistic alternatives especially for staff that live in outlying villages with a now much reduced bus service. Proposal will put yet another strain on businesses wishing to retain staff.
30	Individual	Kennet Place car park, Marlborough should be cheapest or the current residents' permit charge should be unchanged - with commercial and non-residents charged a higher amount. OAPs and Blue Badge holders should be offered a special discount.

Ref	Type	Summary of Comments
31	Individual	Notes that there no extra parking being provided. Very limited public transport available to people outside of Chippenham. Lack of spaces at Olympiad [Sadlers Mead car park] as they are given over to people with parking permits - this is anti-social as it prevents people who have to bring their own car to use the facilities from parking.
32	Individual	Q3 - Charges should be harmonised and that includes the free parking; Q4 - There should be no Sunday parking charges but if they are necessary then they should be harmonised and be the equivalent to one hour parking in the week. Bank holiday charges should be harmonised; Q5 - The first hour parking should be reduced in Salisbury carparks and the next three hours harmonised with other car parks in Wiltshire. Salisbury should not subsidise the rest of the County anymore; Q6 - Free parking at Christmas would be a supportive gesture to businesses; Q7 - Increasing season tickets to 50% of normal charges should be done slowly to reduce the impact on workers; Q8 - The "harmonising" question is nonsense. The Council is suggesting the "harmonisation" of over 3,500 Salisbury permit holders with 70-odd outside Salisbury. Paying £90 is excessive especially on the back of previous increases (Zone A) and the issuing of twice as many parking permits as there are spaces (Zone E); Q9 - Supports this but first priority is to harmonise parking charges across Wiltshire. Summary - The Council should stop treating Salisbury as a "cash cow" - the questionnaire does not justify the gross overcharging of Salisbury residents, workers and visitors.
33	Councillor	Opposes swingeing increase in season ticket charges for parking. In Kennet Place car park, Marlborough, because parking spaces are also available to pay and display users, season ticket holders are unable to park in the area for which they have bought a season ticket. To sell the same parking place twice and then to charge someone twice is dubious practice. Marlborough Town Council is suggesting that certain areas, like Kennet Place, be reserved solely for season ticket holders.
34	Individual	Has had a season ticket in Kennet Place car park, Marlborough for four years. Already pay rates in Marlborough. Suggested raise in the cost of season tickets is absurdly prohibitive- especially for residents. If rise is necessary then businesses and non-residents should pay an increased amount. OK to pay a small increase but not 75%. A car is a necessity in Marlborough.
35	Individual	Comments should be considered in the construction of future consultations. In particular: 1. Better decisions will be made if costs and benefits of options are included; 2. Inherent unfairness where there is a direct match of cost savings with cuts in other service areas when the views and interests of those other service users are under represented.

Ref	Type	Summary of Comments
36	Individual	People parking on double yellow lines at the top of Hamilton Road, Salisbury. Better enforcement is required (including in the evenings) to reduce residents' inconvenience and to avoid possible delays to ambulance, fire engines, etc.
37	Town Council	See Appendix 2.
38	Town Council	See Appendix 2.
39	Individual	Do not put up parking charges any more. My extended family and I will stop coming to Salisbury. The Council should be reducing the cost and making the parking ticket machines give change. There is no incentive to park in Salisbury at all. If it was £1 per hour , you would get many more people. Max 4 hour stay.
40	Town Council	See Appendix 2.
41	Town Council	See Appendix 2.
42	Councillor	Extremely concerned about the car park at Southwick Country Park. Considerable expense would need to be spent in bringing this car park up to standard. People would not pay the high rates for a sub-standard car park. Reduced usage would then have an adverse effect particularly on the Hope Nature Centre/Squirrel Tea Rooms which provides jobs for vulnerable adults. Strongly objects to car parking charges at this car park.
43	Town Council	See Appendix 2.
44	Organisation	<u>Views:</u> 1. Car parking charges in Salisbury are already high and the city falls behind other towns and cities in providing modern car parking - technology allowing choice in how the customer can pay; 2. Salisbury relies heavily on shoppers / visitors supporting its retail and cultural markets - the Wiltshire Council proposal and consultation is unhelpful; 3. Salisbury has poor traffic infrastructure meaning that travel into the city is already complicated and often delayed; 4. The city has had many challenges from the increasing out of town trading on the Southampton and London Roads, both major routes into the city; 5. Car parking charges are expensive compared to other Wiltshire towns and the city has become uncompetitive with neighbouring towns in Wiltshire,

Ref	Type	Summary of Comments
		<p>Hampshire &amp; Dorset.6. Our car parking churn in the city is poor and has become worse over the last few years; 7. Car parks in the city centre suffer a lower occupancy than in previous years; 8. Salisbury is developing its identity as a place of experience and the current car parking policies are hindering that; 9. Other than limited on-street parking there is no other facility in the city for half an hour parking; 10. There is a large army rebase around the city, but many potential customers are bypassing Salisbury for alternative towns such as Amesbury, Andover and Winchester; 11. Although the city's empty retail unit percentage is generally lower than other towns in the South West, businesses feel that the quality of Salisbury's offer is declining and that expensive car parking and out of date technology is adding to that; 12. Despite MI Permit being a possibility for car parking payment, this does not provide enough of a technological option; 13. The current car parking payment facilities do not allow debit or credit card payments; 14. The car parks do not have pay on exit or Automatic Number Plate Recognition (ANPR) technology; 15. Long term parking is penalised because of lack of smart technology; 16. The daily usage of car parking is believed to be declining and the city is not as busy as in previous years; 17. Our car parks are badly kept, dirty, and lack convenience. The only exception to this is the Old George Mall which is a privately-owned car park. This is a safe, clean, and attractive car park which offers pay on exit and subsequently enjoys high occupancy and regular churn; 18. Local companies, Value Cars and Executive Travel have confirmed that for the festive season this year they have more bookings going out of the city to other towns such as Bournemouth, Southampton, Andover, Basingstoke, Bath, and Winchester. This has been confirmed by the Purple Flag Steering Group and South-Western Railways in Salisbury Station. <u>Request:</u> package of benefits to be discussed with Wiltshire Council.</p>
45	Individual	Appalled at notice of season ticket parking charges increase. Why are people being penalised for living where they live (Royal Wootton Bassett).
46	Town Council	See Appendix 2.

## Appendix 4: Locational Analysis of Options 3 and 6

### Option 3: Charge in all Wiltshire Council car parks

Number of responses to the following options:

- **A:** Wiltshire Council implementing charges in all its car parks.
- **B:** Spreading the income requirement across the chargeable car parks within that local community with the resulting cost increase to parking charges.
- **C:** A reduction in the equivalent funding of public transport and other highway services.

Option	Amesbury	BoA	Calne	Chippenham	Corsham	Devizes	Downton	Malmesbury	Marlborough	Melksham	Mere	Pewsey	RWB	Salisbury	Tidworth	Tisbury	Trowbridge	Warminster	Wilton	Westbury
A	13	21	7	75	28	54	6	49	44	25	1	6	82	214	1	2	42	9	4	10
B	7	12	4	17	12	62	0	27	28	14	1	11	29	39	0	0	32	8	0	11
C	16	8	3	15	11	45	6	24	24	10	0	5	38	69	0	3	22	4	2	6
Total	36	41	14	107	51	161	12	100	96	49	2	22	149	322	1	5	96	21	6	27
% of Overall Total	2.7%	3.1%	1.1%	8.1%	3.9%	12.2%	0.9%	7.6%	7.3%	3.7%	0.2%	1.7%	11.3%	24.4%	0.1%	0.4%	7.3%	1.6%	0.5%	2.0%

Note: Overall total number of responses to Option 3 was 1,318.

## Option 6: Harmonise residents' parking permit charges

Number of responses to the following options:

- **A:** Harmonising the charges for residents' permits and limited waiting permits across Wiltshire
- **B:** Harmonising the charges for residents' permits and limited waiting permits charges across Wiltshire with the introduction of a two tiered charging regime with a second permit being a higher charge
- **C:** Spreading the income requirement across all car parks across Wiltshire with the resulting cost increase to parking charges.
- **D:** A reduction in the equivalent funding of public transport and other highway services

Option	Amesbury	BoA	Calne	Chippenham	Corsham	Devizes	Downton	Malmesbury	Marlborough	Melksham	Mere	Pewsey	RWB	Salisbury	Tidworth	Tisbury	Trowbridge	Warminster	Wilton	Westbury
A	10	11	5	46	28	70	3	32	40	22	1	14	58	84	1	1	36	7	3	14
B	17	22	8	42	14	54	4	39	33	16	1	8	58	124	0	2	42	8	1	7
C	3	2	0	6	3	10	0	9	9	4	0	1	9	45	0	0	6	2	1	2
D	8	5	1	15	5	22	5	22	13	8	0	0	23	70	0	2	15	3	2	3
Total	38	40	14	109	50	156	12	102	95	50	2	23	148	323	1	5	99	20	7	26
% of Overall Total	2.9%	3.0%	1.1%	8.3%	3.8%	11.8%	0.9%	7.7%	7.2%	3.8%	0.2%	1.7%	11.2%	24.5%	0.1%	0.4%	7.5%	1.5%	0.5%	2.0%

Note: Overall total number of responses to Option 3 was 1,320.

**Appendix 5 - Proposed Sunday and Bank Holiday Charges**

**Off-Street**

		Proposed Charges (Inc VAT)								
Town	Car Park	Bank holiday charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day
Amesbury	Central	As week	£0.50	£0.20	£0.80	£1.70	£2.20	£2.80		£4.50
Amesbury	Church Street	As week	£0.50	£0.30	£1.20	£2.20	£2.70	£3.60	£5.80	£6.30
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day
Bradford on Avon	Barton Farm	As week	£0.80	£0.40	£1.20	£2.20	£2.70	£3.60	£5.80	£6.30
Bradford on Avon	Bridge Street	As week	£0.80	£0.60	£1.50					
Bradford on Avon	St Margarets	As week	£0.80	£0.40	£1.30	£2.30				
Bradford on Avon	Station Zone A	As week	£0.80	£0.40	£1.30	£2.30				
Bradford on Avon	Station Zone B	As week	£0.80	£0.40	£1.30	£2.30	£2.70	£3.60		£6.30
Bradford on Avon	Station- coach	As week	£0.80			£5.10				£7.60
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day
Calne	Church Street	AS Week	£0.50	£0.20	£0.80	£1.70	£2.20	£2.80		£4.50
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day
Chippenham	Bath Road	As Week	£1.40	£1.10	£1.60	£2.90	£3.90	£5.00		£8.40
Chippenham	Borough Parade	As Week	£1.40	£1.10	£1.70					
Chippenham	Brakemead	As Week	£1.40		£1.50		£3.10			
Chippenham	Emery Gate (Surface)	As Week	£1.40	£1.20	£1.80					
Chippenham	Emery Gate (Sub surface)	As Week	£1.40	£1.10	£1.70	£3.60				
Chippenham	Gladstone Rd	As Week	£1.40	£1.10	£1.70					
Chippenham	Monkton Park (Saturday)	As Week	£1.40	£0.60	£1.10	£2.20				
Chippenham	Sadlers Mead	As Week	£1.40	£0.90	£1.50	£3.00	£4.00	£5.30		£8.40
Chippenham	Sadlers Mead Coach	As Week	£1.40				£2.00			
Chippenham	Spanbourn Avenue	As Week	£1.40	£0.60	£1.00	£2.00	£2.90	£4.00		£5.00

Chippenham	Wood Lane Zone A	As Week	£1.40	£0.90	£1.50	£2.90	£3.50	£4.70		£5.60	
Chippenham	Wood Lane Zone B	As Week	£1.40	Permit holders only							
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day	
Corsham	Newlands Road	As Week	£0.70	£0.40	£1.20						
Corsham	High Street	As Week	£0.70	£0.40	£1.20	£2.20					
Corsham	Post Office Lane	As Week	£0.70	£0.30	£1.10	£2.00	£2.70	£3.60		£4.50	
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day	
Devizes	Central	As Week	£1.00	£0.80	£1.60	£2.30					
Devizes	Couch Lane	As Week	£1.00	£0.60	£1.50	£2.20	£2.80	£3.60	£5.80	£6.80	
Devizes	North Gate	As Week	£1.00	£0.70	£1.50	£2.20					
Devizes	Sainsburys	As Week	£1.00	£0.60	£1.50	£3.70	£5.90				
Devizes	Sheep Street	As Week	£1.00	£0.70	£1.50	£2.20	£2.80	£3.60		£6.70	
Devizes	Station Road Short Stay	As Week	£1.00	£0.30	£0.90	£1.70					
Devizes	Station Road Long Stay	As Week	£1.00				£2.20	£2.80		£4.50	
Devizes	Vales Lane	As Week	£1.00	£0.70	£1.50	£2.20					
Devizes	West Central	As Week	£1.00	£0.80	£1.60	£2.30					
Devizes	The Wharf	As Week	£1.00	£0.80	£1.60	£2.30	£2.80	£3.60		£6.70	
Devizes	Station Road Lorry/Coach Park (per hour or part thereof Mon - Sat 08:00 - 18:00)	As Week	£1.00							£2.50	
Devizes	Station Road Lorry/Coach Park (any period Mon - Sat 18:00 - 08:00)	As Week	£1.00							£4.70	
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day	
Malmesbury	Station Road	As Week	£0.60	£0.30	£1.00	£2.20	£2.70	£3.60		£4.50	
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day	
Marlborough	George Lane	As Week	£1.00	£0.70	£1.50	£2.20	£2.80	£3.60		£6.70	
Marlborough	Hillier's Yard	As Week	£1.00	£0.70	£1.60	£3.70					
Marlborough	Hyde Lane	As Week	£1.00	£0.70	£1.60	£2.20	£2.80	£3.60		£6.70	
Marlborough	Kennet Place	As Week	£1.00	£0.70	£1.50	£2.20	£2.80	£3.60		£6.70	



Marlborough	Polly Gardens	As Week	£1.00	£0.70	£1.60	£3.70					
Marlborough	George Lane - Coach (All Day-any period Mon - Sat 18:00 - 08:00)	As Week	£1.00	£2.70	£5.40	£8.00	£10.70	£13.40	£21.50	£4.70	
Marlborough	George Lane - HGV (All Day-any period Mon - Sat 18:00 - 08:00)	As Week	£1.00							£4.70	
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day	
Melksham	Bath Road	As week	£0.70	£0.40	£1.20	£2.20	£2.70	£3.60	£5.80	£6.30	
Melksham	Church Street	As week	£0.70	£0.40	£1.30	£2.30					
Melksham	King Street	As week	£0.70	£0.30	£1.10	£2.00	£2.70	£3.60		£5.00	
Melksham	Lowbourne	As week	£0.70	£0.30	£1.10	£2.00	£2.70	£3.60		£5.00	
Melksham	Union Street	As week	£0.70	£0.30	£1.10	£2.00	£2.70	£3.60		£6.70	
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day	
Royal Wootton Bassett	Borough Fields	Free	£0.70	£0.40	£1.20	£2.20	£2.70	£3.60		£5.80	
Royal Wootton Bassett	Wood Street	Free	£0.70	£0.30	£1.10	£1.90	£2.50	£3.10		£5.00	
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day	
Salisbury	Brown Street East	As week	£1.90	£1.60	£2.80	£4.70					
Salisbury	Brown Street West	As week	£1.90	£1.60	£2.80	£4.70					
Salisbury	Central Short Stay	As week	£1.90	£1.50	£2.70	£4.50					
Salisbury	Central Longstay	As week	£1.90	£1.50	£2.70	£4.20	£5.60	£6.70		£8.90	
Salisbury	College Street	As week	£1.90	£1.60	£2.80	£4.50	£5.10	£6.10		£8.90	
Salisbury	Culver Street	As week	£1.90	£1.10	£2.20	£3.40	£4.50	£5.60		£8.90	
Salisbury	Lush House	As week	£1.90	£1.60	£2.80	£4.70					
Salisbury	Maltings	As week	£1.90	£1.60	£2.80	£4.70					
Salisbury	Millstream	As week	£1.90	£1.50	£2.70	£4.20	£5.60	£6.70		£8.90	
Salisbury	Millstream Coach	As week	£2.80	£1.70	£2.50		£4.90			£9.80	
Salisbury	Salt Lane	As week	£1.90	£1.60	£2.80	£4.70					
Salisbury	Southampton Road	As week	£1.90	£1.10	£2.20	£3.40	£4.50	£5.60		£8.90	
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day	

Trowbridge	Bradford Road	As week	£1.00	£1.10	£1.70	£3.60					
Trowbridge	Broad Street	As week	£1.00	£0.80	£1.30	£2.80	£3.50	£4.70		£6.00	
Trowbridge	Broad Street Crescent	As week	£1.00	£0.80	£1.30	£2.80	£3.50	£4.70		£6.00	
Trowbridge	Church Street	As week	£1.00	£0.90	£1.50						
Trowbridge	Court Street	As week	£1.00	£0.80	£1.30	£2.80	£3.50	£4.70		£6.00	
Trowbridge	Lovemead	As week	£1.00	£0.80	£1.30	£2.80	£3.50	£4.70		£5.60	
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day	
Warminster	Central Zone A	As week	£0.70	£0.40	£1.10	£2.00	£2.70	£3.60		£5.60	
Warminster	Central Zone B	As week	£0.70	£0.40	£1.10	£2.00	£2.70	£3.60		£5.60	
Warminster	Chinns	As week	£0.70	£0.40	£1.30						
Warminster	Emwell	As week	£0.70	£0.40	£1.20	£2.20	£2.70	£3.60	£5.80	£6.30	
Warminster	Furlong	As week	£0.70	£0.30	£1.20	£2.20	£2.70	£3.60	£5.80	£6.30	
Warminster	Western Zone A	As week	£0.70	£0.30	£0.90	£1.70	£2.20	£3.40		£5.00	
Warminster	Western Zone B	As week	£0.70	£0.30	£0.90	£1.70	£2.20	£3.40		£5.00	
Warminster	Weymouth Street	As week	£0.70	£0.40	£1.30	£2.30					
Town	Car Park	Bank Holiday Charge	Sunday Charging (Per Visit)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	8 Hours	All Day	
Westbury	High Street Zone A	As week	£0.60	£0.30	£0.90	£1.60	£2.20	£3.40		£5.60	
Westbury	High Street Zone B	As week	£0.60	£0.30	£0.90	£1.60	£2.20	£3.40		£5.60	
Westbury	Warminster Road Zone A	As week	£0.60	£0.20	£0.80	£1.30	£2.00	£2.80		£4.50	
Westbury	Warminster Road Zone B	As week	£0.60	£0.40	£1.20	£2.20	£2.70	£3.60	£5.80	£6.30	
Westbury	Westfield House	As week	£0.60	£0.20	£0.80	£1.30	£2.00	£2.80		£4.50	

Note: See also Appendix 6.

**On-Street**

		Proposed Charges				
Town	Parking Area	Bank Holiday Charge	Sunday Charging Hours	30 mins	1 hour	2 hour
Malmesbury	Cross Hayes	AS Week	£0.60		£0.60	£1.50
Town	Parking Area	Bank Holiday Charge	Sunday Charging Hours	30 mins	1 hour	2 hour
Marlborough	High Street	AS Week	£1.00	£0.60	£0.90	£2.10
Town	Parking Area	Bank Holiday Charge	Sunday Charging Hours	30 mins	1 hour	2 hour
Salisbury	Brown Street	As Week	10am-4pm	£0.60	£1.70	
Salisbury	Castle Street	As Week	10am-4pm	£0.60	£1.70	
Salisbury	Catherine Street	As Week	10am-4pm	£0.60	£1.70	
Salisbury	Chipper Lane	As Week	10am-4pm	£0.60	£1.70	
Salisbury	Cranebridge Street	As Week	10am-4pm	£0.60	£1.70	
Salisbury	Endless Street	As Week	10am-4pm	£0.60	£1.70	
Salisbury	Fisherton Street	As Week	10am-4pm	£0.60	£1.70	
Salisbury	Ivy Street	As Week	10am-4pm	£0.60	£1.70	
Salisbury	Milford Street	As Week	10am-4pm	£0.60	£1.70	
Salisbury	Salt Lane	As Week	10am-4pm	£0.60	£1.70	
Salisbury	Scots Lane	As Week	10am-4pm	£0.60	£1.70	
Salisbury	Winchester Street	As Week	10am-4pm	£0.60	£1.70	

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## Appendix 6 - Proposed Actions in Currently Free Car Parks

Car park (spaces)	Proposed Pay & Display charges	Season ticket charges (based on 50% discount of daily charge)	Comments	Proposal
Central, Amesbury	1 hour: £0.20 2 hours: £0.80 3 hours: £1.70 4 hours: £2.20 5 hours: £2.80 All day: £4.50 Sun: £0.50 BH: As week	£480 (per annum) £240 (6 months) £120 (3 months) £40 (1 month)	Listed charges are already in place. Proposal is to remove facility of free 'yellow' parking bays.	Remove the facility of free 'yellow' parking bays.  (Operation – ticket machines and MiPermit already in place).
Dunns Lane, Castle Coombe	1 hour: £0.20 2 hours: £0.70 3 hours: £1.50 4 hours: £2.00 5 hours: £2.50 All day: £4.00	N/A	Not included in consultation documents.	No charges to be introduced.  A review undertaken in December 2017 concluded that no charges should be introduced.
Market Place, Devizes (77)	1 hour: 70p 2 hours: £1.30 Sun: £1.00 BH: As week	N/A	Two hour maximum stay. No return with two hours.	Introduce the proposed pay and display charges.  (Operation – ticket machines and MiPermit).
Burnham Road, Malmesbury (17)	1 hour: £0.20 2 hours: £0.70 3 hours: £1.50 4 hours: £2.00 5 hours: £2.50 All day: £4.00 Sun: £0.50 BH: As week	£480 (per annum) £240 (6 months) £120 (3 months) £40 (1 month)		Introduce the proposed pay and display and season ticket charges.  (Operation –MiPermit only).

Car park (spaces)	Proposed Pay & Display charges	Season ticket charges (based on 50% discount of daily charge)	Comments	Proposal
Station Car Park, Melksham	1hr: £0.30 2hr: £1.00 3hr: £1.80 4hr: £2.40 5hr: £3.20 Day: £4.50	£540 (per annum) £270 (6 months) £135 (3 months) £45 (1 month)	Melksham Station is currently subject to a masterplanning exercise with Great Western Railway, Network Rail, TransWilts Community Rail Partnership and Wiltshire Council.	No charges to be introduced.  Discuss the future management of the station car park with Great Western Railway, Network Rail and the TransWilts Community Rail Partnership.
Beehive Park and Ride, Salisbury  (Circa 400)	Free parking  Bus fare:  £3 per day to use the bus  £4 per day for a group of up to four people travelling together  Free for concessionary bus pass holders after 0930 weekdays and all day Saturdays and Bank Holidays	Free parking	Not included in consultation documents.	Continue with free parking to encourage out of city parking and help manage the city traffic flow.

Car park (spaces)	Proposed Pay & Display charges	Season ticket charges (based on 50% discount of daily charge)	Comments	Proposal
Wilton Park and Ride, Salisbury  (Circa 400)	Free parking  Bus fare:  £3 per day to use the bus  £4 per day for a group of up to four people travelling together  Free for concessionary bus pass holders after 0930 weekdays and all day Saturdays and Bank Holidays	Free parking	Not included in consultation documents.	Continue with free parking to encourage out of city parking and help manage the city traffic flow.

Car park (spaces)	Proposed Pay & Display charges	Season ticket charges (based on 50% discount of daily charge)	Comments	Proposal
Britford Park and Ride, Salisbury  (Circa 400)	Free parking  Bus fare:  £3 per day to use the bus  £4 per day for a group of up to four people travelling together  Free for concessionary bus pass holders after 0930 weekdays and all day Saturdays and Bank Holidays Holidays	Free parking	Not included in consultation documents.	Continue with free parking to encourage out of city parking and help manage the city traffic flow.



Car park (spaces)	Proposed Pay & Display charges	Season ticket charges (based on 50% discount of daily charge)	Comments	Proposal
London Road Park and Ride, Salisbury  (Circa 400)	Free parking  Bus fare:  £3 per day to use the bus  £4 per day for a group of up to four people travelling together  Free for concessionary bus pass holders after 0930 weekdays and all day Saturdays and Bank Holidays	Free parking	Not included in consultation documents.	Continue with free parking to encourage out of city parking and help manage the city traffic flow.

Car park (spaces)	Proposed Pay & Display charges	Season ticket charges (based on 50% discount of daily charge)	Comments	Proposal
Petersfinger Park and Ride, Salisbury  (Circa 400)	Free parking  Bus fare:  £3 per day to use the bus  £4 per day for a group of up to four people travelling together  Free for concessionary bus pass holders after 0930 weekdays and all day Saturdays and Bank Holidays	Free parking	Not included in consultation documents.	Continue with free parking to encourage out of city parking and help manage the city traffic flow.
Southwick Country Park, Trowbridge	1 hour: £0.80 2 hours: £1.30 3 hours: £2.70 4 hours: £3.10 5 hours: £4.20 All day: £5.30 Sun: £1.00 BH: As week	£636 (per annum) £318 (6 months) £159 (3 months) £53 (1 month)	The facility needs considerable investment. The cost of provision will not be met by the proposed charges income. Increasing the proposed charges further could make parking prohibitive.	Explore the possibility of an asset transfer / service delegation of the facility to the local community before 3 September 2018.  If not possible, introduce the proposed pay and display parking charges and season ticket charges to mitigate the cost of operation.  (Operation – MiPermit only).

Car park (spaces)	Proposed Pay & Display charges	Season ticket charges (based on 50% discount of daily charge)	Comments	Proposal
Smallbrook Lane, Warminster (4)	1 hour: £0.20 2 hours: £0.70 3 hours: £1.50 4 hours: £2.00 5 hours: £2.50 All day: £4.00 Sun: £0.50 BH: As week	£480 (per annum) £240 (6 months) £120 (3 months) £40 (1 month)		Introduce the proposed pay and display and season ticket charges.  (Operation - MiPermit only).
Westbury Leigh, Westbury (43)	1 hour: £0.20 2 hours: £0.70 3 hours: £1.50 4 hours: £2.00 5 hours: £2.50 All day: £4.00 Sun: £0.50 BH: As week	£480 (per annum) £240 (6 months) £120 (3 months) £40 (1 month)	Process of Community Asset Transfer has stalled.	Explore the possibility of an asset transfer / service delegation of the facility to the local community before 3 September 2018.  If not possible, introduce the proposed pay and display parking charges and season ticket charges to mitigate the cost of operation.  (Operation - season tickets with MiPermit payments for visitors).

## Notes:

- BH – Bank Holiday
- Sun – Sunday (charge per visit)

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## Appendix 7 – Proposed Season Ticket Charges

Town	Car Park	Annual	6 month	3 month	1 month
Amesbury	Church Street	N/A	N/A	N/A	N/A
Amesbury	Central	£480	£240	£120	£40
Bradford on Avon	Station	£672	£336	£168	£56
Bradford on Avon	Barton Farm	£672	£336	£168	£56
Bradford on Avon	Newtown	£672	£336	£168	£56
Bradford on Avon	Bridge Street	£672	£336	£168	£56
Bradford on Avon	St Margarets	£672	£336	£168	£56
Bradford on Avon	St Margarets Hill	£672	£336	£336	£56
Calne	Church Street	£480	£240	£120	£40
Chippenham	Bath Road	£900	£450	£225	£75
Chippenham	Borough Parade	N/A	N/A	N/A	N/A
Chippenham	Brakemead	£540	£270	£135	£67.50
Chippenham	Emery Gate	N/A	N/A	N/A	N/A
Chippenham	Sadlers Mead	£900	£450	£225	£75
Chippenham	Gladstone	N/A	N/A	N/A	N/A
Chippenham	Wood Lane	£600	£300	£150	£50
Chippenham	Spanbourne	£540	£270	£135	£67.50
Corsham	Newlands Road	N/A	N/A	N/A	N/A
Corsham	High Street	N/A	N/A	N/A	N/A
Corsham	Post Office Lane	£480	£240	£120	£40
Devizes	Castle Grounds	£720	£360	£180	£60
Devizes	Central	N/A	N/A	N/A	N/A
Devizes	Couch Lane	N/A	N/A	N/A	N/A
Devizes	Market Place	N/A	N/A	N/A	N/A
Devizes	North Gate	N/A	N/A	N/A	N/A
Devizes	Sainsburys	N/A	N/A	N/A	N/A
Devizes	Sheep Street	£720	£360	£180	£60
Devizes	Station Road Long Stay	£480	£240	£120	£40
Devizes	Vales Lane	N/A	N/A	N/A	N/A
Devizes	West Central	N/A	N/A	N/A	N/A
Devizes	The Wharf	£720	£360	£180	£60
Malmesbury	Station Road	£480	£240	£120	£40
Malmesbury	Burnham Road	£480	£240	£120	£40
Marlborough	George Lane	£720	£360	£180	£60
Marlborough	Hillier's Yard	N/A	N/A	N/A	N/A
Marlborough	Hyde Lane	£720	£360	£180	£60
Marlborough	Kennet Place	£720	£360	£180	£60
Marlborough	Polly Gardens	N/A	N/A	N/A	N/A
Melksham	Bath Road	£672	£336	£168	£56
Melksham	Church Street	£540	£270	£135	£67.50

Town	Car Park	Annual	6 month	3 month	1 month
Melksham	King Street	£540	£270	£135	£67.50
Melksham	Lowbourne	£540	£270	£135	£67.50
Melksham	Union Street	£720	£360	£180	£60
Royal Wootton Bassett	Borough Fields	£624	£312	£156	£52
Royal Wootton Bassett	Wood Street	£540	£270	£135	£67.50
Salisbury	Brown Street East	£960	£480	£240	£80
Salisbury	Brown Street West	£960	£480	£240	£80
Salisbury	Central Long Stay	£960	£480	£240	£80
Salisbury	College Street	£960	£480	£240	£80
Salisbury	Culver Street	£960	£480	£240	£80
Salisbury	Lush House	N/A	N/A	N/A	N/A
Salisbury	Maltings	N/A	N/A	N/A	N/A
Salisbury	Millstream	£960	£480	£240	£80
Salisbury	Salt Lane	£960	£480	£240	£80
Salisbury	Southampton Road	N/A	N/A	N/A	N/A
Trowbridge	Bradford Road	£600	£300	£150	£50
Trowbridge	Broad Street	£648	£324	£162	£54
Trowbridge	Broad Street Crescent	£648	£324	£162	£54
Trowbridge	Church Street	N/A	N/A	N/A	N/A
Trowbridge	Court Street	£648	£324	£162	£54
Trowbridge	Lovemead	£600	£300	£150	£50
Trowbridge	Southwick Country Pk	£636	£318	£159	£53
Warminster	Central	£600	£300	£150	£50
Warminster	Chinns	N/A	N/A	N/A	N/A
Warminster	Emwell	£672	£336	£168	£56
Warminster	Furlong	£672	£336	£168	£56
Warminster	Western	£540	£270	£135	£67.50
Warminster	Weymouth Street	£540	£270	£135	£67.50
Warminster	Smallbrook Lane	£480	£240	£120	£40
Westbury	High Street	£600	£300	£150	£50
Westbury	Warminster Road	£672	£336	£168	£56
Westbury	Westfield House	£480	£240	£120	£40
Westbury	Westbury Leigh	£480	£240	£120	£40

Note: Also see Appendix 6

Appendix 8

Equality Analysis Evidence Document					
<b>(Please note, this will form part of a public facing document. If you have any questions about this, please contact Equalities@wiltshire.gov.uk)</b>					
<b>Title: What are you completing an Equality Analysis on?</b>					
Amendments to the Wiltshire Local Transport Plan (LTP) 2011-2026 – Car Parking Strategy: Options 2 to 6					
<b>Why are you completing the Equality Analysis?</b> (please tick any that apply)					
Proposed New Policy or Service	Change to Policy or Service	MTFS (Medium Term Financial Strategy)		Service Review	
	✓				
<b>Version Control</b>					
Version control number	2b	Date	13/12/17	Reason for review (if appropriate)	To meet ongoing financial challenges.
<b>Risk Rating Score</b> (use <a href="#">Equalities Risk Matrix</a> and guidance)					
**If any of these are 3 or above, an Impact Assessment <b>must</b> be completed. Please check with <a href="mailto:equalities@wiltshire.gov.uk">equalities@wiltshire.gov.uk</a> for advice					
<b>Criteria</b>	<b>Inherent risk score on proposal**</b>			<b>Residual risk score after mitigating actions have been identified</b>	
Legal challenge	1			1	
Financial costs/implications	1			1	
People impacts	6			6	
Reputational damage	8			8	
<b>Section 1 – Description</b> of what is being analysed					

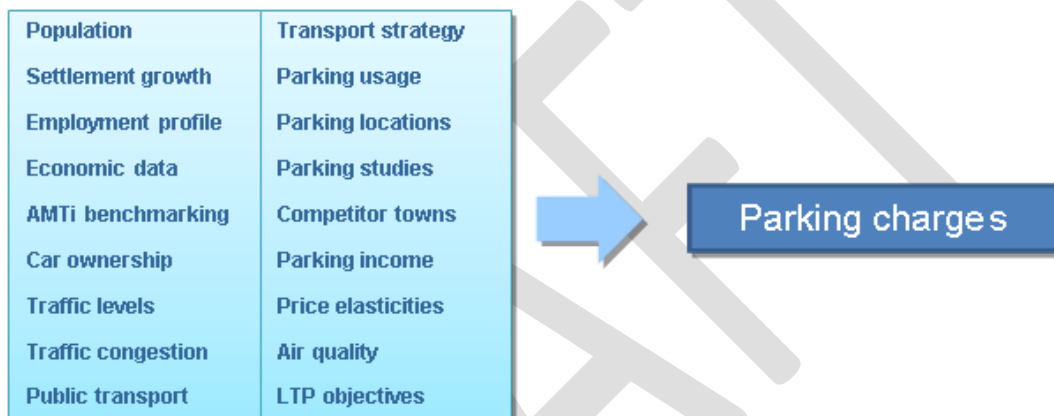
## Background

The current Wiltshire LTP Car Parking Strategy was approved by cabinet at its meeting on 17 March 2015 following a comprehensive review and consultation exercise in 2014 which attracted over 5,000 responses from individuals and organisations.

While there are a number of aspects to car parking management, in essence a balance needs to be found between three key factors:

- **Regeneration:** using parking measures to support town centre regeneration.
- **Restraint:** using parking controls as a means of restraining / managing traffic and improving environmental quality, or to encourage the use of sustainable transport modes.
- **Revenue:** securing sufficient revenue to cover the costs of providing car parking, and using any surplus revenue to fund other important local services.

In order to help find the right balance between the above factors, relevant economic, social and environmental data was used to inform the review. A key outcome of this process was the move to a more 'fine grained' approach to car parking management, and in particular charges, based on the local circumstances of each car park / settlement (see below).



## Operational Cost Pressures

The council's parking services is facing significant cost pressures. These include business rate payments, essential equipment upgrades and maintenance works, and inflation costs. The demands on the service are also increasing; particularly requests from residents, schools, businesses and parish / town councils asking for extra parking enforcement and maintenance to be undertaken. It is also important to note that surplus revenue from parking charges supports other transport measures including non-commercial, but essential local bus services. This is one of the main reasons why the council has been in a position to retain the vast majority of these bus services, in contrast to other local authorities which have seen significant cuts to services.

## Consultation on Options

To address the operational and demand pressures outlined above, and to fund a number of proposed technology and operational improvements, at its meeting on 12 September 2017, Wiltshire Council's cabinet approved seven possible charging options for inclusion in a public consultation exercise undertaken between 28 September 2017 and 23 November 2017:

- Option 1: Apply an inflation increase to all parking charges
- Option 2: Introduce Sunday and Bank / Public Holiday charging at all car parks
- Option 3: Charge in all Wiltshire Council car parks
- Option 4: Discontinue free event parking in November and December
- Option 5: Base season ticket charges on the standard rate charges
- Option 6: Harmonise residents' parking permit charges
- Option 7: Reduce the parking grace period to ten minutes.



alternative funding streams from local communities.

Option 1

As Option 1 could be implemented via a Traffic Regulation Order (TRO) variation notice, at its meeting on 12 September 2017 cabinet delegated authority to the cabinet member for highways, transport and waste to progress this option separately - (an officer decision on the consultation responses and proposed implementation of Option 1 was made by the Director for Highways and Transport on 2 January 2018). The implementation of increased car parking charges is then planned to occur on 1 February 2018.

Option 7

In view of the consultation responses, it is proposed that Option 7 is not advanced (i.e. the grace period of 15 minutes is retained).

Options Being Analysed

At its meeting on 30 January 2018, cabinet is being asked to agree to the implementation of Options 2 to 6 through an amendment to the relevant Traffic Regulation Orders (TROs). The timetable for implementation is as follows:

	Jan 18	Feb	Mar	Apr	May	Jun	Jul	Aug
Cabinet meeting	■							
TRO documents drafted liaising with Council's legal team	■	■						
Documents checked / approved		■						
Advert sent to press and appears in local press			■					
TRO public consultation			■	■				
Objections received and report drafted and submitted to Cabinet Member			■	■	■			
Cabinet Member report process				■	■			
Cabinet Member decision advised to people who made representations					■	■		
TRO(s) sealed and advertised						■	■	
TRO(s) operational							■	■

**Section 2A** – People or communities that are currently **targeted or could be affected** by any change (please take note of the Protected Characteristics listed in the action table).

Parking is available to all motorists regardless of their Protected Characteristics (the parking stock in Wiltshire is a mixture of free and paid for parking dependent on location).

As a result, all car park and transport users in Wiltshire may potentially be directly or indirectly affected by the implementation of Option 1 and all the protected groups as defined by the Equality Act 2010 could be impacted by the inflation increase to car parking charges. However, the Protected Characteristics that are most likely to be affected are:

- Religion
- Other (e.g. low income and rurality).

**Section 2B** – People who are **delivering** the policy or service that are targeted or could be affected (i.e. staff, commissioned organisations, contractors)

Some Wiltshire Council staff may potentially be affected by the review.

**Section 3** –The underpinning **evidence and data** used for the analysis (Attach documents where appropriate)

Prompts:

- What data do you collect about your customers/staff?
- What local, regional and national research is there that you could use?
- How do your Governance documents (Terms of Reference, operating procedures) reflect the need to consider the Public Sector Equality Duty?
- What are the issues that you or your partners or stakeholders already know about?
- What engagement, involvement and consultation work have you done? How was this carried out, with whom? Whose voices are missing? What does this tell you about potential take-up and satisfaction with existing services?
- Are there any gaps in your knowledge? If so, do you need to identify how you will collect data to fill the gap (feed this into the action table if necessary)

#### Previous Review / Consultation

An extensive public consultation exercise was carried out as part of the review of the Wiltshire LTP Car Parking Strategy in 2014/15. This included individual consultation web pages for the 14 settlements with Wiltshire Council car parks. These pages included information on the review and associated supporting documents:

- draft revised LTP Car Parking Strategy document
- individual Town Profiles containing a variety of economic, social and environmental information relating to a town's local circumstances
- individual settlement questionnaires and draft charging summaries
- Strategic Environmental Assessment (SEA), Habitats Regulation Assessment (HRA) and Equality Analysis Evidence Document (EAED).

A variety of means were used to inform people of the consultation:

- Web portal
- Documents in specific libraries
- Press releases
- Parish newsletters
- Social media promotion
- Video message, area board announcements, area board blog sites
- Featured throughout the consultation process on the Council's website
- Posters in main Wiltshire Council pay and display car parks
- Correspondence with chambers of commerce
- Correspondence with Salisbury Business Improvement District
- Covered in the winter edition of the Your Wiltshire magazine
- Emails sent to some 6,000 area board contacts
- Promotion of the consultation by DEVELOP (which supports voluntary and community organisations) and the Wiltshire Forum of Community Area Partnerships (WFCAP)
- Included in the November 2014 business newsletter sent by the Wiltshire Council economic development team to approx. 2,000 business contacts
- Emails sent to Wiltshire 100 business contacts (107 businesses)
- Emails sent to some 4,000 leisure service contacts.

In addition to the online consultation material, five area stakeholder workshops were held in

Chippenham, Devizes, Salisbury, and Trowbridge.

A number of national/local policy documents and relevant research documents were used to inform the review including the following:

- National Planning Policy Framework (Department for Communities and Local Government (DCLG), March 2012)
- Action for Roads: A network for the 21st century (Department for Transport (DfT), July 2013)
- Creating Growth, Cutting Carbon: Making Sustainable Transport Happen (DfT, January 2011)
- Door to Door: A strategy for improving sustainable transport integration (DfT, March 2013)
- Consultation on local authority parking (DfT, December 2013)
- Parking Strategies and Management (The Institute of Highways and Transportation, July 2005)
- Car Parking Research (Yorkshire Forward, 2007)
- Parking: Policies for sustainable communities (Federation of Small Businesses, 2008)
- Parking Measures and Policies: Research Review (Transport Research Laboratory, May 2010)
- Spaced Out: Perspectives on Parking Policy (RAC Foundation, July 2012)
- The Relevance of Parking in the Success of Urban Centres (London Councils, 2012)
- Re-Think: Parking on the High Street (British Parking Association and the Association of Town & City Management, 2013)
- Town Benchmarking (Towns Alive).

Ultimately, as set out in section 1, a more 'fine grained' approach to car parking management, and in particular charges, based on the local circumstances of each car park / settlement was established.

#### Current Review / Consultation

Given the above, the current review looking at potential charging options has been more limited in nature.

A public consultation exercise was held between 28 September 2017 and 23 November 2017. The consultation was hosted on the Wiltshire Consultation Portal (<http://consult.wiltshire.gov.uk/portal>) and included a link to the questionnaire which sought responses on the options agreed by cabinet at its meeting on 12 September 2017.

In addition to the questionnaire, the following supporting information was made available:

- Range of parking charges in Wiltshire
- Off-street parking charges in key competitor towns
- Schedule of proposed increased car parking charges
- Proposed charges in currently free car parks
- Proposed season ticket charges
- Equality Analysis Evidence Document
- Frequently Asked Questions
- Link to the Joint Strategic Assessment webpage (<http://wiltshirejsa.org.uk/>).

A variety of means were used to inform people of the consultation. A news release was issued on 28 September 2017 (as a result, the consultation was picked up by several local news outlets). In addition, an article was included in the 11 September 2017 edition of the Parish Newsletter and the October 2017 and November 2017 Cabinet Member Highways Newsletters. Information was also contained on the Wiltshire Council's Facebook and Twitter feeds. Lastly, the Consultations tab on the council's home webpage provides a direct link to the Wiltshire Consultation Portal.

In total, 1,377 people and organisations responded by completing questionnaires. Separate written comments (i.e. non-questionnaire returns) were also received from a number of individuals, organisations and town / city councils.

**\*Section 4 – Conclusions** drawn about the impact of the proposed change or new service/policy

Prompts:

- What actions do you plan to take as a result of this equality analysis? Please state them and also feed these into the action table
- Be clear and specific about the impacts for each Protected Characteristic group (where relevant)
- Can you also identify positive actions which promote equality of opportunity and foster good relations between groups of people as well as adverse impacts?
- What are the implications for Procurement/Commissioning arrangements that may be happening as a result of your work?
- Do you plan to include equalities aspects into any service agreements and if so, how do you plan to manage these through the life of the service?
- If you have found that the policy or service change might have an adverse impact on a particular group of people and are **not** taking action to mitigate against this, you will need to fully justify your decision and evidence it in this section

The possible impacts of implementing Options 2 to 6 on each identified Protected Characteristic group are considered to be as follows:

Age:

Issue: Young people and the elderly are more likely to be on low incomes and are therefore more likely to be adversely impacted by any higher parking charges.

Response: As set out in section 1, surplus revenue from parking charges supports other transport measures including non-commercial, but essential local bus services. This is one of the main reasons why the council has been in a position to retain the vast majority of these bus services, in contrast to other local authorities which have seen significant cuts to services.

Religion and Belief:

Issue: Introduced or higher parking charges for people attending places of worship on a Sunday.

Response: The proposed Sunday parking charges are significantly less than the Mon-Sat charges. As set out in section 1, surplus revenue from parking charges supports other transport measures including non-commercial, but essential local bus services. This is one of the main reasons why the council has been in a position to retain the vast majority of these bus services, in contrast to other local authorities which have seen significant cuts to services.

Other:

Issue: People on low incomes are more likely to be adversely impacted by any higher parking charges.

Issue: People living in rural areas with little public transport and who therefore need to use a car to access shops and services in the towns, are more likely to be adversely impacted by any higher parking charges.

Issue: Increased parking charges may have some influence on reducing the numbers of people accessing local towns and businesses (i.e. increased charges may result in people not visiting certain areas so often).

of the main reasons why the council has been in a position to retain the vast majority of these bus services, in contrast to other local authorities which have seen significant cuts to services.

If the implementation of Options 2 to 6 is not agreed then this could have the following possible impacts on each identified Protected Characteristic group:

Age / Other

Issue: The loss of additional parking revenue may impact on the council's ability to support some non-commercial local bus services which provide access to essential services and facilities.

Disability:

Issue: The maintenance of car parks has been reduced to a minimum and if continued could become an issue in terms of accessibility particularly for disabled people.

If necessary, an action table detailing equality issues and actions to mitigate will be developed as part of the implementation process.

**\*Section 5 – How will the outcomes from this equality analysis be monitored, reviewed and communicated?**

Prompts:

- Do you need to design performance measures that identify the impact (outcomes) of your policy/strategy/change of service on different protected characteristic groups?
- What stakeholder groups and arrangements for monitoring do you have in place? Is equality a standing agenda item at meetings?
- Who will be the lead officer responsible for ensuring actions that have been identified are monitored and reviewed?
- How will you publish and communicate the outcomes from this equality analysis?
- How will you integrate the outcomes from this equality analysis in any relevant Strategies/Polices?

The LTP Car Parking Strategy sets out the overarching objectives of the Wiltshire LTP Strategy and how a parking strategy could contribute. Those objectives considered most relevant to the equality analysis are set out below:

Ref.	LTP Objective	How a parking strategy could contribute
SO1	To support and help improve the vitality, viability and resilience of Wiltshire's economy and market towns.	By making it easy for shoppers and tourists to find car parking spaces in Wiltshire's market towns.  By setting car park charges that are broadly comparable with key centres in neighbouring areas.
SO5	To improve sustainable access to a full range of opportunities particularly for those people without access to a car.	By using surplus parking revenues to subsidise non-commercial bus services.  By providing appropriate Blue Badge car parking spaces.
SO8	To improve safety for all road users and to reduce the number of casualties on Wiltshire's roads.	By ensuring that car parks are 'safer by design'.
SO15	To reduce barriers to transport and access for people with disabilities and mobility impairment.	By providing appropriate Blue Badge car parking spaces.

SO18	To enhance the journey experience of transport users.	By making it easy for people to find car parking spaces and so avoid 'searching traffic'.  By improving the efficiency of the council's parking service.
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The LTP Car Parking Strategy sets out a number of relevant policies including Policy PS12 'Improving access and use':

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

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

This Equality Analysis Evidence Document is a working document which will be added to / amended at various stages of the development / implementation phases of the project. Each version will be version controlled to demonstrate the development in the process and evidence the due regard to the Public Sector Equality Duty.

For all cabinet and corporate leadership team (CLT) meetings, a full copy of the most current Equality Analysis Evidence Document will be included with the meeting papers.

**\*Copy and paste sections 4 & 5 into any Committee, CLT or Briefing papers as a way of summarising the equality impacts where indicated**

**Please send a copy of this document to [Equalities@wiltshire.gov.uk](mailto:Equalities@wiltshire.gov.uk)**

Completed by:	Robert Murphy Principal Transport Planner and Development Manager (South and West)	
Date	13 December 2017	
Signed off by:	Emily Higson Corporate Support Manager (Partnerships, Performance & Governance)	
Date	20 December 2017	
To be reviewed by:		
Review date:		
For Corporate Equality Use only	Compliance sign off date:	

**Wiltshire Council**

**Cabinet**

**30 January 2018**

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**Subject: Schools Capital Programme 2018 – 2021 Report**

**Cabinet member: Councillor Laura Mayes - Children's Services**

**Key Decision: Yes**

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## **Executive Summary**

The Council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or the planned Army Re-Basing programme.

The Cabinet approved the Schools Capital Programme 2017–2020 in January 2017 and the updated Wiltshire School Places Strategy 2017-2022 in December 2017. The current programme of work is based on the basic need priorities for capital investment in the short, medium and longer term.

The Council also has landlord responsibilities for the effective management and ongoing maintenance of the schools' estate (community, voluntary controlled and Foundation schools only).

The Council receives annual capital funding allocations from the Department for Education (DfE) to meet basic need (new places) and condition (capital maintenance works) only. Day to day revenue maintenance is funded from school budgets.

In line with the Wiltshire School Places Strategy 2017-2022, this report provides an update on the current three year capital programme of work and seeks approval to a small number of additional priority basic need schemes and annual condition related works.

The Wiltshire School Places Strategy will be reviewed and updated again in 2019 and will continue to inform future years programmes to ensure our schools provide sufficient places where they are needed.

## **Proposals**

- To note the progress on previously approved schemes at Appendix A
- To consider and approve the new Basic Need schemes subject to planning approval and completed S106 agreements requiring a total Basic Need contribution of £1.530m as outlined at Appendix B.

- To approve the Schools Planned Maintenance Programme totalling £2.5m for 2018/19 as outlined at Appendix C.
- To authorise the Corporate Director for Children Services to invite and evaluate tenders for the projects described in this report, and, following consultation with the Cabinet member, to award the contract for the project (subject to approval of any necessary statutory proposals) and to authorise, in consultation with the Head of Strategic Asset & FM (or the Asset Portfolio Manager (Estates), in accordance with the relevant scheme of sub-delegation (under paragraph 7 of Part 3B of Wiltshire Council's constitution)), the acquisition of all land (and the completion of any legal documentation) reasonably required in order to facilitate the Schools Capital Investment Programme.

### **Reason for Proposal**

The Council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or the Army Re-Basing programme. The approved Wiltshire School Places Strategy 2017-2022 and its Implementation Plan identifies the priority basic need schemes requiring capital investment in the short, medium and longer term and these latest proposals for inclusions in the Schools Capital Programme will enable the priority works to be progressed. The Council also has Landlord responsibilities for the effective management and maintenance of the schools (for which the Council is responsible) estate and the approved programme will enable urgent and priority repairs and maintenance projects to proceed.

**Terence Herbert**  
**Corporate Director Children's Services**



## Wiltshire Council

### Cabinet

30<sup>th</sup> January 2018

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**Subject:** Schools Capital Programme 2018- 2021 Report

**Cabinet member:** Councillor Laura Mayes – Children’s Services

**Key Decision:** Yes

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#### Purpose of Report

1. To agree the Schools Capital Programme for 2018 - 2021

#### Relevance to the Council’s Business Plan

2. The Council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or the planned Army Re-Basing programme. This programme is informed by the approved Wiltshire School Places Strategy and Implementation Plan 2017-2022 which clearly identifies the priorities for capital investment in the short, medium and longer term. The Council also has landlord responsibilities for the effective management and maintenance of the schools’ estate. Under the *Growing the Economy* priority Wiltshire Council’s Business Plan mentions both the need to provide school places for a growing population and the aim of assisting the successful return of the British Army from Germany.

#### Main Considerations for the Council

3. The Council receives annual capital funding allocations from the Department for Education (DfE) to meet basic need (new places) and condition (capital maintenance). Capital maintenance relates to urgent and essential structural works e.g. roofs, walling, windows, drainage etc in addition to plant (electrical and mechanical works (heating/lighting etc) over £10k). All other day to day maintenance works and low level cost works are the schools’ responsibility funded from their delegated or devolved funds. The formula allocations in the table below are based on annual Schools Capacity Survey (SCAP) returns to the DfE which provide details of school capacity, pupil projections and the number of new school places provided annually.

The capital maintenance allocations are adjusted to take account of schools converting to academy status, as academies then receive funding direct from the Education and Skills Funding Agency (ESFA). Therefore, the capital funding allocated to the Council for maintenance works is reducing annually as the number of schools converting to academy status increases.

It should be noted that the DfE has recently advised that they are reviewing how capital maintenance allocations are to be made and consequently, the LA has not yet received confirmation of any maintenance funding for 2018/19. We are therefore making an assumption that the figure will be a slightly lower amount.

Table 1

Description	2017/18 £	2018/19 £	2019/20 £	Total £
Basic Need (Sufficiency)	15,970,778	15,674,385	0	31,645,163
Maintenance *	3,474,513	3,200,000*	tbc	6,674,513
Total £M	19,445,291	18,874,385	tbc	38,319,676

\*estimated based on previous years allocations

The Council also secures wherever possible, S106 developer contributions and will seek Community Infrastructure Levy (CIL) planning obligations for essential school infrastructure in areas of new housing development which are usually project or school specific.

## Background

4. Wiltshire Council considered and approved a Schools Capital Investment Programme Report on 17 January 2017 and an update report on 3 July 2017. All of the major projects identified in those reports are being funded by schools capital allocations and/or S106 contributions and a progress report can be seen at Appendix A.

The School Places Strategy (SPS) identifies the demand for additional school places predominantly at primary phase but now starting to move into the secondary phase across Wiltshire. The SPS provides a 'snapshot' in time and pupil projections are reviewed on a regular basis. To that end the SPS has just been updated and provides the latest data analysis to inform programmes of work.

### Basic Need (Mainstream)

Demand for school places is influenced by a number of factors including changes in the birth rate, migration (inward and outward), housing development, the economic situation, parental preference etc and in Wiltshire specifically, the Army Re-Basing Programme has a significant impact.

The Cabinet approved and committed the majority of the school capital allocations at its meeting in January 2017 and many of the projects identified in the programme of work approved in 2017 are now underway to ensure the Council meets its obligation to provide sufficient school places and to ensure where at all possible that parents get a place at a preferred school, as identified at Appendix A.

There are a small number of new projects that have been identified as a priority in the last 12 months that now require approval and inclusion within the programme. Some are fully funded by S106 developer contributions specific to the schools concerned, however there is a balance of £1.530m of basic need funding that requires approval. The Council has sufficient capital funds to cover the £1.530m from the 2018/19 Schools Basic Need allocation. These new projects can be found at Appendix B.

S106 contributions are secured from developers through planning obligations, where there is an increase in demand for school places arising from housing development and local schools are at capacity. Some projects can progress once the funding is received, however in many cases where the Council is 'pooling' contributions it may be the case that we have to wait to secure additional sums before projects can be started. New school builds linked to housing development are not started until planning approval has been given for the development and the housing developers have commenced on site. The first trigger payment for additional school places is usually required on commencement of development so the Council receives 50% of the funding up front and 50% part way through the development.

#### Specialist Provision

There are no plans for any further SEN Specialist Resources Bases as part of this programme.

#### Maintenance

In addition to basic need (growth related) capital projects, there is a significant backlog of priority capital repair and maintenance schemes in those schools for which the Council remains responsible. The list of priority maintenance work in community, controlled and foundation schools continues to grow against a falling budget. Property Services provide a list of priority works across all schools that the LA remains responsible for and in view of the limited resources available only the highest priority maintenance works are included. This does mean that not all priority works can be funded in any year. The proposed list of planned maintenance schemes totalling £2.5m can be found at Appendix C.

As far as we are aware none of the schools on the list are planning to convert to Academy status. However, if a decision is taken by a school to convert to Academy status, prior to commencement of any approved maintenance work, and before a contract is committed, then the work will be reviewed and where appropriate, removed from the list. As there continues to be a number of schools converting to Academy status, building maintenance responsibility for those academies transfers to the academy itself and the Council's capital funding allocation correspondingly reduces. That funding is transferred to the ESFA who funds academies direct.

The planned maintenance schemes recommended for inclusion in the 2018/19 programme of work total an estimated £2.5million including a

small contingency held for unforeseen emergencies. Whilst we anticipate that the level of funding for 2018/19 may drop slightly, we have sufficient funds to ensure we can deliver a £2.5million condition programme of work. The priority schemes are shown at Appendix C.

### **Safeguarding Implications**

5. All school projects are designed to ensure that schools provide safe and secure places for children and young people in the immediate community. Additionally some condition related projects relate to replacing security fencing in schools to ensure children are safeguarded. If a decision was taken not to extend a school to meet demand in a local area then there is a risk that young people would need to be transported to schools a long distance from their locality leaving them more vulnerable due to the distance they are from home.

### **Public Health Implications**

6. The development of quality school buildings and site infrastructure will provide a range of sports facilities for pupils, students, staff and the local community including dedicated sports halls, primary activity halls, hard games courts and grass football/hockey pitches. The investment in school sites provides the opportunity for young people in the community to participate in sports and thereby promote healthy behaviours and practices in the population.

### **Corporate Procurement Implications**

7. Responsibility for commissioning approved capital building projects rests with the Council's Property Services Team. Responsibility for approving related procurement activity rests with the Corporate Procurement and Commissioning Board (the Board). This report is about a series of procurement of works contracts to deliver school place capacity. The service will adhere to corporate governance by providing the forward plan to the Board, identifying options for their procurement and seeking approval of the recommended route(s) to market.

The range of routes to market has three real options: one-off tender exercises managed and advertised entirely within Wiltshire Council; use of by call down of pre-existing framework contracts for building services, these frameworks having being already put in place by Property Services/SPH; use of existing frameworks that have been put in place by external organisations such as the Eastern Shires Purchasing Organisation, or the Yorkshire Purchasing Organisation. The choice depends on the nature and extent of the works required. Whichever approach is chosen it will be compliant with European and domestic procurement legislation.

### **Equalities Impact of the Proposal**

8. Through detailed planning and effective design, officers continue to ensure that all accommodation improvements promote and deliver equality of opportunity and access to facilities.

The Equalities Act 2010 states that reasonable adjustments must be taken into consideration in design. By adopting compliant design principles, and ensuring all schemes meet Building Regulations it should be possible to eradicate disability access difficulties and discrimination in new school buildings. This will be a fundamental objective of any rationalisation and/or expansion works carried out at existing school properties.

The Local Authority has a duty and responsibility to provide sufficient school places both in terms of mainstream and specialist provision to meet demand arising from all areas of the community including in response to inward migration. The programme of work has also taken into account the needs arising from the Army Re-Basing programme.

### **Environmental and Climate Change Considerations**

9. In all education-related capital investment schemes, officers continue to work with establishments to develop and enhance the learning environment taking account of sustainability and environmental impact, including the move towards reducing carbon emissions from schools for the benefit of pupils, staff and the community.

All new build schemes are designed to meet BREEAM 'Good' and the design process provides opportunities for improved energy efficiency and minimising the associated lifetime carbon emissions. Additionally, schools are no longer subject to the Carbon Reduction Commitment (carbon tax payable by large energy consumers), but with ever increasing energy prices, every effort will be made through the design process to reduce lifetime running costs of the buildings.

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

10. The Cabinet has approved the School Places Strategy 2017-2022 which identifies the need for additional school places across Wiltshire. If this updated capital investment programme is not approved, then there is a risk that the Council will not be able to meet its statutory obligations to provide sufficient school places for children resident in Wiltshire.

Capital funding has been allocated by the Department for Education (DfE) based on the annual SCAP return data which identifies current school capacity and projected future numbers of pupils, for the purpose of delivering additional school places (basic need). The Council must report annually on how this funding is being spent. If this funding is not allocated to deliver school basic need schemes there is a financial risk that this funding will not be made available to the Council in the future. The same applies to funding allocated for school maintenance and condition works.

The Council, in its capacity as Landlord, has a responsibility for managing its sites and building assets efficiently and to ensure all school buildings under its control (community, voluntary controlled and foundation) are maintained appropriately. If these assets are not maintained, then there is an increasing risk to health and safety of users as buildings fall into disrepair and increasing costs when more extensive work is required to make sure buildings remain operational.

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

11. It is important that the Council meets its statutory duty to provide sufficient school places and this programme of work will ensure that places are provided in locations where they are needed and delivered in a timely way. There is a financial risk however that costs could increase and exceed the funding envelope agreed. To mitigate this, project briefs and specifications will be in line with policy and the project management and design teams will ensure that where possible, value engineering exercises are undertaken to reduce costs and keep within budget.

There is a risk that projects could be delayed due to unforeseen circumstances. Project managed timelines will be closely monitored on a monthly basis to avoid slippage where at all possible.

There is a risk that a school project, predominantly funded by S106 contributions, is procured and subsequently the developer goes into liquidation. It should be noted however that Council policy is to secure up to 50% of the funding at commencement of the housing development wherever possible and the remainder at the half-way point of the development.

Many schools have now converted or are in the process of converting to Academy status. There is a risk that an academy may not want to expand its places to meet additional demand in an area. The Council will work in partnership with all providers to ensure that expansion projects to provide additional places can be delivered in a timely way to support all communities.

### **Financial Implications**

12. The funding allocations for basic need and maintenance works in schools are shown in the table at para 3 above. There is an expectation that future years maintenance allocations will be reduced further if more schools convert to academy status and the relevant funding is withdrawn from the Council to be transferred to the ESFA. In the event of this happening the maintenance programme would be scaled back appropriately.

In addition to formula allocations, the School Capital Programme is supported by S106 developer contributions allocated to location specific schemes and where appropriate CiL funding secured from major developments.

The School Capital Programme is funded in full by grant and S106/CIL with no WC capital borrowing. The programme is managed within its allocation and actions taken where necessary to ensure it remains within budget.

### **Legal Implications**

13. Wiltshire Council in the exercise of statutory duties and obligations is required to undergo a continuous programme of monitoring and review in accordance with the Wiltshire School Places Strategy and Implementation Plan 2017-2022.

The School Capital Programme 2018-2021 report does not present immediate legal issues over and above the implementation, monitoring and due diligence obligations associated with the exercise of statutory powers.

Where it is proposed, the Council will carry out construction works to foundation, academy or voluntary controlled school sites, the Council will need to ensure that legal arrangements are in place to secure access to the site for the construction team before the Council enters into any contracts for the works

Depending on the land ownership and the status of the school site the Council may be required to transfer school land to the governing body pursuant to the provisions of the School Standards and Framework Act 1998.

Any proposed construction works will be subject to Legal Services working with the Strategic Assets and Facilities Management team to carry out a full due diligence exercise of the site to identify any site constraints which would have an impact on the proposed works, for example, any rights of way across the site or covenants restricting use of the land.

### **Recommendations**

14. The schemes identified in this latest Schools Capital Programme report are required to ensure the Council can provide sufficient school places and that school buildings are maintained to a good standard of accommodation. It is recommended that the work identified in Appendices B and C be approved.

### **Conclusions**

15. The Council has a statutory duty to provide and maintain sufficient high quality school places to meet the demand arising across Wiltshire, whether from demographic or population change, Core Strategy housing development growth and the Army Re-Basing programme. The Cabinet has approved the Wiltshire School Places Strategy and Implementation Plan 2017-2022 which clearly identifies the priorities for capital investment

in the short, medium and longer term and this proposed Schools Capital Investment Programme will enable the priority works to be progressed.

## **Proposal**

16.
  - i. To note the progress of previously approved schemes as at Appendix A.
  - ii. To approve the new Basic Need schemes subject to planning approvals and completed S106 agreements, requiring £1.530m of basic need allocation as at Appendix B.
  - iii. To approve the Schools Capital Maintenance Work totalling £2.5m for 2018/19 as at Appendix C.
  - iv. To authorise the Corporate Director for Children Services to invite and evaluate tenders for the projects described in this report, and, following consultation with the cabinet member, to award the contract for the project (subject to approval of any necessary statutory proposals) and to authorise, in consultation with the Head of Strategic Asset & FM (or the Asset Portfolio Manager (Estates), in accordance with the relevant scheme of sub-delegation (under paragraph 7 of Part 3B of Wiltshire Council's constitution)), the acquisition of all land (and the completion of any legal documentation) reasonably required in order to facilitate the Schools Capital Investment Programme.

## **Reason for Proposal**

17. The Council has a statutory duty to provide sufficient high quality school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or the planned Army Re-Basing programme. The approved Wiltshire School Places Strategy and Implementation Plan 2017-2022 which is kept under review, clearly identifies the priorities for capital investment in the short, medium and longer term and directly informs this updated Schools Capital Programme. The Council also has landlord responsibilities for the effective management and maintenance of the schools' estate (schools for which it remains responsible) and the investment programme will enable urgent and priority repairs and maintenance projects to proceed.

**Terence Herbert**  
**Corporate Director – Children's Services**

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30 January 2018



## **Background Papers**

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

- None

## **Appendices**

Appendix A – Progress report on previously approved schemes

Appendix B – Proposed new basic need schemes requiring approval

Appendix C – Proposed schools planned maintenance programme 2018/19

School Capital Programme (previously approved schemes) Progress Report

School	Project	Status
<b>Primary</b>		
Bitham Brook Primary Westbury	Provision of 60 additional places and ancillary accommodation	Complete
Castle Primary Ludgershall	Provision of 60 additional places and ancillary accommodation	Complete
Castle Mead Primary Trowbridge	Expansion by 1FE (from 210 to 420 places) plus an 18 place SEN Resource Base	Complete
Christchurch CE Primary BoA	Provision of 90 additional places	Complete
Corsham Broadwood Pry Corsham	Expansion by 0.5FE (120 places)	Detailed design in progress – to open 2019
St Peters (Fugglestone Red) Salisbury	New 1.5 FE (315 place) Primary School	Construction in progress - to open Sept 2018
Ivy Lane Primary Chippenham	Additional 30 places	Complete
<del>Malmesbury CE Primary expansion</del>	Expansion by 0.5FE (120 places)	Expansion of Lea and Garsdon CE Primary now planned ( <i>see below</i> )
Old Sarum Primary Salisbury	Expansion by 1FE (210 places)	Complete
Priestley Primary Calne	Expansion by 0.5FE (120 places)	Detailed design in progress – to open 2019
Wilton & Barford Primary	Provision of 30 additional places and hall extension	Complete
<del>Royal Wootton Bassett (NEW)</del>	Additional places required.	Free School bid unsuccessful, feasibility studies underway to confirm alternative options ( <i>see below</i> )
Downton Primary Downton	Provision of 60 additional primary places, hall extension and new playground	Complete
Princecroft Primary Warminster	Expansion by 60 places	Planning application submitted
Westbury Infants	Expansion by 30 places	Complete

School	Project	Status
Westbury Juniors	Expansion by 30 places	Construction in progress – to complete Feb 2018
Lyneham Primary	Expansion from 2FE to 3FE (additional 210 places) in two phases	Detailed design in progress – to open Sept 2019
Amesbury Kings Gate (NEW)	New 2FE (420 place) Primary School	Detailed design in progress - to open 2019
Longhedge, Salisbury (NEW)	New 1FE (210 place) Primary School	No progress – could be Free School bid
Chippenham North (NEW)	New 1FE (210 place) Primary School	No progress – could be Free School bid
Chippenham Rawlings Farm (NEW)	New 1.5FE (315 place) Primary School with expansion to 2FE to follow	S106 yet to be agreed
Chippenham Rowden Park (NEW)	New 1.5FE (315 place) Primary School with expansion to 2FE to follow	No progress – could be Free School bid
<b>Secondary</b>		
Stonehenge	Expansion by 300 places	Construction in progress – to open Sept 2018
Malmesbury	Expansion by 120 places	Planning approved - awaiting PFI provider approval to proceed.
Royal Wootton Bassett	Expansion by 180 places	Planning application submitted by school and CIF bid to ESFA PFI provider approval needed.
St Joseph's RC Salisbury	Expansion by 120 places	Construction in progress – to open Sept 2018 - school managed
Corsham Secondary	Expansion of Secondary School Phase 1	Planning application submitted - academy managed
St Laurence School BoA	Expansion by 40 places	Academy managed scheme
Melksham Oak	Expansion of Secondary School – Phase 1	Initial discussions underway – required for 2020
<b>Army Basing</b>		
St Michael's, Larkhill (NEW)	Expansion and relocation to new 2FE (420 place) Primary School and 60 place Nursery	Construction in progress – to open Sept 2018
Ludgershall Corunna Barracks (NEW)	New 2FE (420 place) Primary School and 30 place Nursery	Detailed design in progress – to open Sept 2019
Avon Valley College	Expansion by 270 places	Construction in progress – to open Sept 2018

School	Project	Status
Wellington Academy	Expansion by 105 places for Service families and a further 250 places for civilian housing	Detailed design in progress - to open Sept 2019.
<b>Special</b>		
Larkrise Special School	Provision of an additional 8-10 places by Temporary Classroom	Complete
<b>Condition Projects</b>		
Harnham Infants	Replacement of poor quality temporary buildings	Joint project – design team appointed
Harnham Juniors	Replacement of poor quality temporary buildings	Joint project – design team appointed
Wootton Bassett Infants	Replacement of poor quality temporary buildings	Planning application about to be submitted.
Preshute Primary	Replacement of poor quality temporary buildings	School managing scheme

## New School Capital Schemes

## Appendix B

School	Project	Status	Cost Estimate £m	Requiring Approval £m (Basic Need)
<b>Primary</b>				
Lea and Garsdon CE Primary, Malmesbury	Expansion of school by 0.5FE up to 120 places	This project replaces the previously approved scheme to expand Malmesbury Primary	£2.5m (£1.3m S106)	£1.2m
<b>Secondary</b>				
Matravers School, Westbury	Replacement of poor quality temp accomm as contribution to PSBP2 Project funded by ESFA	Planning application about to be submitted	£1.425m (£1.145m S106)	£0.280m
<b>School Managed Schemes funded by S106</b>				
Redlands Primary, Chippenham	Expansion to provide an additional 30 places	Project being scoped	£300k S106 funding specific to this school	-
Burbage Primary Academy, Pewsey	Replacement of poor quality temporary accommodation	S77 consent and planning application approved	£170k S106 funding specific to this school	-
Bellefield Primary, Trowbridge	Expansion to provide an additional 30 places	Project being scoped	£200k S106 funding specific to this school	£0.050m
Sutton Benger Primary, Chippenham	Expansion through conversion of library to classroom	Planning approved and started on site December 2017	£68k S106 funding specific to this school	-
John Bentley School, Calne	Expansion to provide flexible and inclusion facilities	In progress	£360k S106 funding specific to this school	-
<b>Total</b>			<b>£5,023m</b>	<b>£1.530m</b>

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## Priority School Planned Maintenance Projects 2018-19

School	Type of Maintenance Works	Est Cost £k
Amesbury Archer Primary	Replacement drainage water channel	10
Downland Special	Roof replacement	50
Harnham CE Juniors	Replacement security fencing	15
Harnham CE Juniors	Renew boiler and partial rewire, review FCU's	100
Longford CE Primary	Roof replacement	45
Longford CE Primary	Lighting upgrade	6
Ramsbury Primary	Roof repairs	90
Harnham Infants	Roof replacement	70
Newton Tony Primary	Rewire and light fittings	75
Woodlands Primary	Roof repairs	50
Woodlands Primary	Replacement security fencing	10
St Johns CE Primary	Replacement security fencing	10
St Johns CE Primary	Replacement roofs	90
St Johns CE Primary	Replacement windows	40
The Stonehenge School	Roof replacement	75
Amesbury CE Primary	Roof replacements	130
Christchurch CE Primary	Playground surface replacement	20
Christchurch CE Primary	Renew underfloor pipework	50
Bratton Primary	Renew guttering and downpipes	20
Lacock CE Primary	Renew windows (conservation area)	50
North Bradley CE Primary	Roof replacement	150
North Bradley CE Primary	Window replacement	50
Princecroft Primary	Roof replacement	30
Sutton Veny CE Primary	Roof replacement	140
Sutton Veny CE Primary	Playground surface replacement	30
Holbrook Primary	Roof replacement	100
Urchfont Primary	Roof replacement	50
Urchfont Primary	Structural crack and drainage renewal	35
Sambourne CE Primary	Renew guttering and downpipes	50
Sambourne CE Primary	Replacement windows and mullions	40
Sambourne CE Primary	Boiler house and drainage repairs	20
Minster CE Primary	Drainage inspection and renewal	15
Minster CE Primary	Roof replacement	50
Westbury CE Juniors	Window replacement	25
Winterbourne Earls CE Primary	Roof repairs	20

School	Type of Maintenance Works	Est Cost £k
St Sampson's Primary	Renew lightning protection	5
Dinton CE Primary	Replacement security fencing	15
Durrington CE Junior	Replacement fire doors and access steps	6
Ashton Keynes Primary	Emergency lighting	10
Ludgershall Castle Primary	Renew fan coil heaters	42
St Barnabas CE Primary	Fire alarm upgrade	11
Clarendon Infants	Renew light fittings	35
Bellefield Primary	Structural repairs and guttering	30
Bellefield Primary	Renew drains	30
Newtown Primary	Rewire	100
Newtown Primary	Roof replacement	20
Bitham Brook Primary	Rewire and renew fire alarm	120
Bitham Brook Primary	Boiler replacement	45
Westwood with Iford Primary	Rewire	80
Wilton and Barford CE Primary	Replacement fan coil units	6
Contingency	Contingency	134
<b>Total</b>		<b>2,500</b>
<b>Next priority schemes if resources allow</b>		
St Nicholas Special	Replacement glazed roof and flashings	60
St Pauls Primary	Roof replacement	150
Bromham St Nicholas Primary	Renew skylights	50
Harnham CE Juniors	Roof replacement	30
Redland Primary	Hall roof replacement	20
<b>Total</b>	<b>Unfunded</b>	<b>310</b>

Costs include direct fees and charges associated with work planned.

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**Wiltshire Council**

**Cabinet**

**30 January 2018**

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**Subject: School Admissions Policy 2019/20**

**Cabinet member: Councillor Laura Mayes – Children’s Services**

**Key Decision: No**

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## **Executive Summary**

This report has been produced as part of the statutory process for the determination of admission arrangements to maintained schools.

The Local Authority has a statutory duty to formulate and operate schemes to co-ordinate the admissions to all maintained schools and Academies within its area. We are proposing two co-ordinated schemes; one covers primary schools (including infants and juniors) and the other is for secondary schools. The co-ordination of admissions has been successful in past years and the schemes proposed for 2019/20 are substantially the same as those operating for the current academic year.

The Local Authority is also the statutory admission authority for the Voluntary Controlled and Community Schools in its area. As such it is required to determine admission arrangements – including any oversubscription criteria - which outline how it will admit children to those schools. There are two proposed schemes one for secondary and one for primary (including infant and junior schools).

Following a period of consultation with all stakeholders including pre-schools, nurseries, schools, parents, neighbouring authorities and Senior Officers at Wiltshire Council, we have received one response. Cabinet are therefore asked to approve the four documents which are appended to this report which then will become the determined admission policies for Wiltshire for 2019/20.

The admissions process for the intakes in September 2019 begins in September 2018.

**Proposal****To approve the following: -**

- a) the proposed scheme for the co-ordination of admission to secondary schools for 2019/20.
- b) the proposed scheme for the co-ordination of admissions to primary schools for 2019/20.
- c) the proposed admission arrangements for Voluntary Controlled & Community Secondary Schools for 2019/20.
- d) the proposed admission arrangements for Voluntary Controlled & Community Primary Schools for 2019/20.

**Reason for Proposal**

The Local Authority has a statutory duty to have a determined admission policy for 2019/20 in place on or before 28 February 2018.

**Terence Herbert**  
**Director for Children's Services**

**30 January 2018**

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**Subject: School Admissions Policy 2019/20**

**Cabinet member: Councillor Laura Mayes – Children’s Services**

**Key Decision: No**

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### **1. Purpose of Report**

The Local Authority has a statutory duty to act in accordance with the School Admissions Code and has a statutory duty to formulate and operate schemes to co-ordinate the admissions to all maintained schools and Academies within its area. We are proposing two co-ordinated schemes; one that covers primary schools (including infants and juniors) and the other is for secondary schools.

There is a legal requirement to have schemes in place for the co-ordination of admission to the schools within Wiltshire.

The Local Authority is also the statutory admission authority for Voluntary Controlled and Community Schools in its area. As such, it is required to formulate admission arrangements which outline how it will admit children to those schools. There are two proposed schemes one for secondary and one for primary (including infant and junior schools).

The report presents the four elements of the Admissions Policy which, following consultation, are required to be determined by Cabinet.

### **2. Relevance to the Council’s Business Plan**

The Local Authority has a continued statutory responsibility to provide a school place for all children living in Wiltshire. The four documents have been put in place to ensure that all places are allocated in an open, fair and transparent way.

One of Wiltshire Council’s Business Plan outcomes is to achieve inclusive communities where everyone can achieve their potential. Key to this is that everyone has access to high quality education. A functioning, fair admissions policy is required to achieve this.

### **3. Main Considerations for the Council**

The proposed co-ordinated schemes and admission arrangements have been sent out for consultation to all relevant stakeholders including pre-schools / nurseries, schools, and Dioceses; they have also been placed on the Council’s website for parents and the public to view as well as being sent to neighbouring authorities. The documents were published and sent out for consultation in

December 2017 and comments were invited to be received up until 11 January 2018.

The Local Authority has received one comment in response to the consultation.

As in previous years, it is clear that there is confidence that with suitable communication systems being in place, the co-operation between the Admissions Team and the Foundation, Voluntary Aided schools and Academies which is essential for the smooth operation of a co-ordinated scheme, will be forthcoming.

The proposed timetables for the primary and secondary co-ordinated schemes are based on those used in previous years and so they are familiar to schools and the Admissions Team at Wiltshire Council.

The statutory regulations give clear deadlines for admissions applications, to which the co-ordinated admissions schemes must adhere.

- Secondary Deadline 31 October 2018
- Primary Deadline 15 January 2019
- Secondary Notification Date 1 March 2019
- Primary Notification Date 16 April 2019

The co-ordinated schemes include the provision to co-ordinate all admissions to all schools for the main years of entry. The main years of entry are Reception, Year 3 (Junior) and Year 7. In line with the School Admissions Code, there is no longer the requirement for *In Year* applications to be co-ordinated within county or cross border. In the attached schemes however, it is proposed that all *In Year* applications continue to be made directly to Wiltshire Council for places at Wiltshire schools. This is so that we can monitor which children are potentially out of the school system for the purpose of safeguarding.

The co-ordinated scheme for main round applications for places at primary schools (Reception intake) mirrors that which operates for secondary schools (Year 7 intake). Wiltshire residents may apply for an out of county school on a Wiltshire form. Out of county residents can apply for a Wiltshire school through their own local authority.

It is clear from previous years, that there is widespread agreement with the proposed admission arrangements for Voluntary Controlled and Community schools which are considered to be fair and objective as required by the School Admissions Code.

Currently children living within a school's designated area are given priority over children from outside that area. The tie break used if a school is oversubscribed within any criterion is that of distance (straight line) from the school.

The Local Authority has retained the arrangements and criteria for the Special Planning Area, for admissions in 2019/20. This has been put in place to ensure that Wiltshire Council is providing as much support as possible to military families relocating to Wiltshire.

There are ongoing discussions with all Voluntary Aided, Foundation schools and Academies in the Special Planning Area to encourage them to introduce the same criterion to their oversubscription criteria for the coming years.

The proposed co-ordinated schemes and admission arrangements are in accordance with the requirements of the School Admissions Code which came in to force on 19 December 2014.

The admission arrangements for Voluntary Controlled and Community schools will be operated within the appropriate co-ordinated scheme for admissions within Wiltshire and are compatible with the timetables laid down by the co-ordinated schemes.

Following the consultation and once determined by Cabinet, the schemes and admission arrangements will be circulated to all schools in Wiltshire and to our nine neighbouring local authorities and published on the Council website. They will be implemented from September 2018 when the process of admitting children to the intake year in 2019 starts.

#### **4. Background**

The purpose of co-ordinated arrangements is to make the application process simpler for parents by ensuring that each child gets one offer for one school place. This requires the School Admissions Team to work with colleagues in Academies, Foundation and Aided schools in Wiltshire and other local authorities.

The co-ordinated process is accepted by schools and the scheme does not need substantial revision. The proposed schemes are substantially the same as those currently being used. All four schemes have been drafted in line with The School Admissions Code which came into force on 19 December 2014.

The LA is the admissions authority for all Community and Voluntary Controlled schools in the county. The governing bodies or Trusts of Academies, Voluntary Aided and Foundation schools are each their own admissions authority.

Each admission authority must determine the arrangements to be used when allocating school places. These proposed arrangements will be used solely for admissions to Wiltshire Community and Voluntary Controlled schools. They incorporate the criteria used to prioritise applications in situations when a school is oversubscribed (i.e. when more applications are received than places available) as well as showing how all admissions will be processed.

In one case there is a proposal to change arrangements: the situation is explained in section 5 below.

#### **5. Consultation on changes to the designated area for Old Sarum Primary School 2019/20**

Following expansion of the school, the Local Authority is currently consulting on changing the designated area of Old Sarum Primary School in Old Sarum near

Salisbury. The consultation began on Monday 27 November 2017 and it ends on Thursday 11 January 2018.

The Governing Body of Old Sarum Primary School has formally requested to amend its designated area. Wiltshire Council has considered the request and the proposal is to add an additional five streets to the designated area for the school. The additional streets are situated in the older housing area of Old Sarum.

Wiltshire Council is consulting on amending the designated area of Old Sarum Primary School to include the streets outlined below. If approved then the additional streets will be added to the designated area for Old Sarum, they will also remain in the current shared area as detailed below.

**Partridge Way**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

**Green Lane**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

**North Side**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

**South Side**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

**The Close**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

**Portway SP4 6BY**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

The existing designated area of Old Sarum Primary School will remain unchanged and will not form part of the shared area.

No comments have been received.

**6. Overview & Scrutiny Engagement**

Not applicable

**7. Safeguarding Implications**

In the interest of safeguarding, the Local Authority co-ordinates all applications for all children to Wiltshire schools this ensures that the School Admissions Team can monitor which children are potentially out of the school system. If a parent is unable to secure a place at their preferred school, the School Admissions Team will ensure that a place is allocated at a reasonable alternative.

**8. Public Health Implications**

There are no public health issues arising directly from this report.

**9. Procurement Implications**

There are no procurement implications directly arising from this report.

**10. Equalities Impact of the Proposal**

The Admissions Policy and Coordinated Admissions Schemes are put in place to ensure all applications for a school place are treated in fair, open and transparent way. Although not part of the proposed co-ordinated schemes or admission arrangements, it should be noted that all application forms can be and are produced in different languages on request.

The online system for applications to be made has developed since it was introduced in 2006. Over 85% of applications for September 2017 intakes were received electronically.

Paper copies of the application forms are also still available for parents/carers who do not have online access.

## **11. Environmental and Climate Change Considerations**

The Admission Policy of the local authority is to give local children priority when applying for their local school. This policy of 'local schools for local children' has been maintained for many years and is a way of encouraging parents to consider the environmental impact of long journeys to school.

Should the Admissions Team not be able to offer a place at a child's designated school and the child lives further than the statutory safe walking distance for the child's age, then free transport would be provided to the next nearest school with available places. The percentage of children this currently applies to in Wiltshire is 0.8%.

## **12. Risks that may arise if the proposed decision and related work is not taken**

Were the Local Authority not to determine co-ordinated schemes for its maintained schools, the Secretary of State would impose a scheme on us.

The Office of the Schools Adjudicator has a monitoring role to play in regard to admission arrangements. It is the statutory responsibility of admission authorities to ensure that these are in place by 28 February 2018.

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

There is a small risk that confusion or challenge may occur over the 2019/20 proposed arrangements, however, this is mitigated as the changes in the proposed 2019/20 scheme have been kept to a minimum.

## **14. Financial Implications**

The budget to support admission arrangements is funded from the Dedicated Schools Grant (DSG) received by the Local Authority. In line with latest school funding arrangements, the funding for admission arrangements will form part of the Central Schools Services Block of the DSG from 2018-19 and is therefore

determined by Schools Forum as part of the consideration of the overall central schools block.

The Admissions Team budget covers the staffing and support costs of the team and the cost of managing and administering appeals for school places. This includes the costs of the Independent Appeals Panel and that of Democratic Services who service the Appeals Panel. Every parent has the right of appeal for a school place and therefore these costs are demand led.

Whilst the percentage of applications for a school place made on-line is increasing, the volume of applications overall and appeals being requested are also increasing. Any increases in workload will be met through increased efficiencies and there are no plans currently to increase the Admissions budget.

## **15. Legal Implications**

The School Admissions Code, issued under Section 84 of the School Standards and Framework Act 1998, imposes mandatory requirements in relation to the discharge of functions relating to admissions to maintained schools. The Local Authority has a statutory duty to act in accordance with the relevant provisions of the Code. This includes a statutory duty to determine schemes for the co-ordination of admissions and admission arrangements for Voluntary Controlled and Community schools. Should the Local Authority fail to do so the Secretary of State may impose schemes. The proposed schemes and scheme changes have been drafted to comply with the requirements of the Schools Admissions Code which came into force on the 19<sup>th</sup> December 2014.

## **16. Options Considered**

It is a legal requirement to have these policies in place and therefore no alternative has been considered.

The schemes and arrangements as presented have been sent out to all schools for consultation and no alternative suggestions have been received to date.

## **17. Conclusions**

Cabinet is asked to approve the appended schemes which will become the determined Admissions Policy for Wiltshire for 2019/20.

**Terence Herbert**  
**Director Children's Services**

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18 December 2017



## **Background Papers**

None

## **Appendices**

- a) Appendix A - Proposed Scheme for the Co-ordination of Secondary Admissions 2019/20
- b) Appendix B - Proposed Scheme for the Co-ordination of Primary Admissions 2019/20
- c) Appendix C -Proposed Admission Arrangements for Voluntary Controlled & Community Secondary Schools 2019/20
- d) Appendix D -Proposed Admission Arrangements for Voluntary Controlled & Community Primary Schools 2019/20

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**PRIMARY**

**Proposed Admission Arrangements for Community and Voluntary  
Controlled Primary Schools for 2019/20**

**Status:** Proposed Admissions Arrangements 2019/20  
A226/17

## **Proposed Primary Admission Arrangements**

### **Wiltshire Council Proposed Admission Arrangements for Admissions to Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools for the 2019/20 Academic Year**

#### **1. General Information**

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools. Foundation (F), Voluntary Aided schools (VA) and Academies (A) are their own admissions authorities and the governing bodies are responsible for determining their own procedures and policies.

**Determined arrangements for the co-ordination of primary admissions are drafted with the determined co-ordinated admissions scheme 2019/20.**

**The application round for entry into Reception 2019 and Junior Year 3, 2019 entry opens on 1 September 2018. The deadline date for applications to be received is midnight on 15 January 2019. The home address given for the child must be the address where the child is resident as of the deadline date.**

##### **a. Designated Area**

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question.

For admission criterion purposes, the address used for Bargees, will be the sorting office or main post office address, closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

##### **b. Preferences**

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the LA will make an offer for the highest ranked preference school possible with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place at an alternative school. Allocations will be made after all expressed preferences have been considered. An applicant will normally be offered a place at the designated school for their home address. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory walking distance and has places available or it is a school to which free home to school transport would be provided.

In the case where there are more children living within an area, than there are places available and the parent has not named the designated school(s) as one of their preferences, the remaining places will be randomly allocated.

c. **Children with an education, health and care plan or a statement of special education need**

All children whose education, health and care plan or statement of special educational needs that names a school must be admitted.

d. **Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances, for example, a child living in the designated area for who there is no reasonable alternative place available. "Reasonable" in this circumstance is defined as a school within the statutory safe walking distance from the applicants home address of two miles for children aged under eight and three miles for children aged eight or over, or it is a school to which free home to school transport would be provided.

A list of PAN's for Voluntary Controlled and Community Schools can be found at the back of this policy document.

e. **Address**

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address given by the applicant using the council tax reference number which is provided as part of the application.

For Yr R September 2019 entry and for YR 3 junior entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2019.

Future addresses from applicants who currently own a property that is rented out and for which they plan to return to, will not be used when allocating places. Applicants will only be considered from the address as of the deadline date (for applications into YR and Yr3) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

The only exceptions to this would be for YR applications where a change of address has taken place between 16 January – 31 January, confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement – for a minimum of six months) must be received by 7 February 2019. In the case UK service personnel moving to a Wiltshire address after the deadline date a posting notice must be received before 7 February 2019. Any proof submitted after 7 February 2019 will not be considered for allocations purposes.

f. **Shared Parental Responsibility**

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

**g. Multiple Births**

The LA will endeavour to place siblings born at the same time (eg. twins, triplets etc) in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.15 of the School Admissions Code 2014, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30<sup>th</sup> or the 60<sup>th</sup> child admitted.

**h. Children of UK Service Personnel (UK Armed Forces)**

Applications for children of UK service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.

Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6 for VC & C's schools. Parents should view individual admissions policies for VA, F and A for information about YR6 pupils. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

i. **Armed Forces Personnel Relocating to Salisbury Plain - a Special Planning area for admissions**

Leading up to September 2019 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.

From September 2015, Wiltshire Council has declared the community areas of Amesbury and Tidworth as a 'special planning area for Admissions'. This gives an admission priority to children eligible for service premium, rebasing to settlements around Salisbury Plain until 2019. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.

Wiltshire Council has introduced criterion 'H' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements. Full details of Criterion H can be found in the Determined Admission Arrangements for Primary VC & C Schools 2019/20.

The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.

## **2. Starting School**

There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, pre-schools, day nurseries, playgroups, or as part of a Children's Centre. From September 2017 working parents of children aged three and four years of age will be to access 30 hours for Free Entitlement, certain criteria will need to be met.

A school place will be made available for children from the September following their 4<sup>th</sup> birthday. Full-time education is available to all reception pupils.

Parents have the right to ask that their child attends part-time and this will be provided by arrangement with the school governors, part-time provision has been determined as either five mornings or five afternoons a week.

Schools will be responsible for informing parents of the induction arrangements for new entrants to the reception class(es). These may involve a short period of part-time provision or a phased entry at the beginning of Term 1, which will normally be a fortnight. Individual children's cases should be discussed by the parents(s) with the school directly.

### **3. Joint admission arrangements with pre-schools**

A small number of schools enter into a formal joint arrangement with a pre-school or nursery to provide education jointly to children before they reach statutory school age. Such an arrangement usually involves each child attending school for some sessions each week, however, attending the pre-school or nursery school does not give priority for admission to the partner school.

The date on which a child can be admitted to a joint arrangement must be no earlier than the start of the term following his or her 4<sup>th</sup> birthday but can be later than this.

Registration at any nursery or pre-school unit will not be considered as an application for a school place. Attending a nursery / pre-school does not guarantee any child a place at a school. Applications can only be considered in line with the schools individual over-subscription criteria.

### **4. Early, deferred or delayed admission**

#### **a. Early admission**

Admissions earlier than the term following the child's 4<sup>th</sup> birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

#### **b. Deferred admission until later in the academic year**

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.



Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The offer of a place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2020 but will not be considered until at least June 2020.

Any request to defer or attend part-time should be made to the school as soon as an offer is received.

**c. Admission of children outside their normal age group**

*All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014:*

*Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.*

*All requests must be submitted to the Local Authority by 15 January 2019.*

All requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January.

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the admission authority for each particular school, which in the case of voluntary controlled and community schools is the council. For voluntary aided, foundation schools or academies the admissions authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception for any Wiltshire school, must first submit a formal application to the council.

If parents are applying for a voluntary controlled or community school, they will also need to make a written request at the time of application to the local authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents are applying for a delayed entry at a voluntary aided, foundation school or an academy, as well as submitting a formal application to the local authority they should also contact their preferred school directly to discuss the request.

In the case of Voluntary Controlled and Community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and you are not offered a place, the local authority will make an alternative offer. However please note that delayed admission in to reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, then after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

### **Right of Appeal for admission of children outside their normal age group**

Parents who are refused a place at a school for which they have applied have the statutory right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception they have the right to complain against the decision through the Council's complaints procedure for

decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

## **5. Deadline – applications received by the deadline date of midnight 15 January 2019 will be considered as first round applications**

The closing date for main round applications (i.e. applications for entry into Reception 2019) is 15 January 2019.

All applications received after the deadline of 15 January 2019, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined.

## **6. Oversubscription Criteria for Voluntary Controlled and Community Schools**

Where a school is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

### **a. Looked After Children/Previously Looked After Children**

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989.)

### **b. Vulnerable Children**

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

### **c. Linked Infants School (this criterion applies to infant-to-junior YR2 transfer applications only)**

Children who are pupils attending year 2 at the linked infant school as at the deadline date, irrespective of the status of the school, i.e. F, A, C or VC.

### **d. Designated area siblings and shared area siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infants school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

e. **Other children from the designated area or shared area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

f. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant's school) at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

g. **Children of staff at the school**

A child is considered to fall under this criterion

- i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

h. **Children eligible for service premium relocating to Salisbury Plain**

The above criteria will only apply to the following schools:

Durrington CE Junior School,  
Kiwi Primary School, Bulford,  
Larkhill Primary School,  
Collingbourne C E Primary School.  
Amesbury C of E Primary School  
Amesbury Archer Primary School

i. **Other Children**

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the listed categories the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and

northings for the child's home address and the school. Those living closer to the school will be given priority.

## **Tie Break**

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted then the available places will be decided by means of casting lots.

The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

## **7. Waiting lists**

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on a waiting list will be determined by applying the published oversubscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on the last day of the summer term 2020.

A fresh application can be made for a place for the next academic year group but this will not be considered before 31 May 2020.

Places that become available will not be offered to pupils who are not on the waiting list.

If your child is offered a place from a waiting list for any VC or C schools then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place within 5 working days, the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

### Notes:

- Names will only be removed from the lists if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Parents must contact any VA, F school or the Academy concerned to obtain information on the existence of a waiting list and or maintenance of a waiting list.

- Except for service families, children will not be considered to be living within the designated area for a school until the LA receives an exchange of contracts or a signed tenancy agreement.
- Except for service families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

## **8. Applications for Reception and YR 3 Junior 2019 Intake – applications received after 15 January 2019**

Applications received after the deadline of 15 January 2019 will be considered as late applications.

Applications received between the 16 January 2019 and 25 April 2019 will be treated as second round applications.

Applications received after the 26 April 2019 will be treated as third round applications.

## **9. Appeals Procedure – Main Round Applications**

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school which education is to be provided for their child.

### **First round appeals**

For applications received from 1 September 2018 – 15 January 2019 and for offers made on National Offer Date appeals must be received by the Local Authority no later than 14 May 2019.

### **Second round appeals**

For applications received from 16 January 2019 – 23 April 2019 and for offers made on 31 May 2019 appeals will be heard as soon as possible.

### **Third round appeals**

For applications received after the 23 April 2019 and for offers made after 30 June 2019, appeals will be heard as soon as possible.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form unless the child is not of statutory school age.

Please note appeals are only heard in term time.

## **10. In Year Transfer Applications for year groups other than Reception and YR 3 Junior 2019 Intake**

Applications received after the 25 July 2019 for the year of entry and any applications received for other year groups are classed as in-year transfer applications.

All applications will be considered together with any applications that have already been refused and the child's name will be placed on the waiting list accordingly.

Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below. All applications will be considered together and are ranked using the oversubscription criteria listed in this policy.

Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt. The school is then required to advise the LA if a place can be offered within 10 school days or receipt.

The following table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

<b>Date admission being sought</b>	<b>Earliest application should be submitted</b>	<b>Applications will be processed from</b>
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school then the place must be accepted or declined within 10 working days of the date of offer.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days the LA will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed if supported by the LA's relevant professional adviser(s) and the school.

## **11. Appeals Procedure – In Year Transfer Applications**

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school which education is to be provided for their child.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

Please note appeals are only heard in term time.

## **12. Proof of address**

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the Local Authority's Council Tax system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A formal exchange of contracts or a signed solicitor's letter stating contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement.

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. The LA reserves the right to check that parents are living in the address indicated on the applications form. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

## **13. Fair Access Protocol**

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour where there are places available (outside the normal intake round) the



case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a Previously Looked After Child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan (EHCP) as these children must be admitted.

Further information on the In Year Fair Access Protocol including further can be viewed at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## **Formal consultation on changes to the designated area for Old Sarum Primary School 2019/20**

The Governing Body of Old Sarum Primary School has formally requested to amend its designated area. Wiltshire Council has considered the request and the proposal is to add an additional five streets to the designated area for the school. The additional streets are situated in the older housing area of Old Sarum.

Wiltshire Council is consulting on amending the designated area of Old Sarum Primary School to include the streets outlined below. If approved then the additional streets will be added to the designated area for Old Sarum, they will also remain in the current shared area as detailed below.

### **Partridge Way**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

### **Green Lane**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

### **North Side**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

### **South Side**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

### **The Close**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

### **Portway SP4 6BY**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

**The existing designated area of Old Sarum Primary School will remain unchanged and will not form part of the shared area.**

Please visit the Wiltshire Council website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) to view full details for the consultation.

**Published Admission Numbers (PANs)  
for VC & C Schools**

<b>Voluntary Controlled Schools</b>	<b>Agreed 2019 PAN</b>
<b>All Cannings CE Primary School</b>	<b>21</b>
<b>Amesbury CEVC Primary School</b>	<b>60</b>
<b>Ashton Keynes CE Primary School</b>	<b>30</b>
<b>Bellefield Primary &amp; Nursery School, Trowbridge</b>	<b>42</b>
<b>Box CE Primary School</b>	<b>25</b>
<b>Brinkworth Earl Danby's CE Primary School</b>	<b>30</b>
<b>Broad Hinton CE Primary School</b>	<b>17</b>
<b>Broad Town CE Primary School</b>	<b>12</b>
<b>Chirton CEVC Primary School</b>	<b>12</b>
<b>Christ Church CE Controlled Primary School</b>	<b>60</b>
<b>Churchfields, The Village School ( Atworth/</b>	<b>25</b>
<b>Colerne CE Primary School</b>	<b>38</b>
<b>Collingbourne CE Primary School</b>	<b>17</b>
<b>Crudwell CE Primary School</b>	<b>17</b>
<b>Dinton CEVC Primary School</b>	<b>17</b>
<b>Durrington CE Cont. Junior School</b>	<b>58</b>
<b>Five Lanes Primary</b>	<b>20</b>
<b>Great Bedwyn CE Primary School</b>	<b>30</b>
<b>Harnham CE Cont. Junior School, Salisbury</b>	<b>90</b>

<b>Hilperton CEVC Primary School</b>	<b>25</b>
<b>Holt VC Primary School</b>	<b>25</b>
<b>Hullavington CE School</b>	<b>21</b>
<b>Kington St. Michael CE Primary School</b>	<b>21</b>
<b>Lacock CE Primary School</b>	<b>12</b>
<b>Langley Fitzurse CE Primary School</b>	<b>16</b>
<b>Lea &amp; Garsdon CE Primary School</b>	<b>21</b>
<b>Longford CE (VC) Primary School</b>	<b>12</b>
<b>Minety CE Primary School</b>	<b>21</b>
<b>Newton Tony CEVC Primary School</b>	<b>8</b>
<b>North Bradley CE Primary School</b>	<b>30</b>
<b>Oaksey CE Primary School</b>	<b>13</b>
<b>Preshute CE Primary School</b>	<b>30</b>
<b>Shalbourne CE Primary School</b>	<b>8</b>
<b>Sherston CE Primary School</b>	<b>30</b>
<b>Southwick CE Primary School</b>	<b>30</b>
<b>St. Barnabas CE School, Market Lavington</b>	<b>20</b>
<b>St. John's CE Primary School, Tisbury</b>	<b>20</b>
<b>Marlborough St. Mary's CEVC Primary School</b>	<b>60</b>
<b>St. Mary's CE Primary School, Purton</b>	<b>60</b>
<b>St. Nicholas CEVC Primary School, Bromham</b>	<b>12</b>
<b>St. Sampson's CE Primary School</b>	<b>60</b>
<b>Staverton CEVC Primary School</b>	<b>45</b>
<b>Stratford sub Castle CEVC Primary School</b>	<b>21</b>
<b>Sutton Veny CEVC School</b>	<b>27</b>
<b>The Minster CE Primary School</b>	<b>30</b>
<b>Urchfont CE Primary School</b>	<b>16</b>
<b>Warminster Sambourne CEVC Primary School</b>	<b>21</b>
<b>Westbury CE Junior School</b>	<b>90</b>
<b>Westbury Leigh CE Primary School</b>	<b>60</b>
<b>Wilton and Barford CE Primary School</b>	<b>30</b>
<b>Winsley CEVC Primary School</b>	<b>25</b>
<b>Winterbourne Earls CE Primary School</b>	<b>30</b>

<b>Community Schools</b>	<b>Agreed 2018 PAN</b>
<b>Amesbury Archer Primary School</b>	<b>60</b>
<b>Bitham Brook Primary School</b>	<b>51</b>
<b>Bratton Primary School</b>	<b>30</b>
<b>Charter Primary School</b>	<b>47</b>

<b>Fitzmaurice Primary School</b>	<b>45</b>
<b>Fynamore Primary School</b>	<b>60</b>
<b>Gomeldon Primary School</b>	<b>21</b>
<b>Greentrees Primary School</b>	<b>60</b>
<b>Grove Primary School</b>	<b>60</b>
<b>Harnham Infants School</b>	<b>90</b>
<b>Hilmarton Primary School</b>	<b>16</b>
<b>Holbrook Primary School</b>	<b>47</b>
<b>Horningsham Primary School</b>	<b>12</b>
<b>Kings Lodge School</b>	<b>60</b>
<b>Kiwi School</b>	<b>60</b>
<b>Larkhill Primary School</b>	<b>60</b>
<b>Luckington Community School</b>	<b>8</b>
<b>Ludwell Community Primary School</b>	<b>12</b>
<b>Manor Fields Primary School</b>	<b>30</b>
<b>Mere School</b>	<b>30</b>
<b>Monkton Park Primary School</b>	<b>38</b>
<b>Neston Primary School</b>	<b>30</b>
<b>New Close Community School</b>	<b>30</b>
<b>Newtown Community Primary School</b>	<b>45</b>
<b>Nursted Community Primary School</b>	<b>30</b>
<b>Old Sarum Primary School</b>	<b>60</b>
<b>Priestley Primary School</b>	<b>30</b>
<b>Princecroft Primary School</b>	<b>21</b>
<b>Ramsbury Primary School</b>	<b>30</b>
<b>Redland Primary School</b>	<b>45</b>
<b>Royal Wootton Bassett Infants School</b>	<b>60</b>
<b>Southbroom Infants School</b>	<b>90</b>
<b>St. Paul's Primary School, Chippenham</b>	<b>41</b>
<b>Stanton St. Quintin Primary School</b>	<b>21</b>
<b>Walwayne Court School</b>	<b>42</b>
<b>Westbury Infants School</b>	<b>90</b>
<b>Westwood-with-Iford School</b>	<b>17</b>
<b>Woodlands Primary School</b>	<b>30</b>

PRIMARY

## **Proposed Co-ordinated Scheme for Primary School Admissions for 2019/20**

**Status:** Proposed Primary Co-ordinated Scheme 2019/20  
A228/17

# **Proposed Co-ordinated Admissions Scheme for Primary & Junior schools within Wiltshire for year 2019/20**

## **Introduction**

1. This scheme for co-ordinated admissions is pursuant to section 89(b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to Primary schools within the LA area. It applies to all Primary schools in Wiltshire with effect from September 2019 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

## **Interpretation and Glossary**

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “Primary education”, “primary school” and “Primary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation (F) or voluntary aided (VA) school (A) Academy.

“Academy” means a state funded, non fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly, and hereafter, referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.

“admission authority” in relation to a community (C) or voluntary controlled (VC) school means the LA and, in relation to an academy, foundation or voluntary aided school means the governing body / academy trust of that school;

“the specified year” means the school year beginning in September 2019.

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“first round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received before the deadline of 15 January 2019.

“second or third round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received after the 15 January 2019.

“In – Year application” means any application for any other year group in the school up to and including Yr 6;

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number.

**The application round for entry into Reception and Junior YR3 2019 opens on 1 September 2018. The deadline date for applications to be received is midnight on 15 January 2019. The home address given for the child must be the address where the child is resident as of the deadline date.**

#### Starting School

3. There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, Sure Start centres, pre-schools, day nurseries, playgroups or nursery schools

A child must be in full-time education in the term following their fifth birthday. In Wiltshire, children can start school at the earliest from the September following their fourth birthday. Full time provision will be made available in all reception classes for all children from September 2019.

#### General Information

4. Parents will be able to make an online application. Online applications will be made directly to County Hall, Trowbridge. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2018 up until the deadline of 15 January 2019.
5. There will be a standard form for written applications known as the Primary Common Application form (PCAF) used for the admission of pupils into the first year of primary education in the specified year.
6. Unless an online application has been made, the PCAF must be used as a means of expressing one or more preferences by a parent wishing to apply for a school place for their child (either within or outside the county). The child must live in Wiltshire.
7. The LA will make arrangements to ensure
  - a. the PCAF is accompanied by written guidance notes explaining the co-ordinated admissions scheme, and
  - b. that copies are available on request from the LA and from all Primary schools in the LA area, and
  - c. that an electronic version of the form is available for parents to make an online application.
8. The PCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order. Preferred schools may be state-funded schools inside or outside Wiltshire. They will also explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which the PCAF must be returned. They will also confirm that;
  - a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or

- b. if a place cannot be offered at any one of their preferred schools, and the child is living in Wiltshire, a place at an alternative school will be allocated.
9. Split Site Schools – where a school operates from separate bases and each base provides for the full primary age range (i.e. Both Key Stage 1 and Key Stage 2), the two sites will be treated as separate schools for admissions purposes as they have their own discrete catchment area. This means that an application must name the site preferred. An applicant can use two preferences to name both sites.
  10. The governing body of a Foundation (F) or Voluntary Aided school (VA) or an Academy (A) can ask parents who have expressed a preference for their school on the PCAF, to provide additional information on a supplementary form but only if the additional information is required in order to apply their oversubscription criteria to the application.
  11. Where a school receives a supplementary form it may not be regarded as a valid application unless the parent has also completed a PCAF which expressed a preference for that school. The PCAF or an online application must have been returned to the LA by the deadline date.
  12. The closing date for applications is **15 January 2019**. All completed PCAFs are to be returned directly to the LA. Any PCAFs which are incorrectly returned to schools must be forwarded to the LA to be received by the deadline. Forms returned to schools and not received by the LA by 15 January 2019 will be treated as late applications.
  13. The LA will send out an acknowledgement of receipt for each PCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement within 15 school days of posting their applications.

### Address

14. The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For Yr R and Junior YR3 September 2019 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2019.

Future addresses from applicants who currently own a property that is rented out and to which they plan to return to, will not be used when allocating places. Applicants will only be considered from the address for which they are resident at, as of the deadline date (for applications into YRR) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

The only exceptions to this would be for YR applications where a change of address has taken place between 16 January – 31 January, confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement – for a minimum of six months) must be received by 7 February 2019. In the case UK service personnel moving to a Wiltshire address after the deadline date a posting



notice must be received before 7 February 2019. Any proof submitted after 7 February 2019 will not be considered for allocations purposes.

### **Designated Area**

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

For admission criterion purposes, the address used for Bargees, will be the sorting office or main post office address, closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

Future addresses from applicants who currently own a property that is rented out and for which they plan to return to, will not be used when allocating places. Applicants will only be considered from the address as of the deadline date (for applications into YR and Yr3) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

### **Shared Parental Responsibility**

15. Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in-year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

### **Applications for children of UK Service Personnel (UK Armed Forces)**

16. Applications for children of service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.
17. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and the unit postal address or quartering area address.
18. Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly.
19. The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.
20. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6 for VC & C's schools. Parents should view individual admissions policies for VA, F and A for information about YR6 pupils. Their position on any waiting list will be set accordingly.
21. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

### **Armed Forces Personnel Relocating to Salisbury Plain - a Special Planning area for admissions**

22. Leading up to September 2019 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.
23. From September 2015, Wiltshire Council has declared the community areas of Amesbury and Tidworth as a 'special planning area for Admissions'. This gives an admission priority to children eligible for service premium, rebasing to settlements around Salisbury Plain until 2019. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.
24. Wiltshire Council has introduced criterion 'H' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements. Full details of Criterion H can be found in the Determined Admission Arrangements for Primary VC & C Schools 2019/20.

25. The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.
26. Applications for children of service personnel returning from overseas with a confirmed posting will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.
27. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.
28. Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.
29. The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.
30. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6 for VC & C's schools. Parents should view individual admissions policies for VA, F and A for information about YR6 pupils. Their position on any waiting list will be set accordingly.)
31. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

### **Applications for Children from overseas**

32. All applications for children from overseas will be considered in accordance with the relevant legislation at the time of application.
33. Applications on behalf of children currently living outside the UK will be considered but until the child/ren are resident in the country their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of the future UK residency will be required if an application is made to an oversubscribed school.

### **The Application Process**

**First Round Applications for Reception and Junior YR3 - 2019 Intake (applications received before the deadline of 15 January 2019)**

34. The LA will act as a clearing house for the allocation of places by the relevant admissions authorities in response to the PCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the PCAF where-
- a. it is acting in its separate capacity as an admission authority, or
  - b. an applicant is eligible for a place at more than one school, or
  - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
35. The process by which the LA will allocate places is explained at paragraphs 37- 44.
36. **15 January 2019, closing date for all common application forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.**
37. **By 08 February 2019** where parents have nominated a primary school outside the LA area, the LA will notify the relevant LA.
38. **By 08 February 2019** the LA will notify all F and VA schools and Academies of every preference that has been expressed for that school.
39. **By 8 March 2019** all F and VA schools and Academies must have considered all of the preferences for their school, and provide the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
40. The LA will then match this ranked list against all other ranked lists and:
- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
  - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
41. Where the child is not eligible for a place at any of the nominated schools and the child lives in Wiltshire, they will be allocated a place at a school. This will be their designated school if places are available or at another school (to which there would be an entitlement to free school transport if it were outside the statutory safe walking distance from the home). Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
42. **By 22 March 2019** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
43. **By 12 April 2019** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
44. **On 16 April 2019 (National Offer Date)** letters will be despatched to all parents who submitted an application by 15 January 2019 offering a place at one school.
45. These offer letters will give the following information:

- a. the name of the school at which a place is offered;
  - b. the reason why the child is not being offered a place at any of the other schools nominated on the PCAF;
  - c. information about their statutory right of appeal against any decisions to refuse places at other preferred schools;
  - d. contact details for the LA and the schools for which they expressed a preference.
46. **2 May 2019** is the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 2 May 2019, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

**Second Round Applications for Reception and Junior YR 3 2019 Intake (applications received between 16 January 2019 and 23 April 2019)**

47. Second round applications, i.e. those received between 16 January 2019 and 23 April 2019 for the Reception Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

**Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.**

**During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.**

**Parents can only hold one offer. Therefore if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.**

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is

an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if places are available, unless an alternative place is available within the safe statutory walking distance from their home address. The process explained in paragraphs 48-51 will be followed:

48. By **3 May 2019** details of second round applications received between the 16 January 2019 and 23 April 2019 to be sent to Academies, Foundation and Voluntary Aided Schools.
49. By **10 May 2019** Academies, Foundation and Voluntary Aided Schools should provide the LA with a ranked list of second round applications.

On receipt, the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
  - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
50. By **31 May 2019** the LA will send out the second round offers for applications received between 16 January 2019 and 23 April 2019.
  51. **11 June 2019** is the last date for second round offer to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

### **Third Round Applications for Reception 2019 Intake (applications received after 23 April 2019)**

52. Third round applications, i.e. those received after 23 April 2019 for the Reception Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at the time.

**Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.**

**During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that**

**application and that there is no guarantee of gaining a place at the preferred school named on the new application.**

**Parents can only hold one offer. Therefore if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.**

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if a place is available, unless an alternative place is available within the safe statutory walking distance from their home address. The process explained in paragraph's 53 - 56 will be followed:

53. Applications received after the 23 April 2019 will be considered in date order of receipt and will be looked at after 28 June 2019 (i.e. once the second round of applications have been processed).
54. If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

#### **Applications for Reception 2019 Intake (applications received after 25 July 2019 – end of term)**

55. Any applications received by the LA after 25 July 2019 which expresses a preference for an Aided, Foundation School or an Academy will be forwarded to the school within five school days of receipt at which time the process for in-year applications will apply.

#### **Right of Appeal**

56. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

The deadline dates for lodging appeals for VC & C Schools for the main round entry is:

##### **First round appeals**

For applications received from 1 September 2018 – 15 January 2019 and for offers made on National Offer Date appeals must be received by the Local Authority no later than 14 May 2019.

##### **Second round appeals**

For applications received from 16 January 2019 – 23 April 2019 and for offers made on 31 May 2019 appeals will be heard as soon as possible.

### **Third round appeals**

For applications received after the 23 April 2018 and for offers made after 30 June 2019, appeals will be heard as soon as possible.

Own admission authority appeal timetables will be provided within the individual schools admissions policy or on the schools website.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form unless the child is not of statutory school age.

### **Final List of expected reception pupils to schools**

57. On or before 31 August 2019 the LA will send out a list to all maintained schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2019/20 school year.

### **Admitting in - area children above Published Admissions Number (PAN)**

58. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. We cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough spaces in schools for local children is a service priority for the School Buildings and Places team.
59. The LA has responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit children to their designated school because this does not incorporate an additional transport cost which would be required were an alternative school be allocated.
60. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route is unsafe or there is no available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
61. It may not always be possible to find a space at the designated school if this is already oversubscribed. If a school is over-subscribed then LAC will be given the highest priority on any waiting list. Following this In area children will be given priority on any waiting list over out of area children at all VC & C schools. If the designated area school is unable to accommodate any more children within the year group then the LA will allocate an alternative school which will be the next nearest school which has places available.
62. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child. All other entitlements will be dealt with by the Passenger Transport Team.

### **The In-Year Transfer Application Process**



## **In-Year Transfer Applications for year groups other than Reception 2019 Intake.**

**All In-Year transfer applications for all year groups, to Wiltshire Schools, should be submitted directly to Wiltshire Council. If a parent wishes to apply for a transfer to a school in another Local Authority then they should apply directly to the authority in which the school is situated in. The In-Year transfer application process for Wiltshire Schools is explained below.**

62. The LA will make available copies of the Admissions Guide and PCAF through all primary and secondary schools and on request from County Hall.
63. All applicants who wish to apply for a school place must complete an application form which should be returned to the LA, once completed by the current school. The applicant may or may not live in Wiltshire.
64. Should a parent living in Wiltshire wish to apply for a school in another authority; they must contact that authority directly for details on how to apply.
65. Should any Wiltshire school receive an in-year application form expressing a preference for that school the form should be forwarded to the LA within five school days of receipt.
66. Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt. The school is then required to advise the LA if a place can be offered within 10 school days or receipt.
67. Where the LA receives an in year application form expressing a preference for an Academy, F or VA school the application will be forwarded to the school within five school days of receipt.
68. For an Academy, F or VA school, the school's governing body is responsible for deciding the outcome of the application and should advise the LA accordingly within 10 school days of the date of which the information was received by the school.
69. In all cases, Wiltshire Council will aim to send a decision letter out within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
70. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.
71. The Local Authority will maintain waiting lists for all year groups for VC & C schools.
72. The school/academy will maintain waiting lists for all year groups for A, F & VA schools.
73. In accordance with paragraph 2.21 of the School Admissions Code the LA is required to provide parents on request the availability of school places within its area. All schools must provide the LA with this information. This must be done on a termly basis with the first return to be sent by 6 September 2019.

If an own admission authority school does not wish the LA to co-ordinate its in year, applications, the admission authority must formally write to the LA to confirm this. It will then

be the responsibility of that admissions authority to ensure that applications are processed in line with School Admissions Code.

The admissions authority will then have to process the application and inform the parent of the outcome and where necessary their statutory right of appeal. In all cases, it also required to forward a copy of the application along with the decision to the LA within ten schools days of receipt.

### **Applications for transfer at a future date**

74. Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below.

This table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

<b>Date admission being sought</b>	<b>Earliest application should be submitted</b>	<b>Applications will be processed from</b>
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

75. Applications for transfer for VA and F schools and Academies and UTC's will be forwarded when received directly to the schools named for consideration in accordance with the schools own admissions policy.

### **Right of Appeal – In Year Transfer Applications**

76. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

### **Proof of address**

77. The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

- A solicitor's letter stating contracts have been exchanged and specifying a completion date
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn. The application will then have the statutory right of appeal.

### **In-Year Fair Access Protocol**

78. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

### **Early, deferred or delayed admission**

79. a. **Early admission**

Admissions to school earlier than the term following the child's 4<sup>th</sup> birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

b. **Deferred admission until later in the academic year**

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2019 but will not be considered until June 2019.

Parents wishing to defer entry need to apply by the closing date 15 January 2019. Any request to defer or attend part-time should be made to the school as soon as an offer is received.

**c. Admission of children outside their normal age group**

*All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014:*

*Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.*

All requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January.

*All requests must be submitted to the Local Authority by 15 January 2019.*

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the admission authority for any particular school, which in the case of voluntary controlled and community schools is the council. For voluntary aided, foundation schools or academies the admissions authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception for any Wiltshire school must first submit a formal application to the council.

If parents are applying for a voluntary controlled or community school, they will also need to make a written request at the time of application to the local authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents are applying for a delayed entry at a voluntary aided, foundation school or an academy, as well as submitting a formal application to the local

authority they should also contact their preferred school directly to discuss the request.

All admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

In the case of Voluntary Controlled and Community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and you are not offered a place, the local authority will make an alternative offer. However please note that delayed admission in to reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, then after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

### **Right of Appeal for admission of children outside their normal age group**

Parents who are refused a place at a school for which they have applied have the statutory right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the

outcome of the request for delayed entry into reception they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

## **Appendix: 2019/20 Timetable for Primary Co-ordination (Wiltshire)**

- 15 January 2019:** **Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.**
- 8 February 2019: Details of applications which include preferences for schools in other LAs to be sent to those LAs.
- 8 February 2019: Details of applications to be sent to F, VA schools and Academies of all first round applicants.
- 8 March 2019: F, VA schools and Academies to provide the LA with ranked lists of all first round applicants.
- Between 8 March and 23 March the LA will match the ranked list from all schools and allocate places.
- 22 March 2019: The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
- 12 April 2019: By this date the LA will provide schools with details of those children to be offered places at the school.
- 16 April 2019:** **Notification letters despatched and sent to parents for all first round applicants. Online applicants also able to view the outcome online.**
- 23 April 2019: Deadline for second round applications.
- 2 May 2019: Details of second round applications to be sent to F, VA schools and Academies of all second round applicants.
- 10 May 2019: F, VA schools and Academies to provide the LA with ranked lists of all second round applicants.
- 31 May 2019: **Notification letters despatched and sent to parents for all second round applicants.**
- 11 June 2019: Last date for second round offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.
- 30 June 2019: Applications received after the 23 April will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.
- 31 August 2019: On or before the 31 August the LA will send out a list to all schools showing the pupils expected to join the school at the beginning of the 2019/20 school year.

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**Proposed Admission Arrangements for Community and Voluntary  
Controlled Secondary Schools for 2019/20**

**Status:** Proposed Admissions Arrangements 2019/20

A227/17

# PROPOSED SECONDARY ADMISSION ARRANGEMENTS

## Wiltshire Council's proposed admission arrangements for admission to Voluntary Controlled and Community (VC and C) Secondary Schools for the 2019/20 academic year

### 1. General Information

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Secondary Schools in Wiltshire. Foundation (F) Voluntary Aided (VA) Schools and Academies (A) are their own admission authorities and the governing bodies are responsible for determining their own procedures and policies.

**Proposed arrangements for the co-ordination of secondary admissions are made within the co-ordinated admissions scheme 2019/20.**

**The application round for entry into Year 7 - 2019 opens on 1 September 2018. The deadline date for applications to be received is midnight on 31 October 2018. The home address given for the child must be the address where the child is resident as of the deadline date.**

#### a. Designated Area

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

For admission criterion purposes, the address used for Bargees, will be the sorting office or main post office address, closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

#### b. Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the Local Authority (LA) will make an offer for the highest ranked preferred school possible with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place. Allocations will be made after all expressed preferences have been considered. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory 3 mile walking distance and has places available or it is a school to which free home to school transport would be provided.

In the case where there are more children living within an area, than there are places available and the parent has not named the designated school(s) as one of their preferences, the remaining places will be randomly allocated.

c. **Children with an education, health and care plan or a statement of special education need**

All children whose education, health and care plan or statement of special educational needs that names a school must be admitted.

d. **Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances. For example, a child living within a school's designated area and for whom no reasonable alternative school place is available, may be allocated a place at the designated school even if this exceeds the PAN. Reasonable in this circumstance is defined as a school within the statutory three mile safe walking distance from the child's home address or a school to which free home to school transport would be provided. A list of PAN's for Voluntary Controlled and Community Schools can be found at the back of this policy document.

e. **Address**

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address given by the applicant using the council tax reference number which is provided as part of the application.

For Yr 7 September 2019 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 31 October 2018.

Future addresses from applicants who currently own a property that is rented out and to which they plan to return to, will not be used when allocating places. Applicants will only be considered from the address for which they are resident at, as of the deadline date (for applications into YR7) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

f. **Shared Parental Responsibility**

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any

such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

g. **Multiple Births**

The LA will endeavour to place siblings (e.g. twins, triplets etc) in the same school. If necessary schools will be required to admit over PAN to accommodate such children.

h. **Children of UK Service Personnel (UK Armed Forces)**

Applications for children of UK service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.

Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) has been formally offered a place at the school which has been accepted. The sibling link will not apply if the child on roll is in Yr11, YR12 or YR13 for VC & C's schools.

i. **Armed Forces Personnel Relocating to Salisbury Plain - a Special Planning area for admissions**

Leading up to September 2019 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.

Wiltshire Council has agreed that from September 2015 to declare the community areas of Amesbury and Tidworth a 'special planning area for Admissions'. The proposal is to give an admission priority to children eligible to service premium, rebasing to settlements around Salisbury Plain until 2019. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.

Wiltshire Council has introduced criterion 'G' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar

arrangements. Full details of Criterion G can be found in the Determined Admission Arrangements for Secondary VC & C Schools 2019/20.

The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.

## **2. Early or Delayed Transfer**

### **a. Early transfer**

Children may only transfer early to a secondary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. Each such request involves consultation with the current school, the school to which the child wishes to transfer and where appropriate, the Authority's professional adviser(s). The application will not be agreed if one or more parties consider that the transfer would be inappropriate. Agreement to such a request would be considered exceptional.

### **b. Delayed transfer**

*All requests must be submitted to the Local Authority by 31 October 2018.*

Children may remain for a further year in a primary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. The presence of special educational needs or underachievement are not in themselves sufficient reasons to delay transfer.

Children for whom a delayed entry to school or year group retention has already been agreed by the relevant parties will continue in the lower year group unless it can be shown that it is in their best interests to rejoin their chronological year group, to enable the child to transfer back to their chronological year group then, a place must be available in the relevant year group. The continuation of this arrangement will continue on transfer to secondary school unless the parent/carer, current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser consider it in the child's best interest to rejoin the chronological year group. An application for transfer to secondary school must still be made in the same way as expected of other children in the year group in which they are working (rather than their chronological age group).

## **3. Deadline – applications received by the deadline date of 31 October 2018 will be considered as first round applications**

The closing date for main round applications (i.e. applications for entry into Secondary Yr7 2019) is 31 October 2018.

All applications received after the deadline of 31 October 2018, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined. Applications may be considered as being received on time if they meet the exceptional circumstances criteria as detailed in the Co-ordinated Admissions Scheme 2019/20.

#### 4. **Oversubscription Criteria for Voluntary Controlled and Community Schools**

Where a secondary school is over-subscribed, places are allocated to children in order of the ranked criteria listed below:

a. **Looked After Children/Previously Looked After Children**

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

b. **Vulnerable Children**

Children from families registered with the National Asylum Support Service; children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. **Designated Area Siblings and Shared Area Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives within the designated area or shared area at the same address as the sibling. The sibling must not be in year 11, 12 or 13 of the school at the deadline date. Step, half and foster siblings are included in this category;

d. **Other Children from the Designated Area or Shared Area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

e. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. The sibling must not be in years 11, 12 or 13 at the school as of the deadline date. Step, half and foster siblings are also included in this category;

f. **Children of staff at the school**

A child is considered under this criterion:

- i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the paragraph i) or ii) applies to the applicant must be provided at the time of application.

**g. Children eligible for service premium relocating to Salisbury Plain**

The above criteria will only apply to Amesbury - Stonehenge

**h. Other children**

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the above categories the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

**Tie Break**

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted then the available places will be decided by means of casting lots.

The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

## **5. Waiting Lists for Year 7 - 2019 entry**

Waiting lists for VC & C Schools will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on the waiting list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for the all year groups will close on the last day of the summer term in July 2020.

Parents may submit a fresh application for the next academic year group which will be considered from 31 May 2020 onwards.

Places that become available will not be offered to pupils who are not on the waiting list.

If your child is offered a place from a waiting list for any VC or C school then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they neither accept nor decline the place within five working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

### Notes:

- Names will only be removed from the lists if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Parents must contact any Voluntary Aided, Foundation school or the Academy concerned to obtain information on the existence and or maintenance of a waiting list.
- Except for Service Families, children will considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement.
- Except for Service Families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

## **6. Applications for Secondary Yr7 Intake – applications received after 31 October 2018**

Applications received after the deadline of 31 October 2018 will be considered as late applications.

Applications received between the 1 November 2018 and 8 March 2019 will be treated as second round applications.

Applications received after the 8 March 2019 will be treated as third round applications.

## **7. Appeal Process – Main round applications**

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school at which education is to be provided for their child.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

The deadline dates for lodging appeals is for the main round entry is:

### **First round appeals**

For applications received from 1 September 2018 – 31 October 2018 and for offers made on National Offer Date appeals must be received by the Local Authority no later than 29 March 2019.

### **Second round appeals**

For applications received from 1 November 2018 – 8 March 2019 and for offers made on 30 April 2019 appeals will be heard as soon as possible.

### **Third round appeals**



For applications received after the 8 March 2019 and for offers made after 15 May 2019 appeals will be heard as soon as possible.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

## **8. In Year Transfer Applications for year groups other than Secondary Yr7 2019 Intake**

Applications received after the 26 July 2019 for the year of entry and any applications received for other year groups are classed as transfer applications.

All applications will be considered together with any applications that have already been refused and the child's name will be placed on the waiting list accordingly.

Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below. All applications will be considered together and are ranked using the oversubscription criteria listed in this policy.

Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt. The school is then required to advise the LA if a place can be offered within 10 school days of receipt.

The following table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

<b>Date admission being sought</b>	<b>Earliest application should be submitted</b>	<b>Applications will be processed from</b>
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three secondary ranked preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school then the place must be accepted or declined within 10 working days of the date of offer.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days the LA will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed if supported by the LA's relevant professional adviser(s) and the school.

## **9. Appeals Procedure – In Year Transfer Applications**

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school which education is to be provided for their child.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

Please note appeals are only heard in term time.

## **10. Proof of address**

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A formal exchange of contracts or a signed solicitor's letter stating contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement.

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. The LA reserves the right to check that parents are living in the address indicated on the applications form. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

## **11. Fair Access Protocol**

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour, when there are places available, (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a previously looked after child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan, as these children must be admitted.

Further information on the In Year Fair Access Protocol including further criterions for referral, and a copy of the protocol, can be viewed at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## **12. Sixth Form Admissions**

Parents or students wishing to enrol for sixth form courses at Voluntary Controlled or Community Secondary Schools should in the first instance contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

### **Published Admission Numbers (PAN's) for VC & C Schools**

<b>DfES</b>	<b>School</b>	<b>2019 PAN</b>
<b>4000</b>	<b>Abbeyfield School, Chippenham</b>	<b>180</b>
<b>4070</b>	<b>The Stonehenge School, Amesbury</b>	<b>164</b>

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**PRIMARY**

**Proposed Admission Arrangements for Community and Voluntary  
Controlled Primary Schools for 2019/20**

**Status:** Proposed Admissions Arrangements 2019/20  
A226/17

## **Proposed Primary Admission Arrangements**

### **Wiltshire Council Proposed Admission Arrangements for Admissions to Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools for the 2019/20 Academic Year**

#### **1. General Information**

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools. Foundation (F), Voluntary Aided schools (VA) and Academies (A) are their own admissions authorities and the governing bodies are responsible for determining their own procedures and policies.

**Determined arrangements for the co-ordination of primary admissions are drafted with the determined co-ordinated admissions scheme 2019/20.**

**The application round for entry into Reception 2019 and Junior Year 3, 2019 entry opens on 1 September 2018. The deadline date for applications to be received is midnight on 15 January 2019. The home address given for the child must be the address where the child is resident as of the deadline date.**

##### **a. Designated Area**

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question.

For admission criterion purposes, the address used for Bargees, will be the sorting office or main post office address, closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

##### **b. Preferences**

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the LA will make an offer for the highest ranked preference school possible with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place at an alternative school. Allocations will be made after all expressed preferences have been considered. An applicant will normally be offered a place at the designated school for their home address. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory walking distance and has places available or it is a school to which free home to school transport would be provided.

In the case where there are more children living within an area, than there are places available and the parent has not named the designated school(s) as one of their preferences, the remaining places will be randomly allocated.

c. **Children with an education, health and care plan or a statement of special education need**

All children whose education, health and care plan or statement of special educational needs that names a school must be admitted.

d. **Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances, for example, a child living in the designated area for who there is no reasonable alternative place available. "Reasonable" in this circumstance is defined as a school within the statutory safe walking distance from the applicants home address of two miles for children aged under eight and three miles for children aged eight or over, or it is a school to which free home to school transport would be provided.

A list of PAN's for Voluntary Controlled and Community Schools can be found at the back of this policy document.

e. **Address**

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address given by the applicant using the council tax reference number which is provided as part of the application.

For Yr R September 2019 entry and for YR 3 junior entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2019.

Future addresses from applicants who currently own a property that is rented out and for which they plan to return to, will not be used when allocating places. Applicants will only be considered from the address as of the deadline date (for applications into YR and Yr3) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

The only exceptions to this would be for YR applications where a change of address has taken place between 16 January – 31 January, confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement – for a minimum of six months) must be received by 7 February 2019. In the case UK service personnel moving to a Wiltshire address after the deadline date a posting notice must be received before 7 February 2019. Any proof submitted after 7 February 2019 will not be considered for allocations purposes.

f. **Shared Parental Responsibility**

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

**g. Multiple Births**

The LA will endeavour to place siblings born at the same time (eg. twins, triplets etc) in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.15 of the School Admissions Code 2014, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30<sup>th</sup> or the 60<sup>th</sup> child admitted.

**h. Children of UK Service Personnel (UK Armed Forces)**

Applications for children of UK service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.



Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6 for VC & C's schools. Parents should view individual admissions policies for VA, F and A for information about YR6 pupils. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

i. **Armed Forces Personnel Relocating to Salisbury Plain - a Special Planning area for admissions**

Leading up to September 2019 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.

From September 2015, Wiltshire Council has declared the community areas of Amesbury and Tidworth as a 'special planning area for Admissions'. This gives an admission priority to children eligible for service premium, rebasing to settlements around Salisbury Plain until 2019. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.

Wiltshire Council has introduced criterion 'H' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements. Full details of Criterion H can be found in the Determined Admission Arrangements for Primary VC & C Schools 2019/20.

The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.

## **2. Starting School**

There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, pre-schools, day nurseries, playgroups, or as part of a Children's Centre. From September 2017 working parents of children aged three and four years of age will be to access 30 hours for Free Entitlement, certain criteria will need to be met.

A school place will be made available for children from the September following their 4<sup>th</sup> birthday. Full-time education is available to all reception pupils.

Parents have the right to ask that their child attends part-time and this will be provided by arrangement with the school governors, part-time provision has been determined as either five mornings or five afternoons a week.

Schools will be responsible for informing parents of the induction arrangements for new entrants to the reception class(es). These may involve a short period of part-time provision or a phased entry at the beginning of Term 1, which will normally be a fortnight. Individual children's cases should be discussed by the parents(s) with the school directly.

### **3. Joint admission arrangements with pre-schools**

A small number of schools enter into a formal joint arrangement with a pre-school or nursery to provide education jointly to children before they reach statutory school age. Such an arrangement usually involves each child attending school for some sessions each week, however, attending the pre-school or nursery school does not give priority for admission to the partner school.

The date on which a child can be admitted to a joint arrangement must be no earlier than the start of the term following his or her 4<sup>th</sup> birthday but can be later than this.

Registration at any nursery or pre-school unit will not be considered as an application for a school place. Attending a nursery / pre-school does not guarantee any child a place at a school. Applications can only be considered in line with the schools individual over-subscription criteria.

### **4. Early, deferred or delayed admission**

#### **a. Early admission**

Admissions earlier than the term following the child's 4<sup>th</sup> birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

#### **b. Deferred admission until later in the academic year**

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The offer of a place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2020 but will not be considered until at least June 2020.

Any request to defer or attend part-time should be made to the school as soon as an offer is received.

**c. Admission of children outside their normal age group**

*All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014:*

*Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.*

*All requests must be submitted to the Local Authority by 15 January 2019.*

All requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January.

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the admission authority for each particular school, which in the case of voluntary controlled and community schools is the council. For voluntary aided, foundation schools or academies the admissions authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception for any Wiltshire school, must first submit a formal application to the council.

If parents are applying for a voluntary controlled or community school, they will also need to make a written request at the time of application to the local authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents are applying for a delayed entry at a voluntary aided, foundation school or an academy, as well as submitting a formal application to the local authority they should also contact their preferred school directly to discuss the request.

In the case of Voluntary Controlled and Community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and you are not offered a place, the local authority will make an alternative offer. However please note that delayed admission in to reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, then after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

### **Right of Appeal for admission of children outside their normal age group**

Parents who are refused a place at a school for which they have applied have the statutory right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception they have the right to complain against the decision through the Council's complaints procedure for

decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

## **5. Deadline – applications received by the deadline date of midnight 15 January 2019 will be considered as first round applications**

The closing date for main round applications (i.e. applications for entry into Reception 2019) is 15 January 2019.

All applications received after the deadline of 15 January 2019, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined.

## **6. Oversubscription Criteria for Voluntary Controlled and Community Schools**

Where a school is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

### **a. Looked After Children/Previously Looked After Children**

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989.)

### **b. Vulnerable Children**

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

### **c. Linked Infants School (this criterion applies to infant-to-junior YR2 transfer applications only)**

Children who are pupils attending year 2 at the linked infant school as at the deadline date, irrespective of the status of the school, i.e. F, A, C or VC.

### **d. Designated area siblings and shared area siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infants school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

e. **Other children from the designated area or shared area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

f. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant's school) at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

g. **Children of staff at the school**

A child is considered to fall under this criterion

- i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

h. **Children eligible for service premium relocating to Salisbury Plain**

The above criteria will only apply to the following schools:

Durrington CE Junior School,  
Kiwi Primary School, Bulford,  
Larkhill Primary School,  
Collingbourne C E Primary School.  
Amesbury C of E Primary School  
Amesbury Archer Primary School

i. **Other Children**

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the listed categories the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and

northings for the child's home address and the school. Those living closer to the school will be given priority.

## **Tie Break**

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted then the available places will be decided by means of casting lots.

The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

## **7. Waiting lists**

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on a waiting list will be determined by applying the published oversubscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on the last day of the summer term 2020.

A fresh application can be made for a place for the next academic year group but this will not be considered before 31 May 2020.

Places that become available will not be offered to pupils who are not on the waiting list.

If your child is offered a place from a waiting list for any VC or C schools then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place within 5 working days, the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

### Notes:

- Names will only be removed from the lists if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Parents must contact any VA, F school or the Academy concerned to obtain information on the existence of a waiting list and or maintenance of a waiting list.

- Except for service families, children will not be considered to be living within the designated area for a school until the LA receives an exchange of contracts or a signed tenancy agreement.
- Except for service families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

## **8. Applications for Reception and YR 3 Junior 2019 Intake – applications received after 15 January 2019**

Applications received after the deadline of 15 January 2019 will be considered as late applications.

Applications received between the 16 January 2019 and 25 April 2019 will be treated as second round applications.

Applications received after the 26 April 2019 will be treated as third round applications.

## **9. Appeals Procedure – Main Round Applications**

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school which education is to be provided for their child.

### **First round appeals**

For applications received from 1 September 2018 – 15 January 2019 and for offers made on National Offer Date appeals must be received by the Local Authority no later than 14 May 2019.

### **Second round appeals**

For applications received from 16 January 2019 – 23 April 2019 and for offers made on 31 May 2019 appeals will be heard as soon as possible.

### **Third round appeals**

For applications received after the 23 April 2019 and for offers made after 30 June 2019, appeals will be heard as soon as possible.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form unless the child is not of statutory school age.



Please note appeals are only heard in term time.

## 10. In Year Transfer Applications for year groups other than Reception and YR 3 Junior 2019 Intake

Applications received after the 25 July 2019 for the year of entry and any applications received for other year groups are classed as in-year transfer applications.

All applications will be considered together with any applications that have already been refused and the child's name will be placed on the waiting list accordingly.

Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below. All applications will be considered together and are ranked using the oversubscription criteria listed in this policy.

Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt. The school is then required to advise the LA if a place can be offered within 10 school days or receipt.

The following table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

<b>Date admission being sought</b>	<b>Earliest application should be submitted</b>	<b>Applications will be processed from</b>
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school then the place must be accepted or declined within 10 working days of the date of offer.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days the LA will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed if supported by the LA's relevant professional adviser(s) and the school.

## **11. Appeals Procedure – In Year Transfer Applications**

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school which education is to be provided for their child.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

Please note appeals are only heard in term time.

## **12. Proof of address**

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the Local Authority's Council Tax system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A formal exchange of contracts or a signed solicitor's letter stating contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement.

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. The LA reserves the right to check that parents are living in the address indicated on the applications form. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

## **13. Fair Access Protocol**

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour where there are places available (outside the normal intake round) the

case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a Previously Looked After Child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan (EHCP) as these children must be admitted.

Further information on the In Year Fair Access Protocol including further can be viewed at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## **Formal consultation on changes to the designated area for Old Sarum Primary School 2019/20**

The Governing Body of Old Sarum Primary School has formally requested to amend its designated area. Wiltshire Council has considered the request and the proposal is to add an additional five streets to the designated area for the school. The additional streets are situated in the older housing area of Old Sarum.

Wiltshire Council is consulting on amending the designated area of Old Sarum Primary School to include the streets outlined below. If approved then the additional streets will be added to the designated area for Old Sarum, they will also remain in the current shared area as detailed below.

### **Partridge Way**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

### **Green Lane**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

### **North Side**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

### **South Side**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

### **The Close**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

### **Portway SP4 6BY**

Salisbury Sarum St Paul's or Stratford-sub-Castle or St Andrew's or Old Sarum

**The existing designated area of Old Sarum Primary School will remain unchanged and will not form part of the shared area.**

Please visit the Wiltshire Council website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) to view full details for the consultation.

**Published Admission Numbers (PANs)  
for VC & C Schools**

<b>Voluntary Controlled Schools</b>	<b>Agreed 2019 PAN</b>
<b>All Cannings CE Primary School</b>	<b>21</b>
<b>Amesbury CEVC Primary School</b>	<b>60</b>
<b>Ashton Keynes CE Primary School</b>	<b>30</b>
<b>Bellefield Primary &amp; Nursery School, Trowbridge</b>	<b>42</b>
<b>Box CE Primary School</b>	<b>25</b>
<b>Brinkworth Earl Danby's CE Primary School</b>	<b>30</b>
<b>Broad Hinton CE Primary School</b>	<b>17</b>
<b>Broad Town CE Primary School</b>	<b>12</b>
<b>Chirton CEVC Primary School</b>	<b>12</b>
<b>Christ Church CE Controlled Primary School</b>	<b>60</b>
<b>Churchfields, The Village School ( Atworth/</b>	<b>25</b>
<b>Colerne CE Primary School</b>	<b>38</b>
<b>Collingbourne CE Primary School</b>	<b>17</b>
<b>Crudwell CE Primary School</b>	<b>17</b>
<b>Dinton CEVC Primary School</b>	<b>17</b>
<b>Durrington CE Cont. Junior School</b>	<b>58</b>
<b>Five Lanes Primary</b>	<b>20</b>
<b>Great Bedwyn CE Primary School</b>	<b>30</b>
<b>Harnham CE Cont. Junior School, Salisbury</b>	<b>90</b>

<b>Hilperton CEVC Primary School</b>	<b>25</b>
<b>Holt VC Primary School</b>	<b>25</b>
<b>Hullavington CE School</b>	<b>21</b>
<b>Kington St. Michael CE Primary School</b>	<b>21</b>
<b>Lacock CE Primary School</b>	<b>12</b>
<b>Langley Fitzurse CE Primary School</b>	<b>16</b>
<b>Lea &amp; Garsdon CE Primary School</b>	<b>21</b>
<b>Longford CE (VC) Primary School</b>	<b>12</b>
<b>Minety CE Primary School</b>	<b>21</b>
<b>Newton Tony CEVC Primary School</b>	<b>8</b>
<b>North Bradley CE Primary School</b>	<b>30</b>
<b>Oaksey CE Primary School</b>	<b>13</b>
<b>Preshute CE Primary School</b>	<b>30</b>
<b>Shalbourne CE Primary School</b>	<b>8</b>
<b>Sherston CE Primary School</b>	<b>30</b>
<b>Southwick CE Primary School</b>	<b>30</b>
<b>St. Barnabas CE School, Market Lavington</b>	<b>20</b>
<b>St. John's CE Primary School, Tisbury</b>	<b>20</b>
<b>Marlborough St. Mary's CEVC Primary School</b>	<b>60</b>
<b>St. Mary's CE Primary School, Purton</b>	<b>60</b>
<b>St. Nicholas CEVC Primary School, Bromham</b>	<b>12</b>
<b>St. Sampson's CE Primary School</b>	<b>60</b>
<b>Staverton CEVC Primary School</b>	<b>45</b>
<b>Stratford sub Castle CEVC Primary School</b>	<b>21</b>
<b>Sutton Veny CEVC School</b>	<b>27</b>
<b>The Minster CE Primary School</b>	<b>30</b>
<b>Urchfont CE Primary School</b>	<b>16</b>
<b>Warminster Sambourne CEVC Primary School</b>	<b>21</b>
<b>Westbury CE Junior School</b>	<b>90</b>
<b>Westbury Leigh CE Primary School</b>	<b>60</b>
<b>Wilton and Barford CE Primary School</b>	<b>30</b>
<b>Winsley CEVC Primary School</b>	<b>25</b>
<b>Winterbourne Earls CE Primary School</b>	<b>30</b>

<b>Community Schools</b>	<b>Agreed 2018 PAN</b>
<b>Amesbury Archer Primary School</b>	<b>60</b>
<b>Bitham Brook Primary School</b>	<b>51</b>
<b>Bratton Primary School</b>	<b>30</b>
<b>Charter Primary School</b>	<b>47</b>

<b>Fitzmaurice Primary School</b>	<b>45</b>
<b>Fynamore Primary School</b>	<b>60</b>
<b>Gomeldon Primary School</b>	<b>21</b>
<b>Greentrees Primary School</b>	<b>60</b>
<b>Grove Primary School</b>	<b>60</b>
<b>Harnham Infants School</b>	<b>90</b>
<b>Hilmarton Primary School</b>	<b>16</b>
<b>Holbrook Primary School</b>	<b>47</b>
<b>Horningsham Primary School</b>	<b>12</b>
<b>Kings Lodge School</b>	<b>60</b>
<b>Kiwi School</b>	<b>60</b>
<b>Larkhill Primary School</b>	<b>60</b>
<b>Luckington Community School</b>	<b>8</b>
<b>Ludwell Community Primary School</b>	<b>12</b>
<b>Manor Fields Primary School</b>	<b>30</b>
<b>Mere School</b>	<b>30</b>
<b>Monkton Park Primary School</b>	<b>38</b>
<b>Neston Primary School</b>	<b>30</b>
<b>New Close Community School</b>	<b>30</b>
<b>Newtown Community Primary School</b>	<b>45</b>
<b>Nursted Community Primary School</b>	<b>30</b>
<b>Old Sarum Primary School</b>	<b>60</b>
<b>Priestley Primary School</b>	<b>30</b>
<b>Princecroft Primary School</b>	<b>21</b>
<b>Ramsbury Primary School</b>	<b>30</b>
<b>Redland Primary School</b>	<b>45</b>
<b>Royal Wootton Bassett Infants School</b>	<b>60</b>
<b>Southbroom Infants School</b>	<b>90</b>
<b>St. Paul's Primary School, Chippenham</b>	<b>41</b>
<b>Stanton St. Quintin Primary School</b>	<b>21</b>
<b>Walwayne Court School</b>	<b>42</b>
<b>Westbury Infants School</b>	<b>90</b>
<b>Westwood-with-Iford School</b>	<b>17</b>
<b>Woodlands Primary School</b>	<b>30</b>

**Wiltshire Council**

**Cabinet**

**30 January 2018**

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**Subject: Disposal of freehold interest of assets**

**Cabinet members: Councillor Toby Sturgis  
Cabinet Member for Spatial Planning, Development  
Management and Strategic Property**

**Key Decision: Yes**

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## **Executive Summary**

The council continually reviews and rationalises its asset portfolio in order to identify assets where the freehold interest can be considered for sale. A total of 4 assets are considered to be surplus to the Council's operational requirements and it is recommended they be added to the disposals list and progressed to sale in support of the Council's wider capital programme.

## **Proposals**

1. That members confirm that freehold interest of the 4 assets can be sold by the Council.
2. That members note the continuing approach set out in paragraph 8
3. Authorise the Director for Housing and Commercial Development to dispose of freehold interest of the assets.

## **Reason for Proposal**

To confirm the freehold interests of the assets can be sold in order to generate capital receipts in support of the Council's capital programme.

**Alistair Cunningham  
Corporate Director: Growth, Investment and Place**

**Subject:** Disposal of freehold interest of assets

**Cabinet members:** Councillor Toby Sturgis  
Cabinet Member for Spatial Planning, Development  
Management and Strategic Property

**Key Decision:** Yes

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### **Purpose of Report**

1. The purpose of this report is to declare that freehold interest of the 4 assets can be sold by the Council.

### **Relevance to the Council's Business Plan**

2. The disposal of assets raises capital to assist and support the Council's medium term financial plan (MTFP) which subsequently supports the Council's Business Plan and its aims and targets. Specifically, the business plan describes taking a *commercial approach to managing assets* as part of the *Working with partners as an innovative and effective council* priority.

### **Main Considerations for the Council**

3. Since its inception in 2009 the council has sold assets in excess of £70m. There are a number of other assets in the programme which are currently scheduled to be marketed and sold between now and the end of 2019/20 and it is anticipated that they will realise in the region of £30m.
4. In addition, the 4 assets listed in Annex I are recommended for disposal of the freehold interest which will be sold over the next few years.

### **Background**

5. The receipt of capital from the sale of assets is used to support the capital programme of investment in the communities of Wiltshire. Examples of the types of investment made and programmed to be made are provided in the Council's Budget but they range from investment in better roads, waste collection and recycling, extra care homes, health and wellbeing centres and initiatives to provide better and more efficient customer access to Council services.
6. Running, managing and holding assets is expensive but with careful investment as described above, services can be transformed and



delivered in a way that improves customer satisfaction and relies less on needing a building/asset for service delivery.

7. Assets then become surplus to the core requirements of the Council and once sold, the capital realised can then be used to support further investment.
8. At Cabinet on 12<sup>th</sup> Septmeber 2017, the Cabinet resolved that the Council would not consider domestic / low value requests for land purchases. By way of background, the Council receives a number of requests for purchase of land, ranging from small scale residential/domestic requests to larger site purchases. Resource is currently not available for a number of the domestic / low value requests to be considered and below sets out 3 tests that need to be met for the Council to consider disposals:
  - a. The land in question is not held by the Council as public open space
  - b. The purchaser will pay all costs associated with the disposal (internal and external surveyor and legal costs)
  - c. The land is being sold to support a wider Council objective or being supported / promoted by department of the Council (for example the Housing Revenue Account)

### **Overview and Scrutiny Engagement**

9. Overview and Scrutiny monitor the capital programme via its Financial Planning Task Group. The task group will consider the latest Capital Budget monitoring report on 18th December 2017.

### **Safeguarding Implications**

10. There are no safeguarding implications with this proposal.

### **Public Health Implications**

11. There are no public health implications with this proposal.

### **Procurement Implications**

12. The decision to dispose of the freehold interest does not have any direct procurement implications. However, when the appointment of agents to market the assets or when pre-marketing surveys are required, their procurement is carried out in accordance with the Council's procurement rules and policies.

### **Equalities Impact of the Proposal**

13. None

### **Environmental and Climate Change Considerations**

14. Where a sale envisages potential development, any environmental and/or climate change issues are best considered through the planning application process.

### **Risk Assessment**

15. Regular reports on progress of property disposals are provided to this Committee within the Capital Monitoring Report. These reports are based on a review of risks of each disposal that takes into account legal issues and 3<sup>rd</sup> party interests over the asset, planning, market conditions and other factors to review and adjust future receipt out turn forecasts.

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

16. The MTFP for the Council is, in part, dependent on the success of the disposal of property and assets. Failure to decide to declare new freehold interests to be sold or failure to sell those that are currently declared will impact on the council's ability to achieve its business plan.

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

17. A risk that may arise is that due to legislative or other changes a service need arises for an asset after it has been sold and the Council then has to look to acquire or rent in an asset. However, the list of assets has been considered by the Corporate Directors and Directors and no service has identified a need that could be fulfilled by any of the properties on the list in Annex I.

### **Financial Implications**

18. As explained above, the realisation of capital from the sale of assets is used to support the MTFP and Council Business Plan. Reducing sales and the delivery of capital receipts will reduce the amount that the Council can invest in its communities and/or be used to reduce borrowings and thus free up revenue for delivering services. The disposal of surplus assets is not only integral to the council's medium term financial planning but often makes good asset management sense too.

### **Legal Implications**

19. There are no legal implications with the paper other than it will result in legal work to formalise them. In respect of the assets being put forward as part of this report, each asset is to be sold at or above market value, thus ensuring that the best price properly payable will be received thus satisfying the requirements of s123 of the Local Government Act 1972. Market value will be determined by either open marketing of the sites or through an external valuation being procured to reflect any special circumstances. The assets will also be categorised as strategic assets due to their strategic importance to contribute to the MTFP and will not be

available for Community Asset Transfer unless this Committee subsequently decides otherwise.

### **Options Considered**

20. The alternative options would be to transfer the properties in another way or to not dispose of them at all, both of these have been discounted for the reasons set out in this report.

### **Conclusions**

21. Declaring additional assets surplus to the requirements of the Council will provide additional funds for the Medium Term Financial Plan and Council's Business Plan.

**Alistair Cunningham**

**Corporate Director: Growth, Investment and Place**

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Report Author: Mike Dawson, Asset Manager (Estates & Asset Use)

### **Background Papers**

None

### **Appendices**

Annex I: Asset List

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## APPENDIX I – List of Assets

Wiltshire Council

Cabinet

30<sup>th</sup> January 2018

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### SITE DETAILS

#### SITE 1.

##### ***Land at John Rennie Close, Devizes***

UPRN – 50452S1

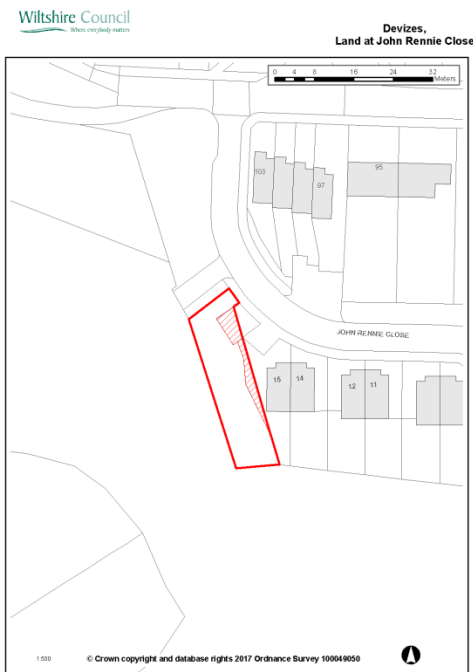
##### **Brief description / sale information:**

The land is a small parcel (approximately 313 square metres) of grass adjacent to a small social housing development. The land immediately to the north was declared surplus to requirements in July 2017. The prospective buyer of this land wishes to buy the subject land as well as the land to the north. As the area hatched red on the plan (approximately 44 square metres) has been fenced in to the adjoining garden by the adjoining owner and exact boundary to be agreed before sale. Disposal of the site may yield in a sale of the land to the north to the adjoining owner.

##### **Self-build / Custom-build considerations:**

The site is not suitable for a custom/self-build plot as it is too small.

##### **Location Plan – Site Extent Subject to Survey (Not to Scale)**



**SITE 2.**

**Land at Reid's Piece, Purton**

**UPRN –**

**Brief description / sale information:**

Strip of grass approximately 2 metres wide by 56 metres long (112 square metres) between a parcel of open space owned by the Parish Council and the highway shown edged green on the plan. The Parish Council is seeking to release the land it owns for development and the subject land is required for this purpose. The site is likely to be sold to Purton Parish Council who own the land immediately behind the strip of land.

**Self-build / Custom-build considerations:**

The site is not suitable for a custom/self-build plot, as it is too small for the purpose.

**Location Plan – Site Extent Subject to Survey (Not to Scale)**



**SITE 3.**

**Land at Oxford Road/Clark Avenue, Calne**

**UPRN –**

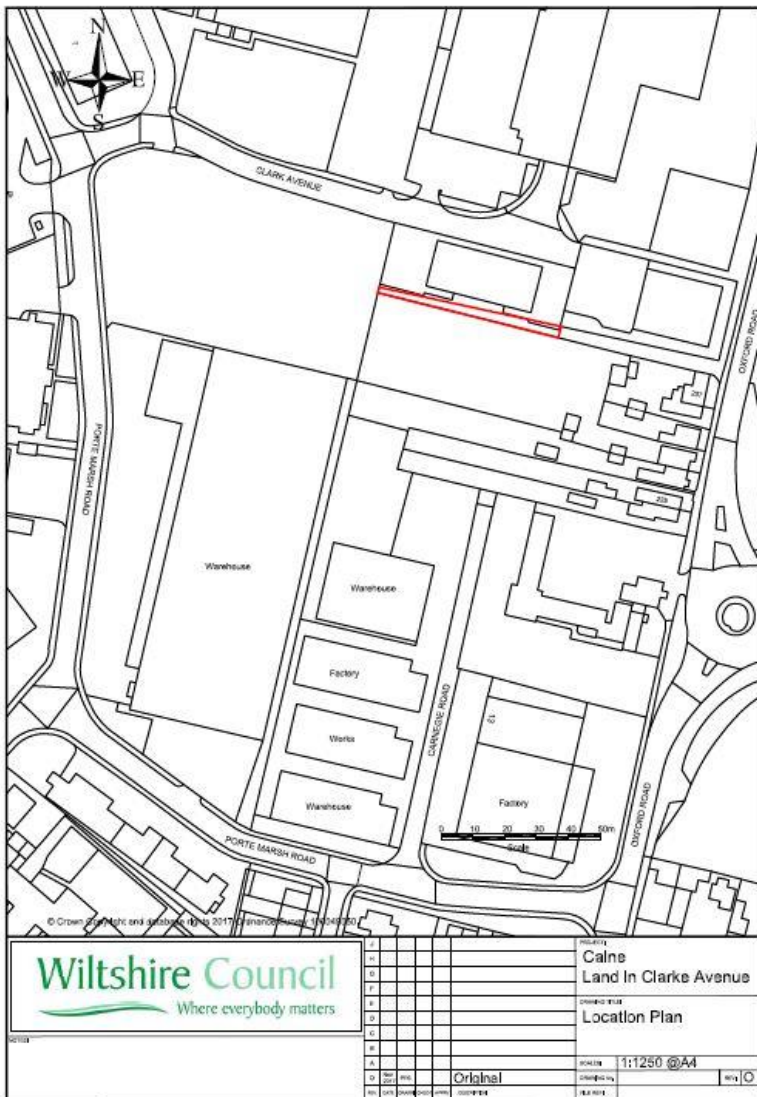
**Brief description / sale information:**

The land is a small buffer strip (approximately 159 square metres) of unmaintained land adjacent to a garden of a residential property and an industrial property. During due diligence checks to issue a garden licence to a neighbouring residential property it was discovered that the industrial property had encroached onto the land. To rectify the issue the owner of the industrial property has offered to purchase the parcel of land. In this case the natural purchaser is likely to be the owner of the adjacent industrial property.

**Self-build / Custom-build considerations:**

The site is not suitable for a custom/self-build plot, as it is too small for the purpose.

**Location Plan – Site Extent Subject to Survey (Not to Scale)**



**SITE 4.**

**Former Woodmead Care Home, Portway, Warminster**

**UPRN – 01477S1**

**Brief description / sale information:**

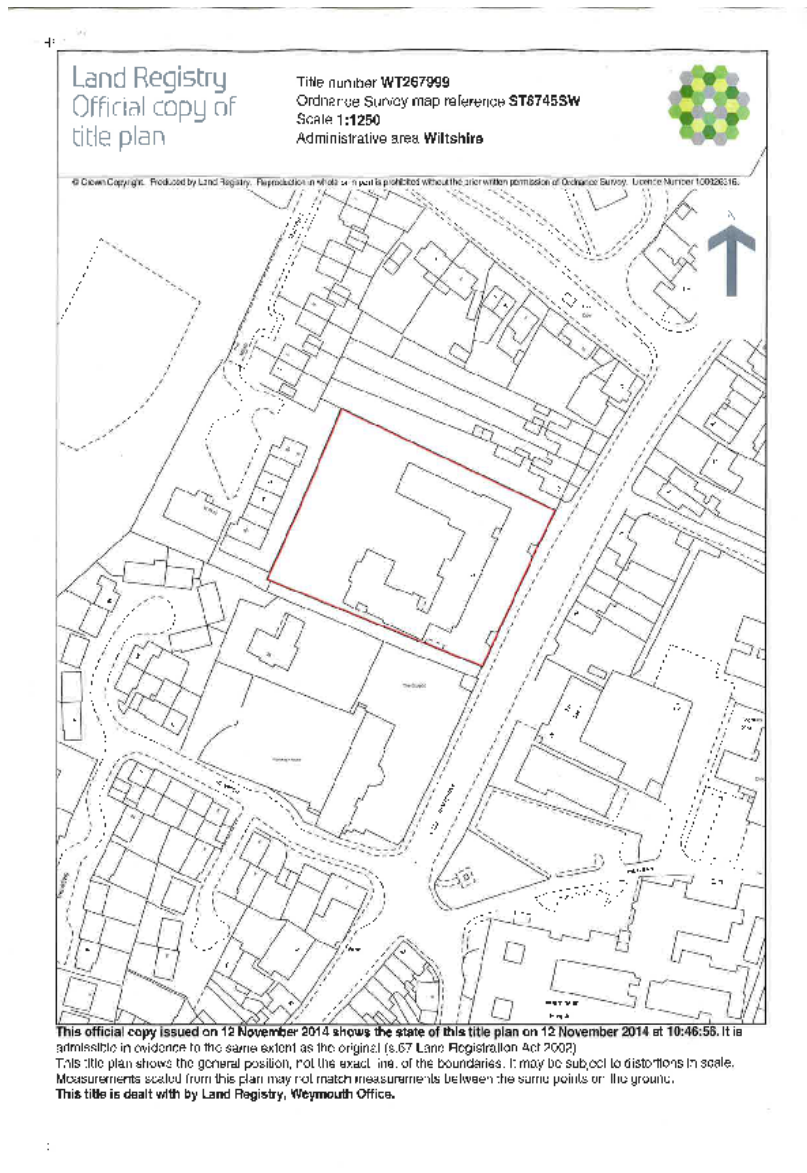
The former care home was previously leased to The Orders of St. John Care Trust, which has now opened a new facility in the town. Consideration has been given to developing the 0.439 hectare site (1.084 acres) for an extra care facility but this is no longer proceeding.

It is believed that the site would be suitable for residential development and therefore is likely to be sold on the open market.

**Self-build / Custom-build considerations:**

The site is not suitable for a custom/self-build plot, as demolition costs will be significant.

**Location Plan – Site Extent Subject to Survey (Not to Scale)**





**Wiltshire Council**

**Cabinet**

**30 January 2018**

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**Subject: Warminster King George V Field**

**Cabinet member: Councillor Toby Sturgis - Planning and Property**

**Key Decision: No**

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## **Executive Summary**

The majority of Warminster Park was transferred to Warminster Town Council on 21<sup>st</sup> November 2016 in accordance with a Warminster Area Board decision under Wiltshire Council's community asset transfer policy made on 7<sup>th</sup> July 2015.

An area of land within the park was not included in the transfer to Warminster Town Council as Wiltshire Council is the sole trustee of this area of land which is held on trust as a King George V Field.

The trust is registered with the Charity Commission under the name King George's Field – Warminster with the number 1086713.

This report sets out the steps and decisions required to enable Warminster Town Council to take responsibility for this area of land.

It also recommends that those decisions be made by Cabinet on behalf of Wiltshire Council as sole trustee of the King's George's Field – Warminster charitable trust, and that authority be given to the Corporate Director for Growth Investment & Place to enter into any legal documentation that may be necessary to give effect to those decisions.

## **Proposals**

That members resolve:

- a) that Wiltshire Council, in its capacity as sole trustee of the King George V Field - Warminster (the Trust), make any changes to the Trust documents that may be necessary to appoint Warminster Town Council as a trustee of the Trust and to resign as a trustee following that appointment;
- b) that officers should, if appropriate, liaise with the Charity Commission and Fields in Trust to seek, if required, the approval of either of those bodies for the appointment of Warminster Town Council as trustee of the Trust;
- c) that following the securing of any such approval and the appointment of

Warminster Town Council as trustee of the Trust to transfer the Legal Title to the King George V Field, Warminster to Warminster Town Council and then resign as trustee of the Trust; and

- d)** to authorise the Corporate Director for Growth Investment & Place to enter into any legal documentation which is required to enable the above to be implemented.

**Reason for Proposal**

To enable the Legal Title of the area of Warminster Park that is the subject of the Trust to pass to Warminster Town Council in the most cost effective and efficient way.

**Alistair Cunningham**  
**Corporate Director**

**30 January 2018**

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**Subject: Warminster King George V Field**

**Cabinet member: Councillor Toby Sturgis – Planning and Property**

**Key Decision: No**

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### **Purpose of Report**

1. This report seeks approval to taking all steps necessary to ensure the transfer of the Legal Title to King George V Field within Warminster Park to Warminster Town Council following the transfer to it of the majority of Warminster Park on the 21<sup>st</sup> November 2016.

### **Relevance to the Council's Business Plan**

2. The proposal will contribute towards the devolution of services and associated assets to towns and parishes as it will enable the remaining portion of Warminster Park to be transferred. Under the *Strong Communities* priority Wiltshire Council's Business Plan states that *more services and assets will be devolved to parish councils and community groups*.

### **Main Considerations for the Council**

3. When the majority of Warminster Park was transferred to Warminster Town Council part of it (approximately 3,270 square metres) which was designated as a King George V Field remained with Wiltshire Council as sole trustee of King George's Field – Warminster (number 1086713) (the Trust). This is because for legal reasons it was not possible to include this area in the transfer. Both parties are agreed that it makes no sense for this situation to remain but that legal ownership and control of the whole property should be with one party.

### **Background**

4. On 2 July 2015 Warminster Area Board approved the transfer of Warminster Park to Warminster Town Council in accordance with Wiltshire Council's Community Asset Transfer policy. This approval was subject to certain matters, one of which was that any arrangement for the part of the park which had been dedicated as a King George V Field (shown edged red on the plan at Appendix 1) must satisfy the requirements of the Charity Commission and Fields in Trust. The transfer of all the land requested, with the exception of the King George V Field, has been completed and a temporary arrangement put in place to ensure that the King George V

Field continues to be managed as part of the larger park. The steps set out in this report are those which are necessary to satisfy Charity Commission requirements and ensure the smooth transfer of Legal Title of the remaining land to Warminster Town Council.

5. Warminster Town Council has formally resolved to apply to become the trustee of the King George V Field and has applied to Wiltshire Council to do so.
6. Wiltshire Council hold the King George V Field as sole trustee. Cabinet is the decision making body for the Trust. Decisions relating to the Trust must be made as trustee of the King George V Field. These decisions are set out below.
7. The decisions to be made as trustee are:
  - to make any changes to the Trust documents that may be necessary to permit the appointment of Warminster Town Council as trustee,
  - to appoint Warminster Town Council as trustee,
  - to transfer the Legal Title to King George's Field, Warminster, and
  - to resign as a trustee upon the registration at the Land Registry of the transfer of the Legal Title to Warminster Town Council.
8. The resolution that all necessary legal documentation to enable the above to be done shall be completed is taken in both capacities as there will be both documentation relating to the trust and a land transfer.

#### **Safeguarding Implications**

9. None

#### **Public Health Implications**

10. None

#### **Corporate Procurement Implications**

11. None

#### **Equalities Impact of the Proposal**

12. None

#### **Environmental and Climate Change Considerations**

13. None

#### **Overview and Scrutiny Engagement**

14. Overview and Scrutiny undertook a rapid scrutiny exercise to contribute to the development of the council's revised Asset and Service Devolution

and Community Asset Transfer Policy, which was adopted by Cabinet on 7<sup>th</sup> November.

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

15. The principal risk that may arise if the proposed decision is not taken is that the current management arrangement fails and Wiltshire Council has to take responsibility for the maintenance of the area back. In addition, this would result in the loss of cohesive management of the whole park.

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

16. There may be a legal risk if the proposed actions are not taken in the correct order. However, the council's solicitor will be heavily involved in the process and will ensure that the process is followed correctly.

### **Financial Implications**

17. As the land is already being looked after by Warminster Town Council financial implications are limited to the cost of dealing with the legal process required to complete the transactions and documents required.

### **Legal Implications**

18. This is a legal process which if carried out correctly will result in the appointment of Warminster Town Council sole trustee of the Trust and the transfer of the Legal Title to the asset held on behalf of the Trust passing to Warminster Town Council.

### **Options Considered**

19. There are two options available in this case. These are:
  - Remain the sole Trustee of the Trust and retain the Legal Title to the land (do nothing)
  - Transfer the trusteeship and Legal title to the land
20. If Wiltshire Council remains the sole Trustee of the land it must retain Legal Title to the land, which will be an island in the middle of the Warminster Town Council landholding. In addition, management of the area will require a separate agreement and there is a risk that at some time in the future the Town Council could decide to stop looking after it.
21. Transferring both the trusteeship and the Legal Title to the land will ensure that the Legal Title and control of the whole park rests with one body. There will be some legal work required to make this happen but this is the best outcome for the long term management of the area.

## **Conclusions**

22. As indicated above, taking the steps required to enable Warminster Town Council to be appointed a trustee of the Trust and, following that appointment, transferring the Legal Title to the town council will result in the best outcome for the future management of this land as it can be managed as part of a cohesive plan for the whole park.

**Alistair Cunningham**  
**Corporate Director**

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Report Author: John Price, Estate Surveyor

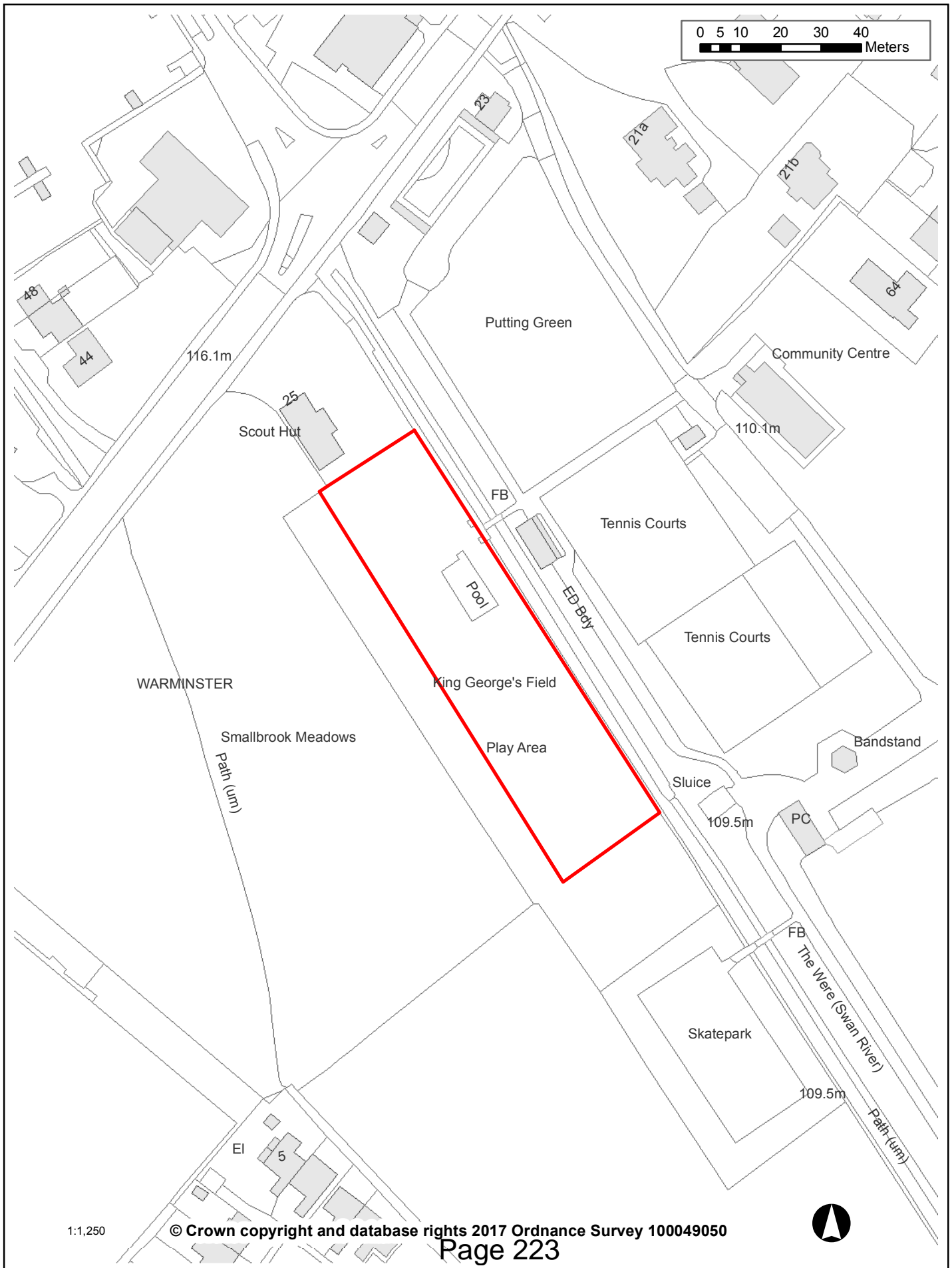
## **Background Papers**

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

None

## **Appendices**

Appendix 1: Plan



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**Wiltshire Council**

**Cabinet**

**30 January 2018**

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**Subject: Proposed development of Council owned land at Sadlers Mead, Chippenham**

**Cabinet Member: Councillor Baroness Scott of Bybrook OBE – Leader of the Council**

**Key Decision: Yes**

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## **Executive Summary**

The report sets out the principle of developing Wiltshire Council owned land at Sadlers Mead car park as Phase 2 of the LGF funded Chippenham Station Hub project.

## **Proposals**

That Cabinet:

- i) Approves the proposal for developing the Sadlers Mead car park at Chippenham.
- ii) Delegate authority to the Director Economic Development and Planning, in agreement with the Chief Finance Officer and the Head of Strategic Assets and Facilities Management with the Cabinet Member for Economic Development and Housing and the Cabinet Member for Finance, Performance and Risk to oversee project development and delivery (including any disposals).
- iii) Members to delegate authority to the Corporate Director for Growth Investment and Place, in agreement with the Cabinet Member for Corporate Services, Arts, Heritage and Tourism, and the Cabinet Member for Finance, Procurement, ICT and Operational Assets, to dispose of the asset.

## **Reason for Proposals**

To enable the development and delivery of Phase 2 of the LGF funded Chippenham Station Hub scheme, which in line with the masterplan, will provide high quality commercial office space and increased car parking at the site. To enable the Council to have detailed discussion with potential end users of the office development. To secure best value for the Council through the development opportunity created by the LGF funding.

**Alistair Cunningham - Corporate Director: Growth, Investment and Place**

## Wiltshire Council

### Cabinet

30 January 2018

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**Subject:** Proposed development of Council owned land at Sadlers Mead, Chippenham

**Cabinet Member:** Councillor Baroness Scott of Bybrook OBE – Leader of the Council

**Key Decision:** Yes

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### Purpose of Report

1. To seek approval for the proposed redevelopment of Sadlers Mead car park in Chippenham as Phase 2 of the Chippenham Station Hub scheme, including the options of disposing of the site to attract private investment.

### Relevance to the Council's Business Plan

2. Chippenham is a principal settlement in the Core Strategy and a focus for new development and regeneration in Wiltshire. The Station Hub redevelopment will contribute to the Business Plan priority *to boost the local economy* through the regeneration of a strategic site.
3. The redevelopment of a strategic site within Wiltshire Council control will contribute towards the core vision of the Business Plan, to create stronger communities. The section of the Business Plan, 'Growing the Economy' includes reference to 'Public land released for homes and jobs' and 'Regeneration of town centres' (with specific reference to Chippenham).
4. The Swindon and Wiltshire Growth Deal provides capital investment towards a range of infrastructure projects that underpin our economy, including highways improvements, urban regeneration and business and economic development.

### Background

5. The Chippenham Central Area Masterplan identifies the station area as a key development opportunity to address issues such as improvements to the station, connectivity, office and residential as well as intensification of car parking. This masterplan is reflected in the Wiltshire Core Strategy (see Policy considerations for more detail).
6. On 7 July 2014 the Coalition Government announced the first wave of Growth Deals, providing funds via the Local Growth Fund (LGF) to Local Enterprise Partnerships (LEPs) for projects that support economic growth. Growth Deals bring together infrastructure, housing, and skills funding into a single pot.

7. Prioritisation work undertaken by the Swindon & Wiltshire Local Enterprise Partnership (SWLEP) during 2014, in line with the Strategic Economic Plan (SEP), identified a range of projects which would be delivered through the LGF, including the Chippenham Station Hub project, which secured a conditional allocation of £16m through LGF, to be matched by £16m in private investment and £2m of local contributions.
8. It is proposed to initially allocate £4.0m of the LGF funding towards Phase 2 of the scheme.
9. A Strategic Outline Business Case for the Chippenham Station Hub scheme was developed by WSP in 2016 following a competitive tender overseen by the Corporate Procurement Unit. In 2017 the Outline Business Case was produced by WSP and GVA, again following competitive tender.
10. Following completion of a Strategic Outline Business Case for the LEP in 2016, and more recently an Outline Business Case, the project will now involve the development and submission of planning applications to enable scheme delivery.
11. The phased delivery of the scheme was presented to the LEP in November 2017 and received approval. It was agreed that the breaking up of the scheme into separate projects was a logical way to deliver the project in a flexible fashion, taking forward early phases as opportunities present themselves. The outline business case for the overall scheme will be presented to the LEP Board in January 2018.
12. Phase 1, which provides station and access improvements, is currently being delivered by GWR. Part A will be complete by January 2018 and Part B will be delivered throughout 2018.
13. Following planning and listed building consent with Phase 1 and a pre-application process for the wider scheme, a planning application will now be developed for delivery of Phase 2 on the Wiltshire Council owned Sadlers Mead car park site.
14. The car park site (see Appendix 2) is a 0.54 acre (0.22 ha) site, located in central Chippenham, close to the rail station. As Phase 2 of the overall scheme, the Sadlers Mead site could provide commercial office space and increased car parking provision.
15. A local business seeking new premises in Chippenham has shown interest in the proposed commercial office space on the Sadlers Mead site. Other Chippenham based businesses have also expressed an interest in the provision of new, high quality commercial space.

### **Main Considerations for the Council**

16. The proposed development would provide high quality commercial office space and re-provision of current car parking spaces (including an uplift in parking numbers).

17. It is proposed that one planning application would cover the commercial office space and the decked car parking.

18. A number of disposal options are being explored for the section of the site where the office development is planned. These disposal options are highlighted below and will be further appraised as the project develops:

- Do Nothing
- Sale of the freehold to an intended / identified purchaser
- Put the site on the market for freehold disposal
- Wiltshire Council construct and build the office and lease via open marketing exercise
- Wiltshire Council construct and build the office and sell via open marketing exercise

19. Phase 2 is the planned next stage of delivery of the overall scheme and can be delivered with no other direct dependencies, allowing for early outcomes which are not dependent on third parties. Phase 2 will add momentum to the scheme, potentially leveraging in private sector investment and raising the profile of the overall scheme to developers who will be interested in delivering futures phases.

20. An ambitious timeline has been set in the expectation that Phase 2 can be delivered by early 2020.

OBC signed off by LEP Board	January 2018
Planning submission	May/June 2018
Commencement of works	Early 2019
Completion of works	March 2020

21. As stated previously, current plans for the commercial development model of Phase 2 remain flexible. Further detail would be developed and presented to Cabinet for approval. Currently it is expected £4.0m of the LGF funding would be used as part of development costs.

### **Policy Considerations**

#### Swindon and Wiltshire LEP – Strategic Economic Plan 2014, updated 2016

22. The SEP recognises that "the Chippenham Masterplan aims to unify key development sites, improving access and connectivity and significantly expanding the retail and leisure offer including a major transport Hub around the station, a redeveloped college site, hotel and community campus".

23. The SEP also recognises that "enabling growth in Town Centres will help to build the critical mass of activity needed to support improved public transport and sustainable travel. The Growth Deal is about accelerating the delivery of planned improvements that will enhance the experience and perception of the main Town Centres. This can be achieved by:

- Funding the infrastructure needed to accelerate key developments in the Town Centres;
- Investing in transport packages to improve access in and around the Principal Centres, including more sustainable forms of transport; and
- Investing in employment site infrastructure to enable businesses to relocate from Town Centre sites, freeing land for housing and providing them suitable space to grow."
- Investment opportunities are to be channelled through the three Growth Zones set out in the SEP. Chippenham is included in both the Swindon-M4 and A350 Growth Zones.

24. The Strategic Objectives relevant for Chippenham within the Swindon-M4 Growth Zone include:

25. Strategic Objective 2 promotes investing in transport infrastructure improvements that would support economic and planned development growth at Key Growth Zones. Chippenham lies in both the A350 and Swindon-M4 Growth zones and shares the following Priority Action plans:

- Deliver packages of integrated transport schemes to support the regeneration plans for Chippenham.
- Deliver the master plan for the regeneration of Chippenham.

26. More specifically the growth strategy is focused on "accelerating the development of a new Station Hub; unlocking the growth of Langley Park; and transport investments to support growth across the area".

#### Wiltshire Core Strategy (January 2015)

27. The Wiltshire Core Strategy sets out the strategic vision for delivering sustainable growth over the period up to 2026. Its main aims are to deliver a minimum of 42,000 new homes and create up to 27,500 jobs.

28. Chippenham is identified in the Core Strategy as a 'Principal Settlement' (Core Policy 1) because it is "a strategically important centre and primary focus for development", alongside Trowbridge and Salisbury.

29. Core Policy 9 identifies Chippenham Central Areas of Opportunities (see Figure 3 2). Core Policy 9 identifies that "the redevelopment of the following sites will be supported:

- Bath Road Car Park/Bridge Centre Site - to form a retail extension to the town centre to provide a supermarket and comparison units; and
- Langley Park - to deliver a mixed use site solution for a key redevelopment opportunity area to support the retention of significant business uses on part of the site."

30. These sites are located to the north and south of the railway. The station Hub proposals will support the integration of these areas and with the other sites south of the railway.

31. Over the plan period (2006 to 2026), 26.5 ha of new employment land (in addition to that already provided or committed at April 2011) and approximately 5,090 new homes will be provided in Chippenham Community Area. At least 4,510 should occur at Chippenham Principal Settlement. Allocations at Chippenham are identified in the Chippenham Site Allocations Development Plan Document (DPD). The DPD sets out a range of facilities and infrastructure necessary to support growth.

#### Chippenham Site Allocations Plan (May 2017)

32. The Site Allocations Plan outlines the vision for Chippenham as including:

- Chippenham will take advantage of its excellent rail and road links and its position on the high tech corridor between London, Bristol and beyond. It will strengthen its offer and role as a business location ensuring people can live and work locally; and
- Chippenham will have an integrated approach to transport so that traffic flow will be more efficient, the town centre will be less congested and there will be improved access for sustainable modes of transport."
- Objective 4 (improving access to sustainable transport) identifies that "the need to improve access to sustainable transport is recognised in the Wiltshire Community Plan and in the Chippenham Vision. Public transport connectivity and pedestrian and cycling links to the town, town centre, railway station and Wiltshire College campus also needs to be improved including better integration of different modes".

#### Chippenham Central Area Masterplan (May 2014)

33. The Chippenham Town Centre Masterplan identifies the need for the town centre to adapt to changing economic influences and improve the attractiveness of its high street and town centre offer for residents, visitors and businesses. The Masterplan includes proposals for the station area. It identifies the need to enhance station facilities, to improve pedestrian and vehicle links between the north and south sides of the railway (which is seen locally as a potential barrier to economic growth within the town centre), and to improve pedestrian and cycle links between the station and the town centre.

#### Western Route Study (August 2015)

34. As part of their Long-Term Planning Process, Network Rail produced their strategy to 2043 for the Western Route. The evidence base for the strategy draws upon recent significant passenger growth, identified network constraints and scheduled improvement works. Set alongside this evidence are the industry's and stakeholders' aspirations for the rail network, which together underpin the levels of forecast growth (4.3% per annum to 2023 and then 3.2% per annum to 2043) and prioritisation of investment set out in the strategy. Potential service enhancements and associated infrastructure requirements which will benefit Chippenham are identified, e.g. increased off-peak services and reduced journey times.

## **Overview and Scrutiny Engagement**

35. The overall scheme and delivery strategy has been presented to and approved by the SWLEP Board. Overview and Scrutiny Management Committee has established a SWLEP Task Group which scrutinises the work of the SWLEP Board. The overall scheme was presented to the Task Group on 16 October 2017. The scheme has also been presented to the Chippenham Area Board.
36. A stakeholder workshop involving local councillors was held on 17 August 2017. A public consultation took place on the 22 November 2017. Further details can be found in Appendix 4. A Project Steering group meets regularly and this group includes the local ward member.

## **Safeguarding Implications**

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

## **Public Health Implications**

38. The local economy is a known contributor to the wider determinants of health. A struggling local economy can lead to higher unemployment throughout the local population. This in turn can impact on the social, physical and mental health outcomes of the population. Getting people into work is therefore of critical importance for reducing health inequalities.
39. Considerations should be made for active travel through walkways and cycle paths where the plan permits. Through access to green spaces, the location lends itself can be a gateway to attracting young families for safe play and physical activity.
40. There is a potential impact on parking for the Olympiad Leisure Centre. There is an opportunity to improve accessibility to the facility and this will be carefully considered as the scheme develops.
41. The work of the SWLEP delivered through nationally competitive Growth Deals, aims to deliver jobs in Wiltshire and attract millions of private sector investment to our economy. This will help ensure that Wiltshire's economy remains strong and resilient and that employment figures remain high.

## **Procurement Implications**

42. The Strategic Outline Business Case and the Outline Business Case were both procured through formal tender and overseen by the Corporate Procurement Unit.
43. Wiltshire Council managed Growth Deal projects and development works associated are procured in line with the Part 10 (Procurement and Contract Rules) of Wiltshire Council's Constitution and process pertaining to corporate

procurement. Advice and guidance will be sought from the Strategic Procurement Hub prior to embarking on any procurement activities.

**Equalities Impact of the Proposal** (detailing conclusions identified from Equality Analysis, sections 4 and 5)

44. Equalities and social considerations will be taken into account during further development of the scheme and the related planning application.

#### **Environmental and Climate Change Considerations**

45. Environmental and climate change considerations will be taken into account during further development of the scheme and the related planning application.

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

46. Failure to move forward with the development of the Sadlers Mead site and Phase 2 of the Chippenham Station Hub scheme would create a number of risks:

- LGF monies could be lost if not spent before March 2021 and could be reallocated
- Less able to attract further private sector investment to the area through delivery of further phases
- Failure to deliver the Chippenham Masterplan
- Unable to provide office space to accommodate known demand

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

47. Refusal of planning application – Officers have already submitted a planning pre-application to understand potential constraints and limitations. Stakeholder and public consultation events have also taken place.

48. Unable to attract an occupier for the commercial building – Market testing has been undertaken to ensure the scale of development is attractive to the market.

49. SWLEP do not approve Outline Business Cases – The business case has been prepared using DfT and HM Treasury Green Book guidance.

50. Not securing best value for the site – Strategic Assets will follow procedures to ensure the site generates best value for the council.

#### **Financial Implications**

51. There are no immediate financial implications from the in principle decision to develop the Sadlers Mead site. Further analysis on financial implications and a business case would be presented to Cabinet in 2018



52. A total of £16 million Local Growth Fund grant has been allocated for Chippenham Station Hub project, the proposal is to allocate £4 million of the Local Growth Fund grant to this proposal, Phase 2.
53. The full business case would include modelling for the impact on car parking revenues from the site. At this stage the proposal is to re-provide or slightly increase the current number of parking spaces. However during development there would be a stage where parking on this site would not be available, temporary parking provision would be investigated.
54. The realisation of a capital receipt will assist the Council in achieving the Capital Receipts target for 2018/2019 which supports the Council capital programme, this keeps borrowing costs at the budgeted level in the MTFP.
55. Further work would need to be undertaken to assess any the route by which the site is developed, to ensure best consideration, as required under s123 of Local Government Act 1972, is being obtained for the Council's asset. Disposal of part of the site would yield both a capital receipt being generated but could be shown as private sector investment into the project by way for match funding.

### **Legal Implications**

56. There are no legal implications with the paper other than it will result in legal work to formalise them. In respect of the asset being put forward as part of this report, each asset if it were to be sold, would be sold at or above market value, thus ensuring that the best price properly payable will be received thus satisfying the requirements of s123 of the Local Government Act 1972. Market value would be determined by either open marketing of the sites or through an external valuation being procured to reflect any special circumstances.
57. Cabinet should satisfy itself that the recommendation does help in the securing or promotion of the economic, social or environmental well-being of the area. Any relevant development strategy should be consulted in making this assessment. Should the disposal result in an undervalue (if any) as determined by Wiltshire Council's valuation agent this should also be taken into consideration.

### **Options Considered**

58. See paragraph 18

### **Conclusions**

59. It is recommended that the proposals as set out are approved.
60. Wiltshire Council will continue to work with project stakeholders to deliver the Chippenham Station Hub scheme whilst managing the financial implications and associated risks to the organisation.

Report Author: Rory Bowen (Senior Development Officer), Helen Clift (Senior Development Officer), Matthew Croston (Strategic Programmes Manager)

January 2018

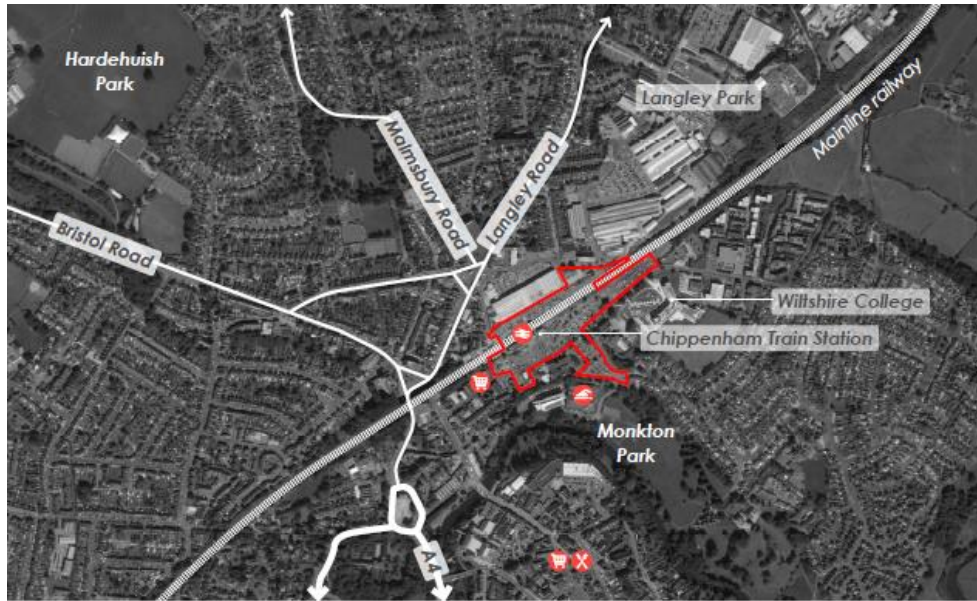
## **Appendices**

Appendix 1 – Site location plan  
Appendix 2 – Sadlers Mead location  
Appendix 3 – Initial site design draft  
Appendix 4 – Public consultation boards

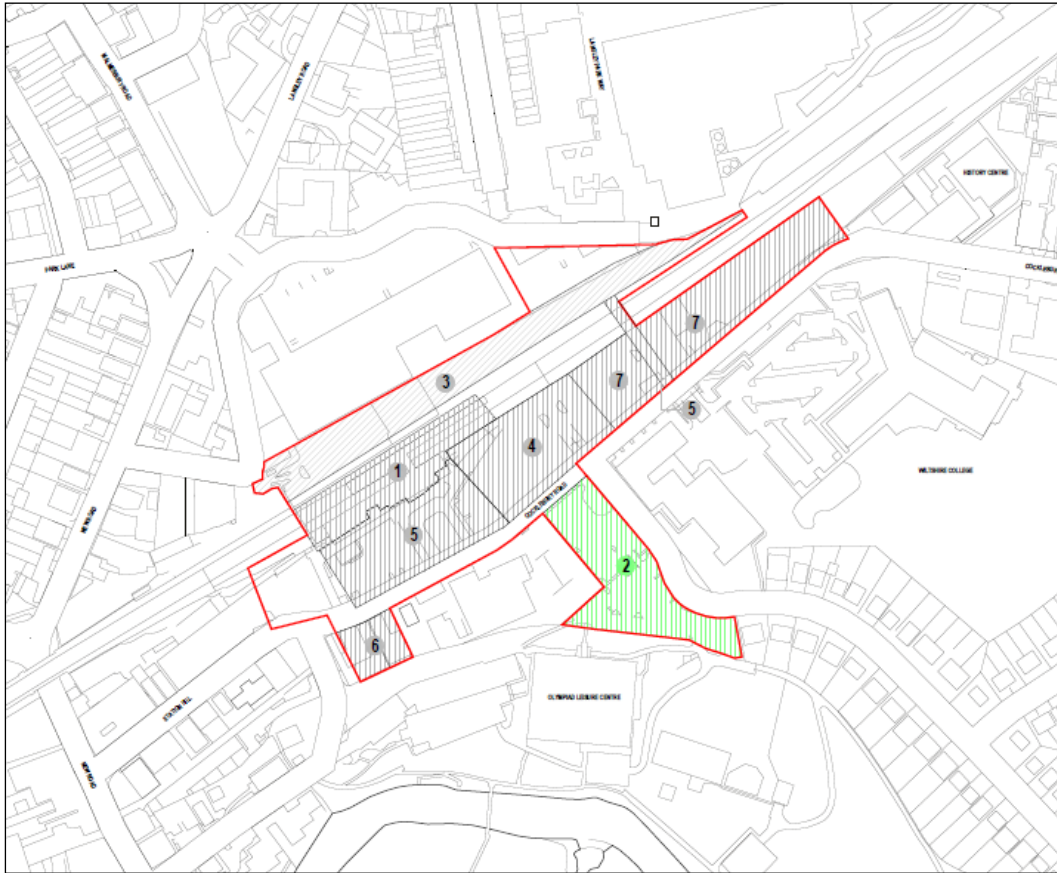
Background Papers

None

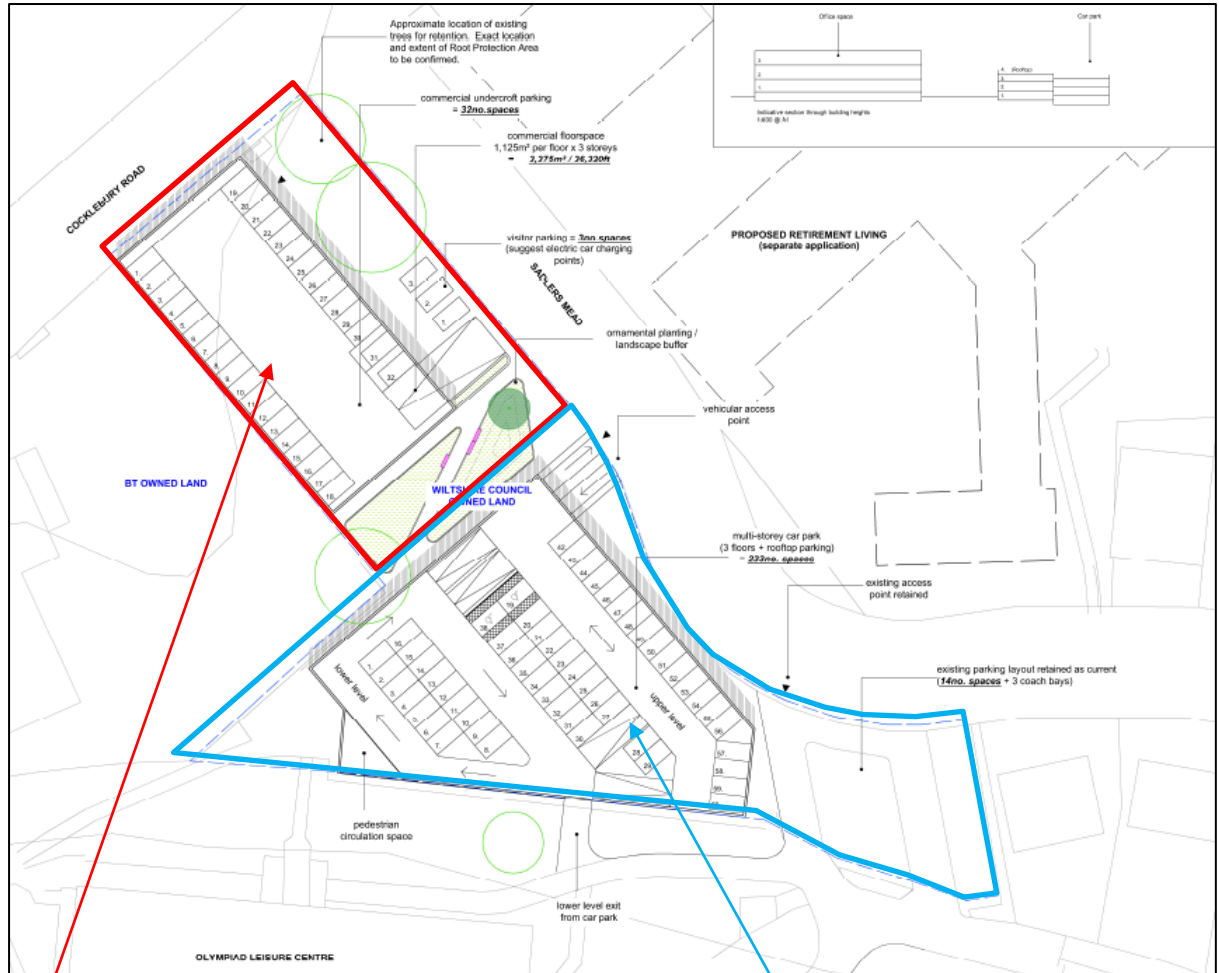
**Appendix 1 - Site location plan**



## Appendix 2 - Sadlers Mead location



### Appendix 3 - Initial site design draft



Site to be declared surplus

Site to be retained

## **Appendix 4**

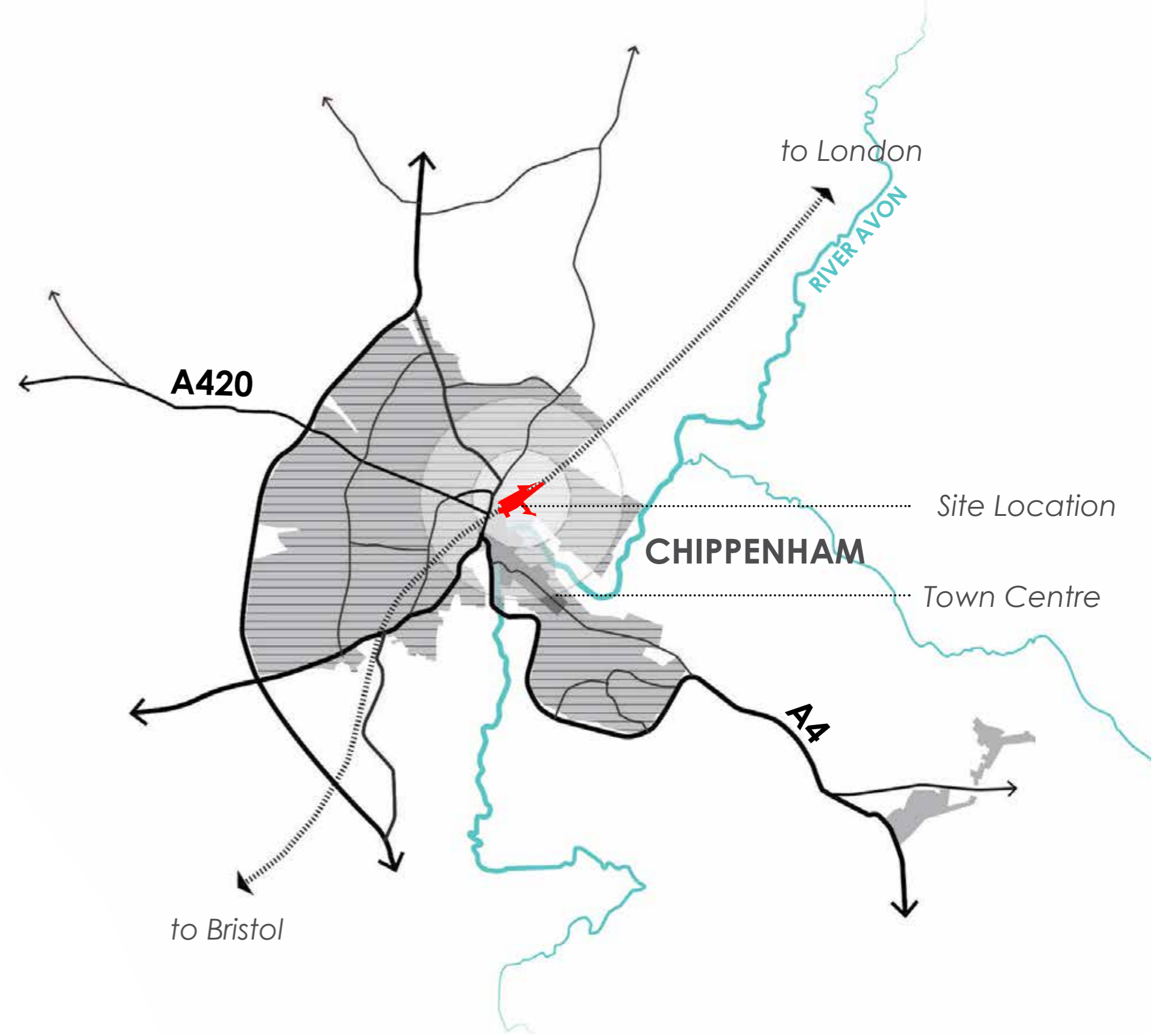
### Public Consultation Boards

# 1. Welcome

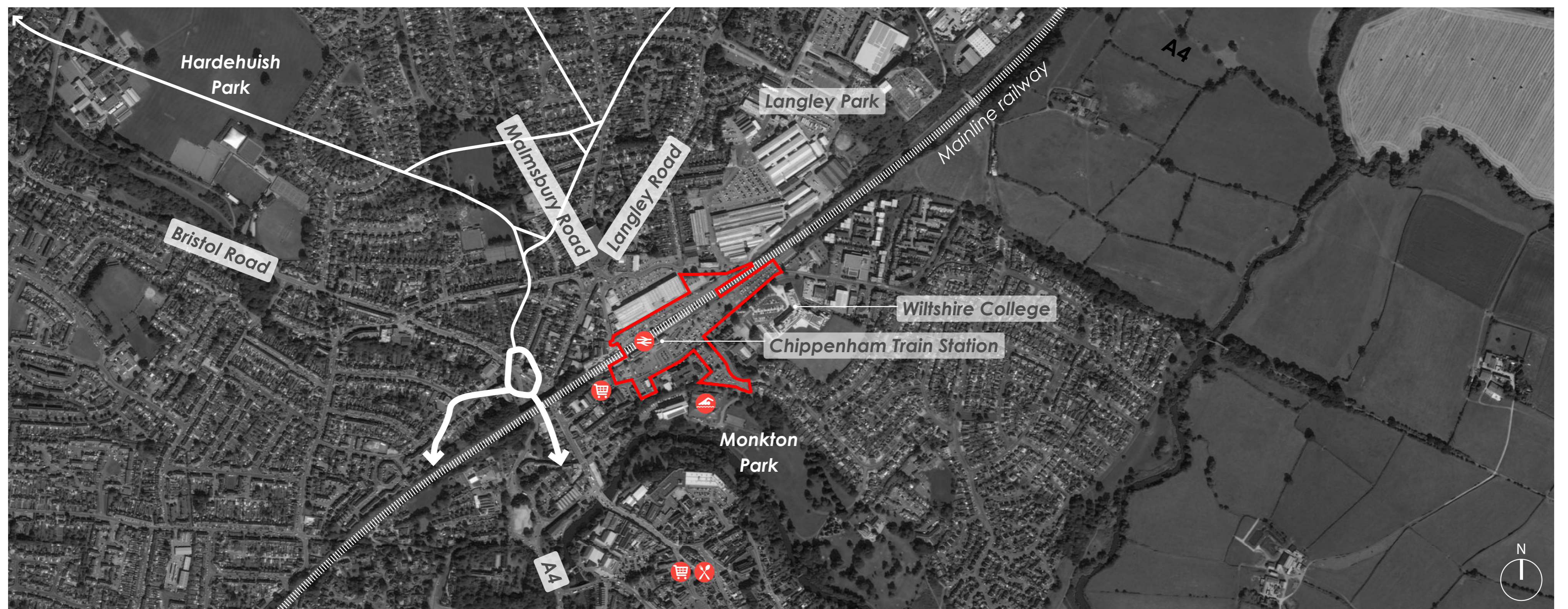
Wiltshire Council, Great Western Railway ('GWR'), Network Rail and the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) are working together to bring forward proposals for redevelopment of land around Chippenham Station. The purpose of this public exhibition is to inform and update you on the emerging masterplan.

Chippenham station is well used by commuters and the car parks are often full or near to capacity. Network Rail and GWR are forecasting a significant increase in passengers using the railway due to electrification and growth of Chippenham. The proposals look to provide additional car parking to help meet the forecast demand, along with new housing, commercial and retail space and improved public realm.

Together these improvements can rejuvenate the appearance of the area around the station and enhance connections to the town centre.



Below : site location



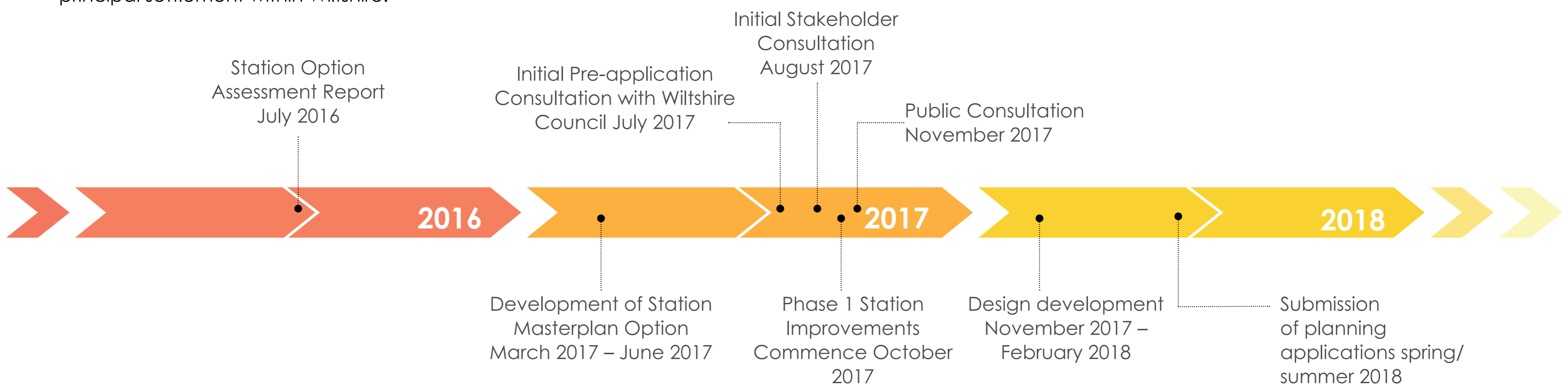
## Context

The electrification of the Great Western Mainline Railway is underway and it is expected to deliver enhanced capacity and reliability to services east between London and Chippenham and west towards Bristol. This presents opportunities for the town, as it will reduce journey times between Chippenham and London, improve the reliability of services, and has the potential to attract further investment. It is projected that there will therefore be an increase of passengers using Chippenham Station.

In addition, there are a number of residential development proposals for large scale growth at Chippenham, which are identified within the adopted Chippenham Site Allocations Plan. This proposal will deliver improvements around the station to support the growth of Chippenham and its role as a principal settlement within Wiltshire.

Phase 1 improvements have commenced, which includes refurbishment of the ticket hall, new ticket gates and accessibility improvements across the platforms.

The Local Growth Fund, secured through the SWLEP, is to be used within the funding timeframe which runs to March 2021. Business cases will be presented to SWLEP at each stage for approval to ensure value for money and viability.

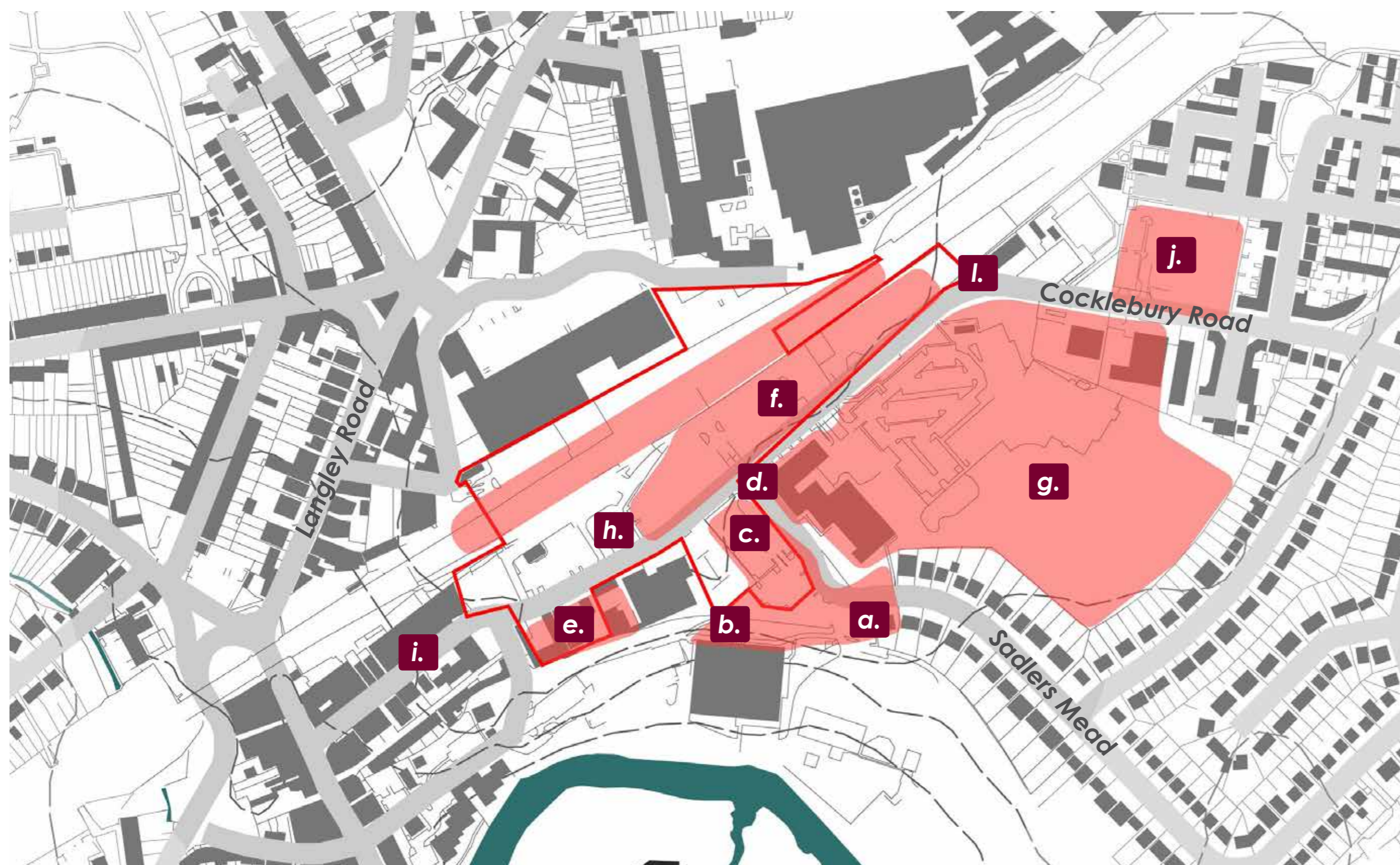


# 2. Background

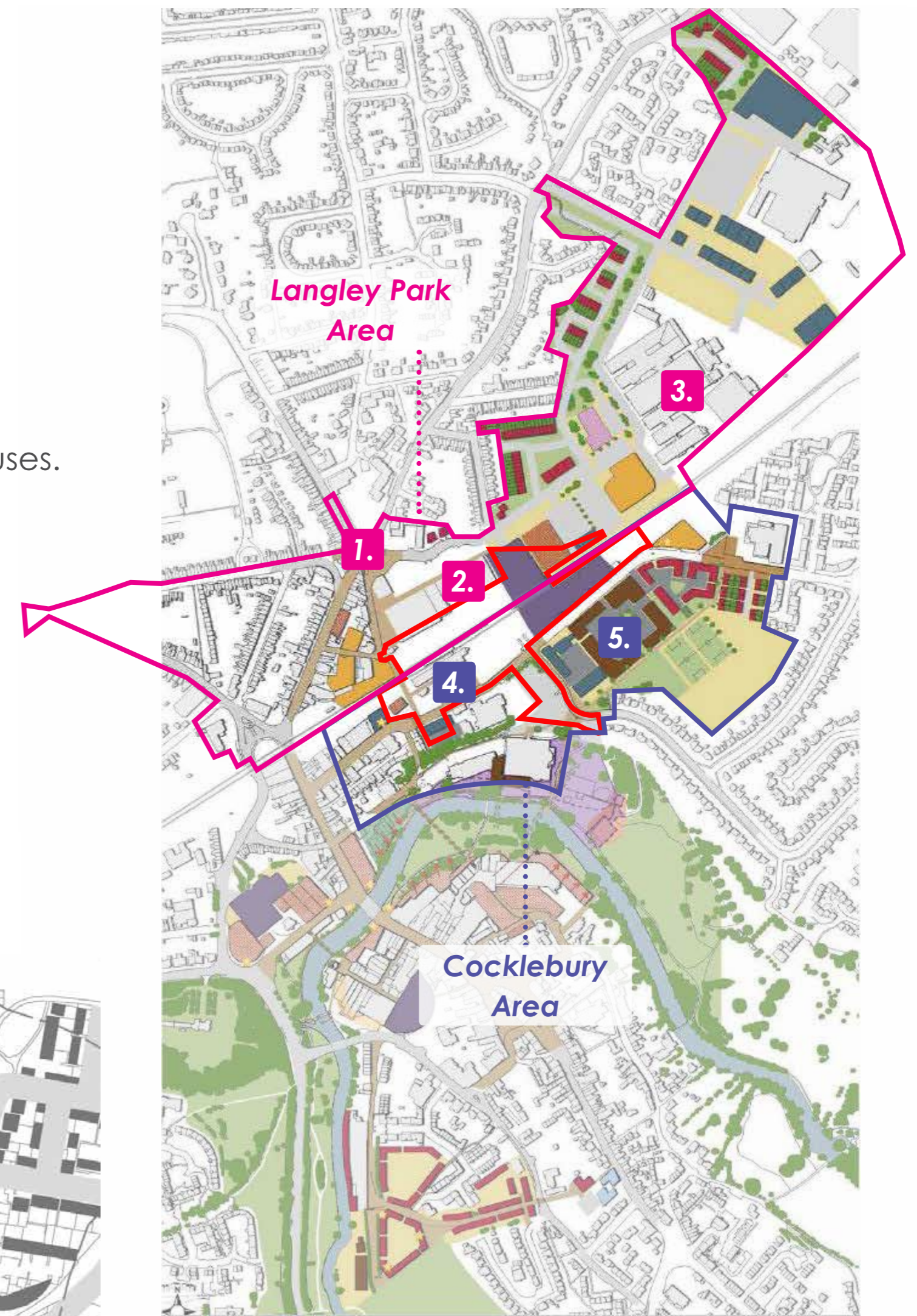
## Chippenham Central Area Masterplan

The Wiltshire Core Strategy identifies the need for the regeneration of the central area of Chippenham as a priority. A draft Chippenham Central Area Masterplan was consulted upon in October 2013. The site falls within the 'Cocklebury Area' where the Masterplan identifies the following issues, which have underpinned the design rationale for the proposals:

- a.** Poor quality cumulative, piecemeal (sprawling) urban transition into park.
- b.** Legibility of the access between Monkton Park and the Olympiad is inadequate.
- c.** Poor connections, ill-defined land use. Poor linkages between Wiltshire College and other uses.
- d.** Poor wayfinding, specifically linkages to the High Street area.
- e.** Inactive frontage, negative impression from arrival at the train station.
- f.** Projected parking capacity issues.
- g.** College requirements to modernise and reinvigorate estate.
- h.** The railway constrains movement between Langley Park and Cocklebury areas.
- i.** Poor wayfinding to High Street, unattractive public realm, vehicle congested route.
- j.** History Centre isolated from town centre, especially for pedestrians



Above : Cocklebury Area Issues Map



Above : Chippenham Central Area Masterplan

- 1.** Little George Roundabout
- 2.** Hathaway Retail Park
- 3.** Langley Park
- 4.** Chippenham Station
- 5.** Wiltshire College

## Vision

Chippenham is a historic market town in Wiltshire with beautiful natural assets, including the River Avon, which meanders through the heart of the town. It benefits from being in a strategic location along the Great Western Mainline and M4 corridor and is a focus for growth within the Wiltshire Core Strategy.

Many of the buildings in the town centre and to the north of the station are attractive but the railway line and vast surface level car parking around the station does not provide a welcoming and legible entrance to the town.

The key principles for development in the Chippenham Central Area that are set out within the Wiltshire Core Strategy are:

- A place to live and work
- The river as a defining and connecting feature of the town
- A retail destination of choice
- A vibrant business location
- An accessible town centre

The team has reviewed the issues on the site and developed key goals that underpin the project. These are:

- Support regeneration around the Station to enhance visitor experience and attract commercial occupiers;
- Enhance links to Chippenham town centre through public realm improvements and enhanced signage;
- Meet demand for services and jobs that result from the electrification programme;
- Increase car parking for the station and the town centre to release land for development whilst meeting the needs of the town;
- Create a high quality arrival space to promote Chippenham as a place to live and work;
- Provide housing within Chippenham town centre including affordable housing.



# 3. The Site




The site relates to land and buildings surrounding Chippenham railway station. This consultation concerns the redevelopment of the entire red line area to provide a mixture of new residential development, offices, convenience retail and consolidated/increased parking provision, together with public realm and transport improvements. The site falls between a number of different land owners who are working together to bring forward the development.

The proposals will respond to the changing character and context of the site and its surroundings. This surrounding context has underpinned the rationale for the emerging masterplan.

## Heritage





The Site lies within Chippenham Conservation Area. The Conservation Area is divided into a number of smaller Character Areas, of which the Site falls into Character Area 4 : Railway Station. This Character Area is summarised as **'a major gateway to the town that is currently badly served by the lack of cohesion between structures, spaces and materials'** (Character Area 4 : Railway Station Management Plan) and a number of objectives have been recognised for the area to enhance positive views, improve the relationship with the River Avon and improve the public realm.

There are 4 Grade II listed structures ('buildings of special interest') within the Site boundary, and a number of listed properties also lie within close proximity of the boundary; primarily located along New Road, Marshfield Road and around the High Street.

-  Conservation area
-  Character Area 4 ; Railway Station
-  Listed buildings





## Transport and Access

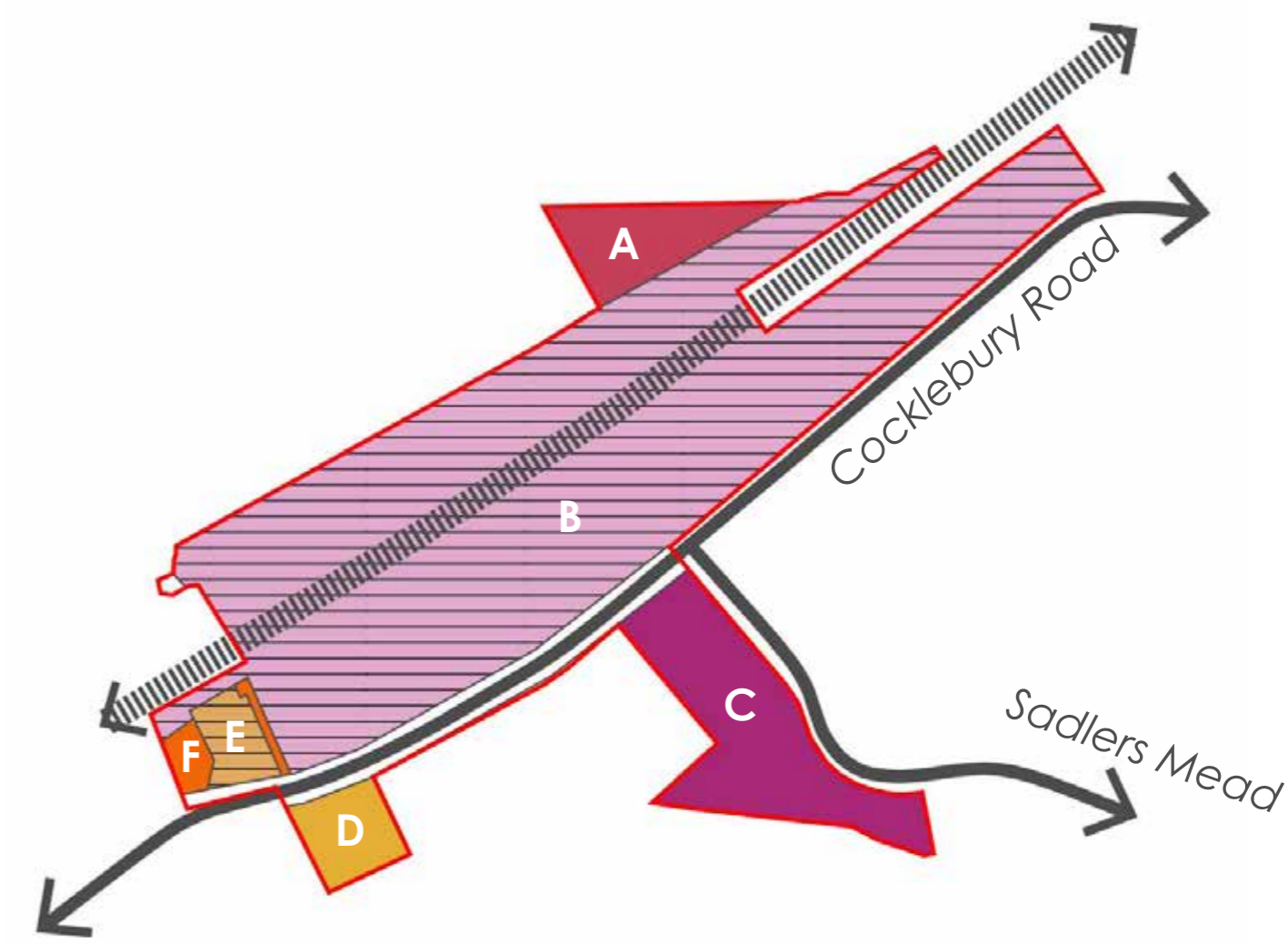
There are existing issues of local traffic congestion around the Site, particularly at junctions to the west, due to severance caused by the railway line. However, highways improvements to the Little George Roundabout under the Langley Park proposals, and the new vehicular railway bridge at Rawlings Farm which will provide an additional north-south vehicular connection across the railway line, are expected to improve this situation. Proposals for the Site are also intended to be phased to limit impact on the local highways network during construction work.


-  Existing vehicular access
-  Public Right of Way
-  1. Proposed highways improvements to Little George Roundabout as part of Langley Park development
-  2. Proposed vehicular crossing point linking Parsonage Way to Darcy Close via new railway bridge as part of Rawlings Green proposals

## Development of adjacent sites

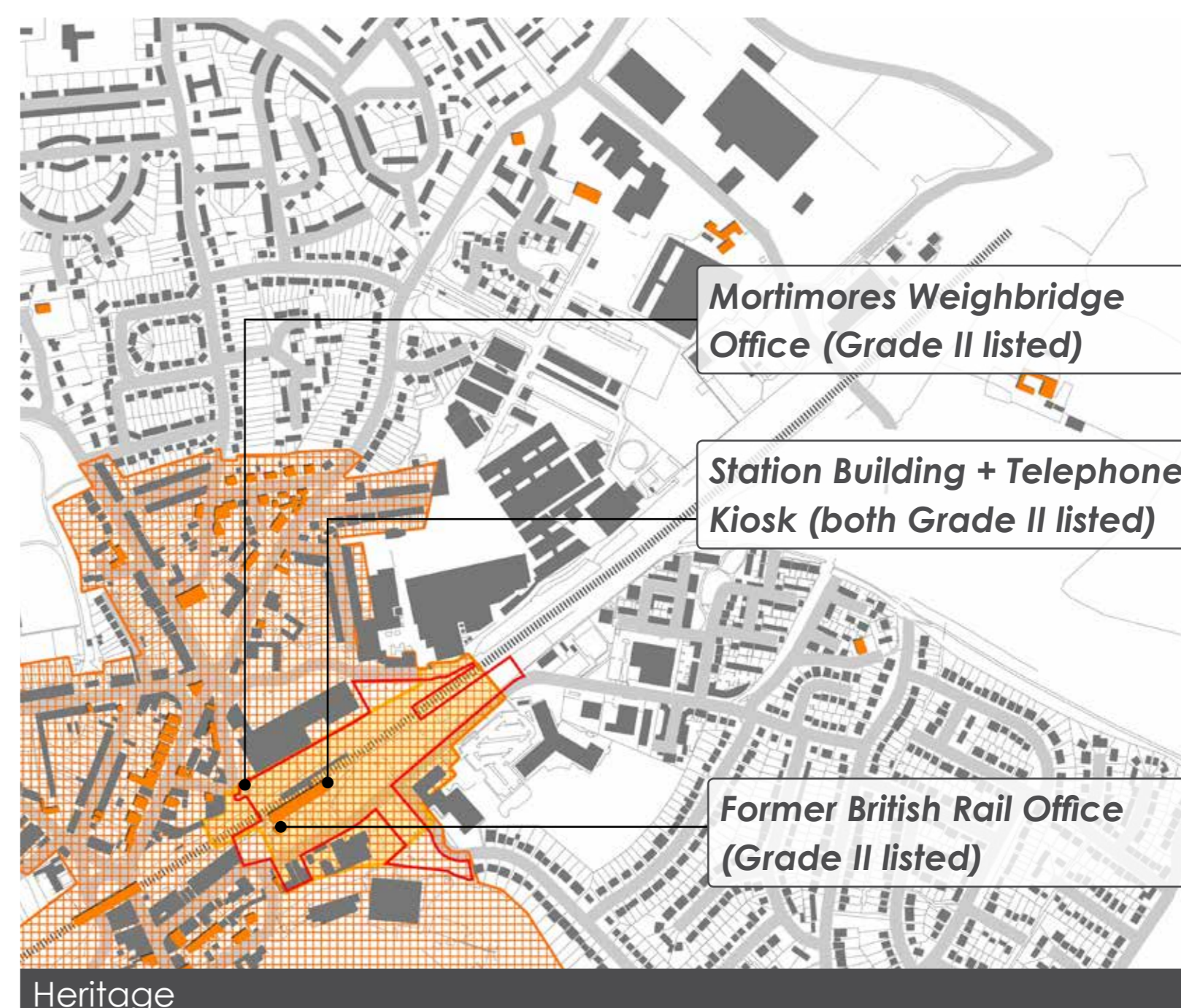
There are other developments in the local area including consented mixed use development at Langley Park to the north of the site, the Wiltshire College Campus redevelopment, and the new proposals for retirement accommodation in the former college site. Wiltshire College and the retirement proposals are larger scale including a 5 storey building with ground floor retail space, likely to be a café, at the corner of Sadler's Mead and Cocklebury Road. The station building and buildings to the west of the site are lower in height. This surrounding context has underpinned the rationale for the emerging masterplan.

-  a. Mixed use development at Langley Park. Phase 1 to include supermarket, 69 bed hotel with cafe and 22 residential units.
-  b. Extra Care retirement scheme at former Wiltshire College site
-  c. Redevelopment of Wiltshire College Campus
-  d. Rawlings Green residential scheme and primary school

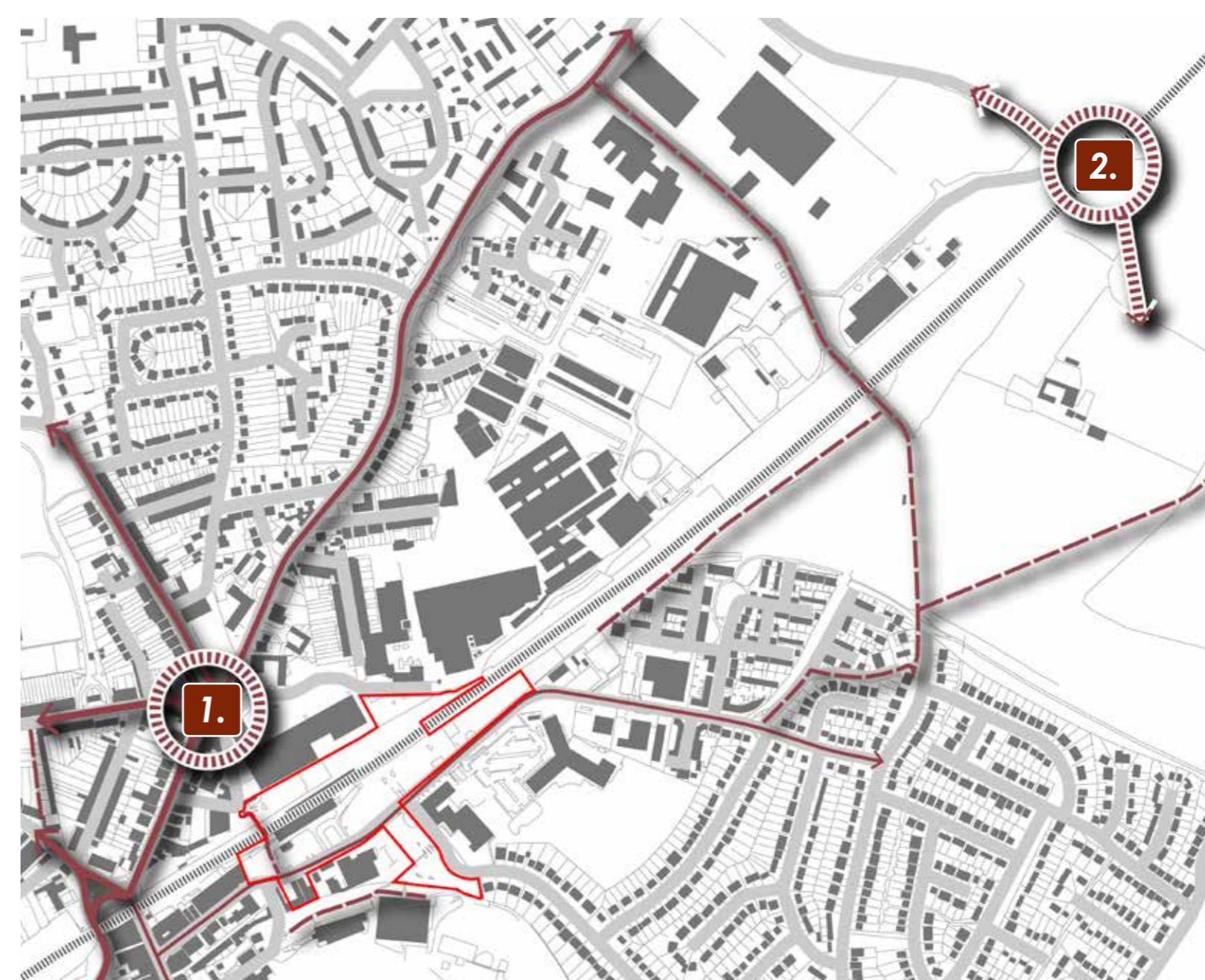


-  A Aegon UK Property Fund
-  B Network Rail
-  C Wiltshire Council
-  D Chippenham 2020
-  E Cranmead Capital Ltd
-  F Lanfeer LLP

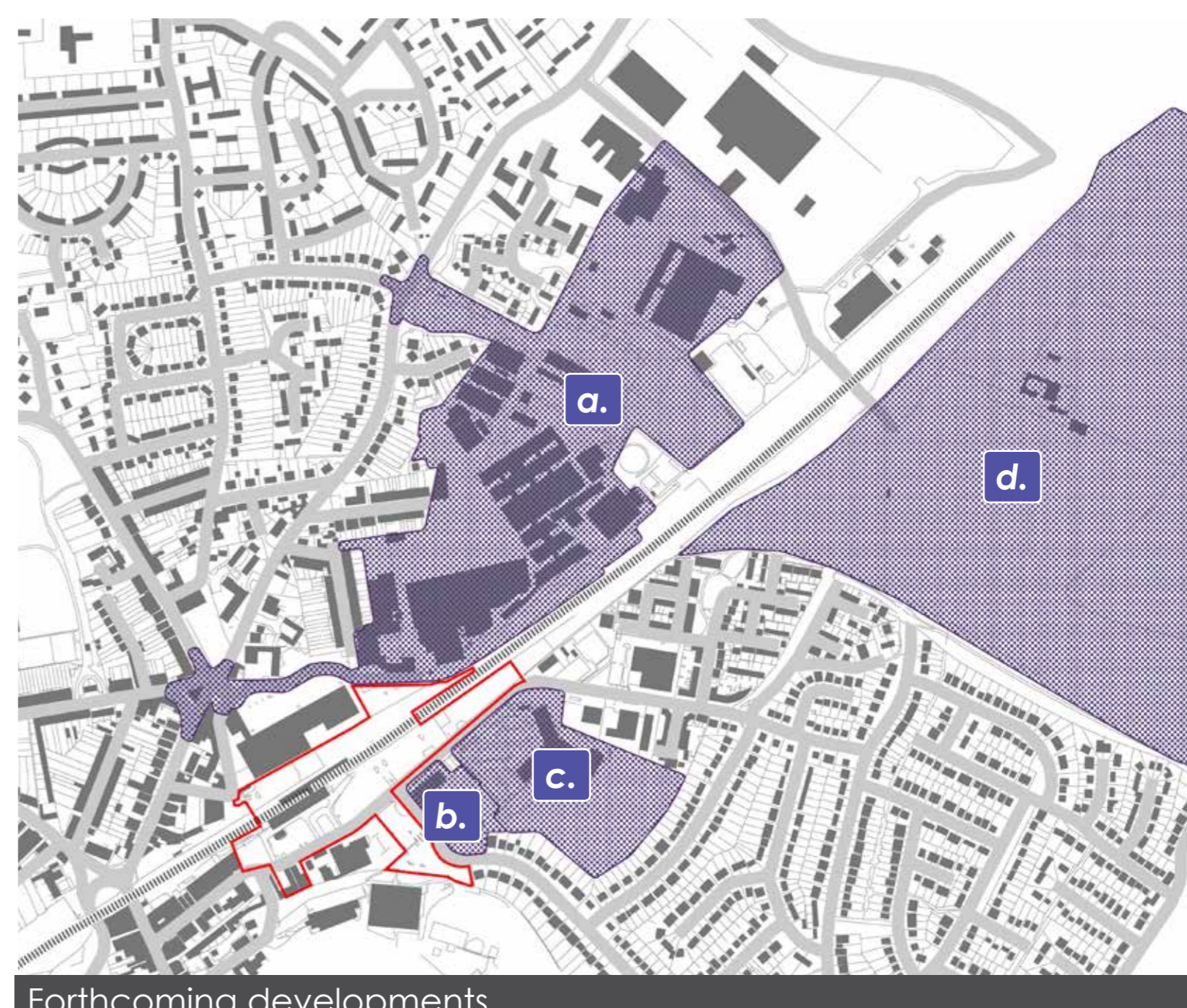
Above : Land Ownership Boundaries



Heritage



Transport + access



Forthcoming developments

# 4. Design Principles

## Transport

- Create new pedestrian and cycle connections to proposals at Langley Park, via extension of green link
- Improve pedestrian connectivity and permeability between the station, River Avon and onto the town centre and existing network of footpaths
- Retain a suitable transport interchange at the station square
- Rationalise the existing car parking in the vicinity of the station and provide additional parking spaces in line with anticipated increased use of the area
- Phasing of the scheme is intended to limit disruption of the overall development, and its impact on the local road network.

## Sustainability

- Provide high quality housing which includes a proportion of affordable units, and provides a range of different house styles and sizes in an appropriate location
- Create new positive opportunities for the local and regional economy, which are appropriate to the location
- Increase the amount of soft landscape throughout

the site, to aid sustainable drainage and improve overall quality of the environment

- Provide a net gain in green in the amount of green infrastructure
- Improve local economy through providing retail and commercial units in a sustainable location, concentrated around the station square

## Heritage

- Create a scheme which respects and improves the setting of local listed buildings in and around the site (namely Brunel's Office and the train station frontage), protecting and enhancing the historic environment
- Address Conservation Area management plans for the Railway Station Character Area, to conserve and enhance the setting of the existing heritage assets, by relocating and consolidating parking spaces in a more appropriate locations and forms, allowing the listed buildings breathing space

## Landscape

- Improve the public realm in the vicinity of the station, creating a high quality landscape
- Create active frontages along Cocklebury Road

and Sadlers Mead, and around the station square to create a safe and vibrant space

- Improve the sense of place by using materials which are reflective of local character, and use a more consistent palette to help create a more coherent and legible landscape
- Improve biodiversity through introduction of more planting and wildlife friendly species

## Visual

- Improve positive vistas, enhancing sight lines towards the historic town core and key local landmarks, including visual connections between the station building and telephone exchange
- Provide screening against poor quality facades and built form, including the southern elevation of Hathaway Retail Park, and telephone exchange extension.

## Services

- The masterplan takes into consideration existing service locations, and easements around the railway, which have helped to shape the emerging layout.



Improved connectivity towards the town centre



High quality housing, business and retail units, which respects heritage setting



Improved public realm, sense of place, and legibility



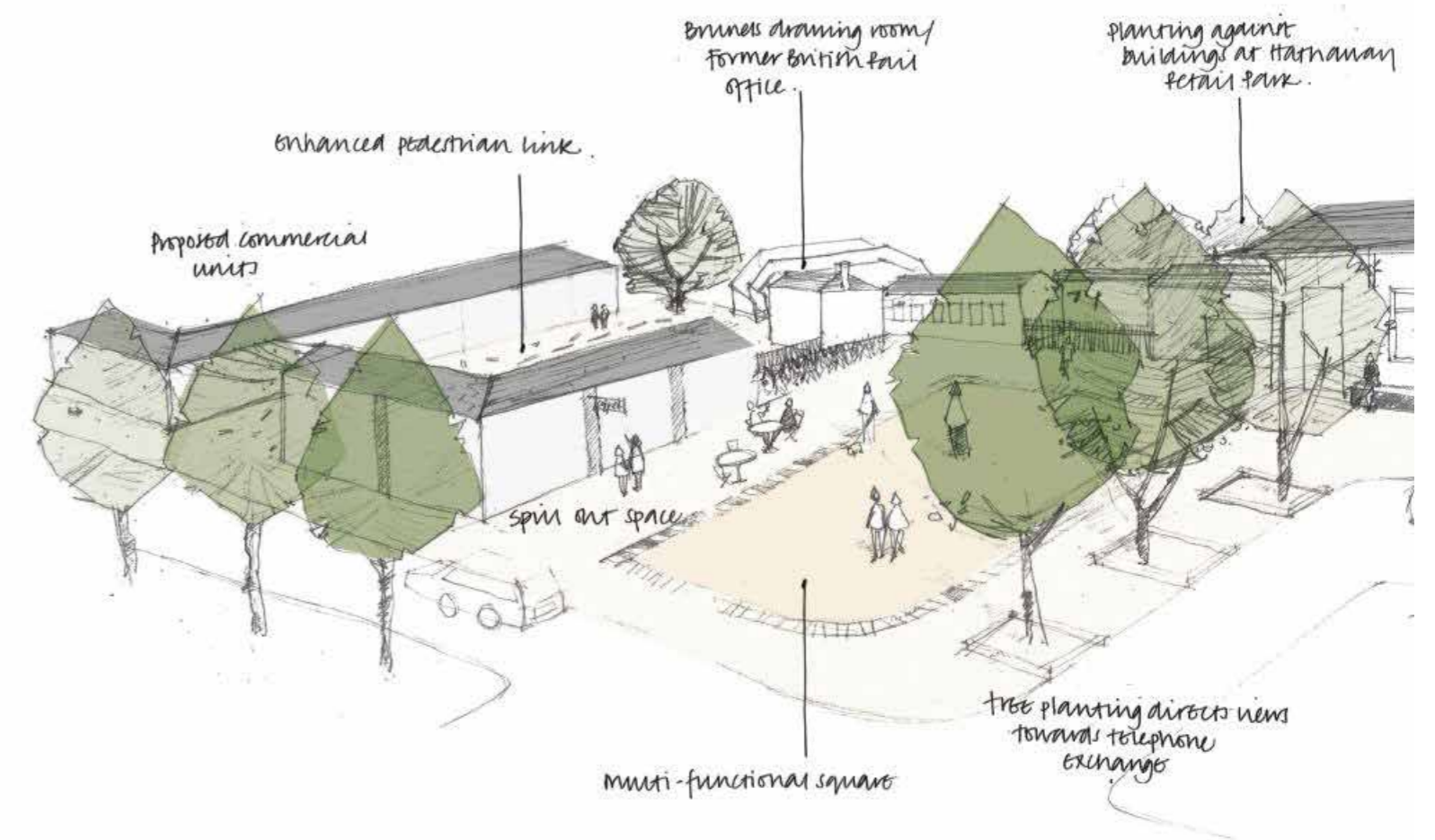
Creation of new pedestrian and cycle links to network of green spaces and urban realm

# 5. Project Evolution

A number of outline schemes have previously been developed for the site on the basis of providing:

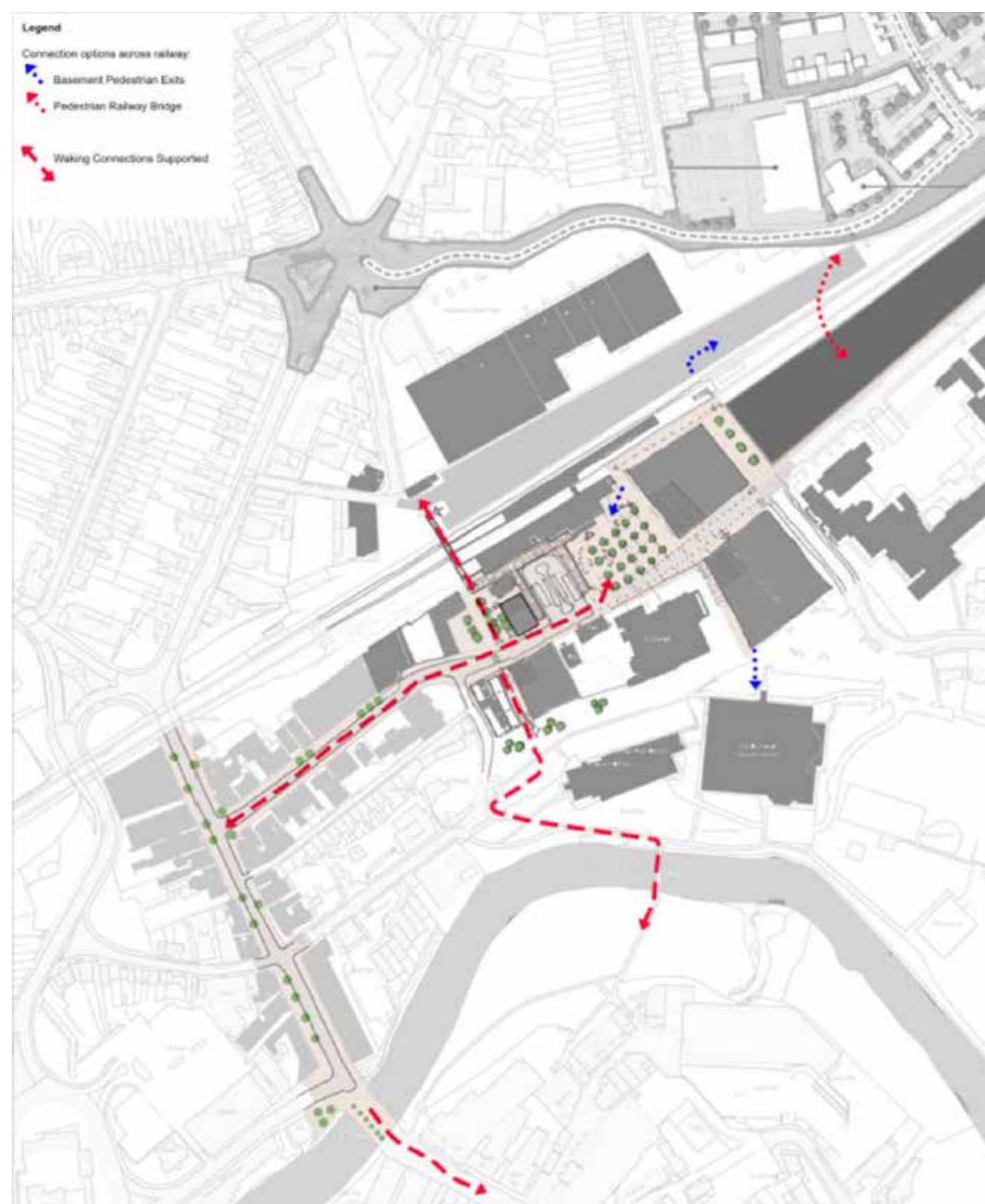
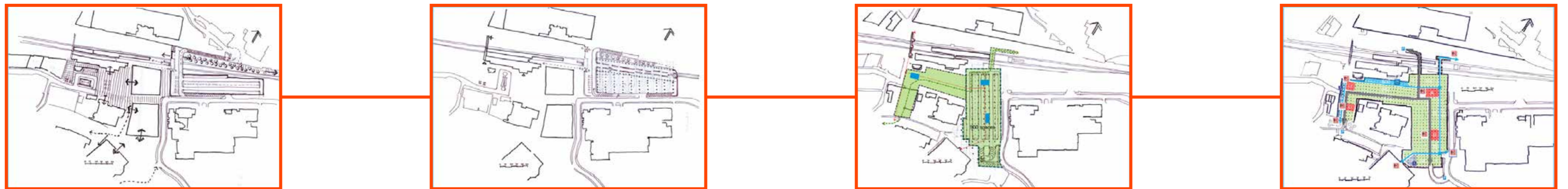
- an enhanced station entrance;
- improved routes between the station and town centre;
- a new railway crossing for pedestrians and cyclists;
- a railway crossing for motor vehicles;
- car parking; and
- opportunities for commercial and residential development.

These layouts looked to reconfigure and consolidate the car parking into one main underground location, to enable existing surface car parks to be assigned to new purposes. However, this idea has been dismissed due to cost, and so the new proposals aim to offer a more affordable solution to the original brief, whilst building on the more successful aspects of the previous scheme options.

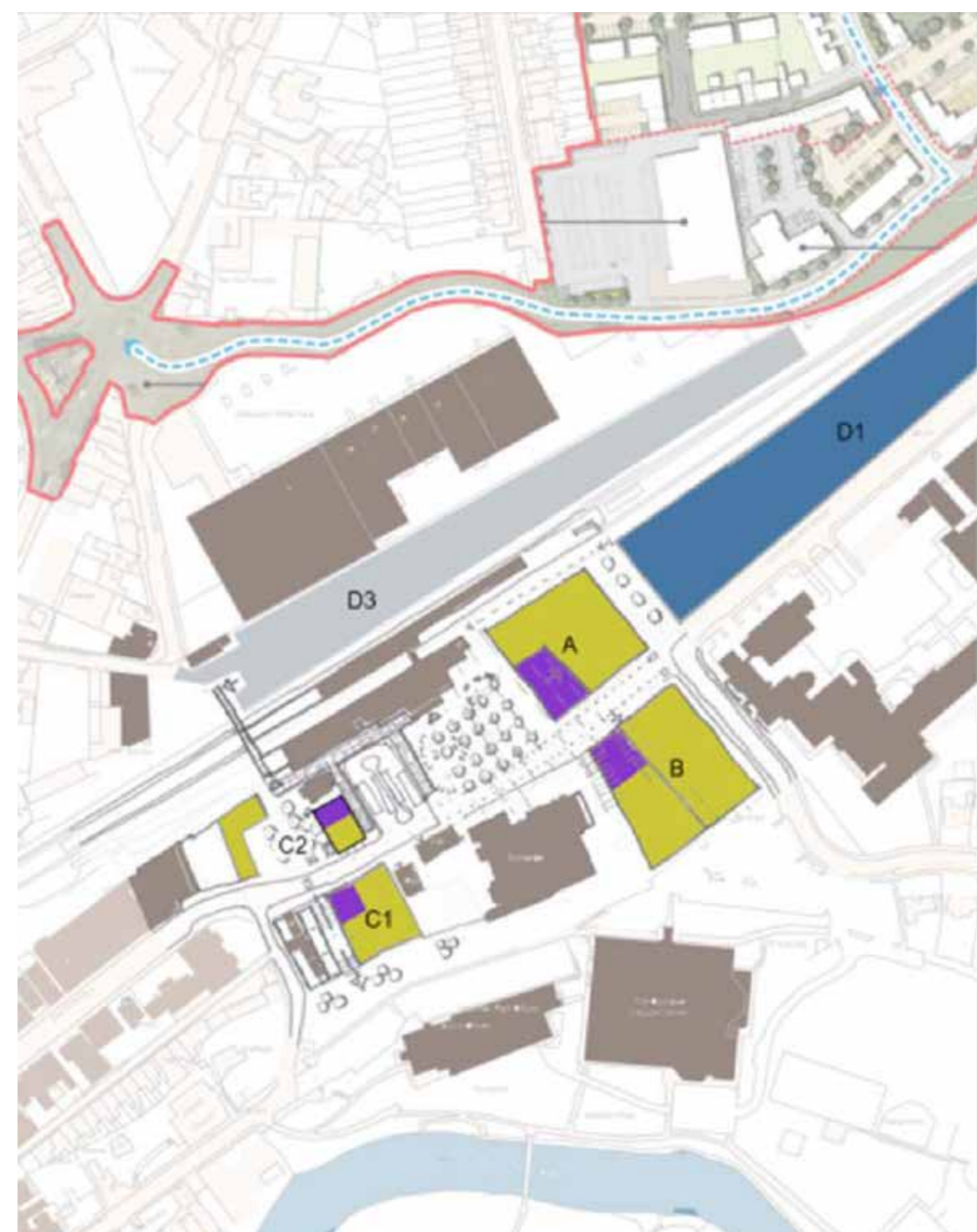


Above : Conceptual designs for Station Square 'framed' by new and existing buildings; a high quality urban realm, transport interchange and gateway to the town centre with commercial and residential space, designed to enhance the setting of heritage assets and linkages to the town centre.

Below : Initial options and design development



Above : Previous scheme connections and car parking



Above : Previous scheme layout offering up to 280 new homes, 16,650m<sup>2</sup> of mixed use development, a new station square and transport interchange and increased parking across the site, including 1,480 underground spaces.

# 6. Illustrative Masterplan

The intention is to submit two planning applications for different parts of the site that will align with the overarching masterplan. This includes:

- Full planning application for the Sadlers Mead site;
- Hybrid planning application for the remainder of the site.

The hybrid planning application will include the wider masterplan with detailed proposals for multi-storey car parking to the north of the railway line and Plot E adjacent to the listed station building. This will also include a public realm and landscape scheme together with outline parameters for the rest of the site.

A full planning application is proposed to be submitted for Sadlers Mead because this part of the site is within the ownership of Wiltshire Council. They are seeking to kickstart the development with the early delivery of a commercial building and increased car parking provision on the plot.

## Indicative Concept Masterplan

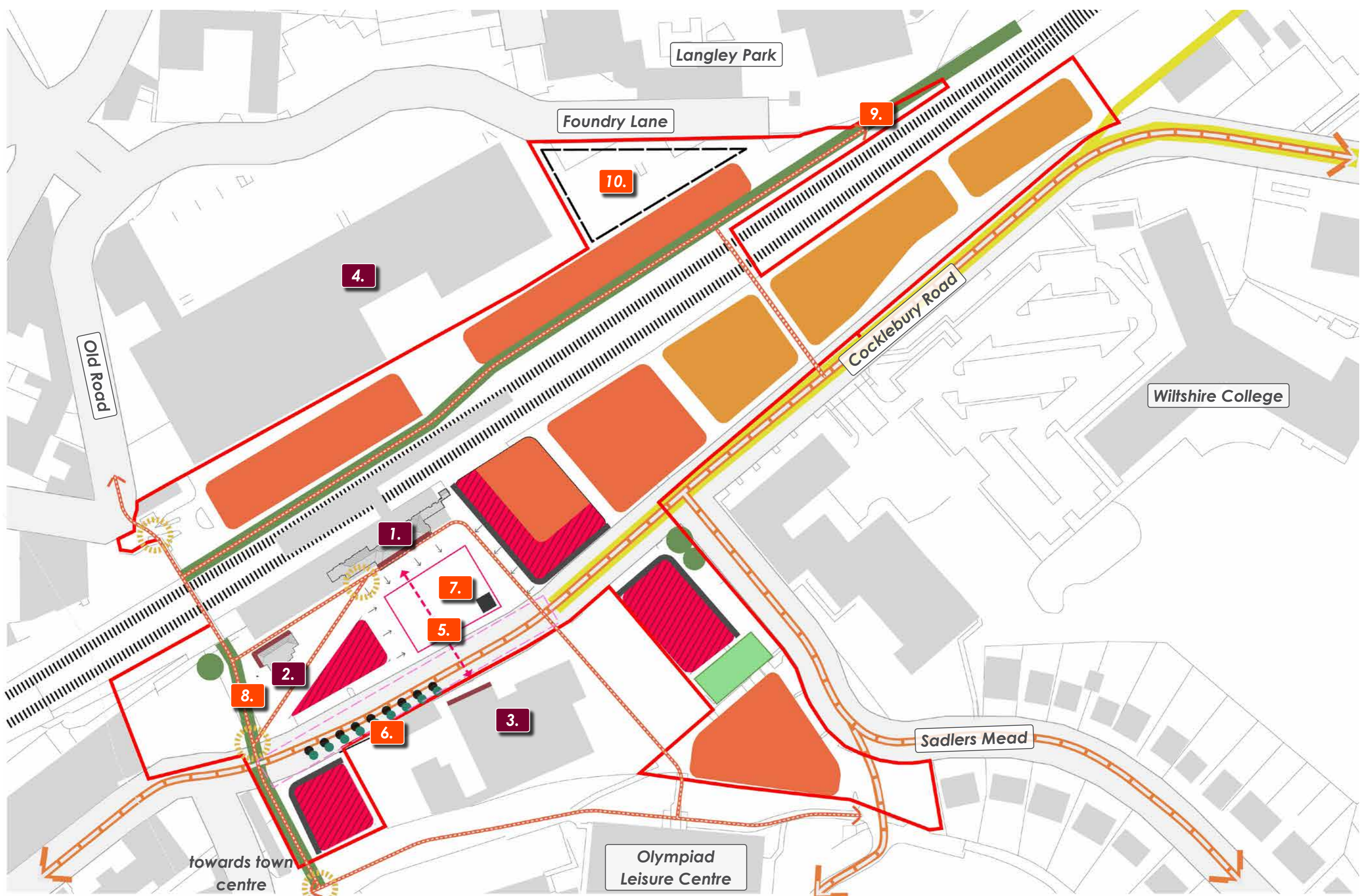
The proposals are currently in concept form and represent the footprints, massing and layout for the entire site. The proposals:

- Establish new built form and context around the station to define public spaces and routes to the town centre;
- Enhance the public realm and connectivity to the town centre through a comprehensive landscaping scheme;
- Address the historic setting of the station building and its role as an arrival point in Chippenham;
- Provide rationalised station car parking within well-designed multi-storey car parks to meet demand for car parking projected by Network Rail and GWR;
- Provide housing including affordable housing in line with Wiltshire Council planning policy;
- Provide a mix of uses including flexible commercial and retail space that is well connected to the surrounding area by public transport;
- Promote Chippenham as an attractive place to invest.

- 1.** Station building (Grade II listed)
- 2.** Former British Rail Office (Grade II listed)
- 3.** Telephone Exchange building
- 4.** Hathaway Retail Park
- 5.** Enhance visual connection between station and telephone exchange

- 6.** Tree planting to screen extension to Telephone Exchange
- 7.** Defined station square with high quality hard surface treatment and active frontages, and transport interchange/ drop off point
- 8.** Improved north-south pedestrian links
- 9.** Footpath / cycle connection via green link to Langley Park
- 10.** Potential development opportunity

-  Site boundary
-  Vehicular access
-  Pedestrian / cycle access
-  Sustrans cycle route (to Calne)
-  Area for residential development
-  Area for commercial development
-  Location of multi storey car parking



# 7. Phasing

As this is a comprehensive scheme that involves a number of landowners and different parcels of land, it is intended that the site will be delivered in phases, funded by a combination of public and private sector funding.

Phasing of the development will help to manage the impacts of each phase and allow for flexibility to adapt to changes in the surrounding area as the scheme is built. This will also help to align with the development of key infrastructure such as the Rawlings Green railway bridge, which will alleviate traffic congestion along Cocklebury Road, and highways improvements linked to the Langley Park Development.

## 7. Residential development

Land that is made available by previous phases will be developed to provide housing, likely to be apartments.

## 3. Station Car Parking Capacity Improvements

Multi-storey car parking to the north of the station to release land to the south of the railway for development and meet Network Rail and GWR car parking demand projections.

## 1. Station Capacity Improvements

Enhancements to station building including ticket barriers and accessibility improvements.

(works have already started)

## 4. Rationalisation of Station Car Parking

Multi-storey car parking with an element of ground floor flexible commercial floorspace adjacent to the station, to the south of the railway line.

## 2. Sadler's Mead

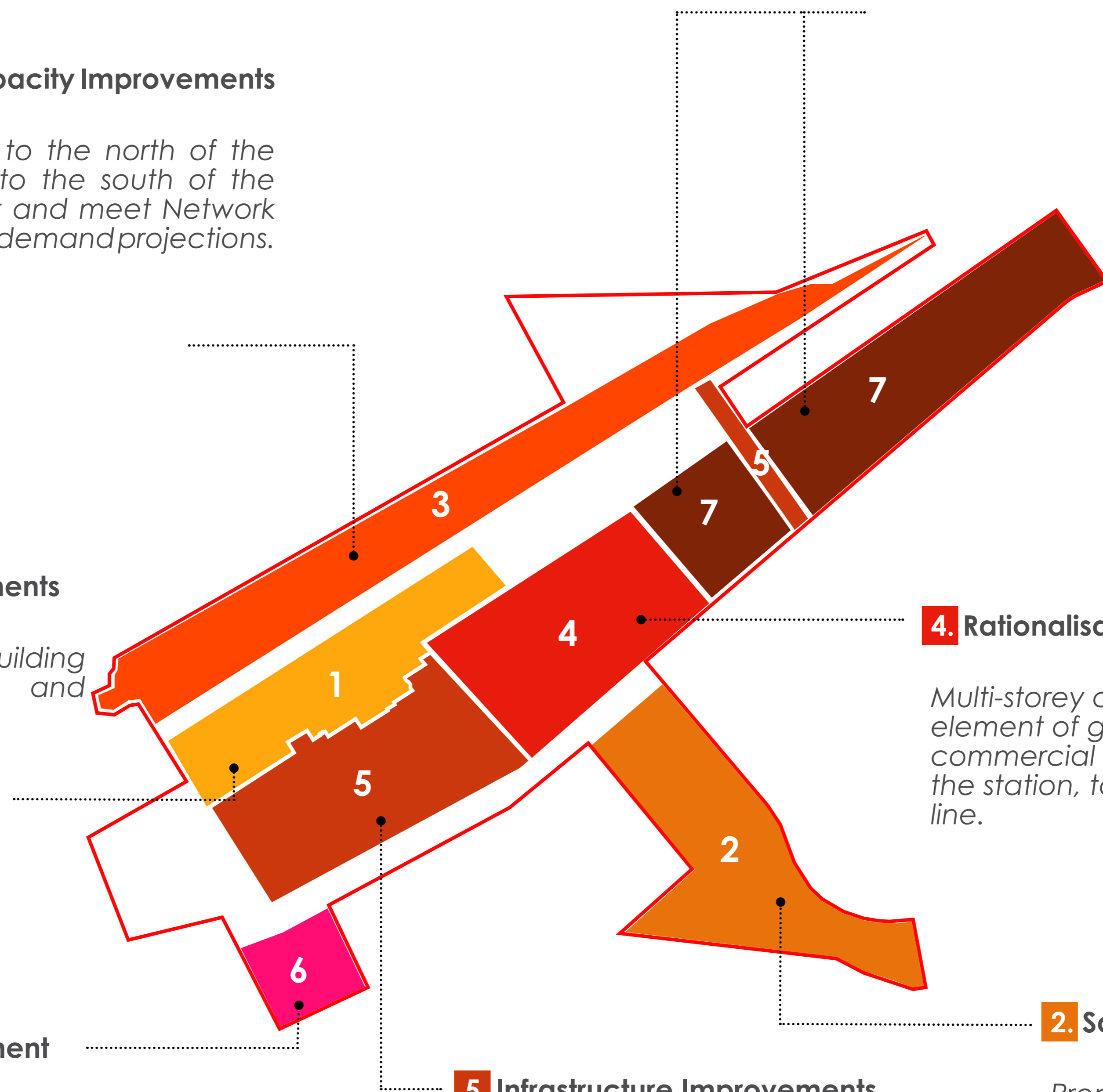
Proposed commercial office building and multi-storey car parking to provide increased car parking and new high quality office space to attract employment to the town.

## 6. Commercial development

Land owned by Chippenham 2020 could be developed to provide new commercial floorspace that will complement Sadlers Mead and attract investment to the town.

## 5. Infrastructure Improvements

A new pedestrian/cycle footbridge to extend access across the railway line from Langley Park together with public realm and landscaping including a new station square.



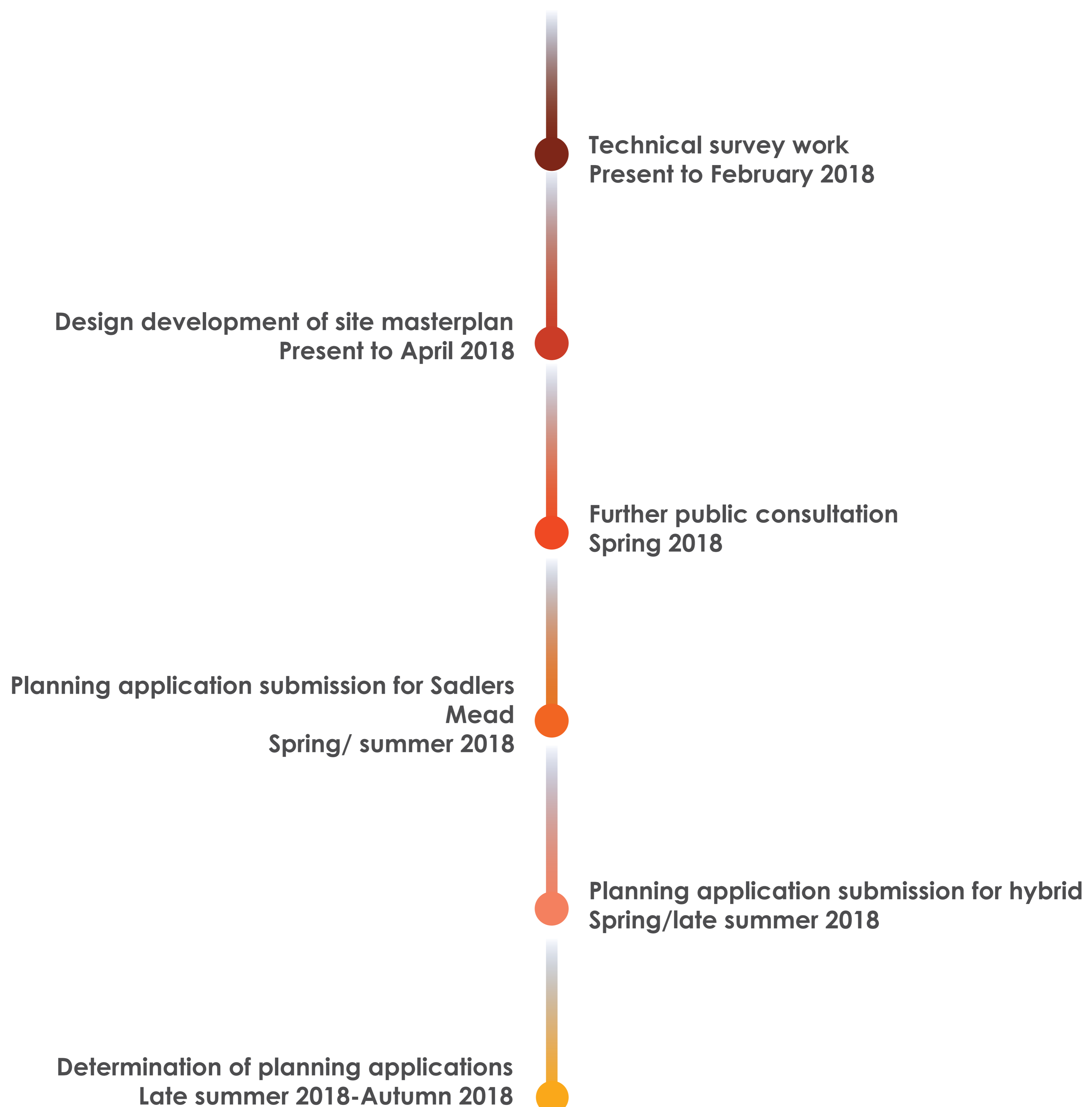
Subject to planning permissions and SWLEP approvals, the scheme can be delivered on a phased basis between 2017-2023

# 8. Next Steps

The concept masterplan and drawings exhibited here are intended to update you on the principles and rationale that are informing the design development of the scheme. This needs to be taken forward through more technical testing that will help the team to interrogate the constraints and opportunities further.

The team would welcome feedback on the information displayed and there will be further opportunities to comment in future public consultation events as more detail is added. The design development will be underpinned by the feedback from this event and the following survey work, which is still to be undertaken:

- Transport Assessment to include a model that will measure the impacts of the proposed development on the highway network and identify measures that can be incorporated to mitigate the impacts.
- Ecological Appraisal to understand any ecological survey work needed for protected species.
- Noise surveys to understand impacts of the railway on future occupiers and measures for noise insulation that will be incorporated.
- Heritage Impact Assessment to understand the heritage context of the station building and how the masterplan can positively respond to its history.
- Townscape and Visual Impact Appraisal to review how the site sits within the town and the impact of built development in this location.
- Utilities Assessment to understand below-ground utilities that will affect where foundations can be laid.



**Wiltshire Council**

**Cabinet**

**12 December 2017**

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**Subject: Appropriation of land at Rabley Wood, Marlborough for planning purposes**

**Cabinet Member: Councillor Toby Sturgis – Cabinet Member for Planning and Strategic Asset Management**

**Key Decision: Yes**

### **Executive Summary**

The Council wishes to dispose of land at Rabley Wood Marlborough for housing development, including affordable housing and adjoining open space. The land was declared surplus and approval for disposal was given by the Cabinet (Capital Assets) Committee ('CCAC') on 24<sup>th</sup> July 2012.

The site is currently laid out and used as public open space. Alternative and more extensive open space for the area has been provided for in a planning permission granted by the Planning Inspectorate under appeal.

Under section 122 of the Local Government Act 1972, the Council can appropriate land it owns which is no longer required for the purpose it is currently held, provided that the proposed use is for any statutory purpose for which it is authorised to acquire land, one of which is for planning purposes (any use for which planning permission can be obtained).

The proposal is therefore to appropriate the site for planning purposes to enable the disposal, and development, to proceed.

### **Proposal**

It is proposed that Cabinet appropriates for planning purposes the land at Rabley Wood Marlborough (as shown on the plan in Appendix 1 of the report) under section 122 of the Local Government Act 1972 which is currently held as open space.

### **Reason for Proposal**

To ensure the land can be disposed of free of any rights and obligations arising from its use as public open space.

Alistair Cunningham, Corporate Director, Growth, Investment and Place,  
Corporate Leadership Team

## **Wiltshire Council**

### **Cabinet**

**12 December 2017**

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**Subject: Appropriation of land at Rabley Wood, Marlborough for planning purposes**

**Cabinet member: Councillor Toby Sturgis, Cabinet Member for Planning and Strategic Asset Management**

**Key Decision: Yes**

#### **Purpose of Report**

1. To seek Cabinet's agreement to appropriate land, as identified in this report, for disposal of the Site.

#### **Background**

2. The Council is the freehold owner of land at Rabley Wood Marlborough ('the Site') currently laid out as open space with a small play area.
3. The Council entered into a Promotion Agreement with the adjoining landowner, Megalodon Limited, to obtain planning permission for residential development on the Site with re-provision of open space and recreation on part of Megalodon's adjoining land. That agreement has since been assigned to RBC Trustees (Guernsey) Limited as successors to Megalodon Limited. Outline planning permission for residential development with associated works on the Site and the adjoining land was granted to the Manton Estate (associated with Megalodon) by appeal on 20<sup>th</sup> July 2016. This includes provision of an alternative play area and multi-use games area on the Site, and alternative open space provision on the adjoining land.
4. As a result of the grant of outline planning permission with the alternative play area, multi-use games and open space provision on the new areas of land, this report considers the proposed appropriation of the Site for planning purposes to override potential issues regarding the fact the Site is currently used as open space.

#### **Main Considerations for the Council**

##### **Site specific issues**

5. The Site is affected by two Section 52 Agreements, dated 27<sup>th</sup> July 1983 (as varied, as to the area affected, by a deed dated 21<sup>st</sup> October 1993) and 24<sup>th</sup> December 1987 respectively (together referred to as 'the S52 Agreements'),



which contain obligations on the Council to lay out and maintain the Site as open space.

6. Legal advice from Counsel confirms that the original obligations under the terms of the S52 Agreements are no longer considered to be extant for planning purposes as the site has been laid out and transferred to the Council.
7. However, it is likely there are fiduciary duties on the Council, as a public authority, to maintain the Site as open space (within the meaning of section 336 of the Town and Country Planning Act 1990) to ensure that the planning obligations to mitigate the effects of the original development are maintained whilst necessary..
8. As a result of the recent grant of planning permission for development, the Planning Inspector has determined that the proposed alternative open space has met the planning obligations and therefore there is no underlying necessity for that fiduciary duty to remain.
9. In order to deal with the issues referred to in paragraphs 7 to 9, it is proposed that the Council exercises its powers under section 122 of the Local Government Act 1972 (see comment below) and the Site be appropriated for planning purposes. In other words, as the alternative site is available to meet the underlying planning obligations, then this Site is no longer needed for that purpose, and can be appropriated for any use for which planning permission can be obtained.
10. As a result of the appeal referred to in paragraph 4 above, planning permission has already been granted.

### **Legal powers**

11. "Appropriation" is a term given in local government legislation to an internal process of a council designed to allow councils flexibility in its use of land. It allows a council to use land that has been acquired for one purpose in suitable circumstances to be used for a different purpose.
12. Under section 122 of the Local Government Act 1972, the Council can "*appropriate for any purpose for which the council is authorised ...to acquire land... any land which belongs to the council and is no longer required for the purpose for which it is held immediately before the appropriation*". The Council is authorised to acquire land for planning purposes. Once land is appropriated for planning purposes, section 241 of the Town and Country Planning Act 1990 provides that it can be used or developed in any manner permitted by grant of planning permission.
13. In this case, it is considered that the Site is no longer required for the purpose for which it was originally held and appropriation will facilitate development, redevelopment or improvement of the land.

14. Where land is appropriated for planning purposes, it will then be held by the Council under the statutory provisions within Part 9 of the Town and Country Planning Act 1990. The practical consequence of this (by virtue of Section 203 of the Housing and Planning Act 2016) is that the erection, construction or carrying out of any maintenance of any building or work on the land and subsequent use of the land is authorised under those planning powers, if the works are done in accordance with that planning permission..
15. The purpose of Section 203 of the Housing and Planning Act 2016 is to ensure that where land has been appropriated for planning purposes, then existing rights, which could prevent the development of that land from proceeding in accordance with the planning permission, can be overridden. The rights will be overridden whether the Council or a party deriving title from the Council undertakes the development.
16. The power contained in Section 203 of the Housing and Planning Act 2016 does not remove the legitimate rights of parties to compensation, which may arise from the interference with their rights, but it does remove the potential for excessive claims and it also removes the potential for such parties to frustrate the development by obtaining an injunction to prevent the interference with their rights. See also paragraph 20 below.
17. As the decision to appropriate is considered a key decision (as a matter which is commercially, politically or strategically sensitive) it falls to Cabinet to consider this.
18. Any decision of the Council can be judicially reviewed. Any judicial review must be lodged as soon as possible after the decision is made and, in any event, not later than three months after the date of the decision. The anticipated earliest date for disposing of the Site will therefore be three months after this decision to appropriate the Site.

### **Overview and Scrutiny Engagement**

19. The report has not been referred to the Overview and Scrutiny Committee as it accords with advice from external legal Counsel.

### **Safeguarding Implications**

21. None

### **Public Health Implications**

22. The appropriation itself has no public health implications. It is considered that the provision of alternative facilities will at minimum retain an equivalent public health standard

### **Procurement Implications**

23. None

### **Environmental Impact of the Proposal**

24. These have been considered as part of the application for planning consent, and there are no known environmental impacts of the proposal to appropriate.

### **Equalities Impact of the Proposal**

25. The appropriation itself has equalities implications. It is considered that the provision of alternative facilities will at minimum retain an equalities standard

### **Risk Assessment**

26. Appropriation of the land will not override the private right regarding maintenance of part of the site as open space arising under a covenant in the 1983 S52 Agreement. However, that is a personal right owed to F Rendell & Sons Limited, one of the parties to that agreement. This company would have had a right to compensation for interference with the right, but the company was dissolved on 1<sup>st</sup> February 2011.

### **Financial Implications**

27. The only risk of a claim for compensation under Section 203 of the Housing Act 2016 would have been from F Rendell & Sons Limited, which company has been dissolved as mentioned in paragraph 26 above. The Council is the freehold owner of the Site so the question of compensation should not arise otherwise.
28. After appropriation of the Site disposal of it will generate a substantial capital receipt for the Council. Disposal of the freehold title was authorised by CCAC in 2012.
29. No internal financial transfers, or budget changes, are required as a result of appropriation as there is no transfer from general fund to the housing revenue account, or vice versa.

### **Legal Implications**

- 30 The Council has taken external advice from Counsel on its legal powers for appropriating the Site for planning purposes. The legal implications and powers are summarised in the body of the report.

### **Options Considered**

31. Maintaining the Site as open space and not appropriating it for planning purposes. This is not recommended as it would not assist in meeting the Council's requirement for additional new housing, nor in meeting the Council's need to achieve capital receipts to assist in meeting its obligations to the public to continue to invest in public services.

32. If the disposal of the Site is to go ahead for development purposes, then the planning permission must be capable of being put into effect which requires varying the terms of the S52 Agreements or the appropriation of the Site for planning purpose, as set out in this report.
33. Varying the S52 Agreements is not recommended as these are not considered to be enforceable in any event, and this would not deal with any potential statutory or fiduciary duties of the Council, as referred to in paragraph 8, affecting the Site.
34. Appropriating the Site for planning purposes is the only action which can override any potential fiduciary duties, as referred to in paragraph 8, of the Council affecting the Site.

### **Conclusions**

35. The proposed appropriation for planning purposes of the Site is the recommended way of resolving the risks, in respect of rights, covenants and fiduciary duties affecting it, and enabling the disposal of the Site to go ahead.

**Alistair Cunningham**, Corporate Director, Growth, Investment and Place,  
Corporate Leadership Team

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Report Author: Mark Hunnybun - Strategic Projects & Development Manager

19 December 2017

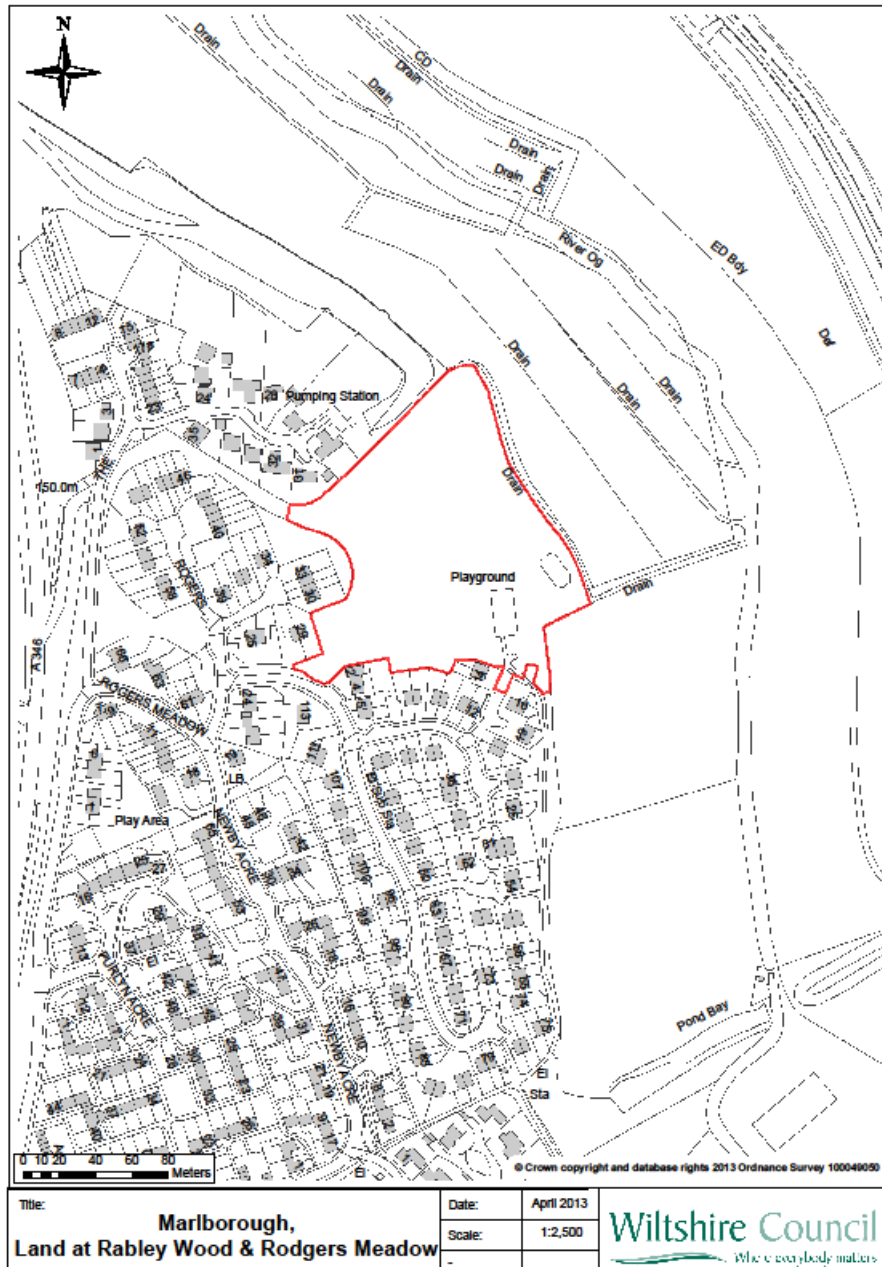
### **Background Papers**

None.

### **Appendices**

Appendix 1 – Rabley Wood, Marlborough site plan

# Appendix 1 – Rabley Wood, Marlborough site plan



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**Wiltshire Council**

**Cabinet**

**Date of meeting: 30 January 2018**

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**Subject: Wiltshire Council Adoption Service: 2017 Q1-2 6 Month Report**

**Cabinet member: Councillor Laura Mayes – Children’s Services**

**Key Decision: No**

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## **Executive Summary**

It is a statutory requirement that the Adoption Service provides regular assurance reports to the Council. The main mechanism is the provision of the annual year-end report which is supported by a brief six-month update report relating to Quarters 1 and 2 of the financial year.

During the reporting period, two main areas have continued to be the focus for improvement regarding the Adoption Service:

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

As previously reported, for the year 2016/17, 33 adoption orders were granted and 26 families were approved as suitable to adopt. In Quarters 1-2, 17 adoption orders were granted, 8 children were placed for adoption and 8 families were approved as suitable to adopt. A further 8 children have been matched at matching panel in October and November.

Driven by the Government’s previous commitment to improving adoption services in terms of numbers of children being adopted and the timeliness of matches for children requiring adoptive placements, the development of the Adoption Service has continued. Annual comparative performance is measured using the Adoption Scorecard which, for Wiltshire, shows overall continued improvement and is included within this report for information.

The 2016-17 Annual Report described the Government expectation that local authorities were to develop collaborative arrangements to improve adoption performance. The regional response to this is the Adoption West initiative, comprising of six local authorities and a small number of locally operating Voluntary Adoption Agencies working together to design and deliver a new adoption agency. Wiltshire Council is a member of the Adoption West partnership.

Cabinet has already received detailed information regarding Adoption West and the role, responsibility and accountability arrangements that are being developed, agreeing to the terms of the partnership.

**Proposal**

It is recommended that the contents of this report are noted and accepted.

**Reason for Proposal**

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

**Terence Herbert**  
**Corporate Director**



## **Wiltshire Council**

### **Cabinet**

**Date of meeting: 30 January 2018**

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**Subject: Wiltshire Council Adoption Service: 2017 Q1-2 6 Month Report**

**Cabinet member: Councillor Laura Mayes – Children’s Services**

**Key Decision: No**

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### **Purpose of Report**

1. This report provides an interim six-month report to Cabinet regarding the performance of the Adoption Service within Wiltshire Council. It is a requirement of the condition of registration as described in 2014 Adoption Minimum Standards and 2013 Statutory Guidance that Cabinet is satisfied that the Adoption Agency complies with the conditions of registration, is effective and is achieving good outcomes for children.
2. Cabinet received the Annual Report for 2016-17 in July 2017, covering the period from 1 April 2016 to 31 March 2017.
3. There are two main areas of focus for the Adoption Service:
  - The timeliness of the assessment of adopters and their match with a child to be adopted, and
  - The timeliness of the adoption of children with complex needs.
4. This report includes brief information regarding the management of the Adoption Service, children who require adoptive placements and those who are placed, the recruitment and approval of adopters, the disruption of placements, children where the plan for adoption changes and the work of the Adoption Panel.
5. It is recommended that the contents of this report are noted and accepted.

### **Relevance to the Council’s Business Plan**

6. The Wiltshire Council Adoption Service supports a central priority of the Wiltshire Council Business Plan, to protect those who are most vulnerable. Two specific actions are:
  - To develop an outstanding Adoption Service for all children for whom adoption is in their best interest, and
  - To work with voluntary sector partners to ensure that we offer and deliver a comprehensive array of adoption support services.

7. Adoption West is scheduled to become operational on 1 April 2018 with Adoption West Panels having begun from October 2017. Until April 2018, Wiltshire Adoption Service remains responsible for the recruitment, assessment and support of adopters, matching them with children and providing adoption support. From April 2018, this set of responsibilities will move to Adoption West. The Council will retain some functions of an Adoption Service in respect of the children to be adopted and, therefore, it will remain as an approved Adoption Agency, albeit with different responsibilities.

### **Main Considerations for the Council**

8. The main consideration for the Council is to be assured about statutory compliance and the effectiveness of the Adoption Service. In 2016/17 33 children were adopted. Of these, 30 (91%) were placed within 12 months of the decision that adoption was in their best interest being made. In 2016/17 26 families were approved as suitable to adopt.
9. In Quarters 1-2, 17 children were adopted, 12 (92%) were placed within 12 months of the decision that adoption was in their best interest being made. In this time, 8 families were approved as suitable to adopt
10. Wiltshire's current Adoption Scorecard is included, below, for information. The most recently published performance to March 2016 shows overall continued improvement. There are three key measures that are included:

#### **A1: the average time between a child entering care and moving in with its adoptive family, for children who have been adopted:**

- The local authority three-year average (2013-16) is 545 days. (For 2012-15 it was 610 days.) This is shorter than the one year and three year trends from 2015 and 2012-15 and shorter than the England three-year average of 558 days. The Scorecard shows steady improvement over time.
- Excluding 2 legacy cases this figure becomes 325 for 2016-17. (For 2012-15 the three-year average for Wiltshire would be 567 if the 2 legacy cases were excluded.)
- Including Fostering for Adoption placements and legacy cases, unverified Wiltshire data estimates the figure for 2014-17 as 450 days, a marked improvement on 545 days and significantly less than the England average.
- In Q1-2 of 2017-18, unverified Wiltshire data estimates performance to currently be at 328 days, with the three-year average for 2015-18 currently at 398 days.
- The Government Performance Threshold is 14 months and so the Q1-2 performance is within this measure.

#### **A2: the average time between a local authority receiving court authority to place a child and the local authority deciding on a match to an adoptive family:**

- The local authority three-year average (2013-16) is 158 days. (For 2012-15 it was 161 days.) This is shorter than the one year and three year trends from 2015 and 2012-15). It is shorter than the England three-year average of 226 days. The Scorecard shows steady improvement over time.
- Excluding 2 legacy cases this figure becomes 144 for 2016-17.
- Including legacy cases where they remain in the three-year period, unverified Wiltshire data estimates the figure for 2014-17 as 184 days.
- In Q1-2 of 2017-18, unverified Wiltshire data estimates performance to currently be at 121 days, with the three-year average for 2015-18 currently at 174 days.
- The Government Performance Threshold is 4 months and so the Q1-2 performance is on target with this measure.

(Legacy cases include children whose care proceedings pre-date changes in adoption regulations in 2013. The last 2 children who were included in this group had Adoption Orders made in May 2016 and these figures are currently included in the scorecard figures as detailed above. However, this means that over time, should a specific Wiltshire scorecard continue to be published, A1 and A2 will continue to improve as these children will not be in the three-year cohort after 2019.)

**A3: the number of children who waited less than 14 months between entering care and moving in with their adoptive family:**

- In 2016-17, there were 60 (48%) children who waited less than 14 months between entering care and moving in with their adoptive family. The England three-year average (2013-16) is 47%. Based on Quarters 1-2 information, unverified Wiltshire data estimates the figure for 2014-17 as 91 children (72%).
- In Q1-2 of 2017-18, unverified Wiltshire data estimates performance to currently be at 75%, with the three-year average for 2015-18 currently at 74%.

11. The figures above indicate positive, steady improvement which shows some acceleration in terms of the effectiveness of placing children for adoption in the past 12-18 months. The numbers of children placed for adoption in the first half of the year indicate that it is likely that the year end figure for 2017-18 will be in line with that of last year showing that we continue to be effective at ensuring that children who require permanence through adoption achieve this in a timely way. There is robust tracking of children who require decisions that they Should be Placed for Adoption, through to home finding, matching and the application for Adoption Order.

12. It is concerning that the number of families approved as being suitable to adopt is low and there is a risk that if the need for adoptive placements remains high and approval of adopters is low, it may be harder to place children. This reflects a national challenge although some parts of Adoption West report stronger recruitment. We are working hard to determine why this is so. Where an interest in adoption is expressed but no formal application is received, we contact those concerned and ask why they have not acted, it is often due to changes in personal

circumstances but there are sometimes indications of how the Adoption Service could deal with potential applicants more effectively, for example in the timeliness of response. Information sessions are booked through the year and we ensure that information packs are sent out immediately to maintain momentum. It is heartening that this work has shown an impact and number of applications are expected to recover. In addition, we have developed our approach to Early Permanence (EP) and more children are being placed earlier in such arrangements. There needs to be sufficiency of adopters, including those who are assessed and prepared to provide EP placements.

13. There has not been an impact on timeliness to date, indicated by the Scorecard, below. The landscape is changing as adopters are now more able to identify children from other local authority areas they are interested in adopting via on line resources like Link Maker. Most Wiltshire sibling adopters provide placements for children from other local authorities because we have small numbers of sibling groups needing adoption at the same time and so these adopters look nationally. This means that most of our sibling groups are placed with adopters from other agencies as there is a reduced likelihood of Wiltshire having sibling adopters available at the right time for these children. As we move into Adoption West it is anticipated that the majority of adoptive placements will be made between adopters recruited by Adoption West and children from the six partner local authorities. Any 'loss' of adoptive placements to distant authorities will therefore reduce.

14. The full Scorecard is as follows:

# Adoption Scorecard

Choose Local Authority

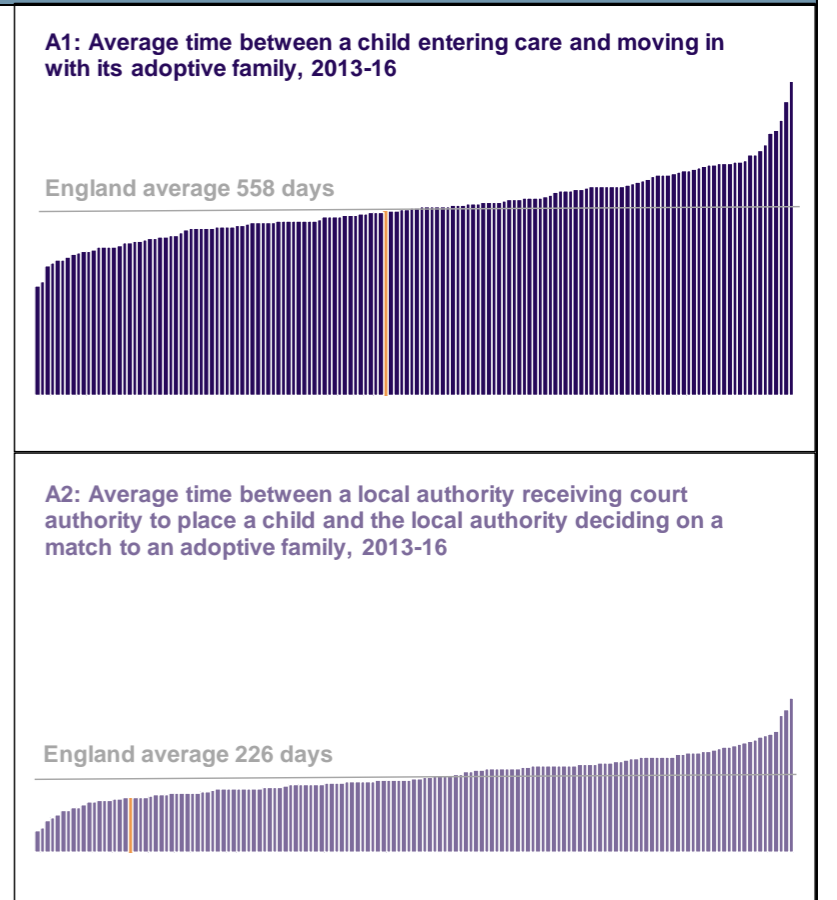
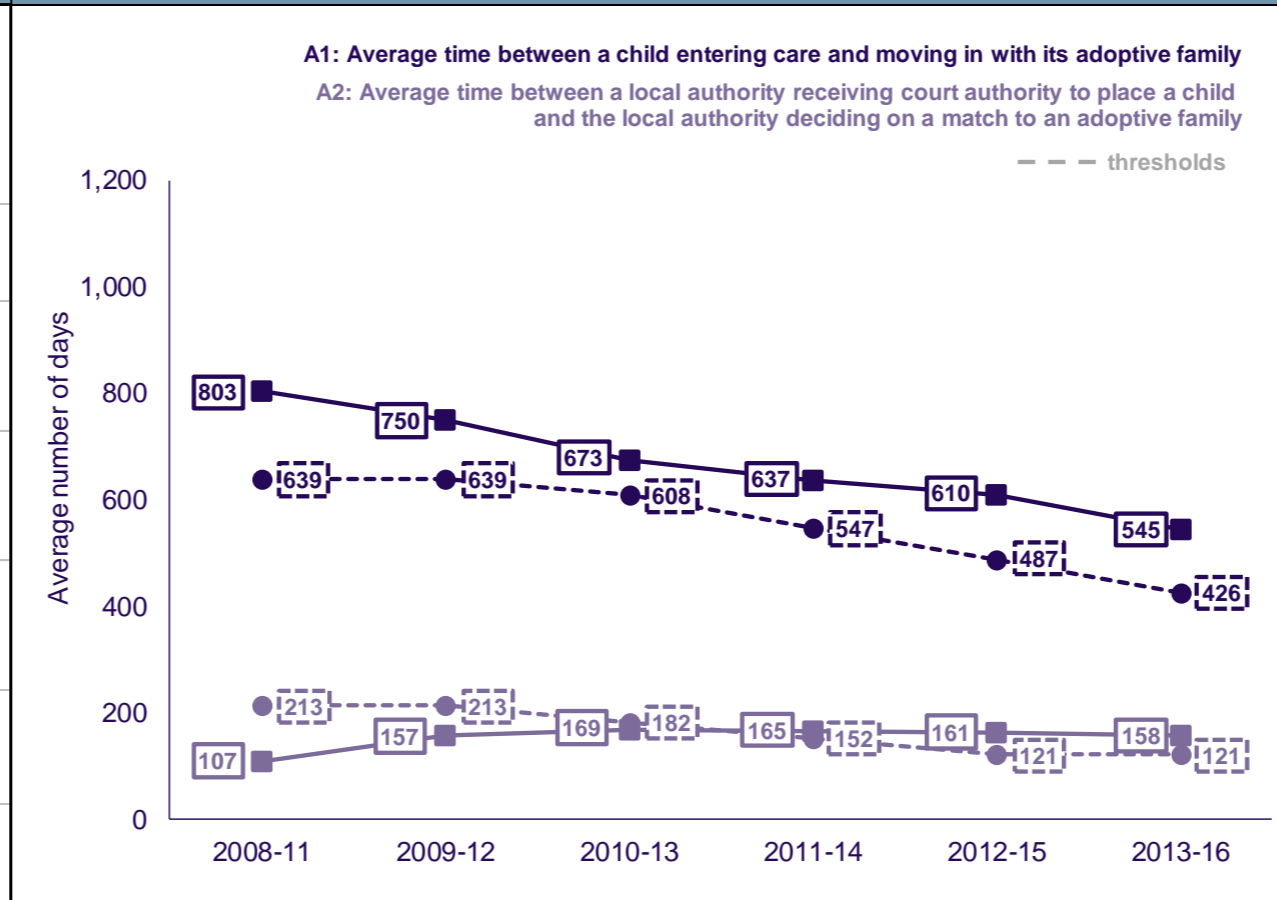
Wiltshire

See methodology and guidance document for further information

## Children

## Average time indicators

	A1: Average time between a child entering care and moving in with its adoptive family (days)	A2: Average time between a local authority receiving court authority to place a child and the local authority deciding on a match to an adoptive family (days)	A3: Children who wait less than 14 months between entering care and moving in with their adoptive family (number and %)
LA's 3 year average (2013-16)	545	158	60 (48%)
Distance from 2013-16 performance threshold (426 and 121 days)	119 days	37 days	n/a
1 year trend - Improvement from 2015 to 2016	Average time in 2016 was shorter than in 2015	Average time in 2016 was shorter than in 2015	n/a
3 year trend - Improvement from 2012-15 to 2013-16	Average time in 2013-16 was shorter than in 2012-15	Average time in 2013-16 was shorter than in 2012-15	n/a
Latest quarterly data (April to September 2016)	539	253	45 (77%)
England 3 year average (2013-16)	558	226	10200 (47%)



## Adopters

## Related Information

	Number of approved adoptive families waiting to be matched as at 31 March 2016	Number of applications to become an adoptive family still being assessed (not yet approved or rejected) as at 31 March 2016	Proportion of adoptive families who were matched to a child during 2015-16 who waited more than 3 months from approval to being matched to a child	New ADM decisions				New placement orders granted				Adoptions from care during 2013-16 (with % leaving care who are adopted)	Children for whom the permanence decision has changed away from adoption during 2013-16 (number and %)	Number of children waiting to be placed for adoption (as at 31 March 2016)	Number of children waiting to be placed for adoption with a placement order (as at 31 March 2016)	A1 timeliness where times for children who are adopted by their foster family are stopped at the date the child moved in with the foster family (days) (2013-16)	Number of children in a Fostering for Adoption / Concurrent Planning foster placement (as at 31 March 2016)	Adoptions of children from ethnic minority backgrounds during 2013-16 (number adopted and % of BME children leaving care who are adopted)	Adoptions of children aged five or over during 2013-16 (number adopted and % of children aged 5 or over leaving care who are adopted)	Average length of care proceedings locally during 2013-16 (weeks)
				2015	2016	2015	2016	2015	2016											
LA	..	..	..%	35	30	20	25	90 (16%)	30 (18%)	20	10	505	x	10 (17%)	15 (5%)	28				
England	2,530	1,730	73%	LA % change -12%	LA % change 19%	National % change 2%	National % change -3%	15100 (16%)	3520 (14%)	3,960	2,410	462	320	2330 (9%)	3180 (5%)	30				

THESE ARE NOT PERFORMANCE MEASURES

15. Management arrangements and staffing have remained as described in the Annual Report and are compliant with regulation in terms of qualification and experience. Significant support has been given to the development of Adoption West and the implementation of Adoption West adoption panels.
16. The core task of the Adoption Service is to provide secure and stable adoptive placements for children who require legal permanence and are no longer able to remain living safely with their parents or other family members. Services have continued to be delivered by two teams within the Adoption Service:
- The Adoption Recruitment and Assessment Team
  - The Adoption Support Team
17. In addition, the Adoption Service is responsible for providing an intermediary service for adopted adults and birth relatives wishing to trace family members, for those wishing to trace adopted children, support for non-agency adoptions (typically step-parents wishing to adopt), and those wishing to adopt children from overseas.
18. The establishment operational staffing of the Service (Recruitment and Assessment and Adoption Support) is unchanged from that described in the Annual Report. The Service is managed by a Team Manager. The Assistant Team Manager remains on long term sick leave, subject to absence monitoring. One full time social worker is on a phased return from a period of long term sick leave.
19. The Service continues to work to a development plan, supported by an adopter recruitment strategy, which was published in autumn 2016. This reflects the priorities of the Service and the key areas of improvement. This plan will be continually monitored and refreshed as required until the implementation of Adoption West in April 2018, at which time a new plan will be required for what remains of the Service within the Council.
20. The priorities of the 2016-17 Adoption Service Development Plan include:
- Suitable adoptive families will be identified without delay for children for whom adoption is in their best interest
  - Adopter recruitment and retention
  - Provide an effective and efficient home finding service
  - Implement an adopters' training pathway
  - Promote the concepts of Early Permanence
  - Provide an adoption support service that is responsive to the needs of adopters, special guardians, adopted children and their families
  - Ensure that the Adoption Panel is effective
  - Ensure that the Adoption Service is integral to the development of Adoption West

21. As described in the previous annual report to Cabinet and indicated above, Adoption West is the local response to the Government's position that local authorities (and Voluntary Adoption Agencies) should work collaboratively to ensure more effective arrangements are in place to deliver adoption where it was in a child's best interest. Cabinet has approved the outline design, budget and implementation arrangements of the partnership. Staff and managers from Wiltshire are fully involved in the development to not only ensure it is an effective agency but also that the interests of children and adopters from Wiltshire are well served. This is a significant commitment from the Service and care has been taken that it does not affect "business as usual".

22. Staff who are currently employed within the Adoption Service and/or whose work partly involves adoption functions, have been identified for consultation, with specific transferring to Adoption West from April 2018. This will be done through TUPE and work has taken place throughout autumn 2017, with Human Resources colleagues, to ensure that the correct process is followed and consultation is made with staff and the Trades Unions. Adoption West will procure back-office functions (for example legal services, payroll, ICT) from the partner authorities within Adoption West and a tendering process was initiated in October 2017 for this.

23. The project continues to be managed through the Governance Group which is supported by a Service Manager group. As indicated, in October 2017, the local authority Adoption Panels were closed and Adoption West panels replaced them. Adoption West sought to recruit and appoint a Service Director in autumn 2017 but was not able to do so, despite interviewing. It is anticipated that the post will be filled via secondment, probably from within the Adoption West partnership. If this cannot be secured, this will represent a significant risk to the project.

24. As required to be provided to Cabinet, brief performance information and commentary relating to Quarters 1-2 in 2017 is as follows:

**Profile of children waiting for an adoptive placement (at end of period)**

<b>Legal status</b>	<b>2015/16</b>	<b>2016/17</b>	<b>Q 1-2 2017</b>
<b>Section 20</b>	0	0	0
<b>Interim Care Order</b>	7	7	6
<b>Care Order</b>	5	7	3
<b>None</b>	1	10	4 <sup>1</sup>
<b>Placement Order</b>			13
<b>Total</b>	<b>13</b>	<b>24</b>	<b>26</b>

1. 4 who are not currently LAC as living at home during care proceedings.

<b>Ethnic Origin</b>	<b>2015/16</b>	<b>2016/17</b>	<b>Q 1-2 2017</b>
<b>White British</b>	7	20	22
<b>Mixed/Other</b>	2	3	3
<b>White Irish</b>	1	0	0

<b>Other Ethnic Group</b>	3	1	3
<b>Total</b>	<b>13</b>	<b>24</b>	<b>26</b>

<b>Age</b>	<b>2015/16</b>	<b>2016/17</b>	<b>Q 1-2 2017</b>
<b>0-11 months</b>	1	4	8
<b>12-23 months</b>	7	3	4
<b>2-4 years</b>	3	11	9
<b>5-10 years</b>	2	6	5
<b>11 and over</b>	0	0	0
<b>Total</b>	<b>13</b>	<b>24</b>	<b>26</b>

25. To be noted is that several children remained at home with birth family whilst subject to care proceedings with a care plan for adoption. This meant that other permanence options (such as Special Guardianship Orders) will be considered by the court for these children.

### **Children adopted**

<b>Age</b>	<b>2015/16</b>	<b>2016/17</b>	<b>Q 1-2 2017</b>
<b>0-11 months</b>	0	3	4
<b>12-23 months</b>	7	7	6
<b>2-4 years</b>	7	14	5
<b>5-10 years</b>	8	8	2
<b>11 and over</b>	0	1	0
<b>Total</b>	<b>22</b>	<b>33</b>	<b>17</b>

### **Rescissions of Placement Orders and Disruptions**

26. In the three-year period 2013-16 the permanence decision for 30 children (18% of all children for whom an initial decision was made that adoption was in their best interest) moved away from adoption leading to the rescission of Adoption and Placement Orders. The England figure for this period was 14%. Wiltshire applies rigorous scrutiny to care planning and over a three-year period, it is inevitable that there will be developments in a case or a child's situation that means that adoption is no longer in that child's best interest. Of these 30, 1 rescission was made in 2016-17. In Quarters 1-2 of 2017, 3 rescissions were made. Our forecast is we will be in-line with national average going forward.

27. During 2016-17, there was one adoption placement disruption notified to the Adoption Service before an Adoption Order was made. In Quarters 1-2, this number is 0. There have been 1 placement breakdown that occurred post-order, when the child return to being looked after. This child was 9 years of age. The child had been placed by another County with Wiltshire adopters. Learning from these cases is provided to Teams within Children's Services and, where appropriate, is reflected to Adoption Service Development planning and is taken forward to Adoption West work streams.

### **Prospective adopters**



	2015/16	2016/17	Q 1-2 2017
<b>Enquiries to be an adopter</b>	147	85	69
<b>Applications to be an adopter</b>	29	n/a	28 <sup>1</sup>
<b>Number of newly approved adopters</b>	13	26	8
<b>Application to approval:</b>			
<b>0-3 months</b>	0	3	0
<b>4-6 months</b>	4	15	2
<b>7-12 months</b>	7	7	5
<b>Over 12 months</b>	2	1	1
<b>Number approved adopters unmatched</b>	21	14	22 <sup>2</sup>
<b>Number approved adopters matched</b>	17	14	4 <sup>3</sup>

1. Prospective adopters starting stage 1.
2. Approved but unmatched at end of period
3. Matched in period

28. Of the 22 adopters, unmatched in Q1-2 and “waiting”, 14 were linked and waiting to go to Adoption Panel for a match and 0 had withdrawn from wanting to adopt and required deregistration, leaving 8 families actively looking to be matched with children. There were 12 children with Placement Orders who were waiting for placements at the end of Q2. Although it is anticipated that these children will be placed with Wiltshire adopters, it is nationally recognised that it remains more challenging to find placements for children with complex needs, older children and sibling groups. However, some of these children are young infants and it is anticipated that they can be placed with adopters quickly.

### Financial summary of the agency

28. The table below indicates the current budget for the financial year 2017/18:

	2017/18 Budget (£)
<b>Salaries and team running costs</b>	559,400
<b>Adopter recruitment and training</b>	17,000
<b>Adoption allowances (all types)</b>	501,500
<b>Special Guardianship Allowances</b>	1,835,600
<b>Adoption income (from interagency placements)</b>	-200,000
<b>Total</b>	<b>2,713,500</b>

There is a projected year end overspend on Adoption Allowances of approximately £132k and an underspend on Special Guardianship Allowances of up to £364k. Staffing budgets are expected to be on budget or show a slight underspend.

29. There have continued to be adoptive families who are financially supported:

	At 31 March 2016	At 31 March 2017	Q 1-2 2017

	Children/Carers	Children/Carers	
RO Allowance	20/16	14/11	14/11
Adoption Allowance	50/40	38/31	34/27
Other (SGO)	165/124	184/136	196/150
<b>Total</b>	<b>235/180</b>	<b>236/178</b>	<b>244/188</b>

### Adoption Panel

	2015/16	2016/17	Q 1-2 2017
<b>No. Panels held</b>	21	19	8
<b>Adoptive families considered</b>	14 (including one deferred and not reconsidered)	25	9
<b>Matches considered</b>	28	31	10
<b>Relinquished Children</b>	2	0	1
<b>Reviews of Adopters notified</b>	0	0	0

30. During Quarters 1-2, the Adoption Panel complied with Regulation as described in the Annual Report. Appraisals for members have been held and Training days have continued to be held as required. The arrangement for Panel recommendations being considered by the Agency Decision Maker (ADM) is robust.

31. The Adoption West panels began to operate in October 2017. They comply with regulation and so all Wiltshire business considered by that Panel has been managed appropriately, with clear recommendations and decisions made.

### Next Steps and Recommendations

32. It is important to continue the effective work of the Adoption Service during the period building up to the implementation of Adoption West in April 2018. In addition to normal activity, attention will be paid to the following:

- Maintain a high level of involvement in the development and implementation of Adoption West, supporting staff who will move into the new organisation whilst considering the needs of children and adopters in Wiltshire. This includes ensuring that the responsibilities that are retained by Wiltshire Council as an Adoption Agency are effective and there is strong partnership working with Adoption West.
- Further develop Early Permanence practice, linked to Adoption West.
- Maintain positive Home Finding practice to ensure the effectiveness of the process to bring about timely identification of potential adoptive matches for Wiltshire children who require adoption. This will be supported using the on-line facility provided by Link Maker.
- Until the implementation of Adoption West, continue to ensure a sufficiency of adopters who can meet the diverse needs of the population of children requiring adoption in Wiltshire. A suitably diverse pool of approved adopters allows matching to begin early in the process, often

before a Placement Order is made. Approved adopters will move to Adoption West in time, if they are still waiting to be matched with a child.

- Continue to ensure that formal Disruption Meetings take place where adoption placements breakdown before Adoption Orders are made to consider key learning to inform whole service improvement.

## **Background**

33. The Adoption Service provides permanency for children who are no longer able to live safely with their parents or other family members. This is achieved through the provision of quality adoptive placements for children who live in Wiltshire and where a decision has been made that adoption is in their best interest.
34. The fundamental requirement of the Service is that children are placed with families who have been assessed as being suitable to adopt. A recommendation of suitability is made by an Adoption Panel and this is ratified as a decision by the Agency Decision Maker (ADM). Through this process, there is rigorous assurance that approved adopters can provide safe, secure and enduring family placements for this vulnerable group of children. This allows them to grow, develop and thrive in a nurturing, supportive and loving family environment, removed from the stigma of being Looked After by the local authority.
35. To do this, there must be an appropriate range of enduring adoption placements to meet the assessed needs of children who need permanent adoptive families. These families must promote stability, safety and positive outcomes for children by working in partnership with all agencies as required.
36. The legislative basis of this work is the Adoption and Children Act 2002 and the accompanying 2005 Regulations. From April 2018, Adoption West will be the regional adoption agency; Wiltshire will retain the functions of an Adoption Agency that relate directly to children's planning.
37. The local authority, through reporting to Cabinet, must be assured of regulatory compliance and effectiveness through performance monitoring, challenge and improvement planning. The Looked After Children (LAC) Improvement Plan is the focus of this and it, in turn, reports to the overarching Children's Services Improvement Board.
38. The Adoption Service continues to be able to recruit adopters for infants and younger children. Through a programme of general and targeted recruitment, this will be maintained and the pool of adopters will be expanded to include those who can provide permanence for children who may be considered "harder to place". This group includes older children, sibling groups and children with disabilities. The Service is part of the South West Adoption Consortium (SWAC) which works regionally to identify matches for children across the area. Where necessary, children are also referred to the National Adoption Register (NAR) which provides national opportunity to identify adopters for children who cannot be placed

locally. The authority subscribes to Link Maker, an online adopter-lead resource.

39. Adoption West is a regional development involving six local authorities and a small number of locally operating Voluntary Adoption Agencies. This will provide a single Adoption Agency for the region in line with government requirement. Adoption West is intended to have significant impact on outcomes for children as it will deliver a more effective regional response to adoption and the needs of children.

### **Safeguarding Implications**

40. Wiltshire Council Adoption Service is part of Children's Services, all of which are delivered in accordance with Wiltshire Children's Services Policy and Procedures, overseen by the Wiltshire Safeguarding Children Board. The local authority has clear and effective safeguarding procedures in place for children and vulnerable adults.

41. This report is for note by Wiltshire Council Cabinet.

### **Public Health Implications**

42. Not applicable - for note by Wiltshire Council Cabinet.

### **Corporate Procurement Implications**

43. Not applicable - for note by Wiltshire Council Cabinet.

### **Equalities Impact of the Proposal** (detailing conclusions identified from Equality Analysis, sections 4 and 5)

44. Not applicable - for note by Wiltshire Council Cabinet.

### **Environmental and Climate Change Considerations**

45. Not applicable - for note by Wiltshire Council Cabinet.

### **Risk Assessment**

46. Risks that may arise if the performance and management of the Adoption Service is not effective and it does not achieve good outcomes for children:

- Safeguarding risk to looked after children if they are placed with adopters who have not been fully assessed, prepared and supported. Safeguarding is considered a high-level risk within the corporate risk register.
- An inadequate supply of adopters to meet the needs of Wiltshire children requiring permanence through adoption.
- Reputational risk for the Council if the Agency (and subsequently Adoption West) is not effective and does not achieve good outcomes for children who require adoption.
- Reputational risk if statutory timescales are not met regarding adoption.

- Reputational risk if the Agency is rated as Inadequate through inspection.
- Financial risk if placements are made, are unstable and subsequently breakdown leading to children returning to local authority care.
- Looking ahead, there are risks associated with the safety and effectiveness of service delivery should the development of the commissioned Adoption West service not be robust.

Effective delivery of the Service and implementation of Adoption West, the improvement plan, reporting and challenge will mitigate these risks.

### **Financial Implications**

47. The budget for the Adoption Service is indicated, in summary, above. Over recent years, the Government has provided additional money over the base budget through the Adoption Reform Grant, the Adoption Support Grant (now extended until 2020) and, more recently, to Adoption West to promote regional collaboration. The Service has been managing within budget due to external incomes collected. The cost of supporting an adopted child is less than the average cost of looking after a child in the care system and is often time limited as opposed to costs of care which extend to 18 years old and beyond. Cabinet has received information relating to the financial implications of Adoption West and the contribution that the Council will make to the new organisation.

### **Legal Implications**

48. It is a requirement of registration as an Adoption Agency that the Executive side of the Council receive regular written reports regarding the effectiveness, compliance and management of the Agency. It has been agreed that this will be in the form of an annual report and interim report and so it ensures that legal requirements are met. There are no additional legal implications arising.

### **Options Considered**

49. Not applicable - for note by Wiltshire Council Cabinet.

### **Conclusion**

50. Recent years have seen considerable change within the world of adoption and a focus on improving adoption performance. This has led to the need to review and develop services, amend policy and practice and so increase the effectiveness of the Wiltshire Adoption Service. At the heart of this is the belief that, for some children, adoption is the best route to legal permanence, security and the opportunity to achieve their potential. Wiltshire Council's Adoption Service is committed to improving service delivery and, therefore, outcomes for children. Adoption West will bring further significant change and improvement in coming years. The Council is an Adoption West partner, working collaboratively and regionally to ensure a whole service approach to prevent delay in securing appropriate adoptive placements for children in a timely and safe way.

**Lucy Townsend (Director - Family and Children's Services)**

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November 2017

**Appendices**

None

**Background Papers**

None

**Wiltshire Council**

**Cabinet**

**30 January 2018**

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**Subject: Extension of Intermediate Care Bed Service contract for 2018-2019**

**Cabinet Member: Councillor Jerry Wickham, Cabinet Member for Adult Social Care, Public Health and Public Protection**

**Key Decision: Yes**

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## **Executive Summary**

Wiltshire Council, in partnership with Wiltshire Clinical Commissioning Group commission 70 block Intermediate Care Nursing Beds. The Intermediate Care Bed Service is a joint health and social care service, with 70 beds commissioned in 9 care homes across Wiltshire. The Intermediate Care beds are funded via the Better Care Fund.

At any one time, there are a number of patients in acute beds, whose medical episode is complete, but who are unable to be safely discharged home, at that point in time. Intermediate care beds in care homes are used as a 'stepping stone' to enable customers to return home after a spell in an acute or community hospital (step down beds).

Intermediate Care also commissions 10 "step up beds", these are accessible by GPs to admit patients who do not require acute care, but are not safe to remain at home, for short term care. This also avoids the person being admitted to an acute hospital unnecessarily.

The Council and CCG are committed to minimising the number of customers making decisions about their long-term care needs in an acute setting, increasing the number able to remain living at home and reducing the total number of customers who are permanently admitted into care homes.

Intermediate Care block beds were re tendered last year for 2017-2018 for a year's contract with the potential to extend for a further year.

**Proposal**

Intermediate Care bed service first year's contract will expire on 31 March 2018; therefore, it is requested that Cabinet approves an extension of this contract for an additional year (2018-2019)

**Reason for Proposal(s)**

For the request of the extension of the current contracts we would be advising that 70 beds are continued with, but that within the next year there will be a review to determine the total beds required for the following year.

The plan would be to reduce the number of beds over time, to consider the impact of Adult Care Transformation in reducing the bed base demand.

**Graham Wilkin**, Interim Director of Adult Care



## **Wiltshire Council**

### **Cabinet**

**30 January 2018**

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**Subject: Extension of Intermediate Care Bed Service contract for 2018-2019**

**Cabinet Member: Councillor Jerry Wickham, Cabinet Member for Adult Social Care, Public Health and Public Protection**

**Key Decision: Yes**

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### **Purpose of Report**

1. This paper requests that, an extension to the Intermediate Care bed service contract is agreed for a further year

### **Relevance to the Council's Business Plan**

2. The Wiltshire Council Business Plan 2017-2027 makes a commitment to minimising the number of people able to remain living at home and reducing the total number of people who are permanently admitted to a care home.

### **Background**

3. Wiltshire Council, in partnership with Wiltshire Clinical Commissioning Group commission 70 block Intermediate Care Nursing beds. Intermediate Care is a joint health and social care service. The Council commission the Intermediate Care beds that are funded via the Better Care Fund.
4. At any one time, there are a number of patients in acute beds, whose medical episode is complete, but who are unable to manage without support at home or in a care home. Intermediate care beds in care homes are used as a 'stepping stone' for customers to return home after a spell in an acute or community hospital (step down beds).
5. Intermediate Care also commissions 10 "step up beds", these are accessible by GPs to admit patients who do not require acute care, but are not safe to remain at home, for short term care. This also avoids the person being admitted to an acute setting unnecessarily.

6. The Council and CCG are committed to minimising the number of customers making decisions about their long-term care needs in an acute setting, increasing the number able to remain living at home and reducing the total number of customers who are permanently admitted into care homes.

### **Main Considerations for the Council**

7. For the council to approve the extension of the Intermediate Care bed service contract, to enable continued support of people being discharged to an appropriate service and to support timely discharges from Acute hospitals.

### **Overview and Scrutiny Engagement**

8. Intermediate Care, and bed provision, was an area of focus for the Better Care Plan task group and remains an area of interest for the Health Select Committee, who will continue overseeing developments on this topic following Cabinet's decision.

### **Safeguarding Implications**

9. There are no known safeguarding implications.

### **Public Health Implications**

10. If the extension of the Intermediate Care bed service contract is approved, there will be continued positive outcomes for service user health and wellbeing, the aim of the service is to improve service user's independence to enable them to return home, whenever possible.
11. If the extension of the Intermediate Care bed service contract is not approved, there will be negative implications for service users and the Acute hospitals. For the service user, there will be unnecessary extended acute hospital stays, as the service user will not be safe to return home and rehabilitation will have to continue within the acute setting, which there is limited ability to do this. Extended stays in hospital lead to the service user experiencing a reduction in independence and requiring increased support on discharge or long-term placement.

## **Procurement Implications**

12. There are not any procurement implications. The contracts were let in 2017 following a compliant procurement process. There is facility within the contract for the extension for one year and this was clear in the tender opportunity.

## **Equalities Impact of the Proposal** (detailing conclusions identified from Equality Analysis, sections 4 and 5)

13. An equalities impact assessment was carried out in conjunction with the Nursing home block bed tender in 2016.
14. The procurement of nursing/residential home beds through block contracts and framework agreements by the Council will support equitable access to 24hr care in a care home setting for people who do not have the financial means to secure this care themselves.
15. The specification for the service states that providers will be expected to demonstrate use of local resources and provision of services which take account of customer's religion and culture.
16. The procurement process ensures that organisations entering into a contract with the Council must have their own policies and procedures in place to comply with the Equality Act 2010.

## **Environmental and Climate Change Considerations**

17. There are no specific environmental or climate change considerations.

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

18. If cabinet were not to approve the extension of this contract, the negative impact will be that those people who would make use of this service will remain within the acute hospital setting for extended periods of time. Increasing the length of stay and increasing the numbers of delayed transfers of care number. Resulting in reduced flow and the ability to admit new service users, with the outcome of increased episodes of escalation

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

19. There may be a perceived risk that renewing the contract removes some impetus to progress with transformation. Decreasing the number of Intermediate Care beds is written within the providers contract, it has always been the plan to reduce the number of beds when the community has capacity

to support this cohort of customers in their home environment. Wiltshire Council is fully committed to Adult Care Transformation.

### Financial Implications

20. Intermediate Care bed service is funded via the Better Care Fund.

21. Beds currently commissioned are:

Care Home	step up	number of beds
	step down	
<b>NEW</b>		
Avon Court Chippenham	down	5
Bassett House	down	5
Athelstan	down WC	5
	down CCG	5
<b>Total for NEW</b>		<b>15</b>
<b>WWYKD</b>		
The Westbury	down	8
Market Lavington	down	7
<b>Total for WWYKD</b>		<b>15</b>
<b>SARUM</b>		
Camelot, Amesbury	down	5
Little Manor, Salisbury	down	14
Castle View	down	
Ashley Grange	down	6
<b>SARUM step down</b>		<b>25</b>
<b>SARUM step up</b>		
Ashley Grange	up	2
Kimberley House	up	8
<b>SARUM step up</b>		<b>10</b>
<b>Total for SARUM</b>		<b>35</b>
<b>Total for Wiltshire</b>		<b>70</b>

Full year cost of the 70 block Intermediate Care beds is £2,988,156.29, due to the confidential nature of the detailed financial information, please see appendix one for the detailed financial information.

22. There will be no uplift cost for 2018 – 2019 as the contract states that any extended year will be at the same cost as 2017-2018.

### **Legal Implications**

23. Local authorities must meet their duty of care to identify, to assess and support people. Working with other local organisations to provide the most appropriate form of value for money support.

### **Options Considered**

24. One option would be to reduce the number of beds required. This option was discounted on the basis that the current block of 70 beds is well-used (see occupancy rates below) and is often supplemented by additional beds purchased on an 'as required' basis to support service users with very specialist needs.

25. Occupancy rates April 2017-November 2017

month	Step down %	Step up %
November	93	91
October	94	89
September	89	95
August	93	96
July	93	89
June	90	89
May	96	96
April	91	100

### **26. Conclusions**

Cabinet is requested to approve the extension of the Intermediate Care bed service contract for a further year, 2018-2019. This will continue to support the Acute Hospitals, while enabling Transformation to progress and review the number of Intermediate Care beds required post 2019.

**Graham Wilkin**, Interim Director of Adult Care

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Report Author: Deborah Elliott, Community Commissioner (Intermediate Care Bed Service),

20 December 2017

**Appendices**

Appendix 1 – Block Beds Costs

**Background Papers**

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

None

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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